

**Chapelgate Christian Academy**  
**Costa Rica Missions Trip Application Checklist**  
**Trip Dates: June 8 - 17, 2019**  
**Packet Due Date: November 1**

**Participant's Name:** \_\_\_\_\_

Following is a checklist for the Chapelgate Christian Academy Costa Rica Mission Trip application packet. Please make sure that ALL items on this list are completed prior to submitting the packet. All completed forms and the \$250 payment should be given to Mrs. Keller or turned into the CCA school office. The forms may be found on the CCA Portal. Payment may also be made via the CCA Portal.

**Requirements for Costa Rica Missions Trip Application Packet  
(please submit the forms in the following order):**

- \_\_\_\_\_ This completed checklist should be on top of the packet.
- \_\_\_\_\_ Costa Rica Team Member Data Sheet
- \_\_\_\_\_ Short-Term Mission Application
- \_\_\_\_\_ Individual Health Information Form (student or chaperone form)
- \_\_\_\_\_ Behavioral Contract Form
- \_\_\_\_\_ Support Responsibilities Form
- \_\_\_\_\_ 4 copies of passport photo page (if available); if you do not have a passport, date that you will apply for one \_\_\_\_\_. Passport copies MUST be submitted by March 1. The expiration date must be after December 31.
- \_\_\_\_\_ \$250 deposit (Checks should be made payable to CCA; payments may also be made through the CCA Portal.)

**There will be two additional forms available in January which must be completed in order to go on the trip. Both forms will need to be notarized; both parents will need to be present to have the forms notarized.**

***Medical Forms should be returned to the nurse on or before May 17, 2019 to include completed medication order forms from your student's doctor for any/all medications your student may need on a daily or an 'as needed' basis. Medication orders are needed for prescription and over-the-counter medications.***

**This sheet and all application packet items are due to Mrs. Keller by November 1.**