

# **Awareness Trip Registration Packet**

**Information Youths and Minors**



**UNBOUND®**

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# Registration Instructions

Space is limited and many trips fill up quickly. Registration will typically close one month before departure.

**The following forms must be completed by the minor traveler's parent(s)/legal guardian.** The registration packet for minors contains the following, required documents:

- Traveler Information
- Emergency Contact, Medical and Dietary Information
- Release from Liability
- Photo and Media release
- Travel Agreement
  - a) Code of Conduct
  - b) Payment and Cancellation Policy (keep this page for your records)

The additional two forms contained in the packet at the end are for the information and convenience of the parent or chaperone traveling with the minor and do not need to be submitted to Unbound.

## How to Complete and Submit Your Registration Packet

**By E-mail:** You may complete your fillable registration packet electronically on your computer. Do not use your phone or tablet.

- Open the PDF using Adobe Reader 8.0 or newer.
- Save a blank copy of this file to your computer.
- Complete fields and save the file.
- Tip: Do NOT fill out the forms in a web browser. It will not allow you to digitally sign or save your changes.
- Attach the saved file to an e-mail and send to: [ATforms@unbound.org](mailto:ATforms@unbound.org)
- Check your e-mail for an "automatic reply", which means we received your e-mail!
- Wait for a trip coordinator to contact you for payment.

**By Mail:** You may print, complete and mail forms to Unbound, Attn: Trip Coordinator, 1 Elmwood Ave, Kansas City, KS 66103.

- Submit your registration packet, one per traveler, do not include deposit/payment with your forms.
- Wait for a trip coordinator to contact you for payment.
- To join the waiting list for a trip, submit a full registration packet for each traveler.

**If you prefer to receive a blank, paper version of this packet by mail, contact Unbound at 800-875-6564 or [ATforms@unbound.org](mailto:ATforms@unbound.org).**

# Travel with a Minor

It is our experience that it is best for participants to be at least six years of age by the time of the trip. There are a few trips that have a different age requirement. For children aged 6 and older, we believe that parents are in the best position to decide if they should participate in most of our trips. Here is some general information that applies to all our trips. We hope it will help you make an informed decision about your family's participation. If a child is flexible, enjoys meeting new people, can handle long days and a daily change in routine and is willing to try new foods, the child would probably enjoy an awareness trip with Unbound!

Expectations for minors, parents and chaperones

- An adult (chaperone) must accompany minors and be responsible for their behavior. In the event we divide into smaller groups for an activity, the chaperone and minor must be in the same group. The adult is expected to ride in the same vehicle with the minor.
- All participants must stay with the group and follow the trip schedule. The schedule may be rigorous (walking several blocks, not much time for rest/naps, etc.)
- The minor is expected to stay with the chaperone and vice versa. If a minor tests positive for COVID-19 during the trip, they must end their participation in the trip, along with an adult chaperone.
- There may be long periods of time when the child will need to sit quietly.
- We assign minors to the same room as their accompanying family member or chaperone. Unbound does not assign anyone else to that room unless they are family members, or the parents make a special request.
- The host country's legal age for consuming alcohol should be followed by all trip participants. For example, if the host country's legal age for consuming alcohol is 18 years old, and a traveler is 17 years old, that traveler is not allowed to purchase nor consume alcohol during the trip.
- Unbound requires a completed Medical Treatment Authorization for any minor children traveling solely with someone who is not their legal guardian. The form must be signed by the minor's custodial guardians and notarized. One original should be kept with the traveler and another with the family. A copy should be sent to Unbound by 30 days prior to departure.

## Other considerations

- Communities that will be visited during the day will often have outhouse style facilities/latrines.
- The countries where we host awareness trips have various climates and altitudes. Please know the climate and altitude of the country of interest.
- Child restraint laws are different according to the country; often times the laws, if they exist, are not enforced. In most circumstances, a booster seat or car seat cannot be accommodated in the transport vehicle and seatbelts may not be available.
- Be aware that many illnesses that are no longer a hazard in the United States are still prevalent in other countries. Please consider the necessary immunizations/Rx for traveling to the country of interest.
- The average age of our travelers is late 50s. If a minor does travel, consider bringing a friend or sibling of the child as well. This helps give them a companion with whom the minor can process what he/she sees and experiences.

