

CONVOY OF HOPE TEAMS RESERVATION FORM

CONVOY OF HOPE TEAMS are filled on a first-come, first-served basis. Submission of this form and a \$300 non-refundable deposit (to be deducted from final team expenses) initiates the process. Once your group has been assigned as a Convoy of Hope Team, the following is agreed upon:

Convoy of Hope agrees to be responsible for the following: Scheduling of outreach(es), making in-country arrangements, shipping or making arrangements to purchase key supplies in-country, creating a budget, securing team insurance, providing team leadership from our staff, and serving as liaison with our host.

For your part we ask that you: Collect the funds for in-country expenses, recruit the team, arrange international travel, provide a leader from your church, and provide any necessary training with assistance from our office. When youth are going, we also ask that you provide proper adult supervision. More specifically:

1. Our office needs an application and a \$100 non-refundable deposit from each team member at least 12 weeks before departure date.
2. International Travel: Please arrange travel as a group and don't allow individuals to make their own plans. Booking as a group allows for less chance of being bumped from an oversold flight as team members travel together thus arriving together. Additionally, it's easier on our host to pick the team up at one time instead of making several trips to the airport.
3. Finances: Collect the applications and deposits, and mail in one check to our office. Half of the in-country funds will be due approximately 10 weeks from departure and the remaining balance five weeks from departure. For any checks sent to us, please designate "teams" on the check. Please issue church receipts to those submitting funds to the church. We will in-turn issue a receipt from our office to the church.

Please understand that when we receive this reservation, we will immediately begin working with international contacts to ensure an effective ministry opportunity for your group. We understand that circumstances arise, but please know that failing to follow through with this trip could potentially affect our international relationships or future Convoy of Hope Team opportunities.

If you understand and agree to these conditions, please complete the information below. We look forward to serving with you.

We are applying for one of the following Convoy of Hope Teams:

1. _____ first choice (country and dates)
2. _____ second choice (country and dates)

Team Leader's Name (First, Last) _____
Group Name (Church or Organization Name) _____
Street Address _____
City _____ State _____ Zip _____
Phone (____) _____ Fax _____ Cell _____
E-mail Address _____ Estimated Group Size _____

**Send completed application and \$300 non-refundable deposit to:
Convoy of Hope Teams; 330 S. Patterson; Springfield, MO 65802 or fax to 417.823.8244.**