



TRIP LEADER'S CHECKLIST

STATESIDE TRIP PAPERWORK:

- _____ Application for each team member
- _____ Assumption of risk form for each team member (*should be notarized for minors*)
- _____ All team members are required to watch & sign the acknowledgement letter stating they have done so, of our **"Partnership International Child Safety Guidelines & Training"** video located on our pitrips.com website under the "trip preparation" tab

INTERNATIONAL TRIP PAPERWORK:

- _____ Application for each team member
- _____ Assumption of risk form for each team member (*should be notarized for minors*)
- _____ Copy of flight itinerary (*must be approved by PI before tickets are purchased*)
- _____ Color copy of each person's passport
- _____ Affidavit for minors traveling without both parents (*must be notarized*)
- _____ Depending on the area, there could be additional forms that will need to be filled out and returned before the trip
- _____ All team members are required to watch & sign the acknowledgement letter stating they have done so, of our **"Partnership International Child Safety Guidelines & Training"** video located on our pitrips.com website under the "trip preparation" tab

FINANCIAL POLICIES: Please read carefully!

- Once we have received a **non-refundable and non-transferable** deposit of \$150.00 per person, your reservation will be confirmed. This payment is due four months prior to the start of your trip.
- Your second payment will be due 60 days prior to the start of your trip
- Your final payment will be due 30 days prior to the start of your trip. Payments received after this date must include a 10% late fee of the total cost of the trip.
- If any member of your team cancels within 30 days of the start of your trip, money paid for that team member is non-refundable. However, you can replace him or her with another trip-goer.
- **Please note that prices do not include airfare, immunizations, or passport expenses.**