# Traveler Information - Minor

**These forms are intended for travelers that will be under the age of 18 during the awareness trip. If the traveler will be turning 18 between the time of completion and the end of the trip, please contact a trip coordinator.**

(\*) If you are in the process of applying for or renewing a passport, you may register and then provide your passport information to a trip coordinator once you have received it.

Member ID: (if applicable) ASC		
Trip date		Destination
Passport/legal name		
Passport Issued by: USA    Other country	Other country	Passport Expiration Date
Birth date:	Check one Male    Female	Adult T-shirt size S    M    L    XL    XXL
Name of Parent/Guardian:		

Name to appear on your name tag (first name/nickname)	
Mailing Address	
City, State, Zip	
Daytime phone	Cell/Other
Email	Preferred contact Email    Mail    Cell    Daytime

Minor travelers are required to share a room with their travel chaperone. Unbound will not place minors in rooms with other travelers in the group.

Travel chaperone during the trip (name and relationship)
--

Will you need an interpreter? (Spanish-speaking countries only) Yes      No, I speak Spanish fluently	
I am interested in sponsoring before the trip. Please contact me.	
Would you like to visit a sponsored friend? Write the name(s) of sponsored friend(s) and CH# (if known)	
Please share about yourself (schooling, interests, etc.) and what you hope for on this trip.	
How did you hear about the trip? (select one or more) Postcard    Website    Friend/Family    Returning traveler    At church Letter from my sponsored friend    e-mail    Other	
Name and location of faith community (if applicable)	

## Emergency Information

PLEASE NOTE: The information disclosed below will be shared with Unbound staff in case of medical attention is required. It is essential that you respond thoroughly and include all information that would be important to know in an emergency or that could affect you during the trip. **Carry a copy of your emergency contacts and medical information with you throughout the trip.**

Persons to contact in event of an emergency (someone other than the travel chaperone)

Person One Name	Person Two Name
Relationship	Relationship
Telephone Number	Telephone Number
Telephone Number	Telephone Number

# Medical & Dietary Information- Minors

Will you be taking any prescribed or other medications on this trip?	No Yes
If yes, list all those you will be taking on the trip. Please print clearly or attach a list from your doctor/pharmacy.	
Are any of the listed medications blood thinning?	Yes
<i>While we try to accommodate special dietary requests, they cannot be guaranteed. Please keep in mind that meals may be simple and reflect the local cuisine. Most meals offer one meat/fish protein. Alternative meals will likely be vegetarian. Contact a trip coordinator regarding any doubts.</i>	
Do you have any dietary restrictions?	No Yes
My dietary restrictions are due to:	Allergy Medical condition
If yes, please specify, and indicate if the restriction is due to a medical condition (i.e. Celiac disease), an allergy or an intolerance.	

Do you have any impairments or restrictions that affect your walking, hearing, or vision that might prevent you from participating fully in the trip activities?	
No      Yes	If yes, please specify.
Do you use or transport any of the following items? Please specify which one(s). EpiPen    Cane    Walker    Oxygen    C-PAP    Other    None	
Describe the extent to which you depend on the item(s), and if you will bring the item(s) on the trip.	
I am able to: <ul style="list-style-type: none"> <li>• Climb and descend stairs, including stairs without handrails.</li> <li>• Walk on uneven terrain such as dirt paths or cobblestones, for distances up to one half of a mile, on most trips. Refer to the country-specific trip information for details.</li> </ul>	Please Initial
I understand that my medical insurance may not cover expenses incurred outside my county of residence. I take full responsibility for any and all medical expenses incurred during my trip, and acknowledge that Unbound urges all travelers to purchase travel medical insurance.	Please Initial

Are you currently pregnant? No    Yes    N/A	Do you smoke or vape? No    Yes
Check if applicable: CPR Certified	

**Do you have or have you ever experienced any of the following?  
If yes, please specify in each box below**

Allergies to foods	Yes	
My allergy requires an EpiPen	Yes	and I understand I need to carry my own EpiPen during the trip
Difficulties with balance	Yes	
ADD/ADHD	Yes	
Stroke	Yes	
Asthma	Yes	
Diabetes	Yes	
High blood pressure	Yes	
Seizures	Yes	
Surgery (last 2 years)	Yes	
Pulmonary insufficiency/ emphysema	Yes	
Infectious Disease (HIV, Hepatitis, etc.)	Yes	

List any other medical conditions, health concerns, other allergies or requests for special accommodations.

