



**USA**  
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## **Vietnam Aid Expedition Terms and Conditions**

Please read the Terms and Conditions of Catalyst Foundation (CF) carefully before submitting your online application form. By clicking on the box besides the words '**I agree**' on the online application form, you agree to the following terms and conditions.

**PERMISSION TO PHOTOGRAPH:** I hereby give permission for me to be photographed or videotaped for use (without our names) in promotional videos, the CF website, and brochures which are used for marketing and publicity purposes.

**UNDERSTANDING OF VOLUNTEER CODE OF ETHICS:** I have read and understand the general code of ethics.

1. *Volunteers will be a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.*
2. *Smoking or use of tobacco products in the presence of children is prohibited.*
3. *Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated.*
4. *Volunteers shall not abuse children including: physical abuse-strike, spank, shake, or slap; verbal abuse-humiliate, degrade, threaten; sexual abuse-including inappropriate touching and exposure; and mental abuse.*
5. *Volunteers must treat everyone of all races, religions, and cultures with respect and consideration.*
6. *Volunteers shall abstain from humiliating or frightening discipline techniques.*
7. *Volunteers shall not use profanity in the presence of children or parents.*
8. *Volunteers will refrain from intimate display of affection toward others in the presence of children, parents and staff.*
9. *Volunteers must be free of physical and psychological conditions that might adversely affect children's health, including fever or contagious conditions.*
10. *Volunteers will do everything in their power to avoid being in a situation where they are alone with a child other than their own.*

**PERMISSION TO TREAT MEDICAL EMERGENCY:** In the case of an emergency, I hereby give my permission to physicians and other medical professionals to hospitalize, to secure proper treatment for, and to order injection, anesthesia, or surgery for me. I also hereby grant permission for routine treatment of minor injuries and ailments.

**MONETARY "TIPS/DONATIONS":** I will REFRAIN from unnecessarily handing out money to people. It brings unwanted attention to the group and promotes negative behavior.

**TRAVEL:** I am solely responsible for arranging and paying for my own travel, including all airfares or other transport costs to and from the host country as well as any local transport costs not included in the participant fee. It is my sole responsibility to be in possession of valid travel documents, including all pertinent visas & passport, required for leaving my country of residence or citizenship, entering and leaving Asia, and re-entering my homeport. No refund of the program cost will be made, nor will any expense incurred by me due to forgotten, lost, invalid or expired travel documents before or during the program be reimbursed by CF.

**ARRIVALS & DEPARTURES:** The Aid Expedition begins & ends at the place and times stated on the itinerary pages & in confirmation materials that will be emailed to me. In the event that I arrive early or late to the arrival point and/or early or late leaving at the end of the Aid Expedition, I am responsible for arranging transfers & for any cost or expense thereof.

**NON-REFUNDABLE TICKETS & RESERVATIONS:** I understand that CF does not recommend the purchase of non-refundable airline tickets and is not responsible for expenses incurred by me if I book such tickets or



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make pre-paid hotel or other non-refundable reservations, until the minimum enrollment for the program has been reached.

**PROGRAM MINIMUM SIZE & CANCELLATION:** I understand that CF reserves the right to cancel the Aid Expedition in the event that enrollment does not reach the budgeted minimum participants. In the event of cancellation, those enrolled may receive a refund up to the full program cost; however, if cancellation comes shortly before the program start date & is caused by acts or occurrences beyond our control, AND advance deposits made to program vendors/providers cannot be refunded to us, then the refund of the Aid Expedition participant fee will be affected accordingly.

**ITINERARY CHANGES:** Vendors/providers that CF chooses to work with in Asia may change personnel, prices, policies, ownership, location or the way they do business. CF constantly monitors such events and reserve the right to make any necessary changes to the itinerary as a result, either before or during the tour.

Should it become necessary or advisable for the comfort or well being of participants, or upon damage, loss, accident, delay or irregularity of any vehicle, equipment or machinery, or in transporting or lodging the participants or for any reason whatsoever to alter the itinerary or arrangements, such alterations or changes may be made without prior notice or liability or penalty to CF.

**PERSONAL EXPENSES:** Personal expenses are not included in the "participant fee". Personal expenses incurred during the trip include: laundry, postage, phone calls, additional hotel bills, non-program beverages, personal shopping, and/or other hotel services ordered.

**INSURANCE:** CF does not provide the volunteer with insurance of any kind. **Travel insurance is mandatory** for each volunteer, and the volunteer will purchase this prior to departing on the trip. The volunteer is solely responsible for evaluating and determining the type, extent and levels of any insurance coverage they need or desire for their planned volunteer travel period. However, it must cover their entire travel period.

We strongly advise you to purchase "Trip Cancellation Insurance" to prevent needless loss due to: an accident, illness, and/or other unforeseen events and/or circumstances involving you, a family member, traveling companion, his/her family member, causing you to cancel prior to departure or leave the program early. We recommend you consider purchasing baggage theft/loss coverage as well.

**CANCELLATIONS & REFUNDS:** ALL Cancellations must be received in writing. Cancellation fees are as follows:

1. Deposits are nonrefundable.
2. To cancel your reservation:
  - 45 days prior to the start date: 100% refundable in the original form of payment.
  - 30 days prior to the start date: 50% of your fees will be refunded.
  - 15-29 days prior to the start date: 25% of your fees will be refunded.
  - 0-14 days prior to the start date: 10% of your fees will be refunded.

**LIMITATIONS OF LIABILITY:** CF neither accepts nor assumes liability or responsibility of any kind or nature for any fault, defaults, errors, omissions or negligence of any person, school, association, company or other type of service provider used in connection with the delivery of the program; nor for any loss, injury or damage to person or property connected with accommodations, transportation or other types of services.

CF is not responsible, directly or indirectly, for cancellations, delays, amendments, loss or additional costs incurred by participants due to acts of nature, civil unrest or disturbances, strikes, work stoppages, fire or arson, thefts or inclement weather.