



## Block Party Quilters Refund Policy

To qualify for a refund of payments made to Block Party Quilters:

- A notice of cancellation must be made in writing to the chairperson in charge of the event no later than one week prior to the event. The only exceptions will be as detailed below.
- If written notice has been given less than one week prior to the event and there is a wait list and if someone on that list is willing to take the person's place, BPQ will issue a refund.
- A person ineligible for a refund may find a substitute to take their place who will reimburse them personally. The chairperson must be notified about the substitution.
- A donation receipt will be given upon request when a person is ineligible for a refund or elects not to receive one.

The person wishing to receive a refund is responsible to request a refund in writing as follows:

- Print out the current check request form from the BPQ website (or secure from the chairperson if the requester does not have printer access).
- Fill out their information as payee, reason, event for which refund is requested, and dollar amount requested.
- Hand or mail the form to the chairperson of the event for which a refund is being requested.

The chairperson will then do the following:

- Confirm the requested was eligible under the refund policy for the requested amount.
- Sign approval as chairperson and submit the check request form to the Treasurer for payment. The Treasurer will issue a refund check to the requester.

BPQ will not issue a refund unless a completed check request form is submitted, as outlined above. All such requests must be submitted or postmarked within 2 months of the event to be considered; in all cases, requests must be made within the same calendar year.

The following cancellation procedures will apply for Retreats only:

- If a partial cancellation occurs no later than one week before the retreat, a full refund can be made for whatever nights won't be used.
- If a cancellation occurs during the retreat dates, a full refund of unused nights will apply only if both of the following conditions are met:
  - The Seabeck contract is met.
  - Seabeck does not charge BPQ for the nights covered by the refund request.
- A substitute person must submit all required forms before attending the retreat.

All refund requests not covered by the above shall be brought to the board for consideration.

Approved by the board: August 8, 2013; revised May 11, 2017