



## Short-Term Mission Trip Policies & Procedures

Short-term mission trips can be rewarding and life-changing; however, they can also be stressful. Please consider factors in your personal life at this time that may distract and prohibit you from fully committing to the mission of the trip and adapting to unusual conditions.

If you are interested in participating in a short-term mission trip with Southeast Christian Church, please read the following:

- You must complete the online application, pay the non-refundable contribution, AND submit all required paperwork before your application will be processed and reviewed.
- Your application will be reviewed and a personal interview may be required. You will be notified when you are approved as team member.
- Once accepted, team members are expected to attend all team meetings. Each team member must attend a mandatory retreat prior to departure. Please verify that you are available for the retreat before applying for the trip. Dates are listed along with the information for each trip.
- Participants must adhere to the Team Covenant.
- If you live outside of Louisville, KY you will be required to travel at your own expense to and from Louisville. All team members must travel together to and from Louisville.
- All trip costs are the team member's responsibility. Half of the trip cost is due 4 weeks prior to departure for Local trips, 6-8 weeks prior to departure for U.S. trips, and 10-12 weeks prior to departure for International Trips in order to purchase airline tickets. Trip balance is due 5 business days prior to departure.
- Fund raising is an integral part of your short-term mission experience.
  - Do not let money keep you from applying for a short-term trip. God could be waiting for an opportunity to show you how big He is!
  - You may not begin to raise funds until you are notified of acceptance to the team and informed of proper fund-raising procedures.
  - Detailed fund-raising guidelines and materials will be provided at your 1<sup>st</sup> Team Meeting.
  - If full support is not raised, the balance is your responsibility.
- If you are unable to participate in your trip for any reason, the Missions Ministry must receive cancellation as soon as possible.
  - You may be responsible for all trip costs.
  - Monies put towards mission trips are contributions and IRS rules state contributions are non-refundable.
  - By completing the online application you acknowledge that the church has full authority to apply your contribution, designated for this trip, to other purposes in the event the trip is cancelled for any reason or you withdraw from the trip.

- Some trips may be prohibitive for certain physical and medical conditions. If you have physical or medical limitations, please apply for a trip in which you are physically able to participate. If you have concerns about any possible limitations, please discuss this with the Missions staff and trip leader.

### **Additional Information for International Mission Trips**

- Passport and vaccination costs are not included in the trip cost and are the responsibility of the team member. No funds received through trip contributions can be used.
- **Passport:**
  - A passport is required for all trips out of the continental U.S.
  - Your passport must be valid at least 6 months beyond the dates of your trip return date and have available visa pages if your trip requires a visa.
  - Renew or apply for a new passport now! To obtain a passport, you will need a certified birth certificate (not the hospital record), two passport photos, and a driver's license. The passport application and further information is available at online: [www.passports.state.gov](http://www.passports.state.gov)
  - A passport can cost \$135-\$195, depending on when you apply.
  - You should allow 6-8 weeks for your passport to arrive. Also, remember that it sometimes takes state agencies several weeks to provide a certified record of your birth if you don't currently have one.
- **Immunizations:**
  - **Team members assume the responsibility and liability for their personal health decisions.**
  - The Missions Ministry supports the immunizations recommended by the Center for Disease Control [www.cdc.gov/travel](http://www.cdc.gov/travel) . Call your physician or the International Travel Clinic to determine costs and which ones are needed. Plan anywhere from \$10-\$500.
  - **Contact the International Travel Clinic (852-3691) or choose any other provider at least 4 - 6 weeks before your trip to allow time for shots to take effect and to find out which shots are recommended for the particular country to which you are traveling.**
  - Recommended vaccinations for all trips: Hepatitis A & B, Measles/Mumps/Rubella (\*if born after 1956), and Traveler's Diarrhea RX.
  - **Required vaccinations for all trips: Tetanus/Diphtheria.**