

Addendum to The Pap Corps Policies and Procedures Manual for Chapters
September 17, 2020

The purpose of this amendment is to establish a policy to address refunds to members and non-members for events in the Chapters or from The Pap Corps (referred to as Corporate) that have been pre-paid and then canceled or postponed.

- I. In the event that Corporate or a Chapter has to postpone an event due to unforeseen and uncontrolled events and a new date has been set, the participants' pre-paid funds shall be moved forward to the new event date

- II. If it becomes necessary to cancel a date for any reason, the participant shall be queried:
 - a. If they choose to move their funds forward to any other event;
 - b. Consider the amount as a donation to The Pap Corps Champions for Cancer Research;
 - c. Request a refund within 10 days of notice the event is canceled. Refunds for events less than \$15 are not eligible for refunds and will be designated to either II. a or II. b above. Once the chapter event has been canceled, all requests for refunds must be made by the individual member, by email, to the Chapter Event Chair/President/Treasurer who will forward the request to the CFO.
 - d. If a Corporate Event is canceled, each individual member requesting a refund must notify the CFO by email.

- III. All dollar amounts refunded will be deducted from the member's donor totals. Amounts moved forward or considered as donations shall remain in the member's donor totals.

Except as expressly provided herein, all payments by members or non-members under this Pap Corps Policy will be irrevocable, non-refundable, and non-creditable. This policy is effective October 15, 2020.