



Unbound Individual Sponsor Visit Guidelines

The guidelines below are in place to ensure a successful Individual Sponsor Visit (ISV). A relationship of mutual respect between sponsor and sponsored person is central to Unbound's mission. Our child protection policies, as well as the schedules and commitments of sponsored friends their families, and local staff, inform these guidelines. We thank you in advance for carefully considering these when planning your visit.

Scheduling Your Visit

- All visits between sponsors, sponsored friends must be coordinated through Unbound's international headquarters.
- All visitors who are 18+ will be required to authorize a background check.
- Please submit your application and forms at least 90 days prior to your visit, unless otherwise stated. Further notice is appreciated!
- We respect holidays in countries where we work and their calendar of activities. Therefore, the local staff will not be able to accommodate visits on certain days.
- Sponsors may visit their sponsored friend(s) once per calendar year on either an Awareness Trip or ISV.

ISV Costs

- ISV fees start at \$250. This fee will cover:
 - Scheduling your visit with one sponsored friend
 - Transportation for your sponsored friend and their family to a visit location within two hours of their home.
 - Staff presence and support
 - Interpreter
 - A light meal will be provided based on the time of the visit.
- Fee will be determined based on the number of sponsored friends visited and if more than two hours transportation by road is required. You will be responsible for all your own travel arrangements, including transportation to the visit.
- The cost of the background check is paid directly to ScreeningONE. Cost varies based on where you live, but the average cost is \$35-\$40 per screening.

Your Travel Arrangements

- You are responsible for all your own travel arrangements, including transportation to the visit.
- Once the ISV is confirmed, we encourage you to do research for transportation options.

Your Visit

- Individual visits take place during normal business hours at the local office and last, at most, one day.
- We recommend that the number of people involved in the visit be limited to keep the focus on the relationship between sponsor and sponsored friend.
- Participants on individual visits typically include the sponsor, the sponsored friend, immediate family members, a local staff member and an interpreter, if needed.
- We reserve the right to limit the number of visitors depending on the availability of local staff.
- Visits generally occur at a local office or location selected by the project staff. We cannot arrange for visits to happen at the sponsored friend's home.

Visit Request Instructions

Space is limited and trips fill up quickly. Registration will typically close one month before departure. The registration packet for adults contains the following required documents:

- ISV Application (1 per visit)
- Release from Liability (1 per visitor different forms for minors & Adults)
- Photo and Media release (1 per visitor)
- Code of Conduct

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 and 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: ISV@unbound.org
- Wait for a visit coordinator to contact you for next steps.

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 visit, do not include deposit/payment with your forms.
- Wait for a trip coordinator to contact you for next steps.

If you prefer to receive a blank, paper version of this packet by mail, contact Unbound at 800-875-6564 or ISV@unbound.org



Unbound Individual Sponsor Visit Application

Complete forms and e-mail to: ISV@unbound.org or mail them to: Unbound-ISV, 1 Elmwood Ave, Kansas City, KS 66103, or fax to: (877) 499-4568, Attn: ISV Coordinator. Complete one application (this page) per visit request. Each visitor needs to complete Release from Liability or Indemnification Agreement (minors), Code of Conduct, Media Release, Authorization and Disclosure forms per person. You may make copies if needed.

Visits occur at the local office. If you have other requests, please contact an ISV coordinator to see if your request can be accommodated.

Member ID: ASC# _____

Name _____

Address _____ Birth date ____/____/____

City, State, Zip _____

Phone _____ E-mail address (required) _____

Country/city visiting _____ CH#: _____

Date(s) available for visit (please list at least three specific dates): _____

Additional comments:

List the name(s), relationship, date of birth and e-mail for anyone visiting your sponsored friend with you. **Only registered visitors may join the visit:**

Name	Relationship	Birth date	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Emergency contact _____

_____ Name _____ Relationship

_____ Phone number _____ E-mail address

In-country lodging and contact information (required)

In-country contact _____
Name _____ Phone number _____

In-country contact e-mail address _____

In-country lodging _____
Lodging Name _____ Address / City _____

Date leaving U.S. _____ Dates you will be in the country _____

Will you need an interpreter? Yes No, I speak the local language fluently.



Individual Sponsor Visit

Release from Liability and Indemnification Agreement

I, _____ (name of participant), desire to participate in an individual sponsor visit outside of the United States of America. I understand that the visit is facilitated in whole or in part by Unbound, a not-for-profit organization located at 1 Elmwood Ave., Kansas City, Kansas, USA, and its related or affiliated organizations located outside of the United States of America (hereinafter collectively referred to as “Unbound”).

