

LOGISTICS

JUST THE FACTS

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Just the Facts

Logistics—Before, During and After

This document contains seven sections of important information about the basic facts of the trip. We hope that these tools are helpful as you prepare the logistics of travel, food, health and finances. However, travel planning is only a small part of what it means to prepare for a mission trip. Please use these tools for the logistics of the trip in conjunction with the Missio Dei, Spiritual Growth, Team Building, Cultural Sensitivity and Follow-Up tools.

ICON KEY	
	Exercises
	Journaling
	Forms
	Bible Study

Travel Preparations

You can never start too early with your preparations!

Pre-Trip

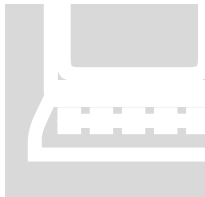
It is highly recommended for your group to send people/a person to the mission site in advance of your mission trip.

Your host missionary or ministry will arrange housing, local transportation, introductions and showing the site. Video or take photos of the areas where you will be on the trip. This will give you a much better idea of knowing what ministries and work projects are available for your group. Every year your ministry site and opportunities change, so this pre-trip is helpful every year.

Make your pre-trip reservations with Mission Mobilization and Connection, your ministry host or your Merge Trip Facilitator as early as possible.

Photos of Ministry Sites

If you cannot get to the ministry site for a pre-trip visit the host ministry or trip facilitator can send you photos of your ministry site. Photos and video can be shared through e-mail, websites, blogs or Facebook.



Checklist

Use this form to keep track of tasks that need to be completed for your team. If you have appointed a Team Administrator, that person on your behalf can complete these tasks.

- _____ Determine dates and location of ministry with Mission Mobilization and Connection, a ministry partner or Merge Ministries.
- _____ Initial Deposit sent to Covenant World Mission
- _____ Flights booked and information e-mailed to ministry host or trip facilitator.
- _____ Final numbers with a breakdown of males and females, as well as student/adult ratios e-mailed to ministry host or trip facilitator
- _____ Balance due to Covenant World Mission one month before trip begins
- _____ Responsibility/Parental Consent/Medical Forms handed out, completed thoroughly, collected
- _____ Emergency Contact Form completed, copies made (For team leaders and Church Office)
- _____ Have all airline tickets and passports in your possession (We suggest the team leader carries all tickets and passports for youth teams. Adult teams may choose to let individuals carry their own - make sure people have theirs before departure.)

Travel planning is only a small part of what it means to prepare for a mission trip. Make sure you do not neglect the other sections in order to engage in true partnership.

_____ Make 3 copies of each passport-picture page open (Individuals need to carry one copy on them at all times, team leader should carry one set at all times and one should be left with your church.)

_____ Other:

Transportation

Airlines

A number of travel agencies are available which provide excellent discounts on international air travel. For group mission trips it is best to go through an agency. It is recommended to have an agent working on your behalf to find the best deals and in case there are any last-minute changes to your itinerary. Agencies who work with team travel include:

- Raptim Travel, Inc (www.raptimusa.com); 800.777.9232
- MTS Travel, (www.mtstravel.com)
- Fellowship Travel International, (www.fellowship.com)
- A Wide World of Travel, (www.wideworldtravel.com)

Using a travel agent may give you access to group rates. Shop for fares in order to get the best prices. Arrange for tickets 2-3 months prior to travel. The larger the group, the earlier the travel arrangements should be made. Be sure you check with your hosts in regards to the itinerary before you purchase the tickets.

Travel

The team leader may want to handle tickets or designate another adult on the team to carry the tickets for everyone. Groups should be at the airport 3 hours before departure. It takes longer for groups to move through check-in and security than you may imagine. Summer can be a busy travel time for airlines. It is better to be too early and wait at the airport than risk not making the flight.

Ground Transportation

In most countries, the receiving mission will provide local transportation from the airport and to the project site. Work through ground transportation details with the host. The mission may be able to provide chauffeurs for vehicles. It is possible that passengers will need to ride in the back of an open truck. Check ahead with the mission, so that appropriate clothing for getting in and out of trucks may be brought (such appropriate clothing may not include shorts for women). Be prepared to be flexible regarding the use of local transportation. It may not leave on time; it may not arrive at the destination on time; it may not be comfortable; it may not be air-conditioned. Never leave anything valuable in a parked vehicle.

Rental Vehicles

If it is necessary to rent a vehicle for the team, check well ahead of time about the requirements for rental vehicles. In most cases, the driver must be over the age of 25. A major credit card must be used.

Driving yourself is not the best answer in many countries! Talk to your host missionary. Oftentimes it is better to give someone who knows the area and culture a job.

Check the limits of your church's vehicle insurance. Find out vehicles covered and coverage in the country to which you are traveling. Often a 15-passenger van is not covered for insurance by the church's policy and the insurance coverage offered by the rental agency must be used. Find out if the host country requires international drivers' licenses. In some countries, it is illegal for a foreigner to drive a vehicle owned by a national.

It is often advisable to rent vehicles from an American company in the country you are going, if it's possible. Local companies may have many hidden costs not listed up front.

Chauffeur

The designated driver should be mature and competent, as well as confident in their driving. In an aggressive (as related to driving) international situation, a timid driver may put your group in danger.

