

FINANCIAL POLICIES

1. **Registration and Deposits:** Adventures must receive a completed registration form submitted through our online application system along with a \$500 non-refundable deposit for groups or \$150 non-refundable deposit per family. The deposit will be applied towards the total cost of the trip. Deposits are due within two weeks of the date of acceptance. You will be accepted upon completion of an interview with an Adventure's representative.
2. **15 Person Group Minimum:** The minimum size of a group is 15 people. The prices for our trips are set at this minimum. Should your group size not reach this minimum, you will be charged for 15 people.
3. **50% Payment Deadline (Groups Only):** The 50% Payment Deadline is 3 months prior to your trip launch date.
4. **Adding/Dropping Participants (Groups only):** Any request to add or drop participants must be made in writing by email or text message. All requests to add participants must be approved by Adventures. Once approved, the full cost for each added participant will be due. Additions will be approved as capacity allows. Requests to drop a participant should occur before the 100% Payment Deadline to avoid paying for that participant's spot.
5. **100% Payment Deadline, Final Count Deadline (Groups Only):** The 100% Payment Deadline will serve as the Final Count Deadline for each group. This deadline is 2 months prior to your trip launch date. Prior to this date, each group must confirm in writing by email or text message a final count of the number of participants (including leaders and chaperones) and agree to pay in full.
6. **Switching Mission Trips:** To switch from one mission trip to another mission trip, groups and/or individuals must adhere to the following policies.
 - i. Mission Trip requests must be made prior to the 50% Payment Deadline for the original trip or all monies will be forfeited.
 - ii. The newly requested mission trip must begin within the same trip season (ie. October 1, 2023 - September 30, 2024).
 - iii. All monies paid for the original mission trip will be transferred to the new trip. After the 50% Payment Deadline, all monies paid are non-transferable.
7. **Mission Trip Cancellations:**
 - i. *Cancellation by Individual Participant:*

Adventures must be notified in writing by email or text message any time a registered individual chooses to cancel their participation in a mission trip. The email date stamp will establish the cancellation date. All monies paid will be non-refundable.
 - ii. *Cancellation by Participating Group:*

Anytime a mission trip is canceled by a registered group, all monies paid will be non-refundable. Adventures must be notified of the decision to cancel a mission trip in writing by email or text message. The email date stamp will establish the cancellation date.
 - iii. *Cancellation by Adventures in Missions:*

In the event a mission trip is canceled (at the sole discretion of Adventures) due to terrorism, acts of God, other extraordinary events, or failure of a trip to meet minimum participant requirements, affected parties may do one of two things: they may transfer to another available location or mission trip, or, if unable to transfer locations, all monies will be refunded.

8. **Child Discounts:** Adventures offers a 20 percent discount for children under the age of 12 that are accompanied by a paying parent on select trips. You may only receive one discount per each paying parent on the trip. This discount will be applied to the respective child's trip cost. **Some restrictions may apply. Please ask your Missions Coordinator if this discount applies to your particular mission trip.**
9. **Payment Deadlines:** The following payment deadlines apply to all Adventures Short-Term Mission Trips for all participants. Mailed payments must be postmarked by the due date. Any missed payment deadlines with no communication will result in the loss of reserved spaces. All deposits and payments are non-refundable.

PAYMENT SCHEDULE FOR INDIVIDUAL AND GROUP TRIPS

50% Payment Deadline: 3 months prior to mission trip launch

100% Payment Deadline: 2 months prior to mission trip launch

TRIP POLICIES

1. **Transportation:** For mission trips in the United States *all individual participants and groups are responsible* for all transportation related to the trip (including to and from the location airfare and ground transportation throughout the trip). It is recommended to bring 15-passenger vans or several smaller vehicles for transportation throughout the trip. Some of our ministry sites do not have room to accommodate buses. For this reason, please check with your Missions Coordinator to see if a bus can be accommodated.

For international trips, each group is responsible for airfare to the location. Your group will be picked up at the airport. This pickup information will be provided by Adventures prior to the mission trip. Adventures will provide ground transportation for international mission trips for the duration of the trip. Some groups decide to take a "fun day" to explore the culture and nearby area, which we think is awesome! The expense for this day is not included in the trip budget and groups will need to arrange their own transportation. We do have some great recommendations though!

2. **International Health Insurance:** International health insurance is a requirement for all international participants. Adventures will cover each participant under their Master Group Policy. This is included in the trip cost.
3. **Background Checks:** We deeply value the safety of our teams and our ministry hosts and desire to care for our partners well. To help protect everyone's safety, background checks are a mandatory requirement for all participants 21 years and older. These must have been completed within the last 2 years.
4. **Adult/Student Ratio (Groups only):** Adventures requires each group to provide 1 adult leader for every 6 participants. One male leader and one female leader over the age of 21 are required for mixed gender groups. Your Missions Coordinator will inform you if a different ratio applies to your trip.

5. **Group Participant Registrations (Groups Only):** All participants in each group must complete an Individual Participant Registration on the Group Profile to participate in any Adventures mission trip. The Individual Participant Registration must include all required registration, emergency contact, insurance, passport (if applicable) and release information, along with the electronic signature of a parent or legal guardian, if applicable. The group leader is responsible to ensure all Individual Participant Registrations are completed and accurate 60 days prior to the trip start date. Any participant and/or leader with an incomplete Individual Participant Registration will not be allowed to participate in any mission trip activities with Adventures in Missions.