



P.O. Box 377939  
500 E. 61st Street  
Chicago, IL 60637

Office: 773.493.0656  
Fax: 309.417.3655  
Web: [www.sunshinegospel.org](http://www.sunshinegospel.org)

**Group Information:**

Name of Group/ Church: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Is this your church, school, or home address? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*Group Type/ Number of People:*

Senior High \_\_\_\_\_ College \_\_\_\_\_ Non-college Adults \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Total People \_\_\_\_\_

**Trip Information:**

Possible Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

*Please note:* A pre-visit is highly recommended for any group new to Sunshine.

Sunshine will be ultimately responsible for scheduling your group's activities. Our ability to schedule ministry sites is dependent on availability. We regret that we cannot guarantee any specific ministry site(s) during your visit.





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**Payment/ Contract Information:**

Sunshine provides housing, meals and all program activities. Each group is responsible for providing their own transportation to Sunshine and around Chicago. For High School groups one adult is needed for every 6-8 students.

**\*\*\* A deposit must accompany this registration form. The deposit should equal \$50 x the total people in your group. This deposit is non-refundable. \*\*\***

**Deposit amount enclosed:** \_\_\_\_\_ (\$50 x total # in group)

The deposit guarantees the dates you have requested, if available.

The remainder of the fee is due upon arrival in Chicago.

Sunshine Gospel Ministries will make every effort to give you your first choice of dates for your mission trip. 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 calendar. 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 first payment is not refundable or transferable. The reason for this policy is three-fold: based upon the number of groups for which we have received reservations, we make commitments to ministry sites in the city, staff hiring commitments, and budget projections. Therefore, you can imagine how we are negatively impacted when a group cancels.

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: \_\_\_\_\_

<b>Sunshine Office Use Only:</b>		Dep Amt \$ _____	Date Rec'd _____
Conf Ltr _____	Pre-Visit _____	Other Correspondence _____	

