

Rick Bonfim Ministries

CUBA TRIP APPLICATION

P.O. Box 5188 Athens, GA 30604

www.latterain.com

706-353-1546

Dear Applicant,

We welcome you to the RBM Cuba trip.. **Enclosed please find the Application Form and other forms for your upcoming trip. Please keep the Mission Trip Checklist in a handy place so that you can keep track of all the steps you need to follow in order to participate in this mission trip. Please follow the instructions carefully.**

Note that we MUST receive back from you – (pages 3-8)

- 1) **Application Form completed in full with photo attached**
- 2) **Financial Agreement form, signed and dated**
- 3) **Travel Disclaimer form, signed and dated**
- 4) **Cuba Visa Information form completed in FULL**
- 5) **Release form, signed and NOTARIZED**
- 6) **A photocopy of your passport**
- 7) **Your \$100 deposit to hold your place on the trip**

WE need all of this at least 3 months prior to your trip. Once we have received your forms, we will send you fundraising letters and envelopes so that you may begin fundraising.

If you have any questions concerning your trip or the information enclosed in this packet, please do not hesitate to call us at the office of RBM at 706-353-1546 or contact Raymond Church at rbmraymond@latterain.com. May God bless you richly in this exciting endeavor.

In His service,



Rick Bonfim

rbm@latterain.com

706-353-1546

Rick Bonfim Ministries

Cuba Mission Trip Check List

I. Application Process – (due into the office of RBM 4 months prior to departure date)

- 1) Completed **Trip Application Form** in FULL and attached color photo of yourself.
- 2) **\$100 application fee** – (non- refundable - will be applied to your total trip cost).
- 3) **Notarized Release Form** --This form must be signed and stamped by a Notary Public.
- 4) **Signed Financial Agreement Form.**
- 5) **Signed Travel Disclaimer Form**

II. Fundraising Process

If you have need of fundraising materials we will send you fundraising letters and envelopes so that you may begin fundraising for your trip **upon your request.** Call us if you need a fundraising packet.

III. Financial Payment Process

- 1) Ticket payment (non-refundable ticket) - due **3 months prior to departure date.**
 - 2) The remainder of the trip cost - due **2 months prior to departure date.**
- *This gives a general idea of timing, but specific payment dates will vary for each trip.*

IV. Passport

If you do not have a passport or your current passport will **expire** within 6 months of the date of the trip, you will need to apply or renew your passport. (At your local U.S. Post Office or at www.travel.state.gov/passport). Do not delay on this as it can take up to 8 weeks for your new passport to be processed and sent to you.

V. Cuba Trip Information Document

It is very important for you to read carefully our **Trip Information Document**, which contains many details pertaining to the mission trip, activities, schedule, money to bring, luggage, guidelines for clothing and packing, and instructions for the day of departure.

If you have any questions concerning your trip please do not hesitate to **call the office of RBM at 706-353-1546 or contact Raymond Church at rbmraymond@latterain.com.**

Please attach a recent photo of yourself in the space provided. This is required.

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Cuba Trip Application Form

**PLEASE PRINT LEGIBLY IN INK OR TYPE.
COUPLES, PLEASE FILL OUT SEPARATE FORMS**

First Name: _____ Middle Name: _____
Last Name: _____ Preferred Name (Nickname): _____
Current Street Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____
Email: _____ Driver's License #: _____

Emergency Contact

Full Name: _____ Relationship to you: _____
Address: _____
City: _____ State: _____ Zip: _____ Home Phone: _____
Work Phone: _____ Cell Phone: _____
E-mail for your emergency contact: _____ (this is important so our office can get in touch with your emergency contact while you are in Cuba if necessary)

Passport

NOTE: If you do not have a valid passport (or if your passport expires less than six months from the end of your trip), you must apply for a new passport immediately. The typical wait time for receiving a new passport is 6 to 8 weeks. You may expedite the process by paying a fee.

Parental Signature

If you are under 18 years of age, your parent or legal guardian must also sign and date this form. In doing so, he/she is indicating full understanding of all terms and policies and giving parental permission for your participation in this RBM mission trip.

