



**Children's HopeChest Individual Travel Policy**

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**Traveler Information**

Name: \_\_\_\_\_

Country and orphanage/carepoint to be visited: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Travel Guidelines**

Please review the Children's HopeChest Travel Guidelines (attached). It is the traveler's responsibility to know and understand the rules and regulations of the ministry. Should there be any questions or concerns to our guidelines, please ask Children's HopeChest before signing this policy.

**Payment Details**

You should adhere to the following payment schedule:

<i>PAYMENT</i>	<i>AMOUNT</i>	<i>DUE DATE</i>
First payment	\$250 (non refundable)	<b>Due 12 Weeks Before Trip Departure</b>
Second payment	\$250	<b>Due 8 Weeks Before Trip Departure</b>
Final payment	Land package cost minus initial deposits	<b>Due 4 Weeks Before Trip Departure</b>

Children's HopeChest will submit a reminder to the billing contact prior to the due date stated above.

**Children's HopeChest will not send passports/visas until final payment is received.**

All deposits are applied to the total cost of your trip. Children's HopeChest will send out reminders prior to each payment deadline. The balance of your trip is due prior to your trip departure. Additional expenses incurred while on your trip should be handled while in country. If the billing contact is different from the trip leader, please specify contact information.

**Billing Contact:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Additional Expenses

If your team plans to purchase supplies, those will be purchased while you team is in country. It is the team's responsibility to bring those funds over with them. It is not built into your Land Package Cost. We do not have the resources or space available to buy and store these items for you prior to your arrival. If your team would like to take field-trips with the kids, cost of those excursions must be paid for the kids and caregivers by your team while in country. Those costs for the kids and caregivers are not built into your land package. The team and translators expenses for field trips will be included in the land package. For any transportation costs for field trips with the children, those expenses will be charged as a separate line item on your team's Final Payment Reminder as an additional cost outside of the team's Land Package. Payment for these items will be due immediately. If your team does a special dinner for teachers and caregivers of the children, the team must bring those funds over with them to cover the expense of the meal for the caregivers. The team and translators meal cost is already included in the Land Package.

Children's HopeChest will honor most requests for trips and tours. Children's HopeChest has the right to cancel these trips/tours at any time. Many times planned trips/tours are cancelled by local authorities without our knowledge. Also, planned trips/tours not attended due to delays in your schedule may be cancelled. The costs for these trips/tours will not be refunded to you or your team for any reason. This money will be applied to the general ministry of Children's HopeChest.

### Cancellations

Trips will be confirmed upon receipt of this signed agreement and your initial deposit. **Children's HopeChest prefers for cancellation notices to be received in writing and signed by the trip leader.** Children's HopeChest understands the changing nature of today's world. As a result, we have adopted the following cancellation policy for your team as a whole.

Initial deposits are nonrefundable. If your group or an individual team member should cancel:

11 or more weeks from trip date:	100% refund minus expenses already paid
6-10 weeks from trip date:	50% refund minus initial deposit.
0-5 weeks from trip date:	No refund guaranteed. CHC reserves the right to evaluate each cancellation on an individual basis.

Funds from cancelled team trips may be applied to future trips for up to one year. The amount to be applied will be the total cost of the trip, minus the non-refundable deposit and any costs already incurred from visa processing and reservations overseas.

### Personal Support Raising

Children's HopeChest recognizes that many travelers may choose to raise personal support to defray the cost of their trip. As a rule, Children's HopeChest does not process or track individual trip payments on behalf of travelers. We prefer that personal support raising is done through the church/organization traveling in partnership with Children's HopeChest. However, under certain circumstances, Children's HopeChest has made an exception based on the following conditions:

1. Your group agrees to an additional \$50/person to cover the expense of receiving, tracking, receipting and depositing gifts.
2. Support will be applied to the trip cost first. (Land Package)
3. Any traveler not raising 100% of their trip cost prior to the trip date will not be permitted to travel with the team.
4. Travelers raising more than 100% of their support may request a reimbursement from Children's HopeChest for their plane ticket. These are the only costs Children's HopeChest can reimburse to travelers.
5. Any additional funds remaining after trip costs and airline tickets will be applied to the general ministry of Children's HopeChest.
7. Children's HopeChest cannot give out donor's financial giving to the traveler.

**Miscellaneous Items**

Children's HopeChest receives requests from individuals who would like to participate in a mission trip. We do not allow people to travel independently on their own, however we try to fit them in with a team already traveling. Are you open to accepting individuals on your team? Yes \_\_\_\_\_ No \_\_\_\_\_

Please keep in mind that Children's HopeChest will ask your group to carry over Sponsorship Mail. (letters only)

Churches/Business and all travelers are prohibited of leaving cash in country with any staff member, translator or orphanage staff. Please send any funds directly to our office in Colorado and discuss projects with the appropriate staff member in Colorado. See Travel Guidelines for more information.

***The land package cost for your trip is based on your travel needs only as a team. It does not include any special field trips for the kids, dinners for orphanage/carepoint caregivers. Anything beyond the cost of your team's expenses, should be paid for out-of-pocket while in country.***

This agreement is made and entered on this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by and between \_\_\_\_\_, and Children's HopeChest. In witness whereof, the parties have executed this agreement on the date first written above:

Church/Business Name:

Children's HopeChest:

By: \_\_\_\_\_ CHC Representative: \_\_\_\_\_