Caravans

When driving in a caravan, keep up with the vehicle in front of you. If you become separated from the caravan, pull over to the side of the road and wait for the trip coordinator to find you. Do not attempt to locate the caravan on your own.

Travel Documentation

Passports

Entering another country will require a passport. Apply for passports and renewals as soon as possible. If you have a passport in hand already and it will expire within 6 months of the trip, apply for a new passport. All information about passports and renewals can be found at <http://travel.state.gov/>

Visas

The team leader should determine the visa requirements of the targeted country. Start early on the process of obtaining a visa. At the same time, be aware that most visas should not be obtained sooner than three months before departure or they may expire before they are utilized. Travel Document Systems can provide information regarding visa needs in other countries. They provide visa application forms as well, and will process visa requests, if necessary, for a modest fee. You can find them at <http://www.traveldocs.com>, or phone them: 1-800-874-5100.

Care of Documents

A copy of the passport should be carried separately from the passport. It is advisable that a copy be kept by the leader, as well as with a contact person at home. . When teenagers are involved in a trip, it is recommended that an adult be assigned to be responsible for all documents for the teenagers. It is advisable that the team leader be aware of the location of the nearest American Embassy or Consulate in case of lost or stolen passports.



Permission Forms

For any child under the age of 18, a signed **Parental Release Form** must be provided to the team leader. A signed **Volunteer Release Form** for each participant should be provided to the team leader. Samples of these forms included at the end of this document.

Immunization

Some countries require immunizations before allowing the traveler to enter. The team leader should check www.travelersvaccines.com (or contact your local doctor's office) to find country-specific requirements for vaccines and any disease warnings. If an immunization is required, the US Public Health Department will provide a yellow international immunization booklet, in which all immunizations will be recorded. Additional optional immunizations may also be recorded, such as Tetanus. Each team member should carry this document with his/her passport.

Food

How to eat well and stay healthy.

If possible, it is most helpful to have one person, or group, take care of all your meals and food needs. (If you are working with Merge they can coordinate this for you.) A per-person food fee includes all food, water and donations to the cooks.

Money not spent on food will be reimbursed to your group. Food service coordinated by one person or group should include:

- **Breakfast**—Every breakfast will be cold food including cereal, fruit, juice, sweet rolls, etc.
- **Lunch**—(Depending on your country, lunch and dinner may be switched.) Lunches will be sandwiches, chips, cookies, fruit, vegetables & other assorted items.
- **Dinner**— Dinner will be your one cooked meal of the day. Merge will hire local cooks to make authentic, regional dinners for your group.
 1. A food coordinator encourages your input on what your group would like to eat. Be sure to mention dietary restrictions, food allergies and vegetarians before you arrive.
 2. Food coordinator will supply all water and ice - always purified.
 3. Meals at restaurants are not included in the food service price.
 4. All money not spent on food will be reimbursed to the group at the end of the week.

Please note that some of this information is Merge specific

5. Eating local food meals makes your ministry more effective. The nationals appreciate your desire to understand and know their culture. Food is an important part of every culture.

Do Your Own Food

Your group may save money by bringing your own cooks, purchasing your own food, and preparing your own meals. Kitchen facilities may be available for your use, however the quality of the facilities varies according to the site. If your group cooks its own food, your group is responsible to purchase your own water & ice for your group. You will need to bring your own ice chests and water coolers.

If you are coordinating meals yourself the ministry host or trip facilitator will guide you to a local grocery store. Please note that the products available are not what you would be use to in North America. Also, the language may be different and you will need to bring your own translator to help with shopping.

Consider having the women of the church prepare your dinners, since culturally their way of being involved is to make dinners for the groups. Talk to your ministry host or trip facilitator about your destination to find out more.

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Food Choices

We must remember that we come from wealth, from a culture full of choices. The food options of North America are not the standard around the world. While refusing food might be an entitlement here in our culture, it can be considered rude in a culture that is not afforded such options. Acceptance of the food is a much bigger deal than we may even realize. For many hosts, providing a meal is a way to express hospitality, gratitude and deep care for your team. Refusing food may insult the hosts and undo what the mission team seeks to communicate about the love and grace of Jesus Christ.

mission team seeks to communicate about the love and grace of Jesus Christ.

With this in mind, if there are picky eaters, vegetarians, or individuals struggling with eating disorders on your mission team, you need to talk about a “plan of action”. If food is served that you are unsure about, don’t refuse it outright – either subtly share it with another team member or spread it around on your plate so it isn’t obvious you didn’t eat it. If there is a way to graciously decline, do so. If the food looks unappetizing to you, be aware of your verbal and non-verbal reaction to it – don’t make faces or squeal or stick your tongue out. Vegetarians may need to eat a bit of meat during the mission, so they won’t go hungry or disrespect the hosts. Eating disorders bring in another level of conversation – so food is not wasted and individuals do not get ill.

