

HAITI MEDICAL MISSION OF WISCONSIN, INC.

www.haitimedicalmission.com

Trip Cancellation Policy

It is the intention of Haiti Medical Mission of Wisconsin Inc. (HMMW) that all medical mission trips occur according to the published schedule. There are times, however, when good judgment requires that a trip be cancelled.

Circumstances regarding cancellation:

- A. Reasons for cancellation – political unrest in Haiti, severe weather conditions, contagious disease outbreak in Haiti, or for other similar reasons; inability of the Team Leader or co-Leader to participate on the team; inability of a critical team member to participate on the team; individuals may cancel their own participation on a trip due to illness, family emergency, work requirements, or for other personal reasons.
- B. Decision to cancel – the Team Leader, in consultation with the President of the Board of Directors has the authority to cancel a team; the President of the Board of Directors, in consultation with the Team Leader and the Executive Committee has the authority to cancel a trip; the Executive Director will be notified immediately if the decision has been made to cancel the trip.
- C. Notification process – the Team Leader or President of the Board of Directors will notify the Executive Director of the decision to cancel the team; they will determine the most efficient way to notify all team members about the cancellation, ensuring the receipt of the message by all affected people; the Executive Director will notify all colleagues in Haiti about the cancellation.

Financial Implications:

The following will determine the refund of any in-country fees paid by the team members:

- A. If HMMW cancels the team, all in-country fees paid by a team member will be refunded in full. The team member may choose to decline the refund and donate the fees to HMMW.
- B. If the team member cancels his/her participation as a team member six weeks or more prior to the departure date, in-country fees paid by that team member will be refunded in full. If the team member cancels his/her participation on a team less than six weeks prior to the departure date, all but \$50 of in-country fees paid will be refunded.