



## Group Reservation Contract

We'd love for your church group to join one of our teams, and \_\_\_\_\_ would be a great trip! We've found that the following system works best for church groups that would like to apply:

1. The church can send funds to reserve a certain number of spots for their group. **The deposit to reserve \_\_\_\_\_ spots for the \_\_\_\_\_ trip is \$ \_\_\_\_\_; this deposit is non-refundable.** Please do not reserve spots you feel you will not fill since there will be no refunds. We limit reservations to 10 spots at a time; if those were to fill, then we could talk through blocking off more or have a team leader or a few people who are definitely going, sign up for the trip on their own.
2. Should the church be unable to fill all of the spots reserved, they need to let us know at least 90 calendar days before this trip's departure, which is \_\_\_\_\_. **For any cancellations from the 90-day mark to trip departure, the church is responsible for full payment on any open spots that they reserved.** If the open spot is unused, the funds are used for supplies and pharmaceuticals for this trip.

Bottom line: 90 days before the trip, that spot is locked in; the full balance is due at the 90-day mark. Per policy (outlined on our website and the trip application), cancellation after the 90-day mark means that the team member or church that secured each spot is liable for full payment, whether or not that team member travels.

3. For medical teams, we have a certain number of medical and non-medical volunteer spots; **we strive to hit a ratio of one medical person for every three non-medical.** Please keep this in mind as you seek to fill your spots. For example, if you were to reserve 8 spots, we ask that at least 2 of these be medical professionals (MD, DO, PharmD, NP, PA, RN); we love to have other medical personnel (EMT/paramedic, LPN, CNA) join us as well, but they would not count toward your ratio of medical professionals for the overall ratio.
4. **Please direct those interested in joining the team to sign up on our website.** They will fill out an application, add their credit card information, and indicate on their application that they are with the group by giving the church name. Since the church is paying the deposit, we will waive the deposit fee for the team member and their card will not be charged. When we receive their application, we can manually enter the \$ \_\_\_\_\_ credit from the church's deposit. If the church wants the team member to raise the entirety of the cost, then the church could require each team member to reimburse the initial deposit that the church paid for their account. This deposit is non-refundable. This deposit will be non-transferrable after the 90-day mark.



5. Please be sure to **check out our FAQ page**: <https://medical-outreach.com/faq/>. We ask that team members raise funds via their account page so that all donations go directly to their trip and can be tax-deductible for their donors.

6. **Please pay careful attention to payment deadlines, as we are unable to make exceptions to our financial policy.** All trip information can be found on the team member's account page. Each person should carefully read all emails from Medical Missions Outreach and regularly log in to his account to stay current on what is due.

Please contact me if you have any questions about your church group joining our medical brigade. I am happy to assist you in the process.

PLEASE INITIAL BELOW:

\_\_\_\_\_ I UNDERSTAND THAT ALL FUNDS ARE COMPLETELY NON-REFUNDABLE  
AND NON-TRANSFERABLE.

\_\_\_\_\_ I UNDERSTAND AND AGREE TO THE GROUP RESERVATION POLICY AS  
STATED ABOVE.

\_\_\_\_\_  
Group Leader (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group Leader (Print Name)

\_\_\_\_\_  
Group Leader email address

\_\_\_\_\_  
Church/Group Name

\_\_\_\_\_  
Church/Group city & state

\_\_\_\_\_  
Approved by: (Signature)

\_\_\_\_\_  
Date