Parent Signature: _____ Date: _____

Medical Information

Are you currently taking any prescription medications? If so, please indicate which ones, how often, and at what dosage: _____

Please indicate any current medical conditions, allergies, or disabilities: _____

Please check whether you have or have had the following (indicate frequency and dates on the line):

- | | |
|--|---|
| <input type="checkbox"/> AIDS or HIV+ _____ | <input type="checkbox"/> Hypoglycemia _____ |
| <input type="checkbox"/> Anemia _____ | <input type="checkbox"/> Incapacitating Headaches _____ |
| <input type="checkbox"/> Anorexia Nervosa _____ | <input type="checkbox"/> Insomnia _____ |
| <input type="checkbox"/> Asthma _____ | <input type="checkbox"/> Leukemia _____ |
| <input type="checkbox"/> Bulimia _____ | <input type="checkbox"/> Bipolar Disorder _____ |
| <input type="checkbox"/> Cancer _____ | <input type="checkbox"/> Motion Sickness _____ |
| <input type="checkbox"/> Depression _____ | <input type="checkbox"/> Nervous Breakdown _____ |
| <input type="checkbox"/> Diabetes _____ | <input type="checkbox"/> Professional Counseling _____ |
| <input type="checkbox"/> Disturbed Sleep _____ | <input type="checkbox"/> <i>For What?</i> _____ |
| <input type="checkbox"/> Drug Use/Abuse _____ | <input type="checkbox"/> Psychosis _____ |
| <input type="checkbox"/> Epilepsy _____ | <input type="checkbox"/> Rheumatic Fever _____ |
| <input type="checkbox"/> Fainting Spells _____ | <input type="checkbox"/> Stomach Ulcers _____ |
| <input type="checkbox"/> Hepatitis _____ | <input type="checkbox"/> Thyroid Trouble _____ |
| <input type="checkbox"/> High Blood Pressure _____ | <input type="checkbox"/> Tuberculosis _____ |

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Visa Application Information Form

Please provide the following information, which will be used by the office of RBM to apply for your Cuban visa. This MUST be completed in full. Please write legibly:

Name on Passport: _____

Number on Passport: _____

Issuing Country: _____

Passport date of issue: _____

Passport date of expiration: _____

Place of Birth (city and state): _____

Country of Birth (Nationality): _____

Citizen of which country: _____

Date of birth: _____

Occupation (even if student): _____

Name/Address of school or business: _____

Permanent residential address: _____

Phone number: _____

Marital status: Married _____ Single _____ Divorced _____ Widowed _____

Mother's full name: _____

Mother's maiden last name: _____

Father's full name: _____

Rick Bonfim Ministries
**Financial Guidelines &
Financial Agreement Form**

Rick Bonfim Ministries, Inc. is a proud member of the ECFA (Evangelical Council for Financial Accountability). In order to honor our commitment to financial integrity, we adhere to the following guidelines:

- 1) We will track all funds given towards the cost of your trip. A budget line is dedicated for each team member, so that we can accurately account for the all funds. If you have a question about your trip status, our financial secretary will have that information available.
- 2) All donors must send checks directly to RBM (with checks payable to Rick Bonfim Ministries).
- 3) All financial contributions are tax-deductible. Tax-deductible contributions are defined as anything given without receipt of goods or services.
- 4) All financial contributions are used to meet the financial costs of each trip participant (airfare, lodging, meals, etc.). If you raise more than the trip cost, **all your extra money will go toward your trip offering. All trip offering money is used to pay our ministry expenses.**
- 5) **We are unable to refund contributions given towards a trip after transportation and hotel contracts are finalized, which is typically 6 months prior to the trip departure date. If money is returned for any reason, those funds are not eligible for tax deduction.**
- 6) **There is a \$200 penalty that must be paid along with the remaining balance of a trip if the balance of the trip is not paid on or before the given deadlines.**
- 7) **Plane tickets cannot be purchased until the initial payment is made. If the deadline for the first payment is missed, you will have to pay the \$200 penalty. (Keep in mind that if you are late with your payment, the tickets could end up costing more).**
- 8) **ALL TICKETS ARE NON-REFUNDABLE AND NON-TRANSFERRABLE TO OTHER PEOPLE (DELTA AIRLINES POLICY).**
- 9) **AFTER A TICKET IS ISSUED, ANY NECESSARY CHANGES TO THE TICKET DETAILS, INCLUDING NAME AND DATE CHANGES, IS SUBJECT TO A \$150 FEE, PLUS ANY CHANGE IS AIRFARE.**
- 10) **Rick Bonfim Ministries cannot be responsible for any personal items damaged, lost, or stolen while on your mission trip.**
- 11) If you have any questions about any of the aforementioned Financial Guidelines, please give us a call at 706-353-1546, or you may email us at rbm@latterain.com.

I have read the Financial Guidelines above. I understand them clearly and agree to them all.

