



Team Number Change Form

Today's Date: _____

Team Name: _____

Leader Name: _____

Location: _____

Dates of Trip: _____

Person(s) Leaving Team and Brief Explanation

1. Name: _____

Explanation: _____

2. Name: _____

Explanation: _____

3. Name: _____

Explanation: _____

Person(s) Being Added to the Team

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

The date this form is postmarked (via email or USPS) will be the date the cancellation policy goes in affect. Please be sure to review the Trip Policies for team members cancelling at <http://www.shorttermtrips.org/index.php?pid=31>. All new team members MUST complete all the required paperwork within 7 days of submitting this form. All training must be complete 30 days prior to the trip start date.