

IMA, International Missions Aid

Group Trip Contract

Location: Puerto Rico **Name of Group:** _____ **Number in Group:** _____

Leader: _____ **Dates:** _____ **may be tweaked for flight flights if possible**

SPACES ARE NOT SECURE UNTIL DEPOSITS ARE PAID NOTE: Pillow, Sheets & 2-Towels may be rented if requested in advance, there is an additional cost of \$25 per person.

CONTRACTS & DEPOSITS ARE SENT TO IMA's OFFICE:

PO Box 1388, Rincon, Puerto Rico 00677 *(Deposits may be made by electronic fund transfer, pay pal, debit or credit card)*
By signing below, I understand that I will represent IMA, and to the rules of the organization.

Signature: _____ **Date:** _____

PLEASE PRINT:

Address: _____ Phone: _____ email: _____

IMAPROVIDES THE FOLLOWING:

Accommodations: Mission House-(Dormitory Style/Bunk-beds mostly twin and full size).
 Meals Included: 5 breakfasts & 4 lunches.
 Customized trip set-up with trained, experienced staff; additionally orientation, assessment, competences & supervision of group.
(Time may be allotted for R&R, x-streme sports and/or sightseeing as requested; but are the cost of the individual or group).

GROUP AGREES TO THE FOLLOWING:

Complete and/or supply ALL forms & items required; accountability for the group members actions/damages while on mission trip.
 To provide ALL supplies for ministry (Work Projects, Sound System(s), VBS, etc.) unless otherwise determined by your schedule.
 Final payment(s) due no less than 60 days from departure (Refunds are not available, but may be used within 1 yr on another trip.)
 Holiday Trips MUST be Paid in Full within one week to secure spaces; unless arrangements are made with Financial Services

MINISTRY BUDGET *(Ministry and Activity) Most Customized Mission Trips involve dollars over and above the mission trip cost to you. This Cost should be projected during the planning stages of your customized trip and MUST be received 30 days prior to your arrival so that materials can be purchased and waiting on you to facilitate time)*

Major Construction Costs or special supplies like VBS to be discussed & agreed prior to arrival.

Please List your Projected Ministry Budget in this space \$ _____ and keep us updated as this amount changes. We have teams estimate \$0 dollars and then get surprised and are able to bring \$500 or more and then we have some right from the beginning that designate \$2500 or \$5000 and bring it without blinking an eye! Average Team of 12—15ppl bring between \$500-\$1000 per group; but is not mandatory.

Tool/Clothes/Sports Round Up- *Please encourage others in your organization, church or school to donate new or used tools/medical/sports equipment and bring them with you or purchase items from our list...shovels, rakes, brooms, drills, wrenches, screwdrivers, saws, hammers, nails & screws, electric & manual, anything you can do to assist construction or clean up...we regularly need cordless sets, generators and air tools (nailers,etc) If freight costs are prohibitive we ask that you send Walmart, Kmart and Home Depot, gift cards to meet these needs.*

Group agrees to submit a \$100 US dollar deposit pp, with this contract. Trip/Tour cost per person is inclusive of the deposit. All payments are applied to the account balance for the entire group. Records are not kept for individual group members amounts due. If the number of group participants decreases, less than 60 days prior to departure, deposits/costs for each cancellation will be forfeited & expenses incurred will be added to group balance due. If group cancels Trip a percentage of the total cost will be forfeited; any remaining funds will stay in your groups account for one year to be used on another Trip with IMA.

Trip Cost ___@ \$375 pp	\$
Dinners are \$10 pp for each one=	\$
Round Trip Transportation from Bqn airport \$15 =	\$
Sheets & Towels \$25 pp=	\$
Bio Luminesces Bay \$50 pp=.	\$
3.5 % Fee for credit card use	\$
\$100 deposit pp due by _____ to secure space is	\$
Final Payment due _____	\$

By signing below , I understand that I will represent IMA and the rules of the organization.

Signature: _____ **Date:** _____

IMPORTANT NOTE: *Costs are based on current prices quoted on brochure or website and are subject to change due to changes in itinerary, number of people, **missed deadlines, currency exchange rates. Cost does not include: items not listed above and personal items.*

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