



# Chapter Guide

## Planning a Group Volunteer Trip



# Get Started

We are so excited that you are ready to begin planning a medical mission trip for your FIMRC Chapter! We understand that it takes a lot to advertise, recruit, and coordinate so that's why we are here to help every step of the way! Below you will find step by step instructions on how to begin the trip planning process. Of course, do not hesitate to contact FIMRC's Director of Volunteer Programs at [chaptership@fimrc.org](mailto:chaptership@fimrc.org) with any questions you may have.

1

**VERIFY.** Contact [chaptership@fimrc.org](mailto:chaptership@fimrc.org) with your preferred site and dates to verify if they are available. ***Please confirm that space is available before advertising trip options.***

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**FIMRC PORTAL.** Upon receiving your roster, each volunteer will gain access to FIMRC's online portal where all pre-trip requirements and payments can be submitted. Portal also includes access to FIMRC's fundraising platform.

2

**ADVERTISE.** Upon approval from FIMRC HQ, you may advertise the trip and provide interested members with dates and pricing information.

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**CONFIRM.** Ensure all trip members are booked on the same flight and that all pre-trip requirements are met by the enrollment deadline.

3

**ENROLL.** Once your group is confirmed, submit a complete trip roster to [chaptership@fimrc.org](mailto:chaptership@fimrc.org). Roster must include full name and email address. Sample roster can be found in Chapter Resources.

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**TRAVEL!**

**\*Please note all volunteers must adhere to FIMRC COVID policies throughout duration of the trip.**

## Booking Group Flights

### Student Universe

Groups of 10 or more are eligible to receive a free quote for a group booking through StudentUniverse's Group Travel Services. [Click here](#) for more information.

### Easy Group Airfare

Easy Group Airfare offers individual and group travel coordination packages for volunteer trips. [Click here](#) to request a no obligation quote. You may also contact Easy Group directly via [aaron@easygroupairfare.com](mailto:aaron@easygroupairfare.com) or 734-476-6320.

### Additional Resources

Volunteers are not required to use a travel agent. The above companies are just two of the many group booking resources available. [Click here](#) for additional discount booking sites and airline information. We ask that all traveling Chapters arrive on the same flight or on separate flights that land within one hour of each other. Please make every effort to ensure your group travels together.

# FAQ

## **What dates are available for volunteer trips?**

We operate our project sites year-round, so we're happy to host you any week of the year. This means we can work with your spring, winter, or summer break schedule.

## **What is the min/max group size?**

There is no minimum - we will gladly accept an individual volunteer from your Chapter. The maximum capacity differs at each FIMRC location and also depends upon current enrollment. Please contact us for current availability. It is important to verify that space is available before advertising trip options to your Chapter members.

## **Can I reserve spots without knowing how many volunteers will sign up?**

Spaces are not 100% reserved until a completed roster has been submitted and your group has been formally enrolled in our system. However, we do encourage you to email us with your preferred dates, location, and estimated # of travelers. We will do everything we can to ensure you receive your first choice of location, but cannot make any guarantees.

## **Are Chapters responsible for collecting trip payments?**

No. Upon submitting your Chapter's volunteer roster, FIMRC Headquarters will ensure that all deposits, pre-trip requirements, and final payments are submitted. However, we kindly ask that you inform FIMRC HQ of any cancellations within your group.

## **How long are volunteer trips?**

Our minimum requirement for volunteering is one week at almost all sites. Please note, we require a minimum of two weeks for volunteer travel to India, Uganda, and the Philippines.

## **How far in advance should we begin planning our trip?**

There is no hard deadline to enroll. We accept volunteers on a rolling basis. However, if you do not book far enough in advance, it may be difficult to accommodate your requested dates. Please contact us as soon as you can commit to your trip so that we can guarantee space for your Chapter.

## **How can I fundraise for my trip?**

Upon enrolling, each volunteer will gain access to FIMRC's fundraising platform. Volunteers can choose to share their fundraising page to gather financial support for their trip. We are also happy to work with Chapters to brainstorm other fundraising methods including benefit dinners, 5K fun runs, bake sales, and more! Please note, all trip payments/donations are non-refundable.

## **Can a member enroll for a trip separately from the Chapter?**

Of course! If you are not planning a group trip or if a member is interested in traveling independently, simply direct them to Maghan at [missions@fimrc.org](mailto:missions@fimrc.org). We are happy to work with both groups and individuals.