



El Refugio Fundación, A.C.

RFC: RFU 091208 GG1

Registration Process

The following are the initial steps and process to register your team:

1 - Contact us All bookings will initially begin with our office.

This initial contact will help us gather the necessary information to start your file and reservation. Please email our office at info@therefugemx.com.

2 - Deposit All bookings are tentative until we have received your non-refundable deposit. In order to ensure your desired dates for ministry, we ask you send in your deposit six months prior to your trip.

3 - Confirmation You will be contacted by our office staff with confirmation of your reservation and information. They will send you our payment plan, due dates, and other forms. At this point you will also receive links to important forms, information, etc.

4 - Payments It is important that you stay on top of the payment due-dates for your team. This will help both of our teams be prepared for the upcoming projects. Please contact us for country-specific payment options.

5 - Ministry Specific Planning Prior to your team's arrival, we will be in communication with you to discuss your team's ministry details. It is at this point you will be discussing things like: male/female breakdown, who the pastor/community/family will be that you will minister with, special requests, camp programming, and the like. Please do not hesitate to contact us with questions!

6 - Final Details In the last few weeks before your trip, we will check to make sure we have all the details covered. The office will prepare a final invoice showing your payments/balance. The ministry sites will also be in contact to confirm any last minute details.

7 - Post Trip Recap. Once your trip is completed, we will process any final numbers, changes, or additional charges. The office will send you a final paid invoice.