Requests for special accommodations:



# Photo and Media Release for Minors

## Help us share the good news of sponsorship

The heartwarming photos and stories resulting from sponsor visits and awareness trips are often featured in our published materials, on the website, and eNews. Unbound occasionally contacts a few travelers to ask if they would be interested in sharing their experience. To assist with our communications efforts, please complete and return this form.

Printed name of participant	Member ID: ASC
Country to be visited	Date of trip

### Photo Release

I grant permission to Unbound to use my filmed, taped, photographed or otherwise recorded image and voice for promotional materials online and in print, including, but not limited to Unbound publications and the Unbound website.

Yes  
No

### Permission to Contact Media

I grant permission to Unbound to give my name and contact information to the news media for the purpose of an interview regarding my trip. I understand Unbound will contact me before providing my name and contact information to the news.

Yes  
No

**Please check the appropriate box in each section to indicate your preference and sign below:**

Signature of Parent/Guardian	Date
------------------------------	------

Complete a separate form for each participant. You may make copies.

# Travel Agreement

A relationship of mutual respect between sponsor and sponsored person is central to Unbound's mission.

- Unbound Core Value IV

We have developed the following agreement and guidelines for the protection of each sponsored person, the safety and privacy of travelers, and the integrity of Unbound as an organization. We require that all trip participants adhere to these standards to ensure a positive and fulfilling experience for all involved. Unbound reserves the right to determine whether a participant's behavior is considered offensive or inappropriate and has instructed the local staff to notify Unbound's Kansas City office if there is a violation of any policy and to notify local authorities when necessary. This agreement provides standards of behavior including, but not limited to:

## I. Unbound Visit Standards

- a. Sponsors may visit with a specific sponsored friend/family once per calendar year. This visit can occur either on an awareness trip or through an individual sponsor visit (ISV) scheduled through Unbound's Kansas City office.
- b. Travelers aged 18 and older are required to authorize and clear a criminal background check in order to travel.
- c. Unbound reserves the right to prioritize first-time travelers visiting their sponsored friend for the first time.
- d. To offer the awareness trip experience to as many sponsors as possible, Unbound may ask trip participants who have attended awareness trips to the same destination in consecutive years to refrain from applying for that destination for one year. Instead, we will invite these travelers to schedule an individual sponsor visit, apply for an awareness trip to another destination, or wait until the following year before returning to that country on an awareness trip.
- e. Unbound has the right to deny participation on awareness trips for any reason.

## II. Behavioral Policies and Guidelines for Travelers

- a. Traveling to another country and with a group requires an extra level of behavioral sensitivity. Treat everyone with respect, patience, courtesy, dignity and consideration.
- b. Always follow the directions of Unbound staff members.
- c. For security reasons, trip participants must stay with the group and follow the planned itinerary at all times. All personal engagements must take place prior to the start of the awareness trip or after the trip concludes. No personal itineraries, agendas, or unregistered guests are permitted during the trip.
- d. Be culturally sensitive when choosing your clothing. Revealing or immodest clothing is inappropriate. Clothing must cover the knees and shoulders unless otherwise stated in the trip's pre-departure materials. Do not bring excessive or expensive looking jewelry.
- e. Sponsors are welcome to bring simple gifts for their sponsored friend and family. However, never give monetary gifts or other valuable gifts directly to a sponsored person, family member or Unbound staff member. All monetary gifts must be made through Unbound's office in Kansas City. Unbound works hard to provide complete transparency and credibility, and monetary gifts given directly are an obstacle to those efforts. Giving cash can place the family or staff member in danger.
- f. If a sponsored friend or a family member asks for additional monetary or material assistance, please speak with a local Unbound staff member before agreeing to provide any additional assistance. Remember, monetary gifts may not be given directly to a sponsored friend or family member. Please be aware that we discourage sponsored friends and their families from initiating these types of requests. Sponsors interested in learning about additional needs of their sponsored friend may initiate this conversation with their sponsored friend and family, ask the local staff during the trip and/or inquire with Unbound's office in Kansas City.
- g. Randomly distributing gifts in public, including candy and money, is not permitted. Such actions are disrespectful to the dignity of community residents and can create chaotic situations. Gifts for your sponsored friend and family can be given when you visit with your sponsored friend.
- h. Do not consume alcohol in the presence of sponsored members or their families. Excessive consumption of alcohol and/or public drunkenness is not acceptable.
- i. The possession or use of illegal drugs is prohibited at all times. This is a serious offense, subject to the laws of the country visited.

