

Bridges to Community

Trip Organizer's Checklist

Part One: Please check/answer all questions and return a copy of this page to BTC.

- Set travel dates and create a group name with Bridges. A typical Bridges trip is one week, Saturday to Sunday.

Travel Dates: _____

Group Name: _____

- Recruit interested volunteers (with chaperones if necessary!) # of volunteers anticipated: _____

Minimum: 12 volunteers Minimum Age: 15 years

Maximum: 22 volunteers Chaperones for volunteers under 18 (1-5 ratio)

- Will you be booking flights individually, or as a group through Bridges?

If booking individually ->

- Coordinate flights to arrive at the same time.
- Let Bridges know your volunteers' travel arrangements (flight #s, times, etc.)

If booking as a group ->

- Let Bridges know you want their travel agent to book flights and for how many volunteers require tickets.

- Tell Bridges

- Whether you want to be billed individually or you would like to pay as one group.
- Whether any volunteers will be fundraising to help pay/defer their own trip fees.
- Whether any volunteers will be fundraising for our projects, individually or as a group, with these additional monies not going toward trip or airline fees.

- Follow-up on your group's payments:

- At 90 days before the trip, we require a \$250 deposit for each volunteer Write in date: _____
- At 60 days, we need payment for airfare (if BTC provided it) Write in date: _____
- At 30 days we need the full payment for your group. Write in date: _____

- Bridges to Community Inc. is a registered 501 (C) 3. Payments made to BTC may be tax deductible—please consult your tax professional.

- Assign a communication liaison (someone not on the trip who will head a contact tree for family/friends of the volunteers while they're on the trip), and give Bridges this info:

Comm. Liaison Name: _____

Email: _____

Mobile Phone: _____

Part Two:

- Use this page of our website as a source for all forms and documents:
<http://www.bridgestocommunity.org/trips>

- From every volunteer we will need:
 - a completed application
 - a completed medical information form
 - a completed release form
 - a legible copy of a **passport valid for at least six months after the date of departure**
 - a travel visa for citizens of other nations, as required by the Nicaraguan government

- In addition to the application packet, make sure every volunteer gets:
 - a Packing Guide
 - Sample Itinerary
 - our "Health Considerations" guide
 - our "Anticipating the Adventure" guide
 - our "Fundraising Guide"
 - the "Bridges Volunteer Handbook"
 - our "Spanish Language Booklet"

- Make sure each volunteer schedules a visit with their doctor at least 6 weeks before the trip as suggested by our Health Considerations guide and they follow CDC recommendations.

- Schedule a pre-trip orientation meeting at least 6 weeks before the trip to review packing information, the submission of all related paperwork, payments and flight information. A post-trip meeting should be schedule as well to provide feedback to BTC and closure to the experience. Some groups use this meeting to address the topic of continued support of a specific project area.

- Refund Policy: Deposits of \$250.00 are non-refundable. The entire trip is transferable to another person or can be held for credit and applied to another trip for up to one year. If a refund is requested, the trip fee, minus the deposit of \$250.00 will be issued. Airline fees once paid are non-refundable, but in certain circumstances an airline credit may be available. There will always be an associated "airline change fee" deducted from the original price of the ticket when the new ticket is issued. Regardless of the reason for cancelling a trip, Bridges and their travel agent must be notified prior to the group's departure date and time in order for the airline and other credits to occur.

- Your Bridges Contact: Rusty Pedersen
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O-914-923-2200
M- 845-304-2002

- Submit Part One to:** Bridges to Community, Inc.
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