


This short guide provides step-by-step instructions to help parents/guardians through enrolling in a Teen Summer Trip (TST) – thank you for traveling with purpose!

Quick Notes Before You Begin

- Estimated time to complete the online application: about 10 minutes. If the application sits inactive for a period of time, it will time out and you will need to log back in and start over unless information is saved.
- To save the application as you progress: scroll to the bottom of the page and click on “Save for Later” to ensure that any information entered will be saved.

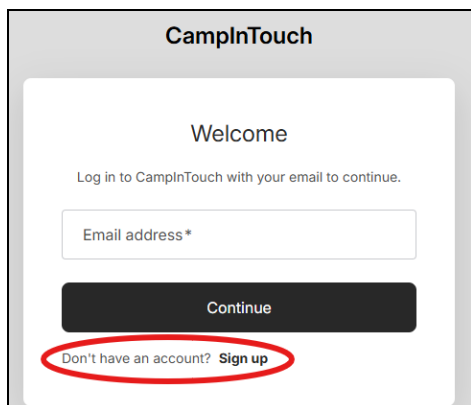
 Save your work and complete this form at a later time

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- If you have any issues filling out the application, you contact us through the following ways:
 - Global Works via the online chat at www.globalworkstravel.com
 - Email info@globalworkstravel.com
 - Call 303-545-2202

Step-by-Step Enrollment

Step 1: Create an Account

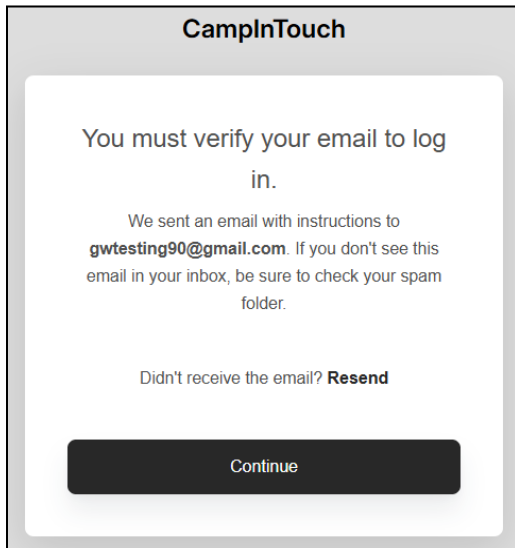
- A parent or guardian should begin the application by creating an account
- If you’ve traveled with us before, log into your account.
- If you’ve never traveled with us before, click on “**Sign up**” beneath the login screen



- Once you’ve clicked “Sign up”, enter your email address and click “Continue”

- Create your account by entering your first name, last name, creating a password and agreeing to the terms of service.

- Once all required fields are input, click "Continue".
- You will need to verify your email address before you are able to log into your account.



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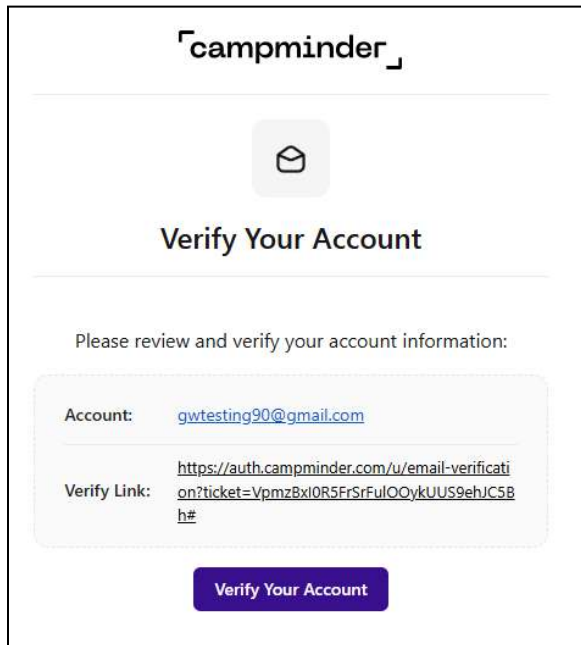
- Navigate to your email inbox and find the verification email
 - The verification email should be from: do-not-reply@campminder-noreply.com
 - If you don't see it, check your spam folder.

