



Tour Application

Personal Information

Group or Dates Requested: _____

Contact Information

Name: _____ Name you prefer to be called: _____

Mailing Address: _____

City: _____ State/Province: _____ Postal Code: _____

Home phone: _____ Work/Cell phone: _____

Email address (required): _____

Tour Information

Room Type: Single Double Family

If double or family room, name of roommate(s): _____

Do you have a valid passport? Yes No Country of issuance: _____

If you do not have a passport, when do you expect to obtain it? _____

**Note: Your passport must have more than 6 months until expiration at the time of travel.*

T-shirt size (certain tours only): xSM SM M L XL XXL

Spanish ability (none required): Fluent Good Fair Minimal None

Are you interested in being separated from your companion or group on bus rides in order to meet other participants (not required)? Yes No

Biographical Information

Our tour participants enjoy learning a little bit about their fellow travelers prior to arriving in Guatemala. If you prefer that we do not share the following information, please check here

Occupation: _____

Age: _____

Rotary Club (if applicable): _____

Hometown: _____

Family: _____

Travel experience: _____

Anything else you would like to add: _____

Emergency Information

NAME: _____ DATE OF BIRTH: _____ SEX: M F

EMERGENCY CONTACT

NAME: _____ PHONE (HOME): _____

RELATIONSHIP: _____ PHONE (WORK): _____

PHYSICIAN(S):

TYPE:

PHONE NUMBER:

MEDICAL CONDITIONS (e.g. – heart problems, diabetes, seizures, etc):

SIGNIFICANT PAST MEDICAL HISTORY (e.g. – surgeries, treatments, etc):

MEDICATIONS:

DOSAGE/TIME:

TAKEN FOR:

MEDICAL ALLERGIES:

FOOD ALLERIGIES/DIETETIC RESTRICTIONS (e.g. – diabetic, vegetarian, etc):

Do you have medical training? * Yes No

Please specify: _____

*This information is for staff notification in an emergency only.

**Please return forms to:
Cooperative for Education, 2300 Montana Ave. Suite 301, Cincinnati, OH 45211**

Conduct Agreement

As a volunteer representative of Cooperative for Education and Asociación COED while on a Project Tour, I agree to abide by the following standards of conduct.

- I will respect all cultural differences between Guatemala's customs and my own. If I have questions regarding whether something is culturally appropriate, I will ask a staff member before proceeding.
- I will respect all employees, volunteers, and associates of Cooperative for Education by refraining from unwanted advances. This includes but is not limited to any verbal or physical behaviors that place another party in an uncomfortable situation or could be interpreted as sexual harassment. If I experience or witness unwanted sexual advances I will report it to a Cooperative for Education employee quickly and discreetly so it can be investigated.
- If a minor is traveling with me, I will maintain the necessary awareness of said minor, ensure the minor is not distracting others during activities at schools on the tour, and ensure the minor complies with the rules and requirements in the Minor Contract of Conduct.
- I will have knowledge of the minor's location at all times during travel.
- If I have questions regarding acceptable conduct while on tour I will address my questions with a Cooperative for Education employee.

By checking this box, I indicate that I have read and agree to this Conduct Agreement.

Release of Liability

I, _____, hereby state that I am participating as a volunteer to Guatemala of my own free and voluntary will and understand the risks involved in doing so. I understand that the Project Tour is conducted by the Cooperative for Education's Guatemalan affiliate, Asociación COED.

I further agree to hold harmless and release the Cooperative for Education, Asociación COED, and all of their directors, officers, employees, volunteers, and agents from any liability due to accident, illness, injury, travel by air, travel by ground transportation or acts of violence that may occur. I acknowledge notification of the availability of the U.S. Department of State's Consular Information Sheet, which lists current travel conditions and warnings regarding travel to Guatemala at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1129.html.

I hereby state that I am adequately medically fit for the rigors of this trip, including, without limitation, high altitude (overnight stays at 5,000-8,000ft.), climbing two flights of stairs, walking 400 yards including some inclines, and the ability to survive a flu-like illness without serious risk to my overall medical condition. I have reviewed my own medical insurance and acknowledge that it provides sufficient medical coverage for me on this trip. I further agree that if any illness, injury or bodily harm should come to me while participating as a volunteer, that neither the Cooperative for Education nor Asociación COED is financially responsible in any way for medical care, transportation or any other costs that should arise.

