

Guatemala 2017 Mission Registration

All of the following can also be found online on our mission [Registration Page](#).

All Registration Forms for the mission can be found at the bottom of this page, or on our [FORMS](#) page.

Our GUATEMALA 2017 ONLINE REGISTRATION FORM can be found at the bottom of our [Registration Page](#).

****NOTE - Especially if you are a RETURNING Crew Member, PLEASE follow the instructions below carefully, because some things have changed (hopefully for the better - both for you, and for us!)*

Our 2017 Registration Process has 3 Steps and Deadlines:

_ Fri, Jan 13th — Step I - ONLINE REGISTRATION FORM submitted + \$500 Non-refundable Deposit Due via Give Now E-CHECK Bank Transfer or Credit Card (preferably \$900/person or FULL Deposit, if possible - \$1,800 - 1 Wk, \$2,400 - 2 wks)

_ Fri, Feb 17th — Step II Due - Email ALL FORMS to [Shawn](#) AND [Connie](#) in ONE EMAIL / Crew Member

_ Fri, May 5th — Step III Due - Total Balance Due via a Give Now payment (\$1,800 - 1 wk; \$2,400 - 2 wks)

(Details of each step are listed below)

We encourage all Crew Members to make the \$900/person payment their FIRST payment, OR their FULL PAYMENT of \$1,800 - 1wk, \$2,400 - 2wks, IF AT ALL POSSIBLE.

(This helps us pay deposits for our hotel, ground transport, and stoves - all due months before your arrival)

To register, please follow the Registration Process listed below. Crews will be limited to 40 participants/wk and will be filled on a first-come, first-serve basis, based on when we receive your electronic Registration Form AND your \$500 deposit to guarantee your spot (\$500 of the deposit is NON-REFUNDABLE).

Every effort will be made to purchase flights shortly after receiving your \$500 Registration Deposits. However, if we receive your \$900/person deposit AFTER Feb 17th, AND your flight costs exceed our Mission Budget of \$900/ticket, we will need to pass the extra flight expense on to you.

Every effort will be made to place Crew Members on their preferred crew. However, we also ask every Crew Member and Crew Leader to come with “open hands and open hearts” and to be willing to serve where needed. We cannot guarantee that all Crew Member’s crew and rooming preferences will be honored, but we will do our best to accommodate your preferences.

Please DO NOT MAIL or FAX ANY FORMS to us.

In an effort to keep our expenses low, and work efficient, we are asking participants to submit electronic copies of all FORMS.(i.e. scan & email). You are asked to EMAIL .pdf copies all FORMS in ONE EMAIL PER PARTICIPANT to Shawn AND to Connie Darnell, our Registrar this year at Santa Clara Christian School. Please SUBMIT ONLY ONE EMAIL PER PARTICIPANT, and attach ONLY .PDF COPIES of ALL FORMS, using ONLY the SUBJECT line and FORMAT BELOW.

If coming with a group or family, PLEASE DO NOT EMAIL FORMS OF MULTIPLE PEOPLE IN THE SAME EMAIL. 1 EMAIL = 1 PARTICIPANT. All FORMS must be scanned and emailed. Scanning services can be found at copy centers like FedEx Office, Office Depot, Staples, etc. to help convert FORMS to .pdf format. All FORMS and information below can be accessed on our [FORMS](#) page. For printed instructions of the following, download the [Registration Process and Check List](#) on the [FORMS](#) page.

IF WE RECEIVE YOUR \$900/PERSON AFTER FEB 17TH, AND YOUR FLIGHT COST EXCEEDS OUR MISSION BUDGET OF \$900/TICKET, WE WILL NEED TO PASS THE EXTRA FLIGHT EXPENSE ON TO YOU.

Registration Process - Details

Please follow the Registration Process below carefully...

Step I – Before Friday, Jan 13th

- _ Apply for US passport if you need one (Avg. time 6-8 weeks. Rush service available)
- _ Read the MISSION COVENANT located on the [FORMS](#) page.
- _ Submit \$500 non-refundable registration DEPOSIT with Give Now E-CHECK thru [Sponsor A Volunteer](#) page OR

IF POSSIBLE, PLEASE SUBMIT YOUR FULL DEPOSIT OF \$1,800 - 1 WK; \$2,400 - 2 WKS AS YOUR FIRST PAYMENT

- _ Complete and submit the [ONLINE REGISTRATION FORM](#)
- _ Download all Registration Forms from the [FORMS](#) page of our website.
- _ Read through the FUNDRAISING KIT and develop your plan (on the [FORMS](#) page)
- _ Implement your fundraising plan
- _ Schedule physical with physician and optional immunizations w/health clinic (see [FAQ](#)) - Due before Feb 17th!