**Here are a few things to remember about food:**

- Lack of refrigeration, pasteurization processes, or adequate food-handling regulations may contaminate the local food supply.
- Food prepared by the team members is safe, if basic rules of food-handling are observed:
 - Wash hands before touching food,
 - Cold foods should be kept cold, and hot foods kept hot.
 - Peel local fruits and vegetables,
 - Avoid lettuce unless properly disinfected.
 - Food prepared by mission guesthouse staff, or by local cooks chosen by the team leader or missionary, should be safe.
 - Food prepared in restaurants may have some unsafe items. Best choices – fully cooked food served hot, fresh breads, fruits that can be peeled, bottled water or drinks, or hot drinks.
 - Food prepared on the street is the most dangerous, even though it smells delicious!
 - Do not eat raw eggs, uncooked meat, or unprocessed cheese.

Health and safety**Health Guidelines**

Oftentimes traveling to a new place, eating new food, sleeping in a new environment, living among different people (by different we mean your mission team – they're not your familiar family), working with a new schedule can all challenge people physically. Flying overseas and not eating your favorite cereal every morning can mess up your internal systems and cycles. So, it's important the team take care of themselves. Here are some matters to consider:

- It is strongly advised that each participant be sure to have health clearance. A health condition (including allergies of any sort) would not necessarily keep a participant from going on the mission trip, but a doctor's clearance is very advisable in order to prevent a health crisis while the team is away.
- The host mission should be advised of any specific food allergies (not likes/dislikes!) among members of the team in order to plan appropriate menus. If alternative foods are not available in the trip location, the team member may need to bring their own food.

Health History/Emergency Contact

Each team member should bring prescriptions (including epi-pens) necessary for the duration of the trip. Team leaders should gather a summary of each participant's health history and prescription routine.

Choose an Emergency Contact Person at home who can retain all pertinent contact information for families of persons on the mission trip. In this way, should an emergency involving the entire team occur (i.e. delay in departure), one person can be contacted from the country. That person will then call the other families involved.

The team leader should also have a list of the contact name and phone number of each individual on the trip. The emergency contact number of the project site should also be distributed to all families of the team members. The number should be used only in case of emergency.

Medical Insurance

All trip participants are required to show proof of medical insurance. Check with your own insurance plan to determine whether it covers you when outside the borders of the United States. Make no assumptions about the coverage. Each team member must fill out a Medical Insurance Information form and give it to the team leader before the team departs. (See sample at the end of this section.)

If your insurance plan does not cover you outside the United States, the following are a list of some Travel Insurers that may be contacted:

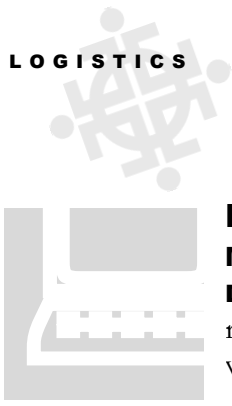
- **Access America:** www.accessamerica.com 800-284-8300
- **Travelex Insurance:** www.travelex-insurance.com 800-228-9792
- **TravMed:** www.travmed.com 800-732-5309

Water

- Be sure to ask the host if the tap water is unsafe or safe.
- Never drink **unsafe** water, eat ice made from it, or use it to brush your teeth.
- Drink **safe** tap water sparingly the first few days, especially if you are sensitive to water changes. Be careful about all cold drinks made with water.
- If the water is purified, there should be no problem. Remember if you need to drink purified water, use it to brush your teeth as well.

**Sanitation**

- Utilize the basic rules of hygiene:
 - Always wash your hands before eating, after using the toilet, etc.
 - Use gloves when digging in the dirt.
 - Keep your fingernails short.
 - Keep your shoes on as much as possible to avoid parasites that enter through the skin of the foot.
 - Keep your hands away from your mouth and face.
 - Carry wet wipes with you, since washing facilities are not always available. Hand sanitizer is OK, but it's good to have a place to wipe your hands when you wash.
 - Wash hands after handling currency.
- Notify the team leader and seek medical care if any of the following occur:
 - Diarrhea lasting more than 72 hours
 - Inability to have a bowel movement in 72 hours
 - Persistent or severe abdominal cramps or pain



First Aid Kit

Medical kit for the group

Designate a medical person for the team who will be responsible for the medical kit at all times and who will check in with team members regarding health matters.

- Cotton swabs
- Latex gloves
- Alcohol swabs in packets
- Band-Aids of all shapes & sizes
- Thermometer
- Cipro or Floxin (broad spectrum antibiotic)
- Pain relieving rub
- Pepto-Bismol tablets
- Imodium AD
- Ace bandages (3"/4")
- Cloth tape
- Hydrogen peroxide
- Triple antibiotic cream
- Caladryl cream
- Hydrocortisone cream
- Non-stick sterile pads
- Robitussin cough syrup
- Vitamin C tablets
- Cough drops
- Benadryl
- Sudafed
- Gauze bandages (2"/3")
- Visine eye drops

Personal medical kit

The designated medical person will have a medical kit for the team, but not supplies for everyone to use everything. It's suggested that individuals bring some first aid supplies and medications taken regularly.