II. Behavioral Policies and Guidelines for Travelers continued

- j. If you are a minor or traveling with a minor, you have agreed to the expectations for minors, parents and chaperones outlined in the Travel with a Minor pages of the registration packet. Refer to the packet for a detailed reminder of our expectations.

III. Protection and Privacy of Sponsored Members, Travelers and Staff

- a. A staff member of Unbound must accompany you at all times when visiting with sponsored members. For your and everyone's protection, you should never be alone with a sponsored member. While visiting with your specific sponsored friend, a representative of his or her family must accompany you in addition to the staff member of Unbound.
- b. Be sensitive to another's need for space. Sponsored members should not be touched or hugged in a manner that a reasonable person might construe as inappropriate, prolonged or excessive. Do not allow a sponsored member to sit on your lap.
- c. You may not kiss a sponsored member anywhere on their person or request a kiss from them.
- d. Unless otherwise stated during your trip preparation, a handshake or brief hug is appropriate. However, appropriate greetings vary by region, culture and personal preference. Refer to the pre-trip materials for more guidance.
- e. Flirting, unwelcome flattery, suggestive comments, or intimate relationships with members of our community or staff is unacceptable.
- f. Never provide, ask for, accept or record personal contact information (including addresses, phone numbers and email) to a sponsored friend, family member, or directly to local Unbound staff including interpreters. All communication during and after the visit must follow our regular correspondence guidelines found at [www.unbound.org/letters](http://www.unbound.org/letters).
- g. Do not locate or connect with sponsored friends, their families or local Unbound staff, including interpreters, through tools such as Facebook, Twitter, Instagram, Skype, instant messaging, etc. Violation of this policy goes against Unbound's sponsored member protection and communication policies and may jeopardize your friend's eligibility for sponsorship and your eligibility to sponsor.
- h. For the protection and well-being of our sponsored families, do not geotag your locations. Please make sure location services on your GPS enabled devices, such as smartphones and cameras, are turned off. Refer to your user's manual for information on how to disable geotagging. For example, a geotagged photo includes specific geographical data, which can then be pulled from the photo when posted to social media, emailed or shared in any other digital format.
- i. Unbound encourages you to write about your trip and share it with others. Refer to sponsored members by first name only and by their country without naming a specific city, school, etc.
- j. Do not ask for or accept accommodation with the family of a sponsored friend or staff member during or following a trip. Do not offer or accept a petition to bring a sponsored friend to visit or reside in the U.S. or your country of origin.

Non-compliance with the aforementioned standards or recommendations of local Unbound staff could result in the loss of visiting privileges or termination of sponsorship. If, during your visit, you observe others acting inappropriately or inconsistent with these standards, please report this activity immediately to the local Unbound staff.

I have read, understand and agree to abide by the aforementioned Travel Agreement. I have also read and understand the Awareness Trip Payment and Cancellation Policy.

Printed name

Date

Signature

# Payment and Cancellation Policy

Keep this page for your files. Do not return it to Unbound.

**Payments:** All trips require a \$200 non-refundable deposit, which is applied to the total trip fee. The trip fee is the same for adults and minors.

**The trip fee includes:** background check, in-country ground transportation, meals as outlined on the trip itinerary, bottled water, double occupancy lodging, planned group activities, interpreter services, and the cost of your sponsored friend's transportation, meals and lodging in relation to their visit with you.

**The trip fee does not include:** airfare for international travel, airfare for flights within the destination country (unless otherwise stated), passport fees, travel medical insurance, immunizations, any entrance and/or departure fees, visas, trip cancellation insurance, alcoholic beverages and any additional expenses related to the conclusion of my participation in the trip due to testing positive for COVID-19 during the trip, such medical, lodging, food or flight expenses.

Full payment is due 90 days prior to the trip's departure, unless otherwise stated in your confirmation e-mail. To register for a trip within 90 days of a trip's departure, submit full payment with the application.

The trip fee (including the deposit) is not tax-deductible, because you receive a service in exchange for payment.

