

FINANCIAL RESPONSIBILITY

of the HI-Y Leadership Center and Local HI-Y's & Delegations

May 25, 2007

COSTS and FEES

Program costs to the HI-Y Leadership Center (Ohio-West Virginia YMCA) are higher than the fees the Center charges participants.

<u>Program</u>	<u>'06 Cost to HI-Y Leadership Center</u>	<u>2007 – 2008 Youth Fees Charged Participants</u>
HI-Y	\$ 36.00	\$ 10
Fall Conf, Ohio	\$214.00	\$135 Affiliated/\$145 Others (after Oct. 28 th , add \$10)
Fall Conf, Jackson's Mill	\$173.00	\$120/\$130 (after Oct. 28 th , add \$10)
Ohio Youth in Government	\$632.00	\$225/\$250
WV Youth in Government	\$380.00	\$225/\$250
Sr. UN at Holiday Inn	\$302.00	\$210/\$240
Camp Horseshoe	\$490.00	\$300 (\$350 after May 1)

HI-Y Leadership Center: 2007-2008

The HI-Y Leadership Center continues its policy of keeping fees below costs to help youth from a range of economic levels participate.

Local HI-Y's and Participating Groups' Responsibilities

Participating groups and individuals accept the responsibilities listed below to help the HI-Y Leadership Center maintain its fee policy so youth from a range of economic levels can participate, the Center can meet expenses and stay in business.

1. Educate Participants & Parents

Inform participants and parents of the true costs of these programs to the HI-Y Leadership Center and the lower scholarship fees the Center offers.

2. Meet All Deadlines

The Center manages many programs at once with too few staff. We get one thing done and move on to the next. We don't have time to go back and re-do something because someone or group is late. Time is money. Do not ask us to spend more time/money to fix a problem caused by local failure to meet a deadline. On time Affiliation = lower student fees.

3. Get Completed HI-Y Affiliations in by October 20!

To receive lowest program scholarship rates. We need to know who we are working with for the year, Affiliations take time to process all the names/addresses and we must get this done so our time can then focus on the next program.

4. Accurately Complete All Forms

Type or clearly print all information on forms with accurate information including a person's name (spelled correctly), address, phone, zip, etc.

5. Submit Payments for a program using one check for the total group. Include a listing of individuals and the amount of the check to be applied to each person.

6. Follow the Center's Cancellation and Refund Policy

Cancellation and Refund Policy

The best laid plans can go awry. However, programs with these costs to the HI-Y Leadership Center and the Center's significantly lower scholarship fees leave the Center with no flexibility to provide refunds. Therefore, our **policy is NOT to provide refunds nor can the fee be transferred to that of another registered person or program.** The Center does permit sending a replacement for the person who must cancel. Actually, the person(s) canceling should reimburse the Center for the costs the program has incurred on their behalf by paying the scholarship received back to the program.

Please note and take appropriate action -

1. Local H-Y's and other delegations who want to provide refunds to any of their students who cancel, need to set aside money to provide such refunds locally.
2. Delegations **do not refer parents or participants to the HI-Y Leadership Center with billing or refund questions. Handle these questions locally.**
3. After a delegation is registered for a Conference, that delegation is responsible for the entire payment for that number of student and adult delegates.
4. Remember, **No Refunds from the HI-Y Leadership Center**, so do not ask nor have others call to ask.

HIY/06FinResp – revised 5/25/07