



## Short-Term Mission Trip Policies & Procedures

Short-term mission trips can be a rewarding and life-changing experience. 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 be an active Southeast member or attendee for at least 6 months with verifiable attendance/participation.
- You must complete the online application, pay the non-refundable trip deposit and submit all required paperwork before your application will be reviewed and processed.
- Your application will be reviewed and a personal interview will be required. You will be notified when you are approved as team member.
- Team members 18 and over, must complete a Southeast Confidential Volunteer Application, which includes a criminal background check.
- You must complete the MinistrySafe Online Training and questionnaire and review the Southeast Child Safety Policy.
- Once accepted, team members are expected to attend all team meetings. Dates are listed along with the information for each trip. Please verify that you are available for all meetings prior to applying for the trip.
- Participants must adhere to the Team Covenant.
- If you live outside Louisville, you will be expected to travel at your own expense to and from Louisville for all meetings and for the trip. All team members must travel together from Louisville and return together.
- All trip costs are the team member's responsibility. Each trip has designated due dates for half and final funds. These dates are listed in the application and must be adhered to.
- Raising support 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!
  - Considering inviting friend and family to support your trip financially and prayerfully.
  - You may begin fundraising after you have been notified of acceptance to the team and informed of proper fundraising procedures.
  - Detailed fundraising 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 paid towards mission trips are contributions and IRS rules state contributions are non-refundable.

- By completing the online application, you acknowledge that the church will 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 immunization 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: <https://travel.state.gov/content/passports/en/passports.html>
  - You should allow 6-8 weeks for your passport to arrive. It sometimes takes state agencies several weeks to provide a certified record of your birth if you don't currently have one.
  - A passport can cost \$135-\$200, depending on when you apply.
- **Immunizations:**
  - **Team members are expected to assume the responsibility and liability for their personal health decisions.**
  - The Missions Ministry supports the immunizations recommended by the Center for Disease Control. Check [www.cdc.gov/travel](http://www.cdc.gov/travel) to find out which immunizations are recommended for the country to which you are traveling.
  - Consult with your physician about the recommendations and discuss which immunizations you need.
  - Check with your health insurance to see if any of these immunizations are covered by your insurance. Plan to spend anywhere from \$10 - \$500.
  - Contact an immunization provider, your physician, UL Vaccine and International Travel Center (562-2822), Passport Health (423-9799) or others. Plan 4 - 8 weeks before your trip to allow time for shots to take effect.
  - 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:** Diphtheria-Tetanus-Pertussis vaccine