If the trip you apply for is full, you will be placed on a waiting list. A trip coordinator will contact you if a space becomes available. No payments are taken to hold a waiting list spot.

We only accept payments made by credit card, EFT or check (personal or cashier's). Personal checks are only accepted in U.S. dollars (USD) from bank accounts within the United States. All fees will be charged in U.S. dollars (USD).

Unbound cannot guarantee a visit with sponsored friends due to unforeseen circumstances that may arise. No refund will be issued if a visit does not occur.

Your sponsorship contributions must be current to register and travel on an Unbound awareness trip.

## **Cancellation by Traveler**

Notify a trip coordinator as soon as possible if you must cancel for any reason. Failure to submit all required documents and payments by 30 days before departure will be considered cancellation by traveler.

Trip cancellation prior to the payment due date, the deposit may be transferred a maximum of one time. The transfer must be requested within the same calendar year the deposit was made. The deposit may only be applied to trips that are currently open for registration. The deposit is non-transferable after the payment due date.

Cancellation after the due date, the refund amount will depend on reservation expenses already incurred. Unless otherwise stated in your confirmation letter, the payment due date is 90 days before departure for most trips.

No refund will be given if a trip participant cancels within 30 days of the trip's departure date or leaves the trip for any reason.

## **Cancellation by Unbound**

Unbound reserves the right to cancel an awareness trip. In the event of a trip cancellation by Unbound, all trip payments made to Unbound including the \$200 deposit will be fully refunded for registered participants. Unbound requires a minimum of 12 paying travelers for each awareness trip. If registration has not reached 12 confirmed travelers by the trip payment due date, Unbound may cancel the trip.

# Release from Liability and Indemnification Agreement For Minors

We, \_\_\_\_\_ and \_\_\_\_\_, the custodial parents or legal guardians of \_\_\_\_\_, desire to have our child or ward \_\_\_\_\_, participate in a trip outside of the United States of America, sponsored in whole or in part by Unbound, a not-for-profit organization located at 1 Elmwood Avenue, Kansas City, Kansas, USA, and its related or affiliated organizations outside of the United States of America (hereinafter collectively referred to as Unbound).

We acknowledge that the participation of our child in this trip is by our personal choice, and that it is an entirely optional activity. We are voluntarily signing this Release From Liability and Indemnification Agreement. We understand the risks involved in this trip and acknowledge and agree that international travel has inherent dangers which are not and should not be the responsibility of Unbound. We expressly assume all responsibility for the risks of this trip. Additionally, we are aware that there may be risks that are unknown to us at this time that we do not fully appreciate. Nonetheless, in consideration of Unbound's assistance regarding this trip (said assistance including ground and/or air transportation to various sites, as well as other helpful coordinating efforts), we do hereby release, acquit and discharge on our behalf and on behalf of our child or ward Unbound, its directors, officers, employees, servants, agents, contractors and all other individuals and entities acting through or on behalf of Unbound (collectively with Unbound "Released Parties"), from any and all claims for damages, injuries, losses, compensations, duties, responsibilities, causes of actions or other liabilities in law or in equity, irrespective of their origin, that relate to or arise from our child or ward's participation in any and all aspects of the trip, including claims based on the negligence of Unbound and the other Released Parties. We also waive and release, to the fullest extent allowed by law, any rights that we and/or our child or ward may have against Unbound or the other Released Parties under the Kansas Consumer Protection Act and any other applicable state consumer protection act.

We further agree to indemnify and hold harmless Unbound and all other Released Parties herein from any and all claims, causes of action, lawsuits, including claims of negligence by Unbound and/or the other Released Parties, damages, costs and/or other expenses, which may at a future date be brought against Unbound or the other Released Parties herein, by us, individually or collectively, or by any person or entity claiming to act either on our behalf or on the behalf of our child or ward.

Notwithstanding the foregoing, I agree that if a court were to find Unbound or any of the other Released Parties liable to me for anything that happened to either of us and/or our child or ward while on or in connection with the above referenced trip outside of the United States of America that any damages shall be limited to the amount that was paid by us or was paid on our and/or our child or ward's behalf to Unbound for its services and assistance in arranging the above-referenced trip.