I acknowledge that my participation in this visit is by my personal choice, and that it is an entirely optional activity. I am voluntarily signing this Release from Liability and Indemnification Agreement. I understand the risks involved in this visit and expressly assume all responsibility for these risks. Additionally, I am aware that there may be risks involved in this visit that are unknown to me at this time that I do not fully appreciate. Nonetheless, in consideration of Unbound’s assistance to me regarding this visit (said assistance including transportation to and from various sites, as well as other helpful coordinating efforts), I do hereby release, acquit and forever discharge Unbound, its directors, officers, employees, servants, agents, contractors and all other individuals and entities acting on behalf of Unbound or through Unbound from any and all claims for damages, injuries, losses, compensation, duties, responsibilities, causes of actions or liabilities, in law or in equity, irrespective of their origin, that relate to or arise out of my participation in any and all aspects of the individual sponsor visit, including claims based on the negligence of Unbound and the other parties released in this document.

I 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 the other parties released in this agreement, or other expenses, which may at a future date be brought against Unbound or the other released parties herein by me or by any person or entity claiming to act on my behalf.

This Release from Liability and Indemnification Agreement is knowingly and voluntarily being entered into by me. I have had an opportunity to consult with an attorney with respect to the claims that I am releasing herein and my agreement to indemnify and hold harmless Unbound. I am over the age of 18 and am comfortable with agreeing to this Release. This is a voluntary trip that I wish to take outside of the United States. This Release and Indemnity Agreement shall be construed in accordance with the laws of Kansas without regard to conflict of laws rules.

Signature of Participant

Today’s Date

Printed Name of Participant

Date of Birth

Complete a separate form for each participant. You may make copies of the form. Your signing this Form is required by Unbound as a condition to our providing you assistance in visiting your sponsored friend.

When digitally completing forms type name in signature line to sign this document

Ad-ISV



Individual Sponsor Visit

Release from Liability and Indemnification Agreement- Minors

We, _____ and _____, the natural parents or legal guardians of _____, desire to have our child or ward, _____, participate in an individual sponsor visit outside of the United States of America. We understand that the individual sponsor visit is facilitated in whole or in part by Unbound, a not-for-profit organization located at 1 Elmwood Ave., 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 or ward in this visit 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 visit and expressly assume all responsibility for those risks. Additionally, we are aware that there may be risks involved in this visit that are unknown to us at this time that we do not fully appreciate. Nonetheless, in consideration of Unbound's assistance regarding this visit (said assistance including transportation to and from various sites, as well as other helpful coordinating efforts), we do hereby release, acquit and discharge Unbound, its directors, officers, employees, servants, agents, contractors and all other individuals and entities acting through or on behalf of Unbound, from any and all claims for damages, injuries, losses, compensations, duties, responsibilities, expenses, actions, causes of actions or other liabilities in law or in equity, irrespective of their origin, that relate to or arise out of our child's or ward's participation in any and all aspects of the individual sponsor visit, including claims based on the negligence of Unbound and the other parties released in this document.

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 the other parties released in this Agreement, 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.

This 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 to participate in this individual sponsor visit that will occur outside of the United States of America. This Release and Indemnity Agreement shall be construed in accordance with the laws of Kansas without regard to conflict of laws rules.

Printed Name of Minor _____ Minor's Birth Date _____

Signature of Parent or Guardian _____ Date _____

Printed Name of Parent or Guardian _____

Signature of Parent or Guardian _____ Date _____

Printed Name of Parent or Guardian _____

Dated signatures from both parents (or legal guardians) are required.

Complete a separate form for each participant. You may make copies of the form. Your signing this Form is required by Unbound as a condition to our providing you assistance in visiting your sponsored friend.