- Aspirin, Tylenol, Advil – for minor pain
- Antihistamines
- Decongestant nasal spray
- Pepto Bismol or Imodium – for mild traveler's diarrhea
- Small box of Band-Aids and Q-tips
- Antibiotic ointment
- Insect repellent
- Sunscreen
- Multiple vitamin and Vitamin C tablets
- Cough syrup
- Sudafed



15 Ways to Stay Healthy

1. Drink water before you are thirsty – if you are thirsty, you are already beginning to be dehydrated.
2. Do not talk negatively about the local food before the trip. Team members can psych themselves into being sick even before eating the food.
3. Make sure everyone in the group is eating properly. This is not a time to be dieting!
4. Soda is not a replacement for water. Drink water when you are thirsty.
5. Be sure to take regular breaks during a work project – this is true for everyone... even the “tough” guys!
6. Take care to pace yourself – even though you take breaks, you need to vary the tasks you do and the speed at which you work.
7. Be sure to get enough sleep. Don’t stay up late at night talking... the mission isn’t one big slumber party.
8. Wash your hands after (and often before!) using the bathroom and before eating.
9. Don’t share cups or water bottles.
10. Don’t use hands to remove ice cubes to put in a cup.
11. Be careful about staying out in the sun too long – even if you are wearing sunscreen.
12. Make sure to wear a hat when you are working in the sun (and sunscreen)!
13. Make sure the designated medical person is tough and understands psychology. Sometimes a group that needs a lot of attention needs a psychologist more than a nurse!
14. Plan a day “off” – at the beach, shopping or a cultural tour of the city.
15. Designate a night for a USA style dinner. Familiar food can help the team’s morale.

Money and Budget

Budget

Determine the budget for the trip early on in the process. Each team member should have a clear understanding of what is covered in the budget in order to provide clear information to those contributing to the team member's support.

Remember to consider the exchange rate in setting the budget. A helpful website to check out current rates is www.yahooofinance.com. Items that could be considered for inclusion in the budget could be (but not exclusive):

- Preparation costs for orientation sessions
- Leader's expenses, (i.e. pre-trip to project site, group gift for pastor)
- Ministry supplies (i.e. Bibles, songbooks, craft materials, building supplies)
- Food and water
- Housing
- Interpreter
- Medical supplies
- Transportation costs (i.e. airfare, ground transportation, tolls, gas, insurance)
- Documentation costs (i.e. passports, visas)
- Cultural events (i.e. museum visits, ethnic restaurant)
- Miscellaneous (i.e. emergency expenses)

Foreign Exchange

When planning an overseas trip, you should be aware that the exchange rate for the local currency may change daily. The budget for the trip may have been planned based on a specified exchange rate, but on arrival in the country, you discover the exchange rate is lower and the trip will cost you more. An awareness of this possibility should be built into the budget by designated emergency funds to be used to cover such exchange losses.

By the same token, the exchange rate may change to the advantage of the team. The group would need to decide together how to utilize any funds remaining from the trip due to an exchange advantage.

When arriving in a country, determine from the host how accessible will be facilities for providing foreign exchange. Exchange small amounts of dollars at a time if the

currency exchange facilities are easily accessible. Larger amounts may need to be exchanged if such facilities are more difficult to get to. The team leader needs to determine in advance, in consultation with the host, how much money should be exchanged on arrival in the country.

Team members should be aware that they can exchange local currency back into dollars, but the exchange will probably result in a loss of perhaps 10% of the value. Coins are not accepted in currency exchanges. (If the leader has access to the particular foreign currency, it would be good to show the group to help learn value and begin to recognize bills and coins by sight.

Credit/Debit Cards or Cash?

Team leaders should discuss with the host the best way to pay expenses in country – whether it’s through carrying cash, withdrawing money from a local ATM or transferring money to the host ahead of time. If the team carries cash over, divide the cash for the team between leaders on the team to carry. **Do not bring Traveler’s Checks.**

Do not assume that credit or debit cards can be used in the area or country where you are working.

Although ATMs may be freely available, be sure to consult with the host in the country before assuming all financial transactions can be carried out by ATM. (Sometimes the ATMs are accessible, but out of cash!) Be sure to call your bank to let them know you will be traveling out of the country, they will put a travel alert on your account so you can use your debit card in the places you travel.

Individual team members may prefer to carry a small amount of personal cash, but should be sure they have a secure way of carrying it. Using the document pouch and tucking it inside one’s clothes may be the safest way. If men carry their wallets, it’s recommended they put them in a front pocket, not the back. It’s a little more difficult for pickpockets to get them. Women should be careful carrying a purse, even gripping the handles doesn’t guarantee the straps won’t be cut and the purse taken.

Personal spending money would depend on the country to which the team is going. A certain amount for souvenirs and tourism should be planned for. It is difficult to advise regarding the amount, but it should be kept in mind that the primary purpose of the trip is for ministry, and there will be limited time for shopping and tourism events.

Money

The team leader needs to determine at the beginning of the planning process when payments toward the trip need to be made by members, so that appropriate purchases may be made in a timely manner.

There may need to be a decision at the beginning regarding members who do not make payments on time, as to whether they will continue to be members of the team.

The team may want to determine an appropriate percentage of return should a member need to withdraw during the process. For instance, 90% would be refunded if the withdrawal is 6 months from departure, 50% refunded if 2 months from departure, and so on.

- Bring small bills. Many merchants often refuse bills larger than a \$20!
- Exchanging money into the local currency is best.
- Market shopping is in cash only, small bills only.
- Traveler's checks are very difficult to cash. DO NOT bring them.
- Credit cards can be used at some locations, but most team members would have little or no need for them. Some merchants will charge you more for credit card purchases.
- ATM machines are available in some areas.
- Plan to bring, in cash, the money that you will need while in country.

Fundraising

Support

The two primary support needs of a mission team are prayer and finances. They go hand in hand. When people give financially to an endeavor, they are usually also praying and thinking about it.

Prayer

This process must begin with prayer. Acknowledge that apart from Him we can do nothing, but through Him we can do all things – that includes raising the needed funds for the mission trip. Pray for your heart attitude as you begin (some will fear the support-raising process). Pray for His will with your future supporters. Pray that the money is wisely used and with it, that we can effectively minister to many. Pray through all that you do.

Letters

The mission experience needs both prayer and financial support. Each team member should ask family and friends to pray for the trip, and invite them to support the work financially (if appropriate). The team leader should write a sample letter (or copy the one below)⁶² to pass out to the team. This prayer letter should provide ministry details and share personal needs – both for prayer and for finances. Be sure to include information about to whom and where to send a support check.

⁶² This sample letter is adapted from the STEM Ministries, *Sending Partner Training Manual* (Minneapolis, Minn.: STEM Press, 2006).



Dear **[name]**,

I have exciting news! I've been given an opportunity to go on a short-term mission this summer with my church.

Our 14-day mission to location departs date and returns date. We will describe the type of work the team will do. The reason we're going is to share the good news of Jesus Christ with the people of location.

I'd like to ask you to participate with me in this ministry as a sending partner. Financially, I need to raise \$cost before date. Spiritually, I need dedicated prayer support through every phase of this mission – for my fund-raising efforts and team preparation before we leave as well as safety and effective ministry during the mission.

To partner with me through prayer or financial support, please fill out the response form below. Then return the form to the church, include address, in the enclosed envelope with your check payable to the church. Your tax-deductible gift will be receipted.

Remember to pray for safe, effective ministry, health, and changed hearts. I'll tell you all about it when I return home!

Thanks for your prayers, time and generosity.

In His service,

Your name

___ Yes, **[your name]**, I will support you and your short-term mission in prayer

___ Yes, I will support you with a gift of \$_____ to help with this mission.

Make checks payable to the **[church name]** and return to the church office in the enclosed envelope. Do not write the team member's name on the memo line.

Name _____ Phone _____

Address _____

City, State, Zip _____



Raising Financial Support

Support given to those serving the Lord is a biblical principle. Some are reluctant to ask for support because they feel they are begging for money. Raising support for mission service is not begging for oneself, but offering the opportunity to others who cannot go to become part of the mission trip. Remember that people give to God and God gives to you.

Biblical Basis for Support

- Numbers 18 – guidelines for the provision for the Levitical priests.
- Matthew 10:9-10; Luke 10:4-7 – Jesus’ instructions to His disciples.
- Philippians 4:19; Mark 12:41-44 – where our support comes from.
- Romans 15:24; Luke 11:9-10; Nehemiah 2:5 – asking directly for financial support.

Once you are sure that God’s desire is to provide for you as His child, you can raise support with confidence. This assurance only comes after prayer. The people who support you need to see themselves as part of your team, helping to make you as effective as possible in the mission venture you are undertaking.

Team Fund-Raisers

The team can work together to raise support for the mission experience. Take some time to brainstorm fund-raising activities – or discuss options from the ideas listed below.⁶³

Support-ers Activity

Pass out paper and pens and have the team members start making a list of potential support team members. This would be a group of people the individual will ask to give both prayer and financial support to the work of the mission. The list can include family and friends from church, school, work, and the neighborhood.

Buy-a-Mile

Make a poster of a map with a line drawn or string placed between your town and the location of your mission. Or, blow up a map at your local printer and put it on a piece of foam core. Take the total cost of the trip for your group and divide that number by the number of miles you need to travel. This number will be the “cost per mile” of the trip for your group. Then ask people to donate one or more miles. Keep a running total of how many miles are left to raise by drawing in the route with a color marker.

⁶³ Adapted from the STEM Ministries, *Sending Partner Training Manual* (Minneapolis, Minn.: STEM Press, 2006).



Fun Run

Sponsor a 10K run/5K walk. Participants seek sponsors and are charged an entry fee. This provides an opportunity to share about your outreach.

People Auction

People offer services to be auctioned. A variation on this theme is “rent-a-kid” for yard cleaning, window washing, or childcare. A combination of the Event and Auction is to ask local merchants and restaurants to donate products, services, and gift certificates. These certificates can also include certificates by young people to baby-sit or do housecleaning or yard work.

Mission-Themed Dinner

Team members serve as waiters and waitresses in national clothing and present a drama they plan to present on the mission. Prepare food similar to the cuisine of the region where the mission will be. Team members will sell tickets ahead of time and at the door.

Duck Race

Buy, have someone donate, or have a sponsor buy a bunch of yellow bathtub ducks. Write a number on each and “sell” them. On the appointed day, release them into a local stream or creek. The first duck to cross the finish line wins. (Typically a donated dinner at a nice restaurant makes a good prize.)

Penny Drives

Collect change and have supporters gather change for a period of time. You can also have a big jar for collecting change at your church.

Teach-a-Skill

Teach a skill at a workshop. For example, computer introduction for 3 hours, calligraphy, origami, painting, guitar. Charge the by half hour, hour, or session.

Contributions

What makes a contribution tax-deductible?

- Donation made to the church or organization – not to any individual participants. If a donor want to designate for an individual, they may include a post-it note or card that says the individual’s name.
- All purchases and spending are done by the church, organization or team leader representing the organization.

What donations are NOT tax-deductible?

- Donations made to individual participants.
- Donations for individual purposes, spending money etc.

Accounting

All funds must be handled with integrity and honesty. All contributions go to the organization for appropriate receipt and reporting. The team leader may be responsible for directing and administering all team-related expenses, or may choose to designate an individual on the team who has particular gifts in financial detail.

Every dollar that changes hands should be accounted for. Receipts are not mandatory but should be received whenever possible, and especially for every expense over \$20.

Consider using a money pouch or waist bag for keeping cash, receipts, and records of expenditures. Make sure to write down daily expenditures, including the date, description and amount.

Thank You Notes

The church should provide information to team members when a support check is received. Thank you notes should be sent promptly upon receiving information regarding a contribution or a pledge of support.

Important Tips for the Day of Travel

Confirm flight times and reservations at least twenty-four hours in advance.

- Make sure each team member knows exactly where and when to meet. If the team is meeting at the airport, check with airline re: sufficient meeting time, allowing more time for a group. Stress promptness.
- Identify the team luggage with a bright visible tag or tape of some kind.
- Check in as a group. Do not have individual team members check in for the flight. The team is traveling as a group and the airline requires groups to check in together. Collect all the return tickets at this point. This avoids the possibility of someone misplacing their ticket and creating time delays for everyone.
- Have all necessary cash you will need for the mission trip.
- Have your own passport and copy of passport.
- Make sure each team member has their passport and copy of passport. For youth teams we suggest that the team leader collect and carry all passports and tickets.
- Have the phone number of the contact and an international calling card, in case there are delays and/or changes during your travel.
- Leave emergency contact info, itinerary and flight info with your church office or other contact.

Be aware of any special medical needs of team members. You also need to be aware of anyone carrying their own prescription medication.

Packing Tips

Checked Luggage ⁶⁴

- If carrying prescription drugs, keep them in the original bottle. Have a doctor's letter with you if you are carrying any kind of narcotics. Carry in carry-on luggage.
- Carry a roll of toilet paper with you.
- Bring a small sewing kit with extra safety pins.
- A travel clothesline can come in handy.
- You may want to bring detergent, so purchase small sample sizes or bring a small container.
- Remove batteries from any items that you pack.
- Do not take anything you do not need ~ including any credit cards.
- Couples traveling together should put some clothes in each other's bag, so if a bag is lost, there are still some clothes available.
- Use travel sample sizes of shampoo and soap. If carrying liquids, double bag them in Ziploc bags.
- Bring some durable snack foods with you. Sometimes it is good to have familiar food, in case the local food does not agree with you.
- Bring washable clothes that mix and match.
- Check on outlets and voltage so you have the proper adapters and plug-ins for any small appliances you may have with you.
- Pack clothes in plastic Ziploc bags. This will keep them from moving around and maintain better shape. Tissue paper can also be used to separate layers. Stuff empty corners with small items.
- If you are taking some supplies for projects that will remain there, carry them in a duffel bag, which can be put in your suitcase on your return home.

⁶⁴ Adapted from David C. Foreman, *The Essential Guide to Short Term Mission Trip* (Chicago, Ill.: Moody Publishers; Spi Edition, January 12, 1998).

Carry-On Luggage

Your carry-on should be packed so that if your checked baggage never arrives you can still “carry on”!

- Include a change of clothes, comfortable pair of shoes, a couple changes of underwear, toothbrush and toothpaste, deodorant
- Basic toiletries and cosmetics – don’t forget the 3-1-1 rule now – no more than 3 oz. of liquid in a container, must be packed in a 1-quart Ziploc bag, per passenger.
- Any prescription meds
- Important items you can’t afford to lose (i.e. camera, charge cards, Bible)
- A few snacks
- An empty water bottle. For long flights you may want more water. Fill the bottle after security check.

You will find a suggested packing list, a medical kit for the team, and personal medical kit at the end of this section. Depending on where your team is traveling, you may need to modify the lists.

Document Pouch

You may want to buy a document pouch to carry around your neck and under your clothes. They are available at a variety of stores – discount, travel, or department. You can fit your passport and ticket in the pouch, along with important phone numbers, addresses, some money and your insurance card. Having your documentation separate from your carry-on baggage will make check-ins and security points much more efficient.

Keeping together

It is imperative that the group remain together when traveling and that individuals do not wander off from the group without notifying the team leader. Travel plans may be delayed or even missed entirely if a member has left the team and not returned in a timely manner.

While traveling or at the project site, no team member should leave the group at any time without informing the team leader.

- Minors should not leave the mission site unless accompanied by an adult.
- No one should leave the mission site without informing the team leader.
- When shopping, stay in groups.
- When going off site, stay in groups of three or more.
- Males should always accompany females.

Plane Travel Tips

Your body functions in relation to the cycles of the sun, daylight, and darkness. When these are disrupted, a condition called “jet lag” often results. Individuals vary in ability to adapt, but usually the changes in time and climate occur more quickly than the body can assimilate them.

Your major symptom will probably be fatigue, and perhaps a feeling of irritability or mental disorientation. You may need a few days to adjust, so be patient with yourself (and with those around you!).

For the Plane Ride

- Wear loose-fitting clothes. Avoid tight undergarments. Your feet will possibly swell after long periods of sitting, so wear shoes that will accommodate this.
- Drink lots of liquid while traveling, but avoid an excess of soft drinks. Water and fruit juices are best. A lot of moisture is taken from your body by the low humidity in the airplane. Bring an empty water bottle and fill it at a water fountain in the airport, after security check.
- Move around the plane, even if no more than a few minutes every hour or so. If it’s a long flight – over 4 hours, you may want to do some stretching on one of your walks.
- Try to get some sleep. Use earplugs and eye shields.
- If subject to travel sickness, start medication about one-half hour before departure.
- If you have a sensation of popping in your ears, chewing gum, yawning, or swallowing will help.

Arrival at the Airport

For International Travel

Arrival at some international airports can be a little unsettling or confusing. The team leader should be aware of the situation at the arrival airport through contact with the person who will be meeting them there.

Immigration

Upon exiting the airplane, passengers will need to find their way through immigration. You will receive forms, either from the flight attendant or at the gate, to fill out for registration and customs.

It is best to check “tourist” trip, not “business”. Do not mention on the forms that you are coming to serve as a missionary. That could create unnecessary problems.

While waiting in the immigration line, have your passport and seat assignment from the airplane in hand, along with the completed form. Be quiet, patient, and respectful as you wait. No pictures are allowed in this part of the airport – so keep your cameras in your bag.

Keep the conversation to a minimum – don’t speak in English with your friends or laugh amongst the group.

When talking with the agent, be respectful and polite. Look straight ahead and do not joke around. Answers questions briefly. Be honest and answer what is asked. It is not

necessary to volunteer answers to unasked questions. You may be requested to indicate the contents of your bag; it is not necessary to recount the packing list you used to get ready.

Never try to import firearms or fireworks anywhere!

Getting your luggage and going through customs

The team leader should have a plan ahead of time as to how to handle the luggage. Part of the group should pull bags off the baggage claim, while the rest of the team holds the retrieved bags. Be sure the number of bags you checked equals the number you take from the airport. Report any lost or stolen bag to the airline before going through Customs. Use luggage carts to take your items through Customs.

Be sure to come with a phone number and street address of a contact person or hotel

It’s important for the group to go through Customs together; let the team leader do as much of the talking as possible. Listen to, and comply with, their instructions. Team leaders, be sure you keep an eye on every person in your group to be sure they all get through and no one is stuck.

It is often the case that freewheeling baggage-handlers and children may grab the team’s luggage or hassle the travelers, regardless of what the traveler wants. Often the missionary meeting the team will have arranged with their own designated porters and will also arrange for appropriate tips. In this case, be polite in your refusal, and hold onto your luggage until instructions are clear.

Be sure to come with a phone number and street address of a contact person or hotel, in case no one is able to meet the team, or for some reason that person has not yet arrived at the airport. If no one has met the team, fall back on the plan made for handling your baggage. Team leaders should have tip money accessible, in case it is needed.

As the team exits the airport, be sure everyone has their documentation tucked back in a safe place. Keep passports and visas in pouches that are hidden from sight.



Random Travel Tips

- Travel lightly – remember, you will be carrying your own luggage!
- Leave any valuables at home. Watches, jewelry, computers... all can be lost, broken, stolen.
- The clothes you wear will be dictated by the culture of the country you are going to, not your own culture or preferences. Bikinis and tank tops are usually not appropriate. Check with your host regarding clothing... and please respect what the host has to say.
- If you have a tendency to travel sickness, be sure to bring Dramamine or a generic brand of travel sickness medicine with you.
- Clean out your wallet – bring only necessary identification.
- Americans have a reputation for being loud, impolite, demanding, and abrasive; be respectful, courteous, considerate to all persons you come in contact with.
- Carry a copy of your flight information with you so you are always aware of where you need to be at what time.
- Septic systems are different in all countries. As a general rule, if there is a waste receptacle in the bathroom stall, your used toilet tissue should be placed there instead of in the toilet itself.
- Give important travel information to family members.
- If you buy new shoes before leaving, be sure and break them in before you leave!
- Leave room in your suitcase for souvenirs on your return!
- If you will be visiting several countries, take small cloth coin purses or Ziploc bags for each currency you will be using. Be sure to become very familiar with the exchange rate before you start spending the new currency!
- If you are dependent on glasses, it would be a good idea to take a spare pair with you as replacements may be impossible to obtain along the way.

Packing

Allow the team some time to pack up supplies necessary for the work and ministry projects. Give the teams responsible time to pack “team bags” and double-check the supply lists.

Emergency procedures

The team leader should notify the team members that the host missionary will have an emergency plan in case of the following events: It is important for the team leader to discuss emergency plans with the host and communicate necessary information to the team.

- Vehicular accidents
- Personal accidents or serious illness
- Hospital care
- Evacuation due to natural disaster or civil war
- Serious crime against a member of the group
- Lost team members

Perhaps the team leader and host will come up with a code phrase, which will instruct the team that they are in “emergency mode”. It is imperative the team respond with cooperation and without question in the event of an emergency. The team needs to let the host, the missionary and the team leader lead.

