



SHIRTS ACROSS AMERICA

Adult Team Lead Checklist Washington

- Complete SAA Background Check Authorization**
Friday, November 10, 2017
Background checks must be complete before continuing to any of the next steps.
- Submit Online Airline/Medical Form**
Wednesday, November 15, 2017 by 5pm (PST)
Photos of the front *and* back of your health insurance card are required to submit this *online* form.
- Submit online Partner Volunteer Registration/Waiver Form**
Wednesday, November 15, 2017 by 5pm (PST)
Fill out *BOTH* the Habitat for Humanity and the SBP Waiver. The Habitat for Humanity Waiver will need to be printed, the SBP Waiver is an online form. For the SBP Waiver, *DO NOT* fill in "Volunteer Date" info. Only fill in fields *beginning with "About You."*
- Print and turn in SAA Release Form**
Wednesday, November 15, 2017 by 5pm (PST)
You can either scan and email the completed form to neworleans@shirtsacrossamerica.org OR mail the printed copy directly to our office.
- Pay Trip Deposits**
Initial Trip Deposit
Non-refundable deposit of **\$685 is due Wednesday, November 15, 2017 by 5pm (PST)**
Final Trip Payment
Non-refundable trip payment of **\$675 is due Wednesday, January 31, 2018 by 5pm (PST)**
There are TWO payment options
Payment option #1—Credit Card
Pay with a credit card by clicking the "Buy Now" button below
Note: a 3% bank processing fee will be added to your payment if you choose to pay online.
Payment option #2—Check
Make checks payable to Shirts Across America. Checks can either be turned in at the Mandatory Trip Meeting on **November 14, 2017 at 7:30pm at Kane Hall on University of Washington Campus** or mailed directly to our office.