



ARCHDIOCESE  
*of* MILWAUKEE

Mission Trips: Administrative Tips

# How we earn money?

- Registration Fees
  - Fees paid by the participant.
- Donations
  - Donations received from participants and outsiders to help offset the cost of the trip.
- Fundraisers
  - Funds “raised” with the intention of the project being used to help offset the cost of the trip.

# What to be aware of...

- Registration Fees
  - How is your parish accounting for these? Can they be returned to the participant if the trip doesn't occur?
- Donations
  - Were these "restricted" donations? Do the funds need to be returned to the donor?
- Fundraisers
  - If the trip doesn't occur, do the funds get set aside for future years? Can the funds go to the parish?

# Tips for the Future...

- Carefully review all contracts. Be aware of deposits, cancellation fees, etc.
- Do not sign the contract.
  - Only the Pastor/Parish Director should sign contracts.
- Ensure proper language is included to protect the parish.

# Force Majeure sample language.

*Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.*

*Many Hands. One Vision.*



# Catholic Stewardship Appeal

Archdiocese of Milwaukee

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