When digitally completing forms type names in the signature lines to sign the document

Min-ISV



Unbound Code of Conduct for Individual Sponsor Visits

When visiting your sponsored friend, all participants are required to adhere to these standards. We reserve the right to determine if a visitor's behavior is considered inappropriate and have instructed the local staff to notify Unbound headquarters in Kansas if there is a violation of any policy and to notify local authorities when necessary. Failure to comply with the aforementioned standards or with the instructions of local Unbound staff could result in the loss of visiting privileges or possible termination of sponsorship. This Code of Conduct provides standards of behavior including, but not limited to:

I. Behavioral Standards

- Follow the directions of the Unbound program staff.
- Treat everyone with respect, dignity, courtesy, and consideration.
- Never give monetary or valuable gifts to a sponsored person or family member.
 - All monetary contributions should be made through Unbound's office in Kansas to ensure your contribution is appropriated properly. Local offices are not equipped to provide receipts required for tax deductions.
- In the event a sponsored person asks for additional assistance (monetary or material), please inform a project staff member to handle the situation accordingly.
 - We discourage our sponsored members from making requests during visits.
- Modest dress is encouraged to avoid unwanted attention and adhere to cultural standards. We recommend that clothing cover the knees and shoulders. Do not wear excessive or expensive jewelry.
- Consumption of alcohol may be considered offensive in some cultures.
 - Do not consume alcohol in the presence of sponsored families.
- Possession or use of illegal substances is prohibited. You will be subject to the laws of the country visited.

II. Protection and Consideration of Sponsored Members, Sponsors and Unbound Staff

- An Unbound staff member or volunteer must accompany you at all times during your visit with your sponsored friend.
- Cultural sensitivity is encouraged.
 - Avoid touching sponsored members in a manner that might be considered inappropriate, such as cuddling or kissing.
 - Avoid flirting, excessive flattery, suggestive comments, or intimate relationships with community members or staff.
- Do not offer or accept a request to bring a sponsored friend to visit or reside in the U.S. or your country of origin.
- Do not ask for or accept accommodations with your sponsored friend, their family or with a staff member during or following your visit.
- All communication must adhere to Unbound's guidelines.
 - Do not provide, ask for, accept or record personal contact information for a sponsored friend, family member, or local staff or interpreters—this includes addresses, phone numbers, or e-mail addresses.
 - Communication via social media is prohibited. Initiation or acceptance of direct communication with a sponsored member could result in the termination of your sponsorship or retirement of your sponsored friend.
 - This includes Facebook, Twitter, Instagram, Gmail, Snapchat, TikTok, WhatsApp, etc.

I have read, understand and agree to abide by the aforementioned Unbound Individual Sponsor Visit Code of Conduct.

Signature

Today's Date

Printed Name



Photo/Media Release Form

Help us share the good news of sponsorship!

The awe-inspiring photos and stories from sponsor visits and trips provide wonderful opportunities to publicize our work with children and elders. Occasionally, photos and stories from the trips are featured in Unbound's published materials, ads, or on our website and in the press.

Printed Name of Participant _____ Member ID: ASC # _____

Country Visiting _____ Date of Visit _____

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

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 media.

Yes

No

Signature of Participant

Today's Date

Signature of Guardian (If participant is under 18)

Today's Date

Complete a separate form for each participant. You may make copies of this form. When digitally completing this form type name on signature line to sign document.

Payment and Cancellation Policy

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

Payments

All Individual Sponsor Visits (ISVs) require the visit fee payment to be made by the due date on the email.

- Log in to unbound.org/Login and make a payment to the trip account under “Contributions.” To register for an online account, go to unbound.org/Register. Enter your member ID, your name exactly as it appears on your account and your zip code. Then create a username, password and security question.
- Call Sponsor Support at 800-875-6564 Monday through Friday between 8 a.m. and 5 p.m. Central time to pay by phone.

Unbound can only accept payments made by credit card, electronic funds transfer (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).

The ISV fee includes: scheduling your visit with your sponsored friend, transportation for your sponsored friend and their family to a visit location within two hours of their home, staff presence, Interpreter and a light meal appropriate the time of the visit.

The ISV fee is not tax-deductible, because you are receiving a service in exchange for payment.

Sponsorship contributions must be current to arrange an Individual visit.

Cancellation by visitor

Notify Unbound as soon as possible if you must cancel for any reason. Failure to submit visit fee, background check or any other required documents by the due date or 45 days before the requested visit day will be considered cancellation by traveler.

The amount refunded will depend on scheduling and other expenses already incurred.

No refund will be given if a visitor does not show up for a scheduled visit, or if the visitor does not contact their local contact to confirm their visit.

Cancellation by Unbound

Unbound reserves the right to cancel an Individual Sponsor Visit. In the event of cancellation by Unbound, all ISV payments made to Unbound will be fully refunded for registered participants.

The ScreeningONE background check fee is non-refundable. The background check is valid for travel with Unbound within two years of completion.