Step II – Before Sun, Feb 17th

- _ Be sure your \$900 deposit was completed by Feb 17th. If not, pay with Give Now button thru [Sponsor A Volunteer](#) page
- _ Download, print, and complete these forms:
 - MEDICAL HISTORY and PHYSICIAN'S AUTHORIZATION, and PARENT PERMISSION (if under 18 at travel time)
- _ Attend physical, get MEDICAL HISTORY and PHYSICIAN'S AUTHORIZATION signed, and get optional immunizations (see [FAQ](#))
- _ Begin to collect Clothing & School Supply DONATIONS to fill 2, 50 lb bags (see DONATIONS LIST on [FORMS](#) page)
- _ Email .pdf copies of all completed Registration Forms below in ONE EMAIL PER CREW MEMBER (instructions below)

TO SUBMIT FORMS TO US, PLEASE FOLLOW THE INSTRUCTIONS BELOW EXPLICITLY, INCLUDING:

- CORRECTLY FORMATTED EMAIL SUBJECT: GUATE 17 FORMS – YOUR FULL NAME
- CORRECT EMAIL FILE SIZE (less than 10 MG total)
- ALL FORMS IN .PDF FORMAT
- ALL FORMS ARE ATTACHED AND COMPLETED (please do NOT submit forms until ALL forms are complete)
- ONE EMAIL PER PARTICIPANT

PLEASE DO NOT SUBMIT FORMS UNTIL ALL FORMS ARE COMPLETED, EVEN IF YOU NEED TO SUBMIT THEM LATE.

IF YOU DO NOT FOLLOW THESE INSTRUCTIONS EXACTLY, YOUR FORMS WILL BE LOST, OR RETURNED FOR YOU TO RE-SUBMIT IN THE CORRECT FORMAT.

Due to the high volume of emails and participants, we cannot manage multiple emails from each participant. Please read all instructions carefully before submitting forms, and follow these instructions explicitly to save us all time and frustration. Thank you!

INSTRUCTIONS TO SUBMIT ALL STEP II FORMS:

Please Email ONE EMAIL PER CREW MEMBER addressed to TWO PEOPLE: [Shawn](#) AND [Connie](#):

EMAIL SUBJECT: GUATE 17 FORMS – YOUR FULL NAME
(I.E. GUATE 17 FORMS – JOE SCHMOE)

REMEMBER: ONE EMAIL PER PARTICIPANT, with ALL FORMS attached

ATTACH: Low resolution, but highly legible .PDF COPIES of the following (less than 10 MG total):

- _ .pdf scan of your MEDICAL HISTORY and PHYSICIAN'S AUTHORIZATION Form
- _ .pdf scan of FRONT & BACK of your HEALTH INSURANCE CARD
- _ .pdf scan of your PARENT PERMISSION Form (if under 18 at time of travel)
- _ .pdf scan of your SIGNED PASSPORT
- _ .pdf scan of your DRIVER'S LICENSE

Step III – Before Fri, May 5th

_ Submit final balance of mission fee via via Give Now payment (\$1,800 Total-1 wk, \$2,400 Total-2 wks) thru [Sponsor A Volunteer](#) page

_ Finish collecting Clothing & School Supply DONATIONS to fill 2, 50 lb bags (see DONATIONS LIST on [FORMS](#) page)

Paying with E-CHECK Bank Transfer via Give Now

You may quickly and securely make a payment to sponsor a mission volunteer with an E-CHECK bank transfer through the Give Now buttons on the [DONATE](#) page. You do not need an Give Now account to make a donation.

To make an online donation for one of our volunteers:

1. Go to the [DONATE](#) page, and click the blue Give Now Donate button under "[Sponsor A Volunteer](#)"
2. Follow the Instructions on the [Sponsor A Volunteer](#) page, and select a blue Give Now Donate button.
3. Follow the simple two-step payment process instructions.
4. In the STUDENT NAME box on the SECOND PAGE, type the VOLUNTEER'S NAME you'd like to make a donation for. (i.e. For Joe Schmoe)
5. Hit SEND PAYMENT and you're done!

