

Engage Terms and Conditions – Groups (2020 Trips)

The following sets forth the contractual terms related to a mission trip prepared for the church or group registering for the trip (hereafter “Group” or “the Group”) by Christ In Youth (hereafter “CIY”). Please review these terms carefully. They are a binding agreement between the parties (the Group and Christ In Youth).

GENERAL POLICIES

- All deposits and payments made toward the cost of an Engage mission trip are non-transferrable to other CIY programs.
- CIY reserves the right to cancel spots on a trip if the Group does not meet the deposit amounts and due dates listed in the Payment Schedule.

DEPOSITS

- **EARLY DEPOSIT (registering BEFORE or on September 15, 2019)**
Based on availability, in exchange for a deposit of **\$150** per participant (Deposit #1), CIY will reserve the registered number of mission trip spots for the Group. CIY will hold the reserved number of trip spots for **7 days** to allow time for the deposit to be submitted. The Group is NOT fully registered until Deposit #1 has been received.
- **EARLY DROP DEADLINE: October 15, 2019**
Up until this deadline, for any spot that is cancelled the deposit will be applied to the pending group balance. After this date, the deposits for any cancelled spots will be forfeited and NOT applied to the pending group balance.
- **REGULAR DEPOSIT (registering September 16, 2019 – November 15, 2019)**
Based on availability, in exchange for a deposit of **\$250** per participant (Deposit #1), CIY will reserve the registered number of mission trip spots for the Group. CIY will hold the reserved number of trip spots for **7 days** to allow time for the deposit to be submitted. The Group is NOT fully registered until Deposit #1 has been received.
- **REGULAR DROP DEADLINE: December, 15, 2019**
Up until this deadline, for any spot that is cancelled the deposit will be applied to the pending group balance. After this date, the deposits for any cancelled spots will be forfeited and NOT applied to the pending group balance.
- **LATE DEPOSIT (registering AFTER November 15, 2019)**
Based on availability, in exchange for the non-refundable deposit of **\$250** per participant (Deposit #1), CIY will reserve the registered number of mission trip spots for the Group. CIY will hold the reserved number of trip spots for **7 days** to allow time for the deposit to be submitted. The Group is NOT fully registered until Deposit #1 has been received. The Drop period is not applicable to Late registrations. The deposits for any cancelled spots will be forfeited and NOT applied to the pending group balance.

PAYMENTS

- Payments are to be made as a group and not through individual registrant accounts. The Group will be responsible for paying all fees associated with the total number of registrants.
- Payments for the Group are to be made according to the following deadlines:

	Deadline #1	Deadline #2	Deadline #3
<u>Winter Trips</u>	At least \$750 total per spot by October 4, 2019	At least \$1,250 total per spot by November 15, 2019	Remaining balance due 14 days before trip departure
<u>Spring Trips</u>	At least \$750 total per spot by November 15, 2019	At least \$1,250 total per spot by January 10, 2020	Remaining balance due 14 days before trip departure
<u>Summer Trips</u>	At least \$750 total per spot by January 10, 2020	At least \$1,250 total per spot by March 6, 2020	Remaining balance due 14 days before trip departure
<u>Fall Trips</u>	At least \$750 total per spot by June 1, 2020	At least \$1,250 total per spot by August 15, 2020	Remaining balance due 14 days before trip departure

TRIP COST

The Trip Cost is the combination of the Base Cost and International Airfare for the trip. The following expenses are included in the Base Cost:

- Meals
- Lodging
- On-site Ground Transportation
- Engage Mission Trip Training resource
- Travel Medical Insurance
- Service Project Materials
- All Taxes and Fees

INTERNATIONAL AIRFARE

- The international airfare listed for Engage trips is based on a reserved group booking. The fares are locked in, but until the tickets are finalized with confirmed participant names the fuel surcharges that are included in the ticket price structure are subject to change. When fuel surcharges change the amount is not typically large; however, CIY will pass along any increases. You will be made aware of the additional cost (if any) once tickets are finalized and fuel surcharges set.

NOT INCLUDED IN TRIP COST

- **Passport Fees:** A current/valid passport will be required for CIY to purchase international airline tickets. Without a passport copy, CIY will not be able to book necessary flights.
- **Domestic Travel*:** Transportation to and from the starting and ending point of the trip, which is determined by the origin airport of the international flights, is the responsibility of the Group. Instructions for making travel arrangements will be provided after trip placement.
- **Travel Visa:** Some locations (Brazil, Cambodia, India, Kenya) require a travel visa. Each participant will be responsible for the application and payment of his/her travel visa. Specific instructions will be given to you by CIY before you apply.
- **Immunizations:** Refer to the CDC website or talk to your doctor about specific immunization needs.
- **Incidental Expenses:** Examples include, but are not limited to: extra snacks, souvenirs.

*Groups of 10 or more will have the option for CIY to book the Group's domestic travel at an additional cost equal to the cost of the domestic airfare.

