

# **Awareness Trip Registration Packet**



**UNBOUND®**

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# Registration 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:

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

## 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: [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).**

# 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 less than 90 days prior to the trip 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.

# Traveler Information - Adult

(\*) 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
I am travelling with a minor (under 18):	I am the Parent/legal guardian      Non-custodial Chaperone	

Name to appear on your name tag (first name/nickname)	
Mailing Address	
City, State, Zip	
Daytime phone	Cell/Other
Email	Preferred contact Email      Mail      Daytime      Cell
May Unbound share your contact information with fellow travelers?	Yes      No
Travel companion (name and relationship)	
Will you need an interpreter? (Spanish-speaking countries only) Yes      No, I speak Spanish fluently	
How did you hear about the trip? (select one or more) Website    Friend/Family    Returning traveler    At church Message from my sponsored friend    e-mail    Other	

<b>Solo travelers only:</b> Solo travelers are assigned a roommate of the same sex. If you are a solo traveler and would like to be contacted about the option and cost of a single room, check the box. This option may not be available for all trips.	
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 (occupation, interests, etc.) and what you hope for on this trip.	
Name and location of faith community (if applicable)	

## Emergency Contact 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 your travel companion)

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

# Medical & Dietary Information - Adult

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
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.	
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? 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> <li>• Meet the physical requirements outlined in the "Health and Mobility" section of the country-specific trip information.</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 strongly urges all travelers to purchase travel medical insurance.	Please Initial





# Photo and Media Release for Adults

## 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

<b>Photo Release</b>  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.  <div>Yes</div> <div>No</div>
<b>Permission to Contact Media</b>  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.  <div>Yes</div> <div>No</div>

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

Signature of Participant	Date
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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

Unbound reserves the right to decline to accept or retain any person as a trip participant should such participant's behavior, health or mental condition impede their participation on this trip. Disregarding this agreement could jeopardize your eligibility to travel or sponsor.

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.

## Group Safety and Respectful Behavior

- Traveling to another country and with a group requires an extra level of behavioral sensitivity. Treat everyone with respect, patience, courtesy, dignity, and consideration.
- Always follow the directions of Unbound staff members.
- For security reasons, trip participants must always stay with the group and follow the planned itinerary. No personal itineraries, agendas, or unregistered guests are permitted during the trip.
- Be culturally sensitive when choosing your clothing. Clothing must cover the knees and shoulders unless otherwise stated in the trip's pre-departure materials.
- During a trip, there may be opportunities to gather for a drink. While we encourage you to gather, we emphasize the importance of not drinking excessively or to drink in the presence of sponsored members or their families.
- 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.

## Protection of Sponsored Members, Travelers, and Staff

- 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.
- 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. 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.
- Flirting, unwelcome flattery, suggestive comments, or intimate relationships with members of our community or staff is unacceptable.

## Greetings

- 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.
- 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.
- You may not kiss a sponsored member anywhere on their person or request a kiss from them.

## Gifts

- Sponsors are welcome to bring simple gifts for their sponsored friend and family. Gift-giving guidance will be provided to confirmed travelers.
- 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.
- For the safety of your group, future groups, staff and sponsored families, it is prohibited to give cash or other valuable gifts to people you meet, including your sponsored friend, a member of their family, other sponsored members or an Unbound staff member.
  - a. 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. All monetary gifts must be made through Unbound's office in Kansas City. Please be aware that we discourage sponsored friends and their families from initiating these types of requests.
  - b. 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 at any time.

## Direct Contact

- 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).
- 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.
- 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 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. Violations of Direct Contact policies could also jeopardize a sponsored friend's eligibility for the program. 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 and the Unbound Visits Standards.

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 per traveler, 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 of the original trip year. 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 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 15 paying travelers for each awareness trip. If registration has not reached 15 confirmed travelers by the trip payment due date, Unbound may cancel the trip.

# Release From Liability and Indemnification Agreement For Adults

I, \_\_\_\_\_ (name of participant), desire to 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).

I acknowledge that my participation in this trip 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 trip and acknowledge and agree that international travel has inherent dangers which are not and should not be the responsibility of Unbound. I expressly assume all responsibility for the risks of this trip. Additionally, I am aware that there may be risks 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 trip (said assistance including ground and/or air transportation to and from various sites, as well as other helpful coordinating efforts), I 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 (collectively with Unbound "Released Parties"), from any and all claims for damages, injuries, losses, compensation, duties, responsibilities, causes of actions or other 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 trip, including claims based on the negligence of Unbound and/or other Released Parties. I also waive and release, to the fullest extent allowed by law, any rights that I may have against Unbound or the other Released Parties under the Kansas Consumer Protection Act and any other applicable state consumer protection act.

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 but not limited to claims of negligence by Unbound and/or the other Released Parties, damages or other expenses or costs, which may at a future date be brought against Unbound or the other Released Parties by me or by any person or entity claiming to act on my behalf.

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 me 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 I paid or was paid on my behalf to Unbound for its services and assistance in arranging the above-referenced trip.

Also, notwithstanding the foregoing, I agree that before I file a lawsuit against Unbound and/or any of the other Released Parties in connection with the above-referenced trip that I will engage in good faith in mediation with Unbound and any Released Party I want to sue in an effort to resolve any claims that I may have with the costs of such mediation being shared equally by myself 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, I decide to file a lawsuit against Unbound and/or other Released Parties, I 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 me against Unbound or any of the Released Parties for any actions or inactions relating to my 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, I 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 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 this Release and 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 two-page Release From Liability and Indemnification Agreement

Signature of Participant	Date
Printed Name of Participant	Date of Birth

Participant must be 18+ years old at time of signing to complete this form. Complete a separate form for each participant. You may make copies.

# Health Expectations

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

If I am showing symptoms of contagious sickness, I will be asked to take a COVID-19 rapid test.

I understand that if I test positive for COVID-19 during the awareness trip:

- I will not be allowed to continue to join trip activities and must end my 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 me to a nearby hotel. I will assume my expenses from that point forward.

Participant signature

Date