



The **Santa Clara Valley Chapter of Amigos de las Américas** is committed to raising the program funds as a group effort in order to satisfy the Federal requirements for being a non-profit organization. While every AMIGOS family must raise the minimum amount as outlined on Page 2, we encourage additional sales of products and over-achievement in the letter writing campaign since the extra funds are made available in subsequent years for scholarships.

The total program cost of \$5,665 per volunteer is generated by a combination of family fees and fundraising. This total is based on the costs associated with the projects that are offered in a particular year, the countries that will be served, and the number of volunteers in training. The fees include the following expenses:

- **Roundtrip international and domestic airfare**
- **International health insurance**
- **Training materials**
- **In-country orientation**
- **Field project supplies**
- **Chapter administrative costs**
- **Chapter training & support**
- **International year-round professional support staff**

Financial reports may be obtained upon request.

There are additional personal expenses not covered in the program cost that are required, for example:

- **Immunizations**
- **Passport fees & photos**
- **Personal items for travel: backpack or duffel bag, clothing, toiletries, prescription & non-prescription drugs, sleeping bags, water purification tablets, insect repellent, etc.**

The volunteers must participate in all fundraising activities during the year as outlined on Page 2. This is a family commitment.

PRODUCT SALES: Some goods are perishable and will spoil if not sold quickly. If the volunteer is unable to sell the product by the payment due dates shown on Page 2, because of spoilage or otherwise, the family is responsible for paying for the total number of items delivered to the volunteer. To ensure timely fundraising pre-selling is strongly encouraged before the delivery date.

FINANCIAL NEED: Modest scholarships are available, both through the International Office and the Santa Clara Valley Chapter. An application form and criteria for applying are in the application package.



Santa Clara Valley Chapter
Financial Agreement

CONTRIBUTION BREAKDOWN

ITEM	Net Sale
Non-Refundable Deposit	500.00
Family Fee	2450.00
Product Sales	2200.00
Letter Writing Campaign	1550.00
Costs (products, stationery)	(1,035.00)
Cost of Program	\$5,665.00

PAYMENT SCHEDULE

ITEM	Due Date	Gross Amount
Non-refundable Deposit	11/20	500.00
1 of 5 Family Fees	1/8	490.00
Product Sales	1/21	2200.00
2 of 5 Family Fees	2/26	490.00
3 of 5 Family Fees	3/11	490.00
Letter Writing Campaign	4/1	1550.00
4 of 5 Family Fees	4/1	490.00
5 of 5 Family Fees	5/20	490.00
Costs		(1,035.00)
Cost of Program		5,665.00

HOW AND WHEN DO I REMIT MY FUNDRAISING MONEY? AMIGOS volunteers are expected to turn in proceeds and keep a record of them to insure they have met their commitments to fundraising. It is understandable that parents want to stay involved in the process; however, it is the responsibility of the volunteer to meet the commitments. There will be a designated individual to collect funds at each meeting. Volunteers will be presented with details at their training meeting of how to prepare collections for remittance. If a volunteer transfers product to another volunteer to sell, the transferring volunteer must arrange to receive the check representing payment for the transferred product, so that each volunteer turns in all the money for all products delivered to them.

WHEN ARE THE FAMILY FEES DUE? The Family Fees are due to the Treasurer on the dates noted above in the Payment Schedule.

HOW DO YOU REMIT FAMILY FEES? You may present a check to the Treasurer at a meeting prior to the due date, or you may mail your check to the Treasurer to be received by the due date:

Jeff Pendleton, Treasurer
454 SPANISH MOSS LN
ARROYO GRANDE
CA 93420-6605

SPECIAL NOTE: All checks should be made out to AMIGOS SCVC. If a customer makes out a check directly to you or pays cash, you should write a personal check to AMIGOS SCVC for the same amount. **NO CASH, please**, when turning in money to the Treasurer.


Amigos de las Américas
**Santa Clara Valley Chapter
Financial Agreement
Acknowledgment**

I understand the financial commitments as stated above and agree to comply with them if I choose to become an AMIGOS volunteer. I further understand that failure to meet any of the above commitments may result in my being dismissed from the program without being reimbursed the \$500 non-refundable deposit. If I drop from the program for any reason at any time after payment of the \$500 deposit, the deposit will be forfeited.

I understand that the Family Fee, the Product Sales total and the Letter Writing Campaign total are separate targets that must be independently achieved. Any additional sales of products and/or over-achievement in the Letter Writing Campaign are made available in subsequent years for scholarships and in no circumstance can be used to reduce the Family Fee.

I understand that once installments of Family Fees have been paid (including any portion of the installments that represents payment for international or domestic airfare), the fees are not refundable if I drop from the program because of illness, schedule conflict, or for any other reason, unless and only to the extent that, the amount of the fees that I have paid exceeds the sum of (i) the amount the Chapter is obligated to forfeit to the International Office of AMIGOS at the time of the drop, as set forth below, plus (ii) the cost of the ticketed domestic airfare. Under no circumstance are proceeds of fundraising refundable to me.

The amount the Chapter must forfeit to the International Office of AMIGOS if a volunteer drops from the program, based on the program cost of the International Office of AMIGOS, is as follows:

Prior to April 1:	0%
Between April 1 and April 30:	25%
Between May 1 and May 15:	50%
After May 15 but prior to seven days before departure:	75%
Seven days prior to departure or later:	100%

Furthermore, I understand that if I am sent home from Latin America for a violation of the AMIGOS Standards of Conduct, if I am required to come home early because of illness, or if I choose to come home early for any other reason, I am responsible for paying any cost associated with the change to my airline ticket. If I must return early because of illness, a family member may have to travel at their expense to Latin America on short notice to accompany me home. If I am sent home for a violation of the AMIGOS Standards of Conduct, in addition to paying for the increased cost of my airfare home, I will be assessed a \$500 penalty to cover last minute transportation costs of Project Staff.

Parent Signature _____ Date _____

Parent Name (please print) _____

Volunteer Signature _____ Date _____

Volunteer Name (please print) _____