

# Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Harvest of Hope • Rachael Lee • Director • sosahoh@endhunger.org



## Cancellation and Reservation Policy:

Harvest of Hope greatly appreciates that you have chosen our mission trip. We look forward to being in service with you. Please take a moment to review the reservation/cancellation policy, initial and sign below acknowledging you have read and understand the policy. We understand how difficult it is to schedule a mission trip like this. It is our goal to be as clear as possible about our policies and procedures.

After you receive your confirmation letter, your event has been reserved. Every year we have to turn many groups away due to capacity, so please be very confident with the numbers of participants that will be attending.

Initial:

### Registration Fees

- A \$50.00 per participant deposit must be received to hold your reservation spots for 2-5 night events.
- A \$75.00 per participant deposit must be received to hold your reservation spots for 6 night or more events.
- Your reservation is on a first come first serve basis until we receive your deposit. This means you can lose your spot if a deposit is not received.

Initial:

### Participant Information

- Please plan accordingly when reserving space, you will be held responsible for all the spaces registered after a certain date, please see our refund policy below.
- Individual participants information finalized by group leader 30 days prior to event start date.
- Each group that brings both male and female youth must have at least one male and female chaperone. A youth is classified as any person under the age of 18
- The chaperone to youth ratio is 1 to 5 for elementary age, 1 to 7 for middle school age, and 1 to 9 for high school age

Initial:

### Balances

- Due 30 days prior to event
- Due at time of registration if registering less than 30 days prior to event

Initial:

### Refunds

- Full refund of deposit up to 60 days prior to event start date, after 60 days no refund of deposits will be given and groups are responsible for the number of participants you have registered.
- No refund or balance transfer 30 days or less prior to event start date. Groups will be held responsible for the number of participants registered.

Please sign below and return to Harvest of Hope as soon as possible. Your group's registration will not be complete until this form is returned to us, signed and dated.

If you have any questions please call the Harvest of Hope Director, Rachael Lee at 800-333-4597

I accept the terms of the Harvest of Hope Cancellation Policy & Agreement and will honor this agreement.

*(This form must be signed/initialed and returned along with the deposit in order to secure your reservation with Harvest of Hope).*

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

Group name: \_\_\_\_\_