

## Engage Terms and Conditions – Groups (2023 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 donations made toward the cost of an Engage mission trip are non-refundable.
- All donations made toward the cost of an Engage mission trip are non-transferrable to other CIY programs.
- CIY reserves the right to cancel your spot on a trip if you do not meet the donation amounts and due dates listed below.

### REGISTRATION

- **EARLY DEPOSIT (registering on or BEFORE October 14, 2022)**

Based on availability, in exchange for a non-refundable (see Early Drop Deadline section) deposit of **\$250** per participant (Deposit), 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 the Deposit has been received.

- **EARLY DROP DEADLINE: November 18, 2022**

Groups registered on or before October 14, 2022, can release (cancel) up to 25% of the total number of registered spots until November 18, 2022, and the deposit paid for those spots will be applied to the pending group balance. The deposits for any cancelled spots above 25% of the total number of registered spots will be forfeited and NOT applied to the pending group balance. After November 18, 2022, the deposits for any cancelled spots will be forfeited and NOT applied to the pending group balance.

- **REGULAR DEPOSIT (registering AFTER October 14, 2022)**

Based on availability, in exchange for a non-refundable deposit of **\$250** per participant (Deposit), 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 the Deposit has been received. 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 schedule:

	<b>Deposit</b>	<b>Deadline #1</b>	<b>Deadline #2</b>	<b>Deadline #3</b>
<b><u>Spring Trips</u></b> <b>(Mar., Apr.)</b>	\$250 per spot at the time of registration	Additional \$500 per spot due by November 30, 2022	Additional \$500 per spot due by January 20, 2023	Remaining balance due 14 days before trip departure
<b><u>Summer Trips</u></b> <b>(May – Aug.)</b>	\$250 per spot at the time of registration	Additional \$500 per spot due by February 3, 2023	Additional \$500 per spot due by March 24, 2023	Remaining balance due 14 days before trip departure
<b><u>Fall Trips</u></b> <b>(Sep. – Dec.)</b>	\$250 per spot at the time of registration	Additional \$500 per spot due by May 31, 2023	Additional \$500 per spot due by August 1, 2023	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:

- In-country 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 and valid passport for each participant will be required for CIY to purchase international airline tickets. Without passport copies, 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 by CIY.
- **Travel Meals:** Any meals leading up to the international flight before the trip or beyond the return of the international flight after the trip will be the responsibility of the Group.
- **Travel Visa:** Some locations (Brazil, India, Kenya) require a travel visa. Each participant will be responsible for the application and payment of his/her travel visa. Specific visa application instructions will be provided by CIY.
- **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.
- **Craft Supplies:** Some trips will have the option for the Group to lead a craft or Bible lesson for children or students. The cost of the supplies for these activities is in addition to the cost of the trip. These needs will be communicated by CIY in advance of the trip.
- **Sexual Abuse Awareness Training:** To be completed by ALL adult leaders at the expense of the Group. Details about how to complete this training will be made available by CIY.

\*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 may add additional spots to their Engage registration 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 payment for each additional spot in the amount of the total due per spot at the time of the addition.

### **CANCELLATIONS**

- All deposits are non-transferable to other CIY programs. If the Group cancels spots up to 25% of the number of spots originally registered before the Drop Deadline, the deposit(s) associated with the spot(s) will be applied to the pending group balance. The deposits for any cancelled spots above 25% of the total number of registered spots originally registered will be forfeited and NOT applied to the pending group balance. If the Group cancels spots after the Drop Deadline, the deposit(s) associated with the spot(s) is/are 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. If for any reason the number of registered participants drops below the threshold of viability as determined by CIY, 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 consulting the Group on any alternative options that may exist.

- All cancellations – individual spots or the Group as a whole – must be communicated to CIY in writing by contacting [engage@ciy.com](mailto:engage@ciy.com). The date of this communication will determine the cancellation date and the fees for which the Group is responsible as a result.
- The payment 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, payments to mission partners, etc.). As such, deposits and payments are non-refundable. In addition, if a cancellation results in CIY incurring more expense than the sum of the deposits and payments paid by the Group, the Group will be responsible for reimbursing CIY the additional expenses upon documentation of the expenses.
- 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.
- If CIY has to cancel the trip for any reason, the Group will have the option to divert to another trip or cancel their registration. If the Group chooses to divert to another trip, all payments made by or on behalf of the Group will remain applicable to the group balance for the newly selected trip. If the Group chooses to cancel their registration, previous payments to CIY are non-refundable and will not be returned to the Group.

#### **TRIP POSTPONMENT**

- If CIY determines that a trip is not viable as scheduled due to political unrest, natural disaster, recommendation of the mission partner, US State Department order/advisory, or pandemic or outbreak of endemic disease in one or more locations that would or likely would impact the trip or travel to/from, the trip will be postponed and all payments made by or on behalf of the Group will remain applicable to the group balance once the trip is rescheduled.
- In the event that the new dates of the postponed trip are not suitable for the Group, they will have the option of applying the deposits and payments toward a different trip up to one year later.
- 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. Trip postponements due to any of the reasons listed above or similar situations beyond the control of either party are at the sole discretion of CIY.

#### **COVID-19 NOTICE**

- The Group understands and accepts that to participate on the trip, each member in the Group will be required to comply with government policies/requirements related to testing, vaccination, masking, isolation/quarantine, symptom screening, etc. as well as similar measures that the in-country mission partner may have in place at the time of the trip.
- The Group is responsible for any additional costs related to altered or extended travel plans related to required isolation or quarantine due to any member in the Group contracting or being exposed to COVID.
- In the event a member in the Group cannot travel home as scheduled due to COVID exposure or illness, a Group leader may be required to stay back with the quarantined Group member. If a Group leader is not able to stay, parent(s) may be required to travel to the trip location to care for their child.
- No refunds will be given – including if any member in the Group (or parents of Group members) disagree with mandated COVID mitigation protocols (vaccination, masking, etc.) – for choosing not to make the trip.

#### **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 CIY 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**

- If it is possible to secure additional international flights, CIY may increase the capacity of a trip to accommodate additional group spots. Because any additional international airline tickets will have been added at a later date than the original reservation, 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 deposits or payments. The date that space becomes available will determine which deposits and payments will be due at that time.

### **INDIVIDUAL REQUIREMENTS**

- Each individual (students AND adults) in the Group wishing to participate in the trip will be required to submit necessary Engage applications and documents, including a medical release form. All Engage applications and documents should be submitted BEFORE the Group's first payment deadline. If extenuating circumstances prevent the Group from meeting this deadline, contact Engage for other possible options.
- Individuals over the age of 18 at the time of the trip will be required to comply with a background check at the expense of CIY.
- Any adults over the age of 21 attending the Engage mission trip will be required to complete a sexual abuse awareness training at the cost of the Group. Details about how to complete this training will be made available by CIY.

### **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 participate 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 standing and upcoming 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.