



IMPACT TEAM PROCEDURES

POLICIES & PROCEDURES

Submitting an Application:

- You must submit this completed application and *non-refundable \$100 application fee before your application will be processed and reviewed.
- You will be notified of your acceptance and placement on a trip within two weeks of your completed application being turned in.

*The \$100 non-refundable deposit will be held until the application is accepted and you are placed on a team. In the event that we are unable to place you on a short-term trip; we will return the deposit to you. If accepted on a team, the check will be deposited immediately and considered non-refundable.

FINANCIAL RESPONSIBILITIES

Trip Cost Includes:

- Food (3 meals per day except for free day and travel days)
- Lodging
- Administrative support
- Service projects and supplies

Exceptions are: Meals while traveling, spending money for extra snacks, souvenirs, and miscellaneous extras. Free day - meals, travel and activity (we will call you to plan this day and what you will need). Transportation - you are responsible for flights, vans, and gas.

Average trip cost is around \$60 a day per person (subject to change).

Please list any food allergies or gluten free concerns as special requirements may adjust cost depending on cost of food.

All trip costs are the team members' responsibility. We provide information on raising financial support if you would like. Standard timeframes for having all finances raised is 2-3 weeks prior to departure. See checklist for payment deadlines and breakdown.

If your team is unable to participate on your trip, please inform the Denver Dream Center ASAP. **You will be responsible for all trip costs incurred at the time of cancellation.** In the event of having to cancel your trip, refunds cannot be given to donors. It is your responsibility to call your donors and notify them of the changes.

Please fill out the Impact Team Application and send back to the Denver Dream Center with your deposit to secure your dates. The other forms are due three weeks before you arrive.

--KEEP THIS FOR YOUR RECORDS--



IMPACT TEAM APPLICATION

RETURN APPLICATION TO:

Denver Dream Center
2839 W 44th Ave
Denver, CO 80211

INFORMATION:

Organization Name _____

Address _____ City _____ State _____ ZIP _____

Office Phone _____ Cell Phone _____ Email _____

Contact Name _____ Contact Phone _____ Contact Email _____

M/F _____ Requested Arrival Date _____ Requested Departure Date _____ Highest Estimate # of People _____

Is your group a:

- Church Group
 Youth Group
 High School Group
 College Group
 Other _____

Team Name: _____

Free Day Options: (please check what you would be interested in so we can help plan costs for the day)

- Hiking
 Local Sightseeing
 Snow Shoeing (Winter Trip)
 Tubing (Winter Trip)
 Kayaking/Canoeing (Spring/Summer Trip)

Would you like us to provide a packed lunch to take with you? (Dinner is on your own and we will adjust the cost for the day accordingly).

- Yes
 No

Please note any other information that you feel we should know (special requests, allergies, medical needs, etc).



TEAM INFORMATION

Please list all team members.

Name Age Gender

Address City State ZIP

Email Phone

Emergency Contact Name Emergency Contact Phone Relationship

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