

**This Checklist Will Help Keep You on Schedule in Completing and Mailing
All the Necessary Forms & Trip Fees by the Required Deadlines.**

✓ Download the Following Documents from the API USA Website – www.agapekenya.org

- Trip Application Package – Forms 0-5 (if not provided to you in advance)
- Fundraising Kit
 - Fundraising for Your Trip (**Important! This document must be carefully read**)
 - Fundraising Progress Chart
 - Letter to Christians – Core Donors
 - Letter to Non-Christians – Core Donors
 - Letter to Christians – Support Donors
 - Letter to Non-Christians – Support Donors
- Kenya Travel Guidelines (**Important! This document must be carefully read & brought with you on this trip**)
- Kenya Travel Checklist (This Excel document can be modified for your personal choices)

Note: All donations by check should be sent to the address below. Have the donor write your name in the memo line.

✓ Complete and Return the Following Documents and Trip Fees to:

**API USA
PO Box 235047
Encinitas, CA 92023-5047**

✓ 60 Days Before Departure or Earlier (to confirm your trip reservation)

- 1 – Mission Trip Application (2 pages)
- 2 – Personal Medical Application
- Remit \$500 Non-Refundable Trip Deposit

✓ 45 Days Before Departure or Earlier

- Remit Total Amount of Quoted Roundtrip Airfare (Airfare paid after this date will almost always be higher)

Make 3 color copies of the portrait and signature pages from your passport

- Send one copy to API USA
- Keep one copy in your carry-on luggage
- Leave one copy with your primary emergency contact

✓ 30 Days Before Departure or Earlier

- Remit Balance of Total Trip Fees
- 3 – Financial Disclosure Form
- 4 (A) or (M) – (A)dult or (M)inor Travel Authorization, Medical & Liability Releases
- 5 – Pastoral Endorsement Form

Keep This Form for Your Records – Do Not Mail to API USA

API USA 3/12