



## *Trip Confirmation & Policy Document*

<b>TEAM NAME:</b>	<b>SENDING CHURCH:</b>
<b>TEAM LEADER:</b>	<b>CONTACT PERSON:</b>
<b>CONTACT PHONE:</b>	<b>CONTACT EMAIL:</b>
<b>TRIP OBJECTIVES:</b>	<b>ESTIMATED # OF TEAM MEMBERS:</b> (note: there is a max of 12)
<b>TRIP DATES:</b>	
<b>FLIGHT DEPARTURE:</b>	<b>FLIGHT ARRIVAL IN HAITI:</b>
<b>FLIGHT RETURN FROM HAITI:</b>	<b>FLIGHT ARRIVAL HOME:</b>

**ESTIMATED TOTAL BUDGET FOR PROJECT:**

<b>Team Expenses</b>	\$9,000	includes team T-shirt, team admin, accommodations, meals, translators, and transportation in Haiti for 12 members
<b>Flights</b>	\$14,400	estimate depending on average for 12 members & time of year
<b>Hotel en route</b>	\$250	estimate depending on hotel, number of rooms & time of year
<b>Medical Insurance</b>	\$1,920	mandatory for all team members & will be added when flights are booked (up to age 59)
<b>STM Training</b>	\$600	a six-session training required for all team leaders to help them lead their team effectively. (based on one leader attending)
<b>Team Project</b>	\$2,000	based on discussions with Haiti ARISE on planned projects & min
<b>TOTAL</b>	<b>\$28,170</b>	<b>rough estimated total based on the above</b>

Budget does not include meals en route to Haiti, souvenirs, vaccinations, baggage, passport costs or restaurant meals/purchases in Haiti.

**FLIGHT BOOKINGS**

The Haiti ARISE Team Coordinator is responsible to book your flights and will work in consultation with the team leader to book the best flights available for your team keeping within the policies of Haiti ARISE.

All teams are expected to arrive in and depart from Haiti on the same day and on the same flight.

Each team is responsible to book their own hotel accommodations while in route to Haiti. Keeping in mind the benefits of a good nights sleep prior to arriving in Haiti, we highly suggest that you consider staying at a hotel.

## **MEDICAL INSURANCE**

Each team member **MUST** have medical insurance. The insurance will be purchased at the same time as the flights are booked. If a member already has medical insurance, proof of policy must be submitted.

## **CANCELLATION OF TRIP AND/OR FLIGHTS**

Please be aware that the Canada Revenue Agency does not permit Haiti ARISE to refund donations. If, for any reason, any of the team members are unable to participate in the mission trip and there are excess funds remaining in the project, funds raised for this project will be used at the discretion of the Board of Haiti ARISE Ministries Society in collaboration with the team leader. It's the responsibility of the team leader to communicate this to their team.

## **PASSPORTS**

The Haitian government requires that passports do not expire within six months of exiting the country. We advise that once team members have decided to go on the trip that, if needed, they should renew passports, EARLY. A copy of the passport photo page is required two months prior to the trip dates.

## **PROJECT**

We request that each team set a goal to raise funds for a specific project. The goal amount can be determined by the team and the project can be decided on, in consultation with Haiti ARISE. We request a minimum of \$2,000 CDN (\$1,500 US) be raised to go towards the team project and activities the team will be involved in.

### **Some suggested project ideas include:**

Construction projects; VBS; children, women or men ministry; sports camps; medical; crusade or evangelism. The Team Leader can discuss possible projects with the Team Coordinator and/or Team Hosts.

## **SUPPLIES**

Each team will be asked to bring needed supplies. It is suggested that you plan for this expense as you are raising funds for the trip. You will receive a supply list 2-4 weeks prior to travel. Estimated cost of supplies is \$500 to \$1000. Please keep in mind that there are always last minute needs that may be requested.

**DEADLINES**

\_\_\_\_\_  
(12 weeks before trip)  
  
\_\_\_\_\_  
(8 weeks before trip)  
  
\_\_\_\_\_  
(4 weeks before trip)

**Your team should be formed by this date.**

Applications forms for each team member are due to Haiti ARISE Team Coordinator

**\$16,800 in funding must be raised before Haiti ARISE will book flights.**

(based on 12 team members)

**The remainder of the budget to be funded for the project.**

(The amount due will be communicated to team leader)

Please allow adequate time for all forms and donations to be received by Team Coordinator by the deadline dates. It is suggested that the team leader set their own deadline, a few days ahead, so that the documents and/or donations, will be received by dates above.

It's preferred that ALL applications are scanned, saved by team member name & emailed to the team coordinator: [michelle.guenther@haitiarise.org](mailto:michelle.guenther@haitiarise.org)

**Donations**

We request that all donations for this project be funneled through your church or organization, and that **ONE** donation be made prior to booking flights and **ONE** donation after the flights have been booked.

Donations can be sent by mail in check form:      OR      By direct deposit or transfer to Haiti ARISE Bank

**Michelle Guenther**  
**418 Hogan Way**  
**Warman, SK S0K 4S1**

**Please contact the Team Coordinator  
for the banking information**

Please indicate on all cheques and any accompanying documentation, the name of your team so that the funds can be allocated to your team's budget. To satisfy the government requirements, please ensure that personal names are NOT written on the cheque memo line -- only the team name.

Should there be any funds remaining in your team's project fund at the end of your trip, those funds will be used for the program area that they were originally designated to. If the program objectives are completed, or for some reason it becomes impossible or impractical to complete the program, then the funds will be used at the discretion of the Board of Haiti ARISE Ministries Society.

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**I have READ & AGREE to the above information—including the trip dates, budget amount, deadlines, and policies as outlined for my team.** Please sign and EMAIL to: [michelle.guenther@haitiarise.org](mailto:michelle.guenther@haitiarise.org)

**Team Leader Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_