

## **Brookwood Baptist Church Return Policy**

The purpose of this policy is to define Brookwood Baptist Church's refund policy for all contributions. Brookwood Baptist Church is not legally required to refund any donor contributions. A charitable contribution is a gift, an irrevocable transfer of a donor's entire interest in the donated cash or property. Contributions must be irrevocable to qualify for a charitable deduction.

General Guidelines:

- Brookwood Baptist Church is not required to return an undesignated or unrestricted gift. As such, requests for refunds relating to unrestricted gifts will be denied under most circumstances.
  - Exception A: Refund requests for duplicative or erroneous processing may be allowed.
  - Exception B: Refund requests of significant gifts (greater than \$10,000) will be reviewed thoroughly and must be approved by the executive pastor of ministry support.
- In some instances, a refund of a designated or restricted gift may be allowed if the purpose for which the gift was given will not come to fruition. Brookwood Baptist Church will contact the giver and ask for the restriction to be removed or if the giver would like his or her contribution returned.
  - For example, donations for mission trips may be refunded if a trip gets cancelled by Brookwood Baptist Church and the donor requests a refund.