- The verification email subject line should look like this:



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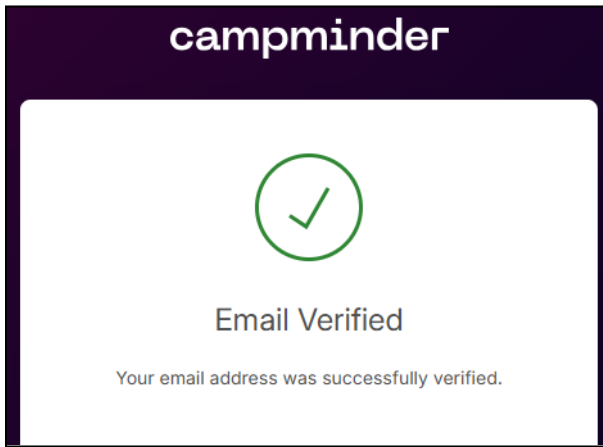
- Once you open the email, you should see:



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- Click on "Verify Your Account"

- A pop up will show indicating that your email has been verified



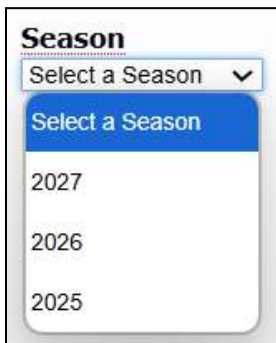
- Once your email is verified, go to [Global Works homepage](#) and click on "Enroll".
- You should now be able to start the student application

Step 2: Participant Application

- To begin the application, you may need to log into your account again.
- Once logged in you should see:



- Select the season (year) in which your student plans to attend



- Once the season year is selected, the a pop up box will appear

Application Instructions

1. This form **MUST** be filled out by a custodial parent or legal guardian.
2. A separate application must be completed for **each child** you want to register.
3. Use the **Continue** and **Back** buttons on each page to navigate through this online form.
4. Required fields are underlined in red.

If you have any questions, please contact the program office at 303-545-2202 or email

Close

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- Fill out the participants demographic information including full name as it appears on the student's passport.
 - Required fields include: first name, last name, preferred name, gender identity, pronouns, date of birth, grade, school name and t-shirt size.
 - Make sure the applicant's name matches their government ID or passport to avoid issues with travel documents.

[My Account](#) | [Help](#) | [Log Out](#)

Participant Application

email: gwtesting90@gmail.com [Instructions](#)

Season
2026

How did you hear about us?
Select

Enter information about the **Global Works participant** on the right.

Enter the participant's name (first, middle, and last) as it appear's on his/her/their passport.

First Name

Middle Name

Last Name

Preferred Name

NAME PROGRAMER GOES BY

Suffix None

Gender Identity Select

Pronouns Select

Date of Birth MM/DD/YYYY

Grade Select
2025-2026 SCHOOL YEAR

School

T-Shirt Select

I agree to the [Terms of Use](#) and [Privacy Policy](#).

Begin Application

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- For the “How did you hear about us?” question, please select the way in which you found out about us.

- Agree to the terms of use and privacy policy by selecting the checkbox



- Once completed, select "Begin Application"

Step 3: Application Pages

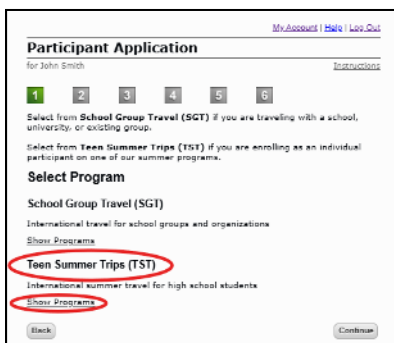
The application has 6 pages total and you can begin the application and return to complete it at any time, it does not have to be finished in one sitting, however you must click on "Save for Later" at the bottom of the page to ensure that any information entered will be saved. The application should take approximately 10 minutes to complete.

Application Pages overview

1. [Program Selection](#)
2. [Household Information](#)
3. [Additional Information](#)
4. [Second Choice Program, Lodging Policy & Height/Weight, Mobility Considerations](#)
5. [Billing Information](#)
6. [Enrollment Agreement](#)

Page 1 - Program Selection

- Select the Teen Summer Trip (TST) program that you will be going on. Under "Teen Summer Trips", click on "Show Programs".



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- A full list of TST programs will appear, select the checkbox next to the program you will be going on and click "Continue" at the bottom of the page.

Page 2 - Household Information

- Complete the following fields:
 - Household address and phone number
 - Your Personal information (Parent/Guardian)
 - Second Parent/Guardian Info

- Emergency Contacts
- Promotions & Coupons (if applicable)
- Any fields with a red line underneath the title are required fields. You will not be able to proceed onto additional pages until required fields are completed.