Signed: _____ Date: _____

Name (Printed): _____

Please sign and date this form. Make a copy for your records and then return it to:

**Rick Bonfim Ministries
P.O. Box 5188
Athens, GA 30604**

Rick Bonfim Ministries

Payment Options

Dear Applicant,

We are delighted that you are joining us on one of our mission trips. In paying for your trip, you have the following two options:

- 1) **You may raise all (or part) of your funds through our proven fundraising method.** This is the most common way participants choose to pay for their mission trip. We provide you with all necessary fundraising materials (fundraising letters and contribution envelopes) and assist you through the fundraising process step-by-step. For more information, please contact our office at 706-353-1546.
- 2) You may pay for your trip yourself. We accept payment in the form of:
 - i. Check - **Please make checks payable to Rick Bonfim Ministries.** Note in the “for” line that the funds are towards your mission trip expenses.
 - ii. Credit Card – We accept the following major credit cards: **MasterCard, Visa, American Express, and Discover.** Please be aware that **there is a 3% processing fee for all credit card transactions** through our administrative offices.
 - iii. Paypal – You can easily make a payment towards your trip with our online Paypal service. Go to our website at www.latterain.com and find the Paypal link on the bottom left of the front page. The link will direct you to our online Paypal donation form. **Be sure to make a note in the provide space to indicate the purpose of your donation.** Paypal deducts a nominal fee from all donations given through this service. The amount deducted by Paypal **WILL NOT** be applied towards your trip.

Please contact our offices immediately (706-353-1546) so that we can discuss these options with you and help facilitate your trip’s financial preparations.

Sincerely,



Rick Bonfim
Rick Bonfim Ministries, Inc.
rbm@latterain.com
706-353-1546

Rick Bonfim Ministries

Release Form -- MUST be notarized and returned to the office of RBM.

KNOW ALL MEN BY THESE PRESENTS:

THAT, "the undersigned," has released and forever discharged, and by these Presents does not for himself/herself, his/her heirs, representatives and assigns, remise, release and forever discharge the said RICK BONFIM MINISTRIES, INC., and its successors and assigns, of and from all manner of actions, cause of actions, suits and demands whatsoever in law or in equity, which against the said RICK BONFIM MINISTRIES, INC., its successors and assigns, he/she ever had, now has or which his/her heirs, representatives and assigns hereafter can, shall, or may have for any reason.

The undersigned hereby agrees to hold the said RICK BONFIM MINISTRIES, INC., its successors and assigns, harmless from any responsibility or liability for sickness, accident, disease, personal harm, mental harm, any form of abuse, or death incurred while traveling within the United States or to or from or within any foreign country while on the business of the said RICK BONFIM MINISTRIES, INC., its successors or assigns, or any other of those autonomous, independent entities which are non-profit corporations, companies, trusts, or unincorporated associations or movements known broadly and internationally as Rick Bonfim Ministries, whether or not such entities are organized or operating within or outside of the United States of America.

Valid for the period of time beginning _____ (date) until _____ (date), related to the Cuba Mission Trip with Rick Bonfim Ministries, Inc.

IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand and seal this _____ day of _____, in the year of _____.

Signed, sealed and delivered in the presence of:

(Print Name of Notary Here)

A Notary Public in the State of _____, in _____ County.

Signature of Notary

My commission expires _____

_____ Signature of Applicant
_____ Print Name Here
_____ Date
_____ Signature of parent or guardian if applicant is under 18 years old

TRAVEL DISCLAIMER AGREEMENT

Rick Bonfim Ministries

Until recent years it was very difficult for Americans to travel to Cuba. Restrictions have eased and the U.S. Treasury Department allows sponsored groups on a religious visa to enter under a General License 515.566(a). Previous trips we had to travel by charter flights whose schedules were not released until close to our trip. Now we fly on American commercial flights between the US and Cuba.

- a) **DO NOT FORGET YOUR PASSPORT.** You **CANNOT** travel without it.
- b) It is your responsibility to get to and from our U.S. departure city. Due to the different provinces we travel to in Cuba, and airports that commercial airlines fly into in Cuba, our U.S. departure city is subject to change from trip to trip.
- c) Make sure to schedule your connecting flight to and from our U.S. departure city giving yourself enough time to connect with the rest of the group. If you need advice about booking your connecting flight, call us at 706-353-1546. Changing your ticket at the last hour incurs an expense of \$250 or more from the airline and creates a stressful situation for you.

RBM cannot assume responsibility for any expenses you may incur if you must change your travel plans.

I have read the Travel Disclaimer Information above. I understand clearly and agree to these terms.

Signed: _____ **Date:** _____

Name (Printed): _____

Please sign and date this form. Make a copy for your records and then return it to:

**Rick Bonfim Ministries
P.O. Box 5188 Athens, GA 30604**