

APPLICATION INSTRUCTIONS

This Application consists of the following four (4) forms:

FORM 1 (GROUP APPLICATION):

This form needs to be completed and sent back to us with the USD \$30 /person Application Fee before we will reserve your team's spot. NOTE: This Application Fee is non-refundable & non-transferable.

FORM 2 (GROUP LIST):

This form needs to be completed and sent to us along with FORM 3 and the USD \$70 /person deposit, six (6) weeks prior to your team's arrival. We use this deposit to cover initial outreach setup costs. This deposit is non-refundable, in the case that your group cancels the trip. However, it is transferable. If your team drops in size we will adjust the balance and apply this deposit towards the total group balance.

FORM 3 (GROUP ARRIVAL & DEPARTURE):

This form needs to be completed and sent to us along with FORM 2 (above) and the USD \$70 /person deposit, six (6) weeks prior to your team's arrival. Please do not forget to let us know which day off option(s) your group would like to participate in. See FORM 3 for further instructions regarding this.

FORMS 4a, 4b, 4c, 4d (CONSENT FOR TREATMENT & RELEASE OF LIABILITY):

You will need to make copies of FORM 4a, 4b, 4c, 4d for each team member. Each adult (18 & over) MUST fill out their own form. Be sure to have the parent or legal guardian of each Minor (under 18) fill this out. This is VERY important! You MUST bring us these forms upon your arrival.

INFORMATION REGARDING PAYMENTS:

You have the option of either sending a check made payable to: "CIMEC" to the address listed at the very bottom of this form, or if you would prefer, you may send a wire transfer directly to our bank account. NOTE: You MUST email or fax us a copy of the receipt or we will not be able to credit your payment properly!

Name of US Bank:	Citibank New York
SWIFT:	CITIUS33
ABA:	021000089
For Credit in Account:	36017429 of Banco Citibank de Costa Rica / SWIFT: BACUCRSJ
For further credit to account:	11710510016374173
Name on Account:	Asociación Centro Internacional Misionero de Entrenamiento y Cruzadas (CIMEC)

Banco Citibank de Costa Rica Address:

Apartado 5884
San Jose, 1000
Costa Rica

The balance due MUST be paid either in CASH upon arrival or via wire transfer at least one (1) week prior to your arrival, no checks will be accepted upon arrival. This is due to banking policy here in Costa Rica. It can take up to four (4) weeks for a check to clear.



We've got three easy steps for you to register your group for a Mission Trip. Please be sure to fill out this form completely. Use one Application per outreach. Once you've completed the form, drop it in the mail to the address below along with the Application Fee.

1 Please fill in your name, the name of your group and your contact information. Be sure to give us the street address of your church or organization.

2 Calculate the Application Fee. Enter the number of people you expect to be on your team. Multiply by USD \$30. Put that number in the blank provided. Please be sure to send a check made payable to: "CIMEC" with this form. We MUST receive the Application Fee in order to reserve your spot. Please note that this \$30/person fee is non-

3 Please mark the dates of the outreach in which you wish to participate. If you have cleared specific dates with our office for a custom-

CONTACT INFO:

Group Leader's Name:			
Group Name:			
Denomination:			
Address:			
City:	State/Province:		
Zip/Postal Code:	Country:		
Telephone:	Fax:		
Emergency Phone:	(For use while your group is on outreach)		
E-mail Address:			

APPLICATION FEE:

What is the expected size of your group?	
There is a USD \$30 non-refundable application fee per person:	
Total Application Fee:	
If your group increases or decreases in size, you MUST clear any changes with us in advance.	

TRANSLATORS:

Will you bring any translators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		YES		NO
If yes, how many?				

SUMMER DATES:

DATES:	
Please consult our website or email us for available dates for the 2011. For a 7 day trip the cost is \$295 per person. For a 10 day trip the cost is \$400 per person. See note to the right for further information.	

SPRING BREAK DATES:

DATES:	
The minimum trip length is 7 days which costs \$295 /person. Each additional day you would like to add will be another \$35 /person per day. If your group has more than 24 people, there will be an extra charge of \$5 /person per day for extra transportation.	



GROUP LIST

FORM 2

Fill out this form and return it along with FORM 3 and the USD \$70 /person deposit. Please print below the names of all your team members, their gender & age. Be sure to include the total of guys, girls & couples. If you need more space, please photocopy this page.

CONTACT INFO:

Group Leader's Name:	
Group Name:	
Outreach Dates:	

GROUP TOTALS:

GUYS:		GIRLS:		COUPLES:	
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	FULL NAME AS IN PASSPORT:	PASSPORT #:	AGE:	AGE:	GENDER:	GENDER:
01					M	F
02					M	F
03					M	F
04					M	F
05					M	F
06					M	F
07					M	F
08					M	F
09					M	F
10					M	F
11					M	F
12					M	F
13					M	F
14					M	F
15					M	F
16					M	F
17					M	F
18					M	F
19					M	F
20					M	F



GROUP ARRIVAL & DEPARTURE

FORM 3

Fill out this form and return it with FORM 2 and the USD \$70 /person deposit at least six (6) weeks prior to your arrival date. See the Application Instructions page for more information and details.

Note: You have to pay a departure tax when leaving Costa Rica. This tax is NOT included in your airfare nor the cost of the trip. The price of this tax is currently USD \$26 /person. When you arrive we can help you to prepay this tax at the local bank, which will save you time at the airport when you leave.

We usually try to schedule the day off towards the end of your time. The beach trip or the Poas Volcano tour **ARE** included in the total cost. We will provide transportation, meals & any entrance fees. The only extra money you may need will be for extra food/snacks & souvenirs that you'd like to purchase.

Please select which trip you'd like to participate in. If you have a larger group and would like to split up and do two different trips, please keep in mind there is a minimum group size of 10 people per trip. All trips leave approx. 5:30am and return between 4pm - 8pm, depending on which trip you choose.

CONTACT INFO:

Group Leader's Name:			
Group Name:			
Outreach Dates:		Number of People:	
Emergency Contact:			
Emergency Phone:			

ARRIVAL INFO:

Date of Arrival:		Name of Airline:	
Flight Number:		Arrival Time:	
Connecting Flight Info:		Other Info:	

DEPARTURE INFO:

Date of Departure:		Name of Airline:	
Flight Number:		Departure Time:	
Connecting Flight Info:		Other Info:	

SPECIAL NOTE:

Due to the high volume of participants, we are unable to accommodate individuals from your team arriving/departing early or late. You will need to hire a taxi to/from the airport for this. In addition we will not be able to make side trips for your group. If your group decides to stay in Costa Rica for an extra day or two, you will be responsible for your own housing, local transportation and eventual return to the airport. We may be able to assist you with this, but you must contact our office prior to your arrival. Thank you for your understanding in this matter. ***NOTE THE ZIP LINE HAS AN ADDITIONAL COST OF \$50 PER PERSON.**

DAY OFF OPTIONS:

	Jaco Beach (included in cost)	Number of Participants:	
	Volcano (included in cost)	Number of Participants:	
	Canopy Zip Line (\$50 p/p)	Number of Participants:	

