


# Groups



We can help you create an amazing adventure with pre-departure briefings to your school or university group. Plus tailor made your in-country itinerary.

The success of our groups department largely comes down to the vast knowledge our field staff have of the country they work in, meaning we can put together exactly the right expedition for your group. However, the flexibility we offer to tailor made groups in no way compromises our rigorous risk assessments and strong codes of practice that accompany all Gapforce expeditions (we are BSI compliant). Each group has a dedicated group leader as well as necessary drivers and extra back up. The group leader will always keep close communication with our base in country, and have wilderness medical training.



 **HRH Zara Phillips and her school group went to Borneo with Trekforce**

## What Next – How To Apply?

**Open Days** You can speak to ex- volunteers before you book at one of our regular Open Days. You can also drop into our office for a coffee and chat, to help you choose.

**How to book** To book please complete and return the booking form and deposit check. You can also book and pay immediately, online at [www.gapforce.org](http://www.gapforce.org)

**Booking** Once you book we will send you your password to your own personal web page where you will find all your booking information as well as your kit list, any vaccinations you need, project details and how to pay.

**Fundraising** Gap year, break from University or career gap, whatever you are on we can help you raise the money to go. With over 20 years of fundraising experience, anyone can fund their expedition, with our help. Your personal web page includes our latest fundraising information pack.

**Kit and Jobs** Your personal web page will provide all you need to know, including latest news from your project.

**Briefing Day** The BBQ and Briefing day held every quarter is the ideal opportunity to undertake formal meeting on kit, medical and country information. It's an ideal time to chat with staff and ex-volunteers about their exciting experiences. We provide you with all you need to ensure you are well prepared.

**Reunion Party** On your return we invite everyone who went that year to meet up and share stories of their adventure. Further invitations and offers are regularly added to your personal web page.

 **Gapforce**  
**530 Fulham Road**  
**London**  
**SW6 5NR**

**email: [info@gapforce.org](mailto:info@gapforce.org)**

# Booking form

## 1 Personal details

Name: _____ <small>(as it appears in your passport)</small>	School/University/Occupation: _____
Address: _____ _____	Dates: _____
Post/Zip code: _____	Next of kin: _____
Telephone: _____	Relationship: _____
Mobile: _____	Address: _____ _____
E-mail: _____	Post/Zip code: _____
Date of birth: _____	Telephone: _____
Nationality: _____	E-mail: _____
Passport Number: _____	
Expiry date: _____	

## 2 Your chosen adventure

Country: _____	Adventure: _____
Duration: _____	
Departure: _____	
Notes: _____	

**Please note that you may be required to complete a medical declaration before departure.**

Please state any special dietary requirements: \_\_\_\_\_

Can you swim 200m unaided?  Yes  No

## 3 Diving Experience (marine projects only)

Do you hold a current diving certificate?  Yes  No

If so, what is your qualification and when was it issued? \_\_\_\_\_

## 4 How did you first hear about Gapforce?

Did you speak to a Gapforce advisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of advisor _____
Publication <input type="checkbox"/>	Name of publication _____
Internet <input type="checkbox"/>	Name of website _____
Careers advisor <input type="checkbox"/>	Location _____
Talk/Fair <input type="checkbox"/>	Location _____
Book <input type="checkbox"/>	Name of book _____

A member of the Year Out Group and NAFSA. A member of the Foreign and Commonwealth Office Know Before You Go Campaign.

Gapforce, Ozforce, Medforce, Skiforce and Career Gap are trading names of Trekforce. Registered number 5876382. Greenforce is registered not for profit - number 3321466

[gapforce.org](http://gapforce.org) | 020 7384 3343

## 5 Declaration

To the best of my knowledge I have completed this form accurately. Having read the relevant information I am aware that living and working conditions will be basic and potentially hazardous. I have read and accept the Terms and Conditions regarding my application. I enclose my £300 deposit cheque made payable to Trekforce.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If you are currently under 18 a counter signature by a parent guardian is required.

We recommend parents or guardians attend a presentation briefing prior to signing up to be fully aware of the nature of the adventures and potential risks involved

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please also sign the Terms and Conditions below.**

Trekforce accepts payment in Pounds Sterling, or US Dollars to the equivalent value converted at the current exchange rate and inclusive of clearing charges. We recommend that you take a photocopy of your application form including the Terms and Conditions.

## 6 Terms and conditions

This contract is between Trekforce (registered in England and Wales, number 3321466) ("Trekforce", "we" or "us") and the individual named in the attached application form ("you") It has precedence over all other information both verbal and written. This is the exclusive contract.

