



Ministry Year 2020-2021

Dear Team Leader,

Thank you for choosing our ministry for your team at this time. Some important documents we will require from you are a completed [Teams Post-Approval Form](#) and a signed copy of our **Liability Form** (sent as a separate attachment). Further, upon receipt of this Responsibilities document, we officially begin the 4week window of time given to your team to make your \$500USD or 5% deposit to complete the reservation of your dates. Should the deposit not be made within this timeframe, your team's registration may be automatically cancelled and you will need to reapply for the dates. The reason for this is simple, we have a greater demand for our facilities and services than we have supply for, and want to ensure that persons reserving dates with us are committed to following through.

A **Responsibilities Timeline** is copied below, which helps to organise the payment schedule and dates we require specific information for your team. Please note the dates indicated below refer to **the time we receive the funds**, and so plan your method of payment accordingly.

Timeline	Responsibility
4 weeks from date of team's acceptance	\$500USD deposit due
12-21 weeks (3-5months) before arrival	Completed Post-Approval Form
4 weeks before arrival	\$6000USD for HOH building materials (HOH only)
2 weeks before arrival	50% of total teams payment due
2 weeks before arrival	Signed Teams Liability form
1 business day after arrival	Complete balance of teams payment due

There are three main ways of making your deposit/payments for your team:

1. **Credit card payments** through our partners Caribbean Partners Inc. can be [made here](#), and attract a charge of 3.69% of total and a processing fee of \$4.50USD. This payment is easy to make, but very expensive and slow to be cleared due to our third party processing. To be cleared and processed in time for deadline, this payment must be made **at least one month ahead of due date**.
2. **Check payments** made through our partners at Excelling Leaders attract a processing fee of \$4.50USD. Make checks payable to **Youth With a Mission** (or **YWAM**) and mail to the address below. Include a sepa-



Youth With A Mission
Montego Bay, Jamaica

rate note with check indicating the payment is for YWAM Jamaica. **Give 30 days processing time for receipt.**

YWAM
P.O. Box 8341
Grand Rapids, MI 49518

3. **Wire transfers** made through using the information provided in the wire transfer attachment included separately in this email. Wire transfers attract a processing fee of approximately \$40USD **on our end**, which will be deducted from total submitted. This does not account for any fees made on your bank's end, which will differ widely.

4. **Bank to Bank transfers** (for local groups):

Youth With A Mission BNS Accounts (Fairview Financial Centre Branch 90605):
JMD Business Checqueing- 258016
USD Savings- 906073075

*Please accompany **all payments made** with a follow up email to accounts@ywamjamaica.org outlining how much you paid in and what method you used for our records. This also helps in case the processing of your funds is slow, so that we can follow up where needed.

Please help us serve you and all our other teams well by keeping the communication lines open, as well as by abiding by the timelines given. We want to provide excellent service and quality hospitality for your team. If a timeline is going to be missed by your team for any reason, please communicate with us in advance as this may prevent unnecessary misunderstanding or reservation cancellation.

Thank you for choosing YWAM Jamaica!

Blessings,

John & Danya Hess

Ministry Co-Directors

Email: teams@ywamjamaica.org