

2018 Chorale Tour to Italy

Transferring Funds From Your RHS Choir Account to GrandTours

To process requests and prepare one large payment to GrandTours for each of their payment deadlines, we will observe the following guidelines:

- **We will use a Google Form – not Charms – for facilitating transfers to GrandTours.***
- There will be a different Google form for each payment deadline. (See payment schedule below.)
- Links to the transfer request forms will be posted on <http://www.rosemountchoralarts.org> and in the Italy Group in Schoology.
- For each payment deadline, there will be a **7- to 10-day window for transfer requests:**
 - The link form will be posted approximately ten (10) days before each of GrandTours' payment deadlines.
 - The link will be deactivated after the payment deadline passes, and we will process the payment to GrandTours.
 - We will notify you via Remind when the link is posted, and again approximately 24 hours before the window closes and the link is deactivated.

*** PLEASE NOTE: Only transfers to GrandTours will be handled using the Google Forms. For all other choir-related transactions, we will continue to utilize Charms.** *(If we could stick with Charms for everything, we would; however, it is not set up to accommodate the type of transaction required in this particular situation. Using a Google Form for transfer requests to GrandTours is a good workaround that will save everyone time and effort.)*

Other things to keep in mind:

You may request a funds transfer in any amount. (This allows for partial payments and paying ahead.) HOWEVER, it is essential that you first check the balance in your Miscellaneous Ledger in Charms to be sure you have enough to cover your transfer request.

Also, if your funds transfer will only cover part of your required payment to GrandTours, you are responsible for paying the balance directly to GrandTours, either by check or online via the Tour Registration Portal (<https://www.cvent.com/Events/Register/RegNumConfirmation.aspx?e=8396d46b-3100-405d-848c-f7f714de988a>), **before** their posted deadline.

IMPORTANT: If you anticipate transferring fundraising profits to GrandTours, including any funds you may earn from fundraising in February or early March, please do not pay off your balance early. Processing large numbers of refunds for overpayment is very time consuming, so we want to avoid having to ask GrandTours to do that.

PAYMENT SCHEDULE (including transfer request window dates):

GrandTours Payment Dates	RHS Choir Account Transfer Request Window Opens	RHS Choir Account Transfer Request Window Closes
\$300 deposit, due June 2, 2017	n/a	n/a
\$500 payment, due September 15, 2017	September 3, 2017	September 15, 2017
\$500 payment, due October 13, 2017	October 3, 2017	October 13, 2017
\$500 payment, due November 17, 2017	November 7, 2017	November 17, 2017
\$500 payment, due January 12, 2018	January 2, 2018	January 12, 2018
\$500 payment, due February 16, 2018	February 6, 2018	February 16, 2018
Final balance (\$395), due March 9, 2018	March 1, 2018	March 9, 2018