



## EVENT POLICY & PROCEDURES

### Conferences/Basics for Signing Up For Events

- Before a student signs up (puts their name on a sign-up sheet) for a conference, they must pay a \$25 **NON- REFUNDABLE** deposit.
- If a student signs up, he or she needs to fill out an envelope and either put \$25 cash, check, or indicate they will pay with their student account. (Must make sure they have a balance)
- If a student **DOES** sign up for a conference on a Wednesday night and they **DO NOT** pay the \$25 non-refundable deposit, their name will be taken off the list.
- Anytime the student ministry plans to attend a conference with a discount group sign-up deadline, the student must pay **in full** before the transaction takes place by the event coordinator.
- Any student, who does not have the money paid in full by the discount group sign-up deadline, will pay the higher registration cost.
- If a student has paid in full and has to withdraw from a conference they **will not** receive a refund. If however, the student has to withdraw due to sickness or approved reason from Pastor Zack and the conference allows refunds, that student will receive a refund minus the \$25 non-refundable deposit.
- Each student must have a current liability release form.

### Pay @ The Door Concerts (Most of these are \$10 concerts)

- Before a student signs up (puts their name on a sign-up sheet) for a concert, they must pay half of the concert fee (either with cash, check or account) to the student ministry. This assures us that we can go forward with transportation plans and count on that student attending. We will give those (IN CASH) their money they paid so they can use it at the door for the concert fee or however they choose. **NO REFUND WILL BE GIVEN IF A STUDENT DOES NOT ATTEND.**

### Pre-Planned Concerts

- Before a student signs up (puts their name on a sign-up sheet) for a concert, they must pay **IN FULL** (either with cash, check or account) the concert fee to the student ministry. This assures us this student is going and that we can purchase the tickets online. Most places don't give refunds and so **NO REFUND WILL BE GIVEN IF A STUDENT DOES NOT ATTEND.**

## District KNYI (Kansas Nazarene Youth International) Events

- These events include Lock-In, Camp, Kansas Extreme, & Max (Midamerica Extreme)
- Before a student signs up (puts their name on a sign-up sheet) for a conference, they must pay the designated **NON- REFUNDABLE** deposit. Due to this being a district event, if a student **cannot** attend the event and has paid in full, we will refund the students money he or she had paid.

## Sporting Events/Any other planned fun activities

- Before a student signs up (puts their name on a sign-up sheet) for a sporting event or fun event, they must pay half of the event fee (either with cash, check or account) to the student ministry. This assures us that we can go forward with transportation plans and count on that student attending. We will give those (IN CASH) their money they paid so they can use it at the door for the event fee if needed or just apply it to event fee. **NO REFUND WILL BE GIVEN IF A STUDENT DOES NOT ATTEND.**

## Extra Important Info

- You can add money to your students account anytime you wish by writing a check to First Church of the Nazarene, writing your students name on check, and dropping it in the offering plate or turning in to church office. If you have questions about your students accounts please email our secretary Sue (who handles the student's accounts) at [svanmeter@hutchfirstnaz.org](mailto:svanmeter@hutchfirstnaz.org). Or you can call the church office at 620-662-1283.
- These policies are subject to change but you will be notified if any of them do.
- We as a youth staff are doing our best to be good stewards of our finances and this will help insure that each of our events is planned effectively and with excellence.
- Please note, if you have a major family issue that doesn't allow your student to attend an event, we will work with you to help you in any way we can.
- These policies are not meant to be the "LAW" by any means but to give some direction and expectations for our student ministry.