Page 3 - Additional Information

- Upload a current photo of the student by clicking on “Click Here to Upload” on the bottom of the gray silhouette

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- Enter the student’s cell phone number and email address under “Programmer Cell Phone” and “Programmer Email”

Page 4 - Second Choice Program, Lodging Policy & Height/Weight, Mobility Considerations

- Second Choice Program Select
 - From the drop down menu, select a second choice program.

- Lodging Policy
 - From the drop down menu, select who you would like to room with during the program.

Lodging Policy

Students stay in rooms congruent with their gender identity, as communicated to Global Works. For a student that identifies as non-binary, we ask that they communicate their lodging preference. Students are not permitted to enter rooms that are not assigned to them unless given permission by the program staff.

With our Lodging Policy in mind, who would like to room with during the program?

Select one

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- Height, Weight & Mobility Considerations
 - Input the participants height, weight and any mobility considerations.

Height, Weight & Mobility Considerations

We ask for height, weight and any mobility considerations to ensure that each participant is safely matched with appropriate gear and equipment for physical activities such as rafting, ziplining, or snorkeling.

What is your student's height in feet and inches? (I.e. 5'4)

What is your student's weight in pounds?

Does your student have any mobility considerations that may affect their participation in activities?

Page 5 - Billing Information

- On the Billing Information page, you will see deposit and balance summary boxes in blue.
- Under "Deposit", select the method in which you want to pay your deposit

Deposit

What form of payment will you use for the deposit?

Check

Debit/Credit Card

eCheck

- Under “Payment Schedule for Balance”, select the method in which you want to pay. Options include:
 - **Pay in full via eCheck by due date (eCheck):** A deposit is due at the time of enrollment.
 - After enrollment, you may make payments in any amount at any time up to your final due date.
 - For Teen Summer Trips, the balance is due by January 31, 2026.
 - For students who enroll after January 31st, the tuition due date is indicated on the invoice email.
 - Any remaining balance will be automatically charged to the ACH account on file on the due date.
 - **Pay in full via debit/ credit card by due date (Debit/Credit Card):** A deposit is due at the time of enrollment.
 - After enrollment, you may make payments in any amount at any time up to your final due date.
 - For Teen Summer Trips, the balance is due by January 31, 2026.
 - For students who enroll after January 31st, the tuition due date is indicated on the invoice email.
 - Any remaining balance will be automatically charged to the debit/credit card on file on the due date. Please note that all credit card transactions are subject to a 2% processing fee.
 - **Monthly Installment Plan (CC) - starts March 15th (Debit/Credit Card):** You will be charged in equal monthly installments.
 - Payments are automatically charged to the credit/ debit card on file the 15th of each month.
 - All credit card transactions are subject to an additional 2% processing fee

Page 6 - Enrollment Agreement

- Read through the Enrollment Agreement and when complete check the box indicating that you have read and understood the agreement

PARTICIPANT AND/OR PARENT OF A MINOR PARTICIPANT AGREE: I HAVE CAREFULLY READ, UNDERSTAND, AND VOLUNTARILY SIGN THIS DOCUMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND LEGALLY BINDING UPON ME, MY SPOUSE, PARTICIPATING CHILD AND OTHER CHILDREN, AND PARTICIPANT’S/PARENT’S OTHER FAMILY MEMBERS, HEIRS, EXECUTORS, REPRESENTATIVES, SUBROGEEES, ASSIGNS, AND ESTATE. ALL PARTICIPANTS MUST SIGN BELOW. IF PARTICIPANT IS A MINOR (THOSE UNDER 18 YEARS OF AGE), AT LEAST ONE OF THE PARTICIPANT’S PARENTS OR LEGAL GUARDIANS MUST ALSO SIGN BELOW.

I carefully read and understand the TERMS & CONDITIONS and voluntarily sign this document in acknowledgement and agreement that it shall be effective and legally binding.


I understand that my signature is valid and legally binding whether I choose to electronically sign, or sign a printable version of this Document.

- Add a digital signature and date at the bottom of the page

○ **Signature**

- Click on “Submit” to complete the application
- A blue box will appear letting you know that your application has been received. Look for an email from Global Works to confirm your enrollment and provide you with next steps.

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 We have received your application and are excited that you will be joining us! Please look for an email from us to confirm your enrollment and provide you with the next steps.

Would you consider a donation to our non-profit partner, Wonderfolk? Help us close the opportunity gap by providing funds for students from low-income families to attend service-learning travel programs. Wonderfolk is a non-profit 501(c)3 organization and all donations are tax deductible. [Donate here!](#)

Contact us at any time with questions!

Yours in the journey,

The Global Works Home Office Team

Application Submitted