PLEASE INDICATE WHO THE DONATION IS FOR IN THE STUDENT NAME BOX, OR WE WILL NOT KNOW WHICH VOLUNTEER TO CREDIT YOUR DONATION TO.

In 1-3 days, Give Now will transfer your payment directly to our mission bank account of our sponsor organization, SANTA CLARA Christian School, which is a licensed 501(c)3 charitable organization. The cost to us is \$0.50/transaction.

How to Donate For Multiple Volunteers In One Payment

If you are making a payment for multiple Crew Members with one E-CHECK payment (i.e. for a group from a church):

1. Go to the [Sponsor A Volunteer](#) page
2. Click the "Donate Special Amount" button.
3. Follow the instructions and enter your total donation amount.
4. In the PERSONAL MESSAGE box on the SECOND PAGE, type EACH VOLUNTEER'S NAME and HOW MUCH of the E-CHECK donation should be donated for each person. For example:

John Smith - \$1,800
Sally Jones - \$900
Joe Schmoe - \$900

5. Hit SEND PAYMENT and you're done!

Why is an E-CHECK Bank Transfer Payment better than a paper check?

- It's safe and secure - Your bank account information is safe and never shared with us, or anyone else.
- It's fast - Payments clear in 1-3 days. No mail delay.
- It's efficient - No need for our volunteers to open, record, and deposit hundreds of checks.
- It's simple - Easy two-step process, takes 3 min's.
- You can pay the way you want - Make partial payments or schedule payments for a future date.
- No sign up required - Pay right away, or create an account to save your payment info and track multiple payments.
- Go green - Eliminate writing paper checks and easily manage your payables online.
- It's FREE for you, and only costs us \$.50!

Mailing Paper Checks

An E-CHECK transfer is greatly preferred over a paper check for payments for us because it saves time of our volunteers to open, record, and deposit hundreds of checks. The E-CHECK payment via Give Now is our preferred method of payment (see instructions above), because it's super fast for you and for us, accurate, safer than paper because we never see your bank information (nor does anyone else handling your mail), and it only costs us \$.50/transaction.

We STRONGLY encourage everyone to make payments via Give Now E-CHECK payment method - ESPECIALLY GROUPS. If you absolutely MUST mail a paper check, please mail us a check, carefully following the instructions below:

All paper checks should be made payable to SANTA CLARA CHRISTIAN SCHOOL
Please put GUATEMALA MISSION in the CHECK MEMO, then write the VOLUNTEER'S NAME on an included POST-IT. No personal names on the check or in the CHECK MEMO, please, only on an attachment or post-it.

GROUP LEADERS: When paying for multiple registrations with one check, PLEASE INCLUDE A LIST OF PARTICIPANT NAMES WITH YOUR CHECK.

For example...

John Smith - \$1,800

Sally Jones - \$900

Joe Schmoe - \$900

All paper checks should be sent via FIRST CLASS US MAIL or FASTER to **ARRIVE in CA ONE WEEK PRIOR the DUE DATE**, to allow time for processing. Again, PLEASE DO NOT MAIL ANY FORMS. Please mail paper checks to:

**Guatemala Mission
Santa Clara Christian School
3421 Monroe St
Santa Clara, CA 95051**

For any questions about your checks or deposits, please contact Connie directly at:

[Connie Darnell](#)

408-246-4881 (During business hours M-F, Pacific Standard Time)

Registration Forms

Our ONLINE REGISTRATION FORM can be found at the bottom of our [Registration Page](#).

The following **Registration Forms** can be found on the [FORMS](#) page:

Registration Process and Check List

Mission Covenant (Please read before completing the online Registration Form)

Fundraising Kit (This doc was not be updated, but still has great info. Just beware of the dates)

Donations List

Packing List

Guatemala Country Info

Included Medical and Travel Insurance Coverage - Adult

Included Medical and Travel Insurance Coverage - Youth

Step II Registration Forms to be completed and emailed by Feb 17th

MEDICAL HISTORY and PHYSICIAN'S AUTHORIZATION Form

Parent Permission Form

Front and Back of Your Health Insurance Card

Signed Passport

Driver's License