I authorize the staff of the Cooperative for Education or Asociación COED to obtain emergency medical treatment under the supervision of a physician and/or surgeon, should treatment be necessary. I release the Cooperative for Education, Asociación COED, and all of their directors, officers, employees, volunteers, and agents from any claim whatsoever which arises on account of the obtaining of emergency medical treatment, or any administration of first aid, treatment, or service rendered in connection with my activities with the Cooperative for Education or Asociación COED.

I authorize the Cooperative for Education and Asociación COED to release any photos or news about my experience in Guatemala.

This Release of Liability shall be effective for all orientation meetings, and for the entire duration of the trip, including passage to and from Guatemala.

By checking this box, I indicate that I have read and agree to this Release of Liability and that I have personally completed this application.

By checking this box, I acknowledge that I thoroughly read and hereby agree to all Cooperative for Education and Asociación COED's terms and conditions, before making the program deposit. I understand everything that I have read, and I will fully abide by all of Cooperative for Education and Asociación COED's terms and conditions.

Participant Name: _____

Address: _____

Telephone: _____

Participant/Parent Signature*: _____ Date: _____

*Not required for electronic applicants, who legally sign this Release of Liability by checking the boxes above.

Checklist for Guatemala Project Tour

(Keep for your reference)

Thanks for your interest in joining us for this fun and worthwhile experience. Please use this checklist as a helpful guide as you prepare for the Guatemala Tour.

Mail your application, deposit & optional photo

Please complete and mail all three pages of the application to Cooperative for Education. Please include a **US\$200** non-refundable deposit check payable to “Cooperative for Education” OR pay online at www.cooperativeforeducation.org/tours; choose “Pay for a Tour” on the left. Help us greet you in Guatemala by providing a photo of yourself—any photo will do! A digital image emailed to info@coeduc.org is preferable, but you can include a print with your application. (Note: Sending a photo is optional & is not required to apply for the tour.)

Wait for confirmation

You will receive a confirmation that your spot has been reserved on the tour. If you do not receive this confirmation within 2 weeks of submitting your application, please email info@coeduc.org to check the status of your application. Along with the confirmation, you will receive advice concerning immunizations and purchasing airfare.

Obtain a valid passport or check your expiration

You will need a valid passport with more than **6 months until expiration at the time of travel** to enter Guatemala. U.S. citizens should go to the State Department website at www.travel.state.gov and select passport services from the menu. Allow several months for processing.

Purchase airfare

Congratulations! Your trip is confirmed! Now it's time to purchase a plane ticket to Guatemala City (GUA). There are resources to assist you in finding lower-priced airfares at www.cooperativeforeducation.org/tours/airfare.html. Your email confirmation will contain information about booking flights. (Note: The airport is a one hour drive from where you will stay. If you prefer to avoid a pre-dawn departure, please book your flights accordingly.) **Please do not attempt to fly standby.**

Send us your flight itinerary

Please send your flight itinerary to CoEd as soon as possible, or one month before your trip. Please include airline, Flight number and time for all flights (including connections) so we can make arrangements for your transportation from/to the Guatemala City airport.

Get your immunizations

Although no vaccinations are required for legal entry to Guatemala, the Centers for Disease Control (CDC) recommend vaccinations for **Hepatitis A, Typhoid** and any needed **booster shots** for routine immunizations (tetanus-diphtheria, measles-mumps-rubella, and/or polio). Vaccinations should be obtained 6-8 weeks before the trip for maximum effectiveness. Malaria medications should not be necessary as we travel out of mosquito range.

Decide if you will extend your stay

Many participants wish to extend their time in Guatemala to see even more of the beautiful country. For assistance with travel outside the tour, please visit our website at www.cooperativeforeducation.org/tours/travelagents.html for a list of Guatemalan travel agencies. If you are arriving before the tour or staying after and need extra nights in Guatemala City, CoEd can make the arrangement for you. Please send your request to jennifer@coeduc.org one month before your trip.

Send us your final payment

Please submit the balance of your payment to the CoEd office one month before your trip. To pay online, go to www.cooperativeforeducation.org/tours and choose “Pay for a Tour” on the left.

More information is on its way...

About a month before your trip you will receive a packet including a basic itinerary, packing advice, background on Guatemala, & other helpful information for your trip. **If you have any questions, contact Leslie Jenkins Reed (leslie@coeduc.org, 513-661-7000) x. 115 or Amanda Wirthlin (Amanda@coeduc.org; 513-661-7000 ext 114)**

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