ADDITIONS

- Groups are welcome to add additional people for an Engage trip as long as space is available. Contact Engage to inquire about availability and to make any additions.
- Additions can only be made by submitting a deposit for each additional person the Group intends to bring. The date of the addition(s) will determine the amount of the deposit which will be due.

CANCELLATIONS

- All deposits are non-transferable to other CIY programs. If a participant cancels before the Drop Deadline, his/her deposit(s) will be applied to the pending group balance. If a participant cancels after the Drop Deadline, his/her deposit(s) is forfeited and will not be added to the pending group balance.
- The registered number of trip participants will be based on the initial deposit received (total deposit amount divided by the per participant amount stated above). If for any reason the number of anticipated or accepted participants drops below 75% (round the number up) of the registered number, CIY reserves the right to cancel the trip. When feasible, CIY will attempt to find a viable alternative to cancelling the trip, but is under no obligation to do so. The trip will not be cancelled by CIY without discussing the matter with the group leader – including any alternative options that may exist.
- All cancellations – individual participants or the Group as a whole – must be communicated in writing. The group leader may communicate individual cancellations to CIY. The date of this communication will determine the cancellation date and the fees for which the Group is responsible as a result. The deposit schedule has been constructed to mirror the timeline of when CIY incurs or is committed to expenses on behalf of the Group (deposits with international airfare, deposits with mission partners, etc). As such, deposits are non-refundable. In addition, if a participant or Group cancellation results in CIY incurring more expense than the sum of the deposits paid per participant of an individual or Group cancellation, the Group will be responsible for reimbursing CIY the additional expenses upon documentation of the expenses.

- If CIY has to cancel the trip due to political unrest, natural disaster, recommendation of the mission partner, or US State Department order/advisory, the Group will have the option of diverting to a different location, if available, or CIY will hold the money for up to one year toward a different trip. CIY will provide the information they are aware of regarding potential political or other concerns, but the Group is advised to apprise itself of the situation and understands that CIY cannot predict changes in situations that may occur.
- Due to limited capacity on Engage trips, in good faith, CIY asks that the group leader make CIY aware of any cancellations as soon as this information is known as there may be other participants applying or on a waiting list for the trip the Group is attending.

CUSTOM TRIPS

- For Custom Trips (trips that are closed to the public and exclusively reserved for the Group), a minimum number of trip participants will be agreed upon by both Engage and the Group. If the Group at least meets the minimum number of trip participants, the Group agrees to pay a total equal to the Individual Trip Cost times the actual number of trip participants. If the Group does not meet the agreed upon minimum number of trip participants, the Group agrees to pay a total equal to the Individual Trip Cost times the minimum number of trip participants agreed upon.

FULL TRIPS

- In the case where Engage increases the capacity of a trip from the original number, take into consideration that additional international airline tickets will need to be reserved. Because these will have been added at a later date, it is possible that fares may have increased thus changing the trip cost. This extra cost will be communicated to you before you are required to submit any payments. The date that space becomes available will determine which deposits will be due at that time.

INDIVIDUAL ENGAGE APPLICATIONS

- Each individual (students AND adults) in the Group wishing to participate in the trip will be required to submit necessary Engage applications and documents. All Engage applications and documents should be submitted BEFORE the Group's Drop Deadline. If extenuating circumstances prevent the Group from meeting this deadline, contact Engage for other possible options.
- Any additions will have 14 days from the date the deposit is received to submit the necessary Engage application and documents.

REFUSAL OF PARTICIPATION

- CIY has the right to refuse participation on the trip of any individual, in its sole discretion, it deems is not well suited to participation in the trip. Individuals who meet the stated qualifications will only be refused if there is a specific concern (moral, physical, or otherwise). CIY will not refuse participation on a trip without first discussing the matter with the Group leader.
- Most Engage locations require participants who are 18 years or older at the time of the trip to submit to a national criminal and sex offender background check. CIY will review the results of the background check and reserves the right to refuse participation to anyone with prior felonies, crimes against minors, any conviction that leads to the individual being placed on a sex offender registry, or other offenses deemed (in CIY's sole discretion) incongruent with participation in an Engage trip. Participants must complete a release form allowing CIY to complete the background check.

EXPECTATIONS

The following are expectations of CIY and the Group registering for this Engage trip.

- **Expectations of CIY:** (These can be changed and will be determined by CIY) Provide logistics, guidance and leadership to participants. Book international airfare. Provide updated/timely information regarding financial contributions and deadlines. Provide meals, lodging, and transportation for the group while in-country.
- **Expectations of Group / Group leader:** Submit required information to CIY according to the timeline provided herein or within a reasonable time frame upon request. Meet all financial deadlines listed herein. Provide transportation to and from the airport of international departure (or submit a request in writing for CIY to book the Group's domestic transportation). Keep CIY updated on your group numbers—communicate cancellations as soon as possible.