
ELF VOLUNTEER TRAVEL POLICY

We have this policy in place to ensure that volunteer travel runs as smoothly as possible. We appreciate you reading through the details below and using this as a guide when making travel plans.

What do I need to know before booking my flight to ELF?

ARRIVAL:

1. You must fly to John Paul II International Airport Kraków-Balice **not** Katowice International Airport.
2. You must arrive on **Wednesday, May 14th, 2025**.
3. Our staff will be welcoming volunteers at the airport between **10:00 AM - 6:00 PM (18:00)** on Wednesday, May 14th, 2025. **YOUR FLIGHT MUST ARRIVE BY 6:00 PM (18:00)**. We kindly ask volunteers to arrive within a specific time frame as staff are busy managing various projects leading up to ELF.
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 Kraków later than 6:00 PM (18:00) on May 14th, 2025, 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 Kraków -Balice **not** Katowice International Airport.
2. The ELF Volunteer Trip ends on **Saturday, May 24th, 2025**. 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 Kraków for personal travel beyond Saturday, May 24th, 2025 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 ELF hotel in Kraków 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 14th, 2025**.

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 14th, 2025**. In addition, you are accepting all financial and planning responsibilities for travel problems (delays, cancellations, and missed flights).

Name (printed)

Signature

Date