



Group Agreement Contract

Note: This form to be completed by **Group Leader**.

Mission Site Name: Hearts of Palm ("HOP")
Mission Site Mailing Address: Hearts of Palm
3395 Burns Road
Palm Beach Gardens, Florida 33410

Mission Trip Date: _____

Group Leader Full Name: _____

Email Address: _____

Cell Phone: _____

GROUP INFORMATION

Today's Date: _____

Church/Group Name: _____

Church/Group Street: _____

City: _____ State: _____ Zip: _____

Approximate number of youth and adults attending: _____

Deposit due **\$500 (non-refundable)**

Make check to St. Mark's Church with Hearts of Palm in the memo line.

COST OF MISSION TRIP

Total Cost per Person: \$300

****Deposit due at signing of contract: \$ 500 (Non-Refundable)**

Deposit will be applied to the balance due. Checks should be made payable to St. Mark's Episcopal Church with "Hearts of Palm" in the memo line of the check. Your mission trip is **NOT** confirmed until the deposit and signed contract is received by Hearts of Palm.

**** Balance must be paid at least 45 days prior to arrival.**

Cancellations received 45 days or less prior to the scheduled mission week will result in forfeiture of the deposit and balance paid. However, we may be able to transfer your group to a different week. Please see the Trip Info Page for our cancellation policy.

HEARTS OF PALM AGREES TO PROVIDE THE FOLLOWING DURING THE MISSION TRIP:

1. Accommodations in the gymnasium and youth center at St. Mark's Episcopal Church and School in Palm Beach Gardens, Florida ("St. Mark's").
2. Coordination of a ministry worksite schedule for four (4) days (Monday through Thursday) based upon the immediate needs within our community.
4. Breakfast, lunch and dinner each work day, dinner upon arrival on Sunday evening and breakfast on Friday morning of departure.
5. Your leaders may plan and lead devotions, quiet time and scheduled nightly program for your group, or your group may participate in the Hearts of Palm devotions and scheduled nightly program.

YOUR GROUP AGREES TO THE FOLLOWING RULES AND EXPECTATIONS:

1. To complete and submit to ALL required forms to HOP prior to your arrival of your mission week.
2. To be responsible for any damage caused by a member of your group to any property of St. Mark's during your mission trip.

3. To pay the final payment(s) at least thirty (30) days prior to you arrival.
4. To listen to, trust and respect the HOP staff at all times. Do not question decisions of HOP staff on the spot. Wait until you are out of the immediate situation.
5. Respect the rules and regulations set forth by HOP staff.
6. Be responsible for the behavior and actions of members of your group.
7. Participants will not give any money to any person they meet during the mission trip. This is for your protection. If your group wants to make gifts of money, please speak with the director of HOP.
8. Use showers at the times specified for your group.
9. Lights are out by 10:30 p.m. each night.
10. Teams of participants are responsible for breakfast and lunch set-up and clean-up, and dinner clean-up. Details will be provided at the orientation session.
11. The presence of weapons, drugs, alcohol or illegal substances are NEVER permitted at Hearts of Palm. HOP has the right to remove all offenders of this policy from its property and program in its absolute discretion. If HOP informs you that a participant has violated this policy and that the participant will not be permitted to reside in its facility or participate in its program, you shall immediately arrange for the transportation of the participant to his or her parent/guardian at your expense.
12. It is imperative to remember that when you spend the week at Hearts of Palm, you are an ambassador for Christ. It will be obvious to others that you are not from the area, and many will know you are with a church group. Therefore, you must always behave respectfully towards one another and strangers. Public displays of affection (between students, leaders and/or HOP staff) such as teasing, wrestling and backrubs are inappropriate and will not be tolerated while at Hearts of Palm or ministry sites.
13. Please refrain from obscene gestures, and vulgar, abusive or discriminatory language.
15. Absolutely no smoking is allowed on the Hearts of Palm campus.
16. Be respectful of your fellow participants and other groups. Remember that everyone wants to experience the most awesome mission trip of their lives!

17. **ALL YOUTH CELL PHONES** will be left at the Hearts of Palm housing site during the day while working at the ministry worksites.

By signing below, you represent that you are authorized to enter into this agreement on behalf of your mission team participants/organization and agree to comply with the policies, procedures, rules, regulations and standards of Hearts of Palm.

By: _____
(Group Name)

_____ Date: _____
(Group Leader Signature)

(Group Leader Printed Name)

Hearts of Palm

Karen A. Cook, Director