



## Re: Financial Policy for Volunteers

The following is the set of guidelines Silk Road Catalyst (SRC) implements for every volunteer participating in a short-term or semester project with SRC.

- I. The cost SRC lists for each individual project includes all project expenses for one individual.
  - a. A cost not covered by SRC includes, but not limited to, cost of passport, souvenirs, immunizations, medical treatment, and additional baggage not covered in airline baggage allowance.
  - b. International Medical Insurance is provided and required through [www.talent-trust.com](http://www.talent-trust.com). All medically related expenses beyond what the insurance provider provides is the responsibility of the volunteer and their legal guardians, not SRC.
- II. All volunteers will raise or pay 100% of the financial cost required by SRC to participate on a SRC short-term or semester project. SRC, the organization, does not provide any funding nor does SRC assist in raising the money for the volunteer, other than giving fundraising consultation.
- III. Volunteers who serve in the role of Team Leader for their team and project will be given a small stipend per volunteer they lead. This stipend normally ranges from \$200-250 USD and is determined on a project-by-project basis. The remaining balance for their trip cost must be paid by the volunteer or raised through financial partners.
  - a. Team Leaders are required to manage team funds and submit an expense report after the conclusion of their project/assignment. All remaining funds (USD and exchanged currency) and the team's expense report must be submitted to the SRC office no later than 14 days after the team leader arrives in their home country.
- IV. Monies given toward a volunteer's cost via a bank check or given online through the SRC giving page via a bank checking account will not incur any fees for processing.
- V. Monies given toward a volunteer's cost via a credit or debit card through our online giving page will incur processing fees based on the bank distributing the credit/debit card. (i.e: If a volunteer or one of their financial partners donates \$100 toward the volunteer's project cost and the bank's processing fee is 3% then SRC will deduct \$3 USD from their original donated amount. In this scenario, the remaining \$97 USD will be applied toward the volunteer's project cost)



- VI. SRC does not refund donations for any reason. If a volunteer removes himself or herself from their project involvement or is removed by SRC leadership, they may elect to transfer their SRC funds to another individual serving on the same project. Otherwise, remaining funds will be transfer to the General Fund or as SRC determines.
  - a. Medical Exception: Those removing themselves for a medical condition that prevents them from serving on the project they have been assigned to will have up to one year to apply to serve on a new project and allocate their SRC funds on hold toward that project cost.
  
- VII. All unused monies at the end of each assignment/project will be allocated to the SRC General Fund or as SRC determines.

By signing below, I hereby acknowledge my understanding of this document, Financial Policy for Volunteers, issued to me by SRC.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date