Also, notwithstanding the foregoing, I agree that before one or both of us file or authorize the filing of a lawsuit against Unbound and/or any of the other Released Parties in connection with the above-referenced trip that we will engage in good faith in mediation with Unbound and any Released Party we want to sue in an effort to resolve any claims that we may have on behalf of ourselves and/or our child or ward with the costs of such mediation being shared equally by us and Unbound. The location of such mediation shall be mutually agreed by the parties or if they cannot agree at a location specified by Unbound. If after mediation and notwithstanding the terms of this Release, one or both of us decide to file a lawsuit against Unbound and/or other Released Parties, we agree to waive my right to a jury trial and file such suit either in the District Court of Wyandotte County, Kansas or the United States District Court for the District of Kansas in Kansas City, Kansas, and agree to the extent that a lawsuit can be filed by one or both of us against Unbound or any of the Released Parties for any actions or inactions relating to our child's or ward's participation in a trip outside of the United States of America, sponsored in whole or in part by Unbound that the courts mentioned in this sentence shall have exclusive jurisdiction for any such lawsuit.

All issues and questions concerning the construction, validity, enforcement and interpretation of this Release From Liability and Indemnification Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas including its statutes of limitations, without giving effect to any choice of law or conflict of law rules or provisions that would cause the application of the laws of any jurisdiction other than the State of Kansas. If any provision of this Release From Liability and Indemnification Agreement is found by a court to be legally unenforceable, we agree that such unenforceable provision shall be stricken from this Release From Liability and Indemnification Agreement and the remaining provisions shall be fully enforced.

This two-page Release From Liability and Indemnification Agreement is knowingly and voluntarily being entered into by us. We have had an opportunity to consult with an attorney with respect to the claims that we are releasing herein and our agreement to

indemnify and hold harmless Unbound. We are over the age of 18. We feel that it is in the best interest of our child or ward to participate in this trip that will occur outside of the United States of America.

**Signatures from both parents or legal guardians are required. Complete a separate form for each participant. You may make copies.**

Printed Name of Minor:	Date of Birth of Minor:
Signature of Parent or Guardian	Date
Printed name of Parent or Guardian	
Signature of Parent or Guardian	Date
Printed Name of Parent or Guardian	

# Health Expectations

I understand that he/she may be asked to not participate in group activities while showing symptoms of contagious sickness or fever.

If he/she is showing symptoms of contagious sickness, she/he will be asked to take a COVID-19 rapid test.

I understand that if my minor child tests positive for COVID-19 during the awareness trip:

- He/she will not be allowed to continue to join trip activities and must end their participation in the trip. His/her adult chaperone must also end their participation in the trip.
- I will be responsible for all additional expenses.
- Travelers cannot lodge at Unbound dormitories in Guatemala, Costa Rica and El Salvador after testing positive for COVID-19. Unbound will transport my child and his/her adult chaperone to a nearby hotel. I will assume expenses from that point forward.

Parent/Guardian signature

Date

# What's Next?

## **Confirming your spot**

- ✓ Once we receive your forms, we'll process them in the order received. Processing time may take up to 3 weeks.
- ✓ A trip coordinator will process your forms and e-mail you with next steps.
- ✓ All travelers who are 18+ will be required to authorize a background check. A trip coordinator will send you instructions after processing your forms and payment.
- ✓ After authorizing and clearing the background check, a trip coordinator will contact you with a confirmation e-mail.

## **From the time you are confirmed through 90 days before departure**

- ✓ Once we have a minimum of twelve registered participants for the awareness trip you will receive flight instructions and the okay to book your flights!
- ✓ Final payment is due 90 days before departure. Check your confirmation packet for this date, but don't worry. We will also send a reminder e-mail.

## **90 days before departure**

- ✓ Travelers registering after the 90-day point will be required to make full payment at the time of application. Please note, many trips are full by this time and we recommend registering sooner.

## **Six weeks before departure**

- ✓ We'll email travelers with packing information and other instructions.
- ✓ Be sure you've sent your full flight itinerary to Unbound along with your airline record locator. We will stay up to date on any changes to your itinerary before travel.

## **One month out**

- ✓ Registration closes.

## **Two weeks before departure**

- ✓ The trip coordinator will email and mail you the daily schedule, a list of people in the group, lodging information, and more. If you are leaving home before then, please let a trip coordinator know.



