SAINT CHRISTOPHER JOURNEYS, LLC JOURNEY PLAN

(This is a *Memorandum of Understanding*. This is NOT a contract.)

Please PRINT everything in block letters.

Destination:	
Dates of travel:	
Included:	
Not included:	
Name, address, phone of h	nost organization:
Name, address, phone, em	ail of host organization recruiter:
Name, address, phone, em Director of Study Abroad.	ail of host organization administrator for this activity (such as Dean, Department Chair):
	ruiter will serve as the journey leader hristopher Journeys will provide the journey leader an:
What best describes this jo	ourney? College student group Adult group Other:
The per-person fee for nor	rmal participants is \$
are recruited The host organization i	recruiter will be paid by <i>Saint Christopher Journeys</i> if participants s paying the travel costs for the recruiter \$ The minimum eded for this journey is
\$50/paying participant	al adult groups from legally recognized charitable non-profits only): will be donated back to the host organization ected will be donated to local charities in the journey destination.
Up to how many participa	nts are allowed?
The hos	ation is restricted to members of the host organization to organization may recruit participants who are not members thristopher Journeys can recruit participants

Who will collect participant deposits and fees? Host organization Saint Christopher Journeys		
Cutoff date for participant deposits:		
Cutoff date for participant final payments:		
A deposit in the amount of \$/person will be paid to Saint Christopher Journeys by the date:		
A final payment will be made to Saint Christopher Journeys by the date:		
NOTE: Fees will be paid in the form of a check to <i>Saint Christopher Journeys LLC</i> 4015 Botanical Avenue, Saint Louis, MO 63110		
NOTE: All payments are non-refundable and non-transferable.		
The host organization will promote the journey through (check all that apply): Posters on property Promotion on the website Listing in bulletins and newsletters Announcements at meetings Announcements at worship Announcements in class		
Saint Christopher Journeys will provide the following to assist with promotion:		
How many preparation meetings will the host organization have for the group?		
Type of accommodation on the journey:		
What preferences or policies does the host organization have regarding shared rooms, including group leaders?		
What is the theme of the journey?		
Example activities on the journey:		
Proposed flight or travel itineraries:		
How will visas be handled?		
Meal plan for the journey:		
Vaccinations or other health considerations in preparation of travel:		

If traveling to Cuba, how does this program conform to U.S. law?

NOTE: In the case of travel to Cuba, the U.S. Government requires that a professional representative travel with the group to confirm fulltime participation in the activities that justify legal to Cuba. This will be the responsibility of the group leader (who usually is from the host organization, not from *Saint Christopher Journeys*).

NOTE: *Saint Christopher Journeys* will provide a cash advance to the group leader to cover certain expenses, along with a written budget. The group leader is personally responsible for this cash. The leader must collect receipts for all transactions, or at very least, a signed journal of expenses. While there are slight variations while a journey is going on, the leader needs to follow the budget as closely as possible. All unused funds need to be returned to *Saint Christopher Journeys* within a week of return from the journey.

NOTE: *Saint Christopher Journeys* will collect information from each traveler about passports and identification, medical conditions, medications, special needs, and emergency contacts. *Saint Christopher Journeys* will compile this information and provide it back to the host organization and group leaders. This information should be considered sensitive, and the host organization needs to handle it carefully out of respect to the travelers.

NOTE: "Tagging along" is prohibited. The host organization may (or may not) allow family and friends to join on a journey, but it is required that they are *participants* and make their arrangements *through Saint Christopher Journeys*. Simply "showing up" and then expecting to partake in activities is really unfair to the paying participants. It needs to be made clear what expectations there are for these persons in terms of activities: What must they do? What may they do? What can't they do?

Signatures For Saint Christopher Journeys: Date: Recruiter: Date: Host Organization Administrator: Date: