



Short Term Mission Trip Policies and Guidelines - Adult

Trip Destination: _____ **Dates of Trip:** _____

Participant Name: _____

Your Personal Financial Contribution to your Mission Trip

1. You are required to make a **deposit of \$50 if trip cost is under \$1000 or \$100 if over is \$1000 toward the cost of your trip.** This amount is due when you commit to going on the trip.
2. Support for short-term participants will be: trips costing under \$1,000 can receive up to 20% of total trip cost, limited to one trip annually. (Example: \$450 trip cost – PPC would give \$90) Trips costing over \$1,000 can receive a maximum of \$350 for the first trip and a maximum of \$100 for subsequent trips limited to one trip annually. The form Request for PPC \$\$ Support must be completed and turned in to the leader 1 week after the first team meeting. (Example: if the first team meeting is December 1, to be eligible for support the form needs to be turned in by December 8.)
3. Personal contributions for mission trip expenses are **legally non-refundable.** If you are unable to participate, your donated funds will be used to support other Patterson Park Church missional activities.

Raising Your Mission Trip Support

1. You are responsible to raise support (the cost) for your mission trip.
2. You will receive a packet with guidelines on how to write and distribute letters to your family and friends inviting them to make donations for your mission trip.
3. If you choose not to participate in support fundraising, you are fully responsible for the cost of your trip. If you do not raise the full amount of support, you are responsible for the balance or you will be unable to participate.
4. Target dates for raising support:
100% of support must be received by 45 days before departure
You are responsible to be paid in full by 1 month before departure.

5. In the unlikely event the trip is cancelled or the team member is unable to attend, the donation will be used for similar missional activities.

Travel

1. As a member of the mission team, you will be required to travel with the group. (All arrangements are made based on the number of travelers so individual itineraries would increase costs and complications for the entire team). Do not plan any personal excursions or changes to the trip itinerary.
2. Personal expenses associated with travel are **not** reimbursable. This includes postage, passports, immunizations, supplies, lost luggage, etc.
3. Where possible, the team leaders will schedule sightseeing but this is not guaranteed due to the complexity and expense of some trips.

Team Leadership

1. Each team member agrees to be a cooperative member of the mission team. Your team leader is responsible for the team's safety and needs you to respect his/her leadership during team training and throughout your travels. Because of the leader's experience and knowledge of the city/country culture, decisions will be made for your safety and protection which must be respected and supported.

By signing below, I represent that I have carefully read the above policies and guidelines for participation in a Patterson Park Mission Trip and accept the conditions as listed above.

Participant Signature _____ **Date:** _____

Date Received: _____ **Approved by:** _____