



# 2014 Volunteer Group Planning Timeline

PHASE 1

## Deposit and Contract

Send \$500 deposit and signed 2014 Volunteer Group Contract to Project Schoolhouse to secure dates for your trip.

## First Presentation

Schedule the first presentation. This is an introduction to gain interest for the trip and get people excited!

## Group Numbers

Contact Project Schoolhouse about the projected number of volunteers for your trip so we can start planning your activities.

## PLANE TICKETS & INSURANCE

**BOOK YOUR PLANE TICKETS!**  
The sooner you book them, the less expensive they will be. Send PSH your full itineraries and current certificate of liability insurance

**DUE: 90 days before departure**

PHASE 2

## Second Presentation

Schedule the second Project Schoolhouse presentation for your group of volunteers. This presentation will discuss more of the specific details of the trip.

## Group Fees & Release Forms

Submit the first 50% of the volunteer group fees and the volunteer release forms

**DUE: 60 days before departure**

PHASE 3

## Group Fees in Full

Submit full amount of volunteer fees to Project Schoolhouse (minus your \$500 deposit)

**DUE: 30 days before departure**

## Your Week in Nicaragua!

Arrive in Managua, Nicaragua! We will meet you at the airport and off you go on the adventure of a lifetime.

**Dates: Week of trip**



**THANK YOU!**