

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: