

# KIDS ALIVE INTERNATIONAL

## SERVICE TEAM CHECK LIST

The following is a checklist of items to be sent into the Kids Alive office prior to departure. Please review all of the documents and dates that they are due carefully!!

### Due 30 Days After Receiving Contract:

- o **Signed Contract**
- o **\$500 Non-refundable Deposit**
- o Proof of **Approval** from Field Service Team Coordinator on **Plane Ticket's Itinerary** for team

### Due 30 days Prior to Departure:

- o **Balance of Funds-including building block options and minus \$500 deposit**

*\*\*All below forms can be found at:*

[www.kidsalive.org/involvement/formsandresources/](http://www.kidsalive.org/involvement/formsandresources/)

- o **Service Team Roster** of the names and addresses of all team participants
- o **Signed Liability Agreement** from each participant
- o **Signed Letter of Parental Agreement** from each participant under 18 years old without a parent on the team
- o **Signed Background Check Consent** from each participant 18 or older
- o **Signed Photograph/Video/Sound/Story Release Form** from Team Leader only