

Midwest Mission Volunteer Shift Payment Guide

Material Fees

Full day | \$16 per person per day

Part day | \$8 per person per shift

Payment Information/Schedule

- Team Leaders are responsible for all the payments for their team booking
- Non-Refundable Reservation Fees are due by midnight the day you book. If unpaid, your reservation will be automatically canceled.
- If you are booking more than 8 weeks before your arrival date: the Non-Refundable Reservation Fee is due by midnight the day you book, and then half of the remaining balance is due 8 weeks prior to your arrival.
- If you are booking less than 8 weeks from your arrival date: the Non-Refundable Reservation Fee and half of your remaining balance are due by midnight the day you book. If not your reservation will be canceled.
- Payments will need to be made in Volunteer Matrix by credit card or electronic check/bank transfer (routing number and account number required).
- You will receive email reminders from Volunteer Matrix regarding all your payments.
- No refunds will be provided after your 8-week deadline. In addition, if you book less than 8 weeks prior to your reservation date, there will be no refunds.

How to Pay on Volunteer Matrix

1. Once you have reserved your volunteers shift(s), you must pay your fees in accordance with the payment schedule
2. To pay, log in on Volunteer Matrix
3. If you have charges to be payed, a "Charges & Credits" box will pop up in red on the main page.
4. You can either see the detailed charges, print charges and credits, or click to submit payment.
5. To pay, click the boxes of what you would like to pay now. On the page it will tell you when items are due.
6. Once you have selected, you can choose to pay by credit card or by check or bank transfer.
7. Fill out your information and submit the secure payment.

Contact our Reservation Coordinator, Jeremiah Miller, with any questions:

217-697-4083 or jeremiah@midwestmission.org