THE EMPOWER PLAY PROJECT FOUNDATION

501(c)(3) Nonprofit Organization | Texas, United States

DONATION AND REFUND POLICY

Version: 1.0 | **Effective Date:** March 20, 2026

1. Purpose

The Empower Play Project Foundation ("TEPP," "Foundation," "we," "us," or "our") is committed to transparency, accountability, and responsible stewardship of charitable contributions. This policy establishes guidelines for accepting, processing, managing, acknowledging, and refunding donations supporting our mission of empowering women through sports, mental health awareness, community wellness, leadership development, and inclusive community programs.

2. Charitable Organization Status

TEPP is recognized as a tax-exempt nonprofit under Section 501(c)(3) of the Internal Revenue Code. Donations may be tax-deductible to the extent permitted by law. Donors should consult their tax advisors regarding deductibility.

3. Acceptance of Donations

TEPP may accept contributions from individuals, businesses, sponsors, community organizations, and other eligible entities through approved channels, including:

- Official website donation platforms and payment links
- Credit or debit cards and authorized electronic payment services
- Checks and other approved payment methods
- Corporate matching gifts, fundraising campaigns, and charitable events
- In-kind contributions, subject to organizational acceptance

TEPP may decline or return contributions that conflict with its mission, laws, ethical standards, or policies.

4. Use of Charitable Contributions

Donations support approved charitable activities, including:

- Women’s indoor cricket and recreational sports programs
- Mental health awareness and community wellness initiatives
- Fitness, yoga, self-defense, and educational workshops
- Community outreach and inclusion initiatives
- Equipment, facilities, volunteer coordination, and program operations
- Other charitable activities consistent with TEPP’s tax-exempt purposes

Unrestricted gifts may be allocated according to organizational priorities. Accepted restricted gifts will be administered according to applicable donor restrictions and legal requirements.

5. Donation Refund Policy

Charitable donations are generally final once processed. TEPP may review refund requests for accidental duplicate donations, incorrect amounts, unauthorized or fraudulent transactions, payment-processing errors, or exceptional circumstances.

Refund requests should be submitted within **30 calendar days** of the donation whenever reasonably possible. Later requests may be considered when required by law or justified by exceptional circumstances. Refunds are not guaranteed and are reviewed individually. Nothing in this policy limits applicable chargeback, dispute, or refund rights.

6. Refund Request Procedure

Contact TEPP with the donor name, donation date and amount, transaction reference if available, and reason for the request. Additional verification may be required to prevent fraud. Approved refunds will generally be issued to the original payment method where practicable; processing times vary by financial institution or payment provider.

7. Donation Acknowledgments and Tax Receipts

TEPP provides acknowledgments or receipts in accordance with applicable tax requirements. These may include the legal organization name, contribution date and amount, description of noncash contributions, and disclosures regarding goods or services provided in exchange for a contribution, where required. Donors should retain records and seek independent tax advice as needed.

8. Donor Privacy and Confidentiality

TEPP maintains a separate Donor Privacy Policy. **No donor's name, photograph, business logo, donation amount, or other identifying information will be publicly displayed on TEPP's website, social media, or promotional materials without prior explicit authorization.** Donors may remain anonymous. Consent for one platform does not authorize publication on another. TEPP does not sell, rent, or trade donor information for unrelated commercial marketing.

9. Corporate Sponsorships and Matching Gifts

TEPP may accept corporate sponsorships, employer matching gifts, and charitable partnerships consistent with its mission. Arrangements involving advertising or promotional benefits may be governed by separate agreements and may have different tax treatment. Public recognition follows applicable consent arrangements.

10. Restricted and Designated Donations

Donors may request support for specific Foundation initiatives. TEPP may accept restrictions consistent with its mission and capabilities. If a restricted purpose becomes impracticable, TEPP will act according to donor agreements and applicable law, obtaining donor consent or other authorization where required. Legally binding restrictions will not be disregarded.

11. In-Kind Donations

TEPP may accept noncash gifts such as sporting equipment and supplies, subject to suitability, condition, needs, and operational requirements. Donors determine fair market value for tax purposes. TEPP will provide required acknowledgments but will not ordinarily assign monetary values to donated property.

12. Fundraising Ethics and Transparency

TEPP strives to communicate fundraising purposes accurately, avoid misleading claims, respect donor intentions, maintain appropriate financial records and controls, prevent unauthorized fundraising, protect donor information, and

comply with charitable solicitation requirements.

13. Unauthorized Fundraising

No individual, team, volunteer, board member, or representative may solicit donations in TEPP's name without appropriate authorization. Approved activities must comply with Foundation policies and law. Suspected misuse may be investigated and addressed.

14. Financial Accountability and Oversight

Authorized leadership and financial personnel administer contributions according to nonprofit governance requirements. TEPP maintains records and reasonable controls to support accurate accounting, appropriate oversight, and responsible expenditures. Those handling donations must follow applicable confidentiality, conflict-of-interest, and financial accountability requirements.

15. Changes to Donation Policy

TEPP may revise this policy to reflect fundraising practices, organizational needs, payment systems, or legal requirements. Updates will be published with a revised effective date where appropriate and will not retroactively override enforceable donor restrictions or rights.

16. Governing Law

This policy is interpreted under applicable federal law and Texas law. Nothing in this policy limits rights or protections that cannot lawfully be waived.

17. Contact Information

The Empower Play Project Foundation
Email: info@empowerplayproject.org
Phone: 469-469-8879
Location: Texas, United States

18. Our Commitment to Donors

Every contribution represents generosity and trust. TEPP is committed to honoring donor intentions, protecting personal information, maintaining financial accountability, and responsibly supporting women through sports, mental wellness, and community empowerment.

DOCUMENT CONTROL

Policy Name	Donation and Refund Policy
Version	1.0
Effective Date	March 20, 2026
Organization	The Empower Play Project Foundation

Policy Owner	Foundation Leadership and Administration

Recurring Donations — Supplement to Donation and Refund Policy

Version 1.0 | Effective March 20, 2026

Recurring and Monthly Contributions

Donors who choose a monthly or other recurring contribution authorize the designated payment provider to charge their selected payment method at the agreed frequency and amount until the recurring gift is canceled.

Changing a Recurring Gift

A donor may request a change to the donation amount, frequency, payment method, or other recurring-gift details by using the management options provided in their donation confirmation or payment-provider account, if available, or by contacting TEPP at **info@empowerplayproject.org** or **469-469-8879**. For security, donors should not send full card or bank account details by email.

Canceling a Recurring Gift

Donors may cancel a recurring gift at any time through the applicable donation platform, if that option is available, or by contacting TEPP using the details above. Requests should be made at least **five business days before the next scheduled charge** when possible to allow processing. TEPP will confirm cancellation once completed. Charges already initiated before cancellation takes effect may still be processed.

Prior Contributions and Refunds

Cancellation prevents future scheduled charges once effective; it does not automatically refund donations already processed. Requests concerning prior contributions are governed by Section 5 (Donation Refund Policy) and Section 6 (Refund Request Procedure), subject to applicable law and payment-provider rules.

Questions or assistance: info@empowerplayproject.org | 469-469-8879