

Workcamp Reservation Policy

Updated January 2010

Almost Heaven Habitat for Humanity seeks to be a ministry to all of God's children. Our ministry to you, the volunteer, is to provide you with the opportunity for serve God's people in need by providing construction projects in low-income housing that utilize and develop your skills as a volunteer laborer, by giving you the opportunity to contribute financially to a Christian ministry, and by providing a safe and structured environment for your ministry with us. We want to provide this opportunity for ministry to everyone, but since our space is limited, we can only host so many volunteers at one time and thus it is not unusual for us to turn away as many as 10 groups a week. In order to be as equitable as possible in inviting volunteers to work with us, we have established the following Workcamp Reservation Policy:

1. The fee for all new groups who have not worked with Almost Heaven Habitat for Humanity in the last calendar year is \$175 per person. The fee for returning groups is \$150 per person. A non-refundable reservation deposit of \$15 per person is required from all groups, excluding Collegiate Challenge participants (which come during the months of February, March, and April-Spring Break), in order to book your Workcamp. The remainder of the fee is due no later than 30 days prior to arrival. **The fee for Collegiate Challenge participants (groups coming during Spring Break) is \$150 per person and is due in full no later than 30 days prior to arrival. The non-refundable reservation deposit is not required from Collegiate Challenge groups that book directly with Habitat for Humanity International.**
2. *The number of spaces reserved at the time of booking is the minimum number of Workcamp fees expected. Even the number of volunteers your group is bringing decreases, the amount committed to at the time of reservation is required.* For example, if a reservation is made for 15 people, a commitment to contribute \$2625.00 is required for a new group. If your group size decreases to 10 you are still expected to make the full financial commitment. Please do not reserve for more people that you can pay for. All increases in numbers must be cleared with us as there may not be room to accommodate additional volunteers that week. Until you have cleared your increase with the appropriate Almost Heaven staff, do not assume that Almost Heaven will be able to increase the number of volunteers in your Workcamp.
3. When we receive your signed Contract and deposit (if applicable), you will be notified that your reservation is confirmed. **No reservations are guaranteed or confirmed until Almost Heaven is in receipt of a group's signed and completed Workcamp Reservation Contract and non-refundable deposit.**
4. **All Workcamp fees are due 30 days prior to your arrival.**
5. **Cancellations** – No deposits or fees can be returned since they are spent immediately to prepare for your arrival. Cancellations made 90 days prior to your group's arrival will be issued a credit toward a future Workcamp at our affiliate, which must be used within one calendar year of the date of the original reservation. Credits will only be issued for group cancellations, not to individuals canceling within a participating group. No refunds or credits will be issued for individual cancellations.

The goal of Almost Heaven Habitat for Humanity is to eliminate substandard and poverty housing and to make decent shelter a matter of conscience and action.

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Workcamp Reservation Contract

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6. The fee for all groups who have not worked with Almost Heaven Habitat for Humanity in the last calendar year is \$175 per person. The fee for returning groups is \$150 per person. A non-refundable reservation deposit of \$15 per person is required from all groups, excluding Collegiate Challenge participants in order to book your Workcamp. The remainder of the fee is due no later than 30 days prior to arrival. ***We offer the reduced fee of \$150.00 per person to Collegiate Challenge participants that register directly with Habitat for Humanity International for Workcamps during the months of February – April (Spring Break) These Collegiate Challenge participants are not required to send in a deposit, but do need to complete the Reservation Contract.***
7. ***The number of spaces reserved at the time of booking is the minimum number of Workcamp fees expected. Even if the number of volunteers your group is bringing decreases, the amount committed to at the time of reservation is required*** For example, if a reservation is made for 15 people, a commitment to contribute \$2625.00 is required for a new group. If your group size decreases to 10 you are still expected to make the full financial commitment. Please do not reserve for more people that you can pay for. All **increases** in numbers must be cleared with the affiliate **at least one month prior** to the workcamp.
8. When we receive your signed Contract and deposit (if applicable), you will be notified that your reservation is confirmed.
9. **All workcamp fees are due 30 days prior to your arrival.**
10. **Cancellations** – No deposits or fees can be returned since they are spent immediately to prepare for your arrival. Cancellations made 90 days prior to your group's arrival will be issued a credit toward a future Workcamp at our affiliate, which must be used within one year of the date of the original reservation. Credits will only be issued for group cancellations, not to individuals canceling with a participating group. No refunds or credits will be issued for individuals cancellations.

Name of Workcamp Group: _____

Dates requested: _____

of reservations (total number of people coming): _____

Deposit amount enclosed (\$15 x # of volunteers): _____
(NOT REQUIRED FOR COLLEGIATE CHALLENGE see above)

I affirm that I am authorized by our Workcamp group to sign this contract, which I have read and understand. I agree with the terms of the Workcamp Reservation Contract and upon receipt of this completed and signed Contract and the applicable deposit, I understand I will be notified by the affiliate confirming our group's reservation. **By signing this document I realize that I am committing my group to paying our Workcamp Fees in full, regardless of how many volunteers my group does or does not send to Almost Heaven.** I also understand that our Workcamp group is in no way guaranteed or confirmed a Workcamp reservation until Almost Heaven is in receipt of our signed Workcamp Reservation Contract and deposit.

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Signature of participating/coordinating Workcamp Leader

Date