# Entry and Exit Requirements When Traveling with a Minor

**Your destination country(ies) may have specific entry and exit requirements for a minor traveler (under the age of 18). You are responsible for researching and preparing for these requirements.** Some governments require evidence of a minor child's relationship to you and notarized permission for the child's travel upon entering and exiting the country and at any time during the trip. The U.S. Department of State provides country-specific information about traveling with a minor. **Visit <http://travel.state.gov> and review the Entry, Exit & Visa Requirements section for the country(ies) you plan to visit.**

Following are general recommendations and a sample Parent Authorization Letter. Even if the country does not require special documentation for minor travelers, we encourage the adult traveling with the minor to always carry these documents. Do not send the documents to Unbound.

## **When a minor travels with a chaperone who is not their parent/legal guardian**

When a minor is traveling with a chaperone but without a parent or legal guardian, all parents/guardians named on the birth certificate, adoption papers or court documents may be required to give signed and notarized authorization for the child to travel without them. We suggest you also include a clear copy of each parent/ guardian's driver's license or passport. In addition to these copies and the Parent Authorization Letter (following page), we suggest sending the adult accompanying your minor child with one of the supporting documents listed below.

## **When one parent travels with his or her minor child**

When one parent or legal guardian is traveling with a minor child, he/she may be required to present signed and notarized documentation granting permission from the other parent/guardian named on the birth certificate, adoption papers or court documents. This exhibits that both parents give consent for the child's travel. We suggest you also include a clear copy of the authorizing parent/guardian's driver's license or passport. In addition to these copies and the Parent Authorization Letter (following page), we suggest the parent/guardian carry one of the supporting documents listed below. We suggest the accompanying parent/guardian take the documents even though he/she and the child carry valid passports. Passports are not proof of the relationship to the child.

## **Additional supporting documents**

**The documents you choose to use should show the names of all parents or legal guardians.**

- An original birth certificate issued by a state, city or county (a hospital birth certificate will not suffice)
- A certified copy of a birth certificate issued by a state, city, or county, or the original or certified copy of the court adoption decree.
- If one or both parents have legal custody of child, carry the original or court-certified copy of the court order granting specific custody of the child.
- If the child has a foreign birth certificate (not in English) carry an English translation and the original or certified copy of the birth certificate.

# Parent Authorization Letter

ORIGINAL TO BE CARRIED WITH TRAVELER. DO NOT PROVIDE A COPY TO UNBOUND.

Unless otherwise stated this document must be executed not more than three months prior to entry into or departure from the country you are visiting and must be notarized.

## **Child Information**

Travel Destination \_\_\_\_\_ Purpose \_\_\_\_\_

Name (Full Legal Name) \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State: \_\_\_\_\_ County \_\_\_\_\_

Country \_\_\_\_\_ Zip Code: \_\_\_\_\_

Birth Date \_\_\_\_\_ (mm/dd/year) Birth Place \_\_\_\_\_

Child Passport Number \_\_\_\_\_

Place of Issue \_\_\_\_\_ Date of Issue \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Authorizing Legal Guardian Information** (Parent/s or Guardian/s staying at home)

Full Legal Name _____
Address _____
City/Town _____
State _____ Zip Code _____
County _____
Home Phone (____) _____
Work Phone (____) _____

Full Legal Name _____
Address _____
City/Town _____
State _____ Zip Code _____
County _____
Home Phone (____) _____
Work Phone (____) _____

## **Traveler's Information** (Parent or adult chaperone accompanying child)

Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_

County \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

# Notarized Authorization

Authorization, to be signed before a notary.

I/We, \_\_\_\_\_, give authorization for my/our child,  
(Legal parent/guardian's name)

\_\_\_\_\_ to travel with \_\_\_\_\_  
(Child's full name) (Person traveling with minor)

to \_\_\_\_\_ on \_\_\_\_\_  
(Location/destination) (Date of trip)

for the purpose of a trip organized by Unbound.

Arriving flight information: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Airline) (Flight number) (Arrival time)

and to return to the United States on \_\_\_\_\_.  
(Date of return)

Departing flight information: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Airline) (Flight number) (Departure time)

Signed \_\_\_\_\_

Signed \_\_\_\_\_  
(Both signatures required if neither parent/guardian is traveling with child)

Date \_\_\_\_\_

To be notarized below

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribe and sworn/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Notary public

My Commission expires: \_\_\_\_\_