



## CSM • Group Reservation Form

PO Box 900 • Dana Point CA 92629-0900

Ph 949.248.8200 • Fax 949.248.7753 • Email [csm@csm.org](mailto:csm@csm.org)

### GROUP INFORMATION:

Name of Group: \_\_\_\_\_

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

Address (church\_\_home\_\_): \_\_\_\_\_

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

Work/Church Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Group Type/Number of People in Group:

(minimum group size is 7, minimum age is 12 yrs, except in NYC where minimum is 14)

Junior High \_\_\_\_\_ Senior High \_\_\_\_\_ College/Adults \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Total People \_\_\_\_\_

### TRIP INFORMATION:

Dates You Are Requesting: (in priority order)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

City You Want to Serve In: (check one)

Chicago  Washington DC  
 Houston  Los Angeles  
 Nashville  New York City  
 Philadelphia  San Fran/Oakland  
 Toronto

Time In: 5:00 PM Time Out: \_\_\_\_\_

Comments: \_\_\_\_\_

We have previously served with CSM on \_\_\_\_\_ at the city of \_\_\_\_\_

**Please Note:** A pre-visit is required unless you have previously served at the project you are now registering for. Please see our website or call if you have any questions about this requirement.

Is this trip fulfilling a requirement of any kind (i.e.: Confirmation Class or Service Project)?

Yes  No If yes, type of requirement: \_\_\_\_\_

My students are gifted or interested to serve in: (please check interests below, add specific notes on separate sheet)

Food Distribution  Shelter Ministry  Puppets, etc.  
 Children's Ministry  Elderly Ministry  Clowning  
 Construction  Bible Clubs/VBS  Mime  
 Evangelism  Recreation Ministry  Drama

Physical Ministry (ie: painting, construction, etc), what expertise do you bring with you, if any?  
\_\_\_\_\_

Please send me a Promo DVD \_\_\_\_\_ with my confirmation packet.

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

--Continued on other side

**PAYMENT/CONTRACT INFORMATION:**

CSM provides housing, meals and a City Host. Each group is responsible for providing their own transportation and at least 1 adult for every 5 students. A minimum group of 7 requires 2 adults.

**The cost is \$61 per person per night. (College groups: \$51 per person/night)**

A deposit must accompany this reservation form. The deposit should equal \$61.00 X the Total People count listed on the front of this form if your trip is four days or longer. If your trip is one to three days, the deposit is \$20.00 per person.

Check enclosed (must be mailed with registration form)

Deposit Amount Enclosed: \_\_\_\_\_ \$61 (or \$20) X Total People

Please charge my credit card (registration form may be faxed to 949-248-7753)

**Type of credit card** (please choose one): \_\_ MasterCard \_\_ Visa

Name (exactly as it appears on card): \_\_\_\_\_

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

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

Credit Card Number: \_\_\_\_\_

Security Code (call if you have a question): \_\_\_\_\_ Expiration date: \_\_\_\_\_

**Some helpful information:** The MINIMUM group size is 7. The MAXIMUM SINGLE group size can be between 10 and 17, depending on the CSM site. Therefore, if you sign up for MORE than one single group size we will have to split your group up, reserve another ministry program, and turn other groups away. In this event, we will require a guaranteed minimum that you agree to pay for. This will be communicated to you in writing. We also cannot guarantee that you will be able to increase your group size above the total count on the front of this form.

**PLEASE NOTE: The deposit is non-refundable.**

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

The **PAYMENT SCHEDULE** for your group's fees is as follows:

50% of the total balance is due in our office 12 weeks (three months) prior to your group's arrival.

This payment is non-refundable.

The final balance is due two weeks prior to your arrival, along with your final count for the total participants in your group. **PLEASE NOTE:** Two weeks prior to your group's arrival is the final date that you may decrease your number without being financially responsible for the last number we have for you.

CSM 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.

**Two signatures must accompany this form.** The Group Leader along with either the Senior Pastor or Treasurer/Business Administrator must sign this form and agree to the above terms.

**Please keep a copy of this form for your records.**

Signature of

Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Senior Pastor

Or Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name of Sr. Pastor/Business Admin: \_\_\_\_\_

**CSM OFFICE USE ONLY:** Dep Amt \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Conf Ltr \_\_\_\_\_  
Pre-Visit \_\_\_\_\_ Other Correspondence \_\_\_\_\_ Uploaded \_\_\_\_\_