



P O R T L A N D
P R O M I S E
C E N T E R

Group Registration Form

Group Information:

Name of Group/Church: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Fax Number: _____ E-mail Address: _____

Group Type / Number of People:

Middle School _____ Senior High _____ College _____ Non-college Adults _____

Male _____ Female _____ Total People _____

(Please include chaperones in numbers; keep in mind we require at least one adult chaperone over 21 for every 8 minors under 18; there must be at least one chaperone of each gender)

Group Member Basic Skill Inventory:

Please indicate the number of people in your group who are skilled in the following areas:

Carpentry _____ Electrical _____ Plumbing _____ Landscaping _____ Roofing _____

Arts _____ Music _____ Photography _____ Athletics _____

Cross Cultural Information:

How much experience does your group have with issues of justice, poverty and reconciliation?

What are your hopes for your group's time with the Portland Promise Center?

Trip Information:

Possible Dates: 1. _____ 2. _____

Approximate Arrival Time: _____ Approximate Departure Time: _____

Please note: A pre-trip visit is required for any group new to the Portland Promise Center. This visit must occur 3 months prior for out of town groups and 1 month prior for local groups to your service activity.

The Portland Promise Center will be ultimately responsible for scheduling your group's activities. We will do our best to match your group with your desired areas of service based upon availability; however, we cannot guarantee a particular service area will be available during your visit. Your pre-trip visit will help insure your understanding of the available service areas for your requested dates and the related expectations for those areas. This trip will also insure this service partnership is a good match for both organizations and that all relevant information has been adequately communicated and understood.

Payment / Contract Information:

The Portland Promise Center will coordinate all program activities and meals (upon request). Each group is responsible for providing their own transportation to the Portland Promise Center and around Louisville. For Middle/High School groups one adult over 21 is required for every 8 students.

***** A deposit must accompany this registration form. The deposit should equal \$10 x the total number of people in your group. This deposit is non-refundable. *****

Deposit amount enclosed: _____ (\$10 x total # in group)

The deposit guarantees the dates you have requested, if available. The remainder of the \$15 per person per day fee is due upon arrival for your group's service activity with the Portland Promise Center.

The Portland Promise Center will make every effort to give you your first choice of dates for your service activity. In the event that those dates are already full, we will contact you before we process your reservation form to be sure your second choice of dates will still work with your schedule. Once we have processed your reservation form, your deposit is not refundable.

In the unfortunate event that your group would need to cancel its trip, your deposit is not refundable or transferable. We make plans and commitments based upon the group reservations we receive along with staff time and budget projections. Therefore, cancellations have an undue effect upon our organization thus the reason for this policy.

This form must be signed by the group leader in agreement with the above terms.

Please keep a copy of this form for your records.

Signature of Group Leader: _____

Please print name: _____ Date: _____

PPC Office Use Only:

Deposit Amt \$ _____	Date Rec'd _____	Confirmation Letter _____
Pre-Trip Visit _____	Other Correspondence _____	
Final Payment Amount _____	Date Rec'd _____	