



TRIP FACILITATOR REGISTRATION FORM

The trip facilitator and any other teacher's/chaperones should fill this form out and mail it in with all the students forms and a deposit for the entire group.

School Name _____

Trip Name _____

Date of trip _____

TRIP FACILITATOR CONTACT INFORMATION

Name _____ Age _____ Weight _____ Height _____

Address _____

City _____ Province/State _____ Country _____ Postal/Zip Code _____

E-mail Address Work _____ E-mail Address Home _____

Day Tel _____ Eve Tel _____ Fax Tel _____

PAYMENT INFORMATION

Number of Facilitators _____ x _____ deposit = _____

Number of Participants _____ x _____ deposit = _____

Number of Parents _____ x _____ deposit = _____

TOTAL Enclosed = _____

I have included a cheque, made payable to Island Expeditions Co. for the total enclosed OR I have consulted with Island Expeditions Co and will be paying with a credit card:

Credit Card _____ Expiration Date _____

Credit Card Holder _____

Signature _____ Date _____

TRIP INFORMATION

____ I will be traveling with my partner/spouse and wish to room with him/her

____ I wish to pay a surcharge for a single room where available

____ I do not require IEC to organize the group's flights

____ I would like IEC to organize the groups flights Departure City: _____ Return City: _____

____ I would like to extend my stay after the trip

____ Please provide information on travel insurance OR

____ I have already looked into the travel insurance needs of my group and myself

____ I have led a group overseas before with _____ (company name)

To _____ (country)

IEC TERMS & CONDITIONS

Forms of Payment/Deadlines

Registration is confirmed once the initial deposit of \$500 per person for the agreed minimum number of participants has been received in our office along with signed and completed registration forms for each traveler. Island Expeditions Co (IEC) reserves the right to refuse registration to anyone at its sole discretion, when there are no flights available or the dates fall after the last registration deadline. For late registration the full trip amount plus a \$25 late fee is due and must be sent in with a completed registration form. Following the confirmed reservation, the Trip Facilitator will issue the participants their pre-trip information that includes a medical form and release of liability waiver. Both these forms must be filled out, signed by a parent/legal guardian and returned to our office 75 days prior to trip departure.

Flights

IEC will work with the Trip Facilitator to help arrange flights for participants. Generally, airline industry standards for economy priced tickets are that tickets are non-refundable after the date of purchase and any changes to the itinerary or name of the ticket holder will incur significant fees. If you choose to fly from a departure city that is different from that specified by the Trip Facilitator the flight cost would likely be different from that of the group. In this case you are not guaranteed air routings with the main group.

Photo Release

All participants and parent/legal guardian's give full consent for IEC to use photos or video footage taken on the trip for the sale and promotion of IEC activities in the future. Additionally, participants and parents are welcome to request a copy of these materials if used publicly by IEC.

Cancellation & Refund Policy

All cancellations must be made in writing and are subject to our Cancellation and Refund Policy.

Luggage

Please check directly with your airline about their luggage specifications. IEC is not responsible in any way for lost, damaged or missing luggage.

Insurance

It is mandatory that all participants on a trip have a short-term travelers insurance policy. This policy should cover baggage, accident/life, emergency medical evacuation, and flight and trip cancellation. This must be purchased at the time of the initial group deposit. Trip cancellation insurance also covers you for land costs in the event of personal or family illness. Trip insurance may either be coordinated

through the Trip Facilitator or individually arranged by each participant.

Parents/Guardians/Family Joining a Trip

Parents/guardians are welcome to join an IEC trip as long as the Trip Facilitator has given their consent and this will not interfere with the overall trip objectives. Additional fees may apply for adult participants depending on accommodations and overall trip itinerary. If the parent/family member is flying from a city that is different from that of the group they will be a) responsible for their own flights and charged a land-only fee b) IEC can help book their flight for a fee of \$25. In this case they will be charged for the land only portion of the trip and are responsible for the full cost of flights.

Facilitators/Teachers

The teacher who is to be designated as the Trip Facilitator on the trip, along with any additional assistants/teachers, are responsible for mustering the students to meeting areas, setting the standards for appropriate behavior throughout the trip, and delegating the students into groups if necessary. Additionally, the Trip Facilitator is responsible for communicating with IEC staff and guides to ensure that the overall trip objectives are being met throughout the trip.

Extensions in Belize/Special Requests

If a participant wishes to extend their stay in Belize after an IEC trip they will be responsible for their arrangements. IEC is not responsible for participants after they finish a trip with us and minors will require a letter from their parents verifying their plans. If participants will be arriving in Belize before the group they will be responsible for meeting IEC at a pre-designated place on the same day that the rest of the group arrives.

Participant Agreement

Participants are expected to adhere to the rules set out by their Trip Facilitator and follow the instructions of IEC Leaders. Participants will be traveling in a foreign country so respecting the locals and their customs is also expected. The use of illegal drugs and alcohol are prohibited. Any activities deemed detrimental to the success of the trip or safety of the participants by IEC Leaders and the Trip Facilitator will result in that participant being sent home at the expense of his/her parents/guardian. The overall success of the trip will be determined by the attitude of the group, and one of motivation, mutual respect, and adaptability always produces the most fulfilling experiences.

Sign Up Check List

- Obtained School Approval
- Student's have filled out and submitted their registration forms with a parent/guardian signature
- Collected deposits from all participants
- Filled out my Registration Form
- Distributed Pre-trip Information to all participants
- All Participants have Insurance coverage

Signing and submitting this form acknowledges my understanding and acceptance of the IEC Terms & Conditions and the Cancellation & Refund Policy. As a representative of _____(school) will facilitate all aspects of the trip and adhere to the Trip Facilitator's responsibilities as outlined in the IEC Terms & Conditions.

Trip Facilitator Signature: _____ **Date:** _____

ISLAND EXPEDITIONS CO.

www.educationaltrips.org

www.islandexpeditions.com

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