



# Christian Emergency Relief Teams International

## Trip Fees, Deposits and Payments

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### MAILING ADDRESS

CERT INTERNATIONAL

PO BOX 763

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### OFFICE HOURS

M – TH 9am to 3pm CDT

CLOSED FRIDAYS



**931-707-9328**



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[CERT@CERTINT.ORG](mailto:CERT@CERTINT.ORG)



**SERVICE REEF**

### TRIPS AND APPLICATIONS

[CERTMISSIONS.SERVICEREEF.COM](http://CERTMISSIONS.SERVICEREEF.COM)



**WEBSITE**

[CERTINTERNATIONAL.ORG](http://CERTINTERNATIONAL.ORG)

Thank you for your interest in serving on an international mission trip. CERT teams are made up of medical, dental and volunteers serving together. There are a few steps you need to take to get on one of our teams. If you need some help, give us a call and we can help you through the process.

### STEP 1. APPLY and SUBMIT an APPLICATION

If you haven't already, you need to apply for one of our trips. You can access this site from the link on the left. This site is referred to as SERVICE REEF.

After you create an ACCOUNT and APPLY for a trip, you will be able to SUBMIT an application. Navigate to the RESOURCES section at the bottom of the page to complete an online app. You will receive a call or an email within a couple of work days.

It's important to file early. Most of our trips have more applicants than spots available. Popular locations can fill up 3-6 months early.

### STEP 2. After your APPLICATION is ACCEPTED

Acceptance of your application is not a guarantee of a position on the team. There are requirements and they differ with each location. You're now on a team member waiting list. We will contact you as quickly as possible when an opening is available. Do not proceed to STEP 3 until we contact you.

### STEP 3. A POSITION is OPEN, welcome to the team!

Once we place you on a team, you need to make a deposit in your account to hold your place. Return to your ACCOUNT in SERVICE REEF and in the top right select the dropdown box and click the link; VIEW FUNDRAISING PROGRESS.

From here you can make your deposit and payments. A deposit of \$250 USD is required to hold your place.

The balance of your Team monies are due 6 weeks prior to departure.

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### **WHY DOES CERT KEEP \$50 OF MY DEPOSIT**

Once you apply and are accepted on a trip, there are many tasks that take place here a CERT. Funding, accounting, documentation, donations and tax information just to name a few. We will also be sending you team member devotionals, t-shirt(s) and documents for your trip.

### **WHAT ABOUT THE REMAINING \$200 OF MY DEPOSIT**

The full \$250 deposit is applied towards your Team FEE. The \$200 deposit balance is used to purchase your portion of the team supplies, medical supplies, and trip insurance. At 30 days to departure, we can not get a refund or cancel payments made from your funds. In this case, the full \$250 deposit is nonrefundable.

### **IF I HAVE TO CANCEL MY TRIP, CAN I GET A REFUND**

The IRS states that monies given to a charitable organization are considered donations and are not refundable. There are cases where we can refund your monies (less non-refundable portions) if it's a family, emergence or event outside of your control or if CERT cancels the team. Documentation may be required. Contact us for more information.

Donations made by others on your behalf are not refundable or available to you if you cancel.

VISA's and Travel Document fees are not refundable.

Donations in excess of your Team FEE are not refundable or available to you even if you go.

Credit Card Fees are not refundable.

*Rather than a refund, CERT can designate your funds as "ON ACCOUNT" and you can apply them to another trip.*

### **CAN CERT PURCHASE MY AIRFARE**

**Yes, but there are limitations. IRS rules require you to donate the money in advance of the purchase and use the CERT travel agent to make the final purchase. This donation is non-refundable. Other terms apply. Contact us for details.**

### **WHAT ABOUT AIRFARE**

CERT can assist you in obtaining your tickets, but we are not responsible for the cost of your ticket(s) or expense associated with, or a result of delayed, missed or canceled trips.

Your airfare may be tax-deductible as long as a substantial portion of the cost relates to the mission trip and not vacation or other activities.

### **MY FUNDRAISING**

A fund-raising page and a place for others to make donations to your trip is available to all Applicants. Share it with your family, friends and church.

### **SUPPORT US**

Every trip has a "Fundraising Goal" of \$5000.00. This is a place for you and others to make general donations to the team and helps keep costs down so more people can afford to GO.

### **IS MY MISSION TRIP A TAX DEDUCTION**

CERT is a 501(c)(3) charitable organization. Your TEAM FEE, AIRFARE and other costs may be a deduction on your taxes. IRS restrictions apply. See [IRS Publication 526](#).