



AMIGOS Travel Deviation Policy

While AMIGOS arranges all flights for volunteers, we are happy to accommodate requests for different flight itineraries when made in advance. AMIGOS asks families to fill out the *Volunteer In-Country Release and Travel Deviation Request and Agreement Form* below, which is due on April 1st if they would like to request a change to their volunteer's flight. This change could be one of the following options:

1. A family would like their volunteer to **depart from** and **return to** two distinct airports.
 - a. For example, the family lives in San Francisco, but will be in Denver visiting extended family on the day of the volunteer's return to the US so the family would like the volunteer to depart from SFO but return to DEN.
2. A family would like to **meet their volunteer in country on the final day** of the volunteer's project and have the volunteer's return flight be booked for a later date.
 - a. For example, a family is planning to vacation in Costa Rica with their volunteer for the week after the volunteer's project that ends on June 22nd. They would like the volunteer's return flight to be booked for June 29th rather than June 22nd with the group.
3. A family would like to **drop off their volunteer in country on the first day** of the volunteer's project and have **only** the volunteer's return flight be booked with the group.
 - a. For example, a family is planning to vacation in Costa Rica with their volunteer for the week before the volunteer's project that starts on June 22nd. They would like only the volunteer's return flight to be booked with the group and will book their volunteer's flight to Costa Rica for their family travel day.

Please note that if a volunteer is under the age of 18 during their AMIGOS Project and is **not traveling with the group**, then a parent/guardian must be the person who is dropping them off and/or picking them up in country.

The completed Travel Deviation Request Form should be sent to admissions@amigosinternational.org and the Admissions Team will be in touch should they have any additional questions about your request. Please note that for flight booking purposes, this form is due on April 1st. If you are requesting an alternate flight path after April 1st, there will be an additional administrative fee in the amount of \$100 and there may be additional costs associated with changing your volunteer's flight as well. Additionally, we are not able to accommodate **any travel deviations** requested within four weeks of the project start date.



Volunteer In-Country Release and Travel Deviation Request and Agreement Form

Generally, Amigos de las Américas ("AMIGOS") volunteers are required to travel to and from the assigned project location via AMIGOS group travel arrangements. On occasion, volunteers and their families choose to deviate from these group travel plans. This may include dropping a volunteer off at or picking a volunteer up from a local airport or deviating from the group's flight path.

To accommodate these requests, AMIGOS must document a complete and executed copy of this form on file and must acknowledge receipt of these arrangements with your agreement to the stated terms. Please do not book any additional travel arrangements until you have confirmed plans with the Admissions Team. Completed forms should be emailed to admissions@amigosinternational.org.

I, _____ (the "Volunteer") request permission to deviate from the original group transportation arranged by AMIGOS.

AMIGOS waives the requirement that the Volunteer travel to and from the assigned project location via AMIGOS' group travel arrangements on the following conditions:

1. AMIGOS will not be responsible, financially or otherwise, for any travel arrangements, logistics, or other expenses (food, lodging, transportation, etc.) for the Volunteer outside of the dates of the official AMIGOS program, including after a Volunteer has been signed out of the program, such as, but, not limited to, home return travel after the Return Date.
2. AMIGOS will not be responsible for any medical care, expenses, or hospitalization relating to the Volunteer before the Project Start Date and after the Return Date.
3. AMIGOS will not provide a refund of any portion of the program fee related to the Volunteer choosing a travel deviation.
4. In consideration of being released from AMIGOS group travel requirements, the Volunteer and/or the Parent Guardian for themselves, their heirs, executors, administrators and assignors, agrees to and does hereby indemnify and hold harmless AMIGOS from any and all claims, demands, actions or causes of action of whatsoever nature or character which may hereafter be asserted by any person, firm or business entity, whomsoever, claiming by, through or under the Volunteer before the Project Start Date and after the Return Date.
5. The Volunteer and/or the Parent Guardian understands that AMIGOS' designated travel agency or other entity will be processing all necessary travel changes and the Volunteer will be responsible for paying the difference if their airfare is of greater value than the original airfare price. The Volunteer understands that they will be responsible for paying an additional \$50 service fee per requested transaction as well as the difference in airfare cost if their group airfare has already been purchased.
6. The Volunteer understands that AMIGOS' travel agency may directly contact the Volunteer (if 18+) or the Parent or Guardian (if volunteer is under 18) listed on this form in order to verify personal information, travel details, and to obtain credit card information.
7. The Volunteer and/or the Parent Guardian understands that an in-country release is not an option for anyone under 18 years of age not traveling with their legal guardian.
8. The Volunteer and/or the Parent Guardian understands that the supplemental insurance provided by AMIGOS is valid only for the dates of the AMIGOS program. If they choose to arrive early or remain at the project location after the end of their project, they are not covered by the AMIGOS insurance policy during this time.
9. The Volunteer and/or the Parent Guardian understands that the original airfare quoted is subject to change if the Volunteer, Parent or Legal Guardian do not respond in a timely manner.
10. The Volunteer and/or the Parent Guardian acknowledges and agrees that if the Volunteer violates the program rules at any time, they will be released and sent home. Further, all the parties understand that in the event a Volunteer is released from the program and sent home, this agreement (and AMIGOS' consent to same) is null and void unless AMIGOS expressly agrees to in-country release or other arrangements.
11. The Volunteer and/or the Parent Guardian acknowledges that the information provided on this form is accurate and valid.



Travel Deviation Information

Volunteer Information

Name: _____

Phone: _____

Email Address: _____

Parent/Legal Guardian Point of Contact for Travel

Name: _____

Phone: _____

Email Address: _____

**Note: For parent/guardian contact information, please consider international travel, and provide a number and email that will be accessible while traveling.*

Type of Change Requested (select all that apply):

- Independent Travel to Project Location (Dropoff at Airport)
- Independent Travel from Project Location (Pickup at Airport)

Drop Off/Arrival Deviations (Start of Program)

- No Change to Arrival – I want to fly with the group. (If checked, skip to next section.)

Name of Legal Guardian Dropping Off: _____

Arrival Date: _____

Arrival Airport and Airport Code: _____

Requested Airline, Flight Number, and Flight Time (list for each leg of the itinerary): _____

Special Requests: _____



Pick Up/Departure (Return Home) Deviations (End of Program)

No Change to Departure (Return Home) – I want to fly with the group. (If checked, skip to next section.)

Name of Legal Guardian Picking Up: _____

Return Date: _____

Return Airport and Airport Code: _____

Requested Airline, Flight Number, and Flight Time (list for each leg of the itinerary): _____

Special Requests: _____

By signing below, the Volunteer and Parent/Guardian (if applicable) acknowledge(s) receipt of the Amigos de las Américas Volunteer In-Country Release and Travel Deviation Request and Agreement Form and certify that they have carefully read this Notification and Request Form and understand the content included herein.

Volunteer

Signature: _____

Name (Please Print): _____

Date: _____

Parent/Legal Guardian(s)

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Volunteer In-Country Release and Travel Deviation Request and Agreement.

Parent/Guardian 1 Signature: _____

Parent/Guardian 1 Name (Please print): _____

Date: _____

Parent/Guardian 2 Signature: _____

Parent/Guardian 2 Name (Please print): _____

Date: _____

Note: If the Volunteer is under 18 years of age, all custodial parent(s) or legal guardian(s) must sign this release.