

### **PAYMENT OF FEES (Donations/Contributions)**

1) Make all payments, in U.S. funds (*clearly identifying your name in the memo of each check to ensure that your account is properly credited*) payable to:

Orphanage Support Services Organization (OSSO)  
P.O. Box 345  
Rexburg, ID 83440, USA

- 2) Payment deadlines are not flexible. Payment must be POSTMARKED by the deadline. This money is needed to pay for airline tickets, etc., and we've found that volunteers who don't make payments on time often end up withdrawing.
- 3) If a payment is late, you'll be assessed a \$25 late fee. If it's two weeks late, you may lose your spot.
- 4) A \$25 fee will be assessed for any returned checks (if this occurs with a sponsor check you, the volunteer, will be held responsible for payment of this fee).

### **Acceptable forms of payment (in U.S. funds):**

- personal checks
- money orders
- cashier's checks
- we prefer cash is not sent, but if you need to, please clearly indicate who the cash is from along with their address
- we have the option available for people to donate to the orphanages using their credit card, and we usually reserve this option *only* for donations for the orphanages (including child and orphanage sponsorships) because we're charged 3% anytime we do this, however, if you're willing to pay the 3% fee in order to be able to pay your program fee with your credit card, then we can make this option available to you

### **Receipts:**

Receipts stating tax deductibility of any contributions for the whole year will be sent out at the end of the year (the following January by the 31st actually)—this includes receipts sent to all sponsors, so please make your sponsors aware of this.

PLEASE NOTE: Orphanage Support Services Organization (OSSO) is a U.S. nonprofit 501(c)(3) charitable organization; for U.S. residents, donations/contributions are usually tax deductible. Please consult your tax advisor.

### **With regards to payments from sponsors:**

If you're trying to get sponsors to help with the payments, the payment deadlines still apply. Sponsor money is not retroactive to money already paid.

Volunteers occasionally have several sponsors making contributions/donations to OSSO in their name where the total amount exceeds the program fee. In the event of over-payment, OSSO is

unable to refund to applicants any of the money that has been paid by sponsors. However, if you receive sponsor money in excess of your balance, we can make this money available in Ecuador for you to be involved in spending for needs in the orphanages while you're down there (after talking to the Project Directors and with their approval of how you'd like the money to be spent).

Sometimes sponsors send checks directly to the office. If we receive a sponsor check that's not sent from you or your parents, we'll e-mail you and let you know who the check is from and how much it's for so you can keep track of it in your records and always know what your balance remaining due is.

**Information for Canadian volunteers:**

- Checks from Canadian banks that do not have a 9-digit routing number, even though written as U.S. funds (which is our policy in order to accept payments from Canada), take more than a month for the funds to actually be attributed to our account, so if at all possible, we would please ask you to send your payments in U.S. funds using a check that has a 9-digit routing number so that the funds can be immediately deposited into our account. The more likely method for doing this is to check with your bank for their international money order (and some banks in Canada also have a partner U.S. bank so that the money's drawn directly from the U.S. bank).
- For sponsor checks, this likely won't be able to happen, however, if they can do it with a 9-digit routing number as well, that would be much appreciated.