1. Once you are accepted to join an expedition the £300 deposit is non-refundable. The balance of the expedition cost must be paid no later than two months before the expedition is due to begin. In the event of you cancelling your participation less than three months prior to the start date of their expedition, we will refund to you a maximum of 50% of the total contribution for the expedition to cover costs of pre-paid elements such as travel, insurance, administration and other third party costs, which are not recoverable once paid on your behalf by Trekforce. If, for any reason, participation is cancelled by you less than 1 month prior to the departure date of the expedition no refund will be made. Any cancellation must be communicated to Trekforce in writing. If, following acceptance of your application, Trekforce is not reasonably able to accept you due to a change in your ability to participate the same conditions as to repayment will apply. 2. You must inform Trekforce in writing of all medical complaints, hereditary problems, previous trauma or dietary requirements, existing or arising in the months prior to the expedition, whether or not you believe they will affect participation on a Trekforce project. Trekforce reserves the right to contact your doctor or medical advisor if so required. There are no professional medical facilities on the Trekforce camps. Medical care may be up to 12 hours travel from the camp location and Trekforce is unable to accept any responsibility for providing medical care although it will use reasonable endeavours to arrange for you to have access to medical care provided under your insurance policy in emergencies. 3. Trekforce is not responsible for cancellation, curtailment or injury arising as a consequence of Force Majeure. This term to include acts of God, natural disasters, extreme weather conditions, computer or systems failure, acts of war - declared or otherwise, civil unrest, military or usurped power or confiscation by or under the order of any government or public local authority. Trekforce is not liable for refunds for loss or costs incurred following actions of third party logistics or activity suppliers or actions based on advice from HM Government or similar body to prematurely end the expedition, or cancel the expedition within eight weeks of the proposed start date. We therefore strongly recommend you include cancellation cover in your comprehensive medical insurance policy. 4. Trekforce also reserves the right to cancel any booking if it is unable to obtain what it considers to be sufficient volunteers or a suitable expedition manager. In that situation Trekforce would, if it can, offer you an alternative expedition. If you do not wish to accept any alternative, Trekforce will provide a full refund. Although it is unlikely, occasionally we may have to make changes to your expedition. We reserve the right to do so, although we will keep them to a minimum and do our best to ensure that any changes are minor in nature. 5. Trekforce is not responsible for any illness or injury sustained during, or resulting from participation on a Trekforce project including the actions of third party activity providers or ground agents, subject to Trekforce undertaking reasonable precautions and applying the relevant independent Codes of Practice to the specific location. 6. If you have any history of anxiety or depression in the last 12 months, you should accompany your application with a letter from your doctor, stating that the doctor does not anticipate you having any problems living in the expedition environment. 7. Trekforce reserves the right to reject any application without appeal. Trekforce reserves the right to remove you or any other person from the project, if the staff or external advisors believe that you or they will disrupt the smooth running of the project, or if you or their actions endanger themselves or other participants. In such a case no refund will be made and no additional costs will be payable by Trekforce. 8. You must advise Trekforce in writing of travel plans leading up to and departing from the expedition. Trekforce holds no responsibility for flight arrangements and is not liable for any supplementary costs, loss or distress encountered with any travel arrangements made relating to the Trekforce project. Suggested flight schedules are indicated through authorized carriers or their agents, and any contract you enter into will be with the carrier or agent and not with Trekforce. 9. The expedition phase will run for the specified period advised. Trekforce is not liable for the additional costs of accommodation, food, medical insurance etc. that will be incurred if you choose to arrive in country before the start of the expedition phase, or remain in country after the official end date of the phase. In the event that you choose to leave the project at any time, or if the staff have instructed you to leave, Trekforce is released of any responsibility which it may have had for your welfare. 10. Trekforce does not provide insurance cover for personal items. Trekforce is not liable for the loss, wear and tear or damage to personal items. 11. If you have a problem during your expedition please inform the expedition manager. If your problem cannot be resolved locally, you will be asked to complete a report, a copy of which will be forwarded to our head office. Please follow this up on your return by writing to us at our office in London within 28 days of your return. The Year Out Group independent Arbitration service is available. 13. Amendments may incur a fee.

I have no financial or legal restrictions on leaving or entering any country. I have no criminal record. I have declared any medical conditions relevant to my participation. I will obey and immediately undertake the fair directions of the Trekforce staff. It is my responsibility to inform family, work or concerned parties of my participation on a Trekforce project and / or any ongoing travel plans. I accept that UK law applies to my contract with Trekforce.

I confirm that all the information I have provided on this form and elsewhere is correct. I will advise Trekforce in writing if, subsequent to submitting this form, circumstances arise which may affect my participation on a project, or there are any changes in my personal details.

In signing this application form I confirm I have read the current brochure. I understand and accept the Terms and Conditions above. I will immediately put in writing any questions or concerns I may have. I also agree to Trekforce contacting me by telephone, e-mail or post as per the Data Protection Act guidelines.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_