
FORUM VOLUNTEER TRAVEL POLICY

Why is this policy necessary?

1. *Volunteer Rest and Recovery*

It is essential for volunteers to arrive by early evening on the Wednesday before the Forum so that they are able to travel the three hours to our conference site, settle in at the hotel, and recover from transatlantic travel before the Forum begins. On Thursday morning, training activities for some volunteers start at 8:00 AM. A nice dinner, a solid night's sleep, and waking up in time for breakfast will help with jet lag and acclimating to a new environment.

2. *Staff Time and Resources*

The Forum Staff loves the volunteer team, and we do as much as we can to ensure that your time at the Forum is enjoyable and meaningful. However, staff members are unable to organize a welcome and transportation for volunteers arriving outside of the designated arrival window.

What do I need to know before booking my flight to the Forum?

ARRIVAL:

1. You must fly to John Paul II International Airport Krakow-Balice **not** Katowice International Airport.
2. You must arrive on **Wednesday, May 17th, 2023**.
3. Our staff will be welcoming volunteers at the airport in between **10:00 AM - 6:00 PM (18:00)** on Wednesday, May 17th, 2023. **YOUR FLIGHT MUST ARRIVE BY 6:00 PM (18:00).**
4. You are welcome to book a flight arriving before 10:00 AM, but please note you will be waiting at the airport for our staff to arrive to greet you.
5. If you arrive in Krakow later than 6:00 PM (18:00) on May 17th, 2023 or if you fly into Katowice, you will be responsible for booking and paying for your own taxi to Wisła (approximately \$200 USD).

DEPARTURE:

1. You must depart from John Paul II International Airport Krakow-Balice **not** Katowice International Airport.
2. The Forum Volunteer Trip ends on **Saturday, May 27th, 2023**. Breakfast and transportation to the airport will be provided on this day. All services, activities, and lodging end by 12:00 PM.
3. If you are staying in Krakow for personal travel beyond Saturday, May 27th, 2023 you are responsible for all expenses. You will receive cash to cover the cost of a taxi to the airport (or train station) from the Forum's hotel in Krakow but arranging the taxi and any additional transportation costs are your responsibility.
4. If you choose to depart from Katowice, you will be responsible for booking and paying for your own taxi to the airport (approximately \$150 USD).

All travel plans are due by March 15th, 2023.

By signing below, you are committing to abide by the above policy, accepting the financial responsibilities that result from failure to adhere to it and agreeing to submit your travel itinerary by **March 15th, 2023**. In addition, you are accepting all financial and planning responsibilities for travel problems (delays, cancellations, and missed flights).

Name (printed)

Signature

Date