Baggage

Allowance

Baggage allowance is constantly changing. Check with your airline for their international baggage allowance. Even if the airline might allow two pieces, individuals should carry no more luggage than they are able to handle by themselves. PACK LIGHT! Team members should not count on other team members helping them carry their bags.

NOTE: the team may need to check two bags per passenger because of the supplies you bring with you. In this case the team leaders need to coordinate how to get supplies to the place you are serving, so that your team doesn't end up with more baggage than you are allowed – or more baggage than you can manage.

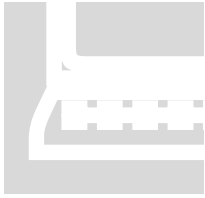
Be sure you count the number of pieces your group is checking when you leave, when you are at the airport and when you pick them up, to be sure you have everything.

Identification

Each piece of baggage belonging to the group should be identified in some similar way – an emblem, sticker, or colored duct tape. This makes it easier to grab luggage off the baggage claim.

An Idea...

One team decided to choose one bag that each member would utilize. This bag had the name of the team emblazoned on the outside. The team members could only take as much as could be packed in this bag. The bags were easily identified at the airport. The cost of the bags was included in the trip fees.



Suggested Packing List

Important Items & Documents

- Plane ticket/e-ticket print out
- Passport/Visa
- Immunization record
- Travel authorization form (give to team leader)
- Photo ID (if passport is not necessary)
- One credit/debit card
- Money (carried in a money belt or divided between 2 or 3 pockets)
- Money belt
- Travel insurance card
- Travel size phrase book or dictionary
- Phone numbers of contacts at home
- Addresses for postcards or pre-addressed address labels
- Items related to project
- Gifts for hosts – missionaries, families you stay with, pastors you meet – such as food, napkins, candy, t-shirts, hats, etc. For security reasons, don't wrap the gifts!

Clothing

- Sunglasses
- Jacket (for rain or warmth)/sweater
- Work clothes
- Work gloves (if doing building project)
- Hat
- 2 pairs long or ³/₄-length pants
- 2 pairs shorts (modest)
- 3-4 cotton shirts or t-shirts (no questionable designs)
- Dress clothes for church (men: cotton slacks & collared shirt; women: dresses or skirts – below the knees)
- Underwear
- Socks
- Sleeping attire
- Swimsuit (modest)
- Flip flops
- Shoes for ministry/church
- Work shoes (closed-toe)



Personal Devotion Items

- Bible
- Journal
- Paper/pens

Toiletries

- Medicines and prescriptions, in original containers.
- Toothbrush and toothpaste
- Soap or shower gel
- Shampoo and conditioner
- Deodorant
- Razor and shaving cream
- Feminine products and cosmetics
- Eye glasses
- Contacts (extra pair and solution)
- Towel/washcloth/beach towel
- Toilet paper – 2 or 3 rolls
- Lotion
- Sunscreen and lip balm
- Plastic bags for wet or dirty items
- Insect repellent
- Small amount of liquid laundry detergent

Other Items

- Picture of your family to show hosts
- Backpack
- Snack food
- Flashlight
- Camera
- Video camera (optional)
- A/C adapter
- Extra batteries
- Travel alarm
- Deck of cards/travel game
- Book – for light reading
- Pillow
- Mat and sleeping bag or sheets
- Water bottle
- Earplugs



Emergency Contact Information Form

Participant Name
Ex. Jane Doe

Emergency Contact(s)
Martha and/or John Doe

Address
2317 Way St., Akron, OH

Home Phone
701-529-7594

Work Phone
701-529-9003

Email Address
jdoc@hotmail.com

Relationship to Participant
parents

Participant Name	Emergency Contact(s)	Address	Home Phone	Work Phone	Email Address	Relationship to Participant



Letter of Consent to Travel

I, _____, provide my
consent for my child, _____,
to travel with _____ to
_____ from the dates of _____.

Signed _____

Date _____

Parent's Name _____

Telephone/Contact
Address:

Signature of Notary

Notary's Printed Name
Notary Seal:

Consent to Medical Treatment

This consent form gives permission to seek whatever medical attention is deemed necessary, and releases _____, **[Covenant Merge Ministries/Covenant World Mission]** and its staff of any liability against personal losses of named child. I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by _____. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release _____, its pastors, employees, agents, and volunteer workers, along with Covenant Merge Ministries from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our child’s involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician in the event treatment is required from a physician and/or hospital personnel designated by _____. I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member.

Child’s Name

Parent/guardian signature

Date

Telephone/Contact

Address:

Signature of Notary

Notary's Printed Name

Notary Seal:

Team Covenant—

We, the members of this mission team, believing that God has called us together to serve, agree to commit to the following: We desire to be a team of people characterized by Christ-like behavior exhibited through unconditional love, unselfish service and unified teamwork. Our ultimate purpose as a team and as individuals is in accordance with 1 Cor. 9:23.

We believe that we can fulfill this covenant through the following commitments:

- To maintain a servant attitude to my hosts, my team leaders and the team.
- To remember we are guests working at the invitation of local churches/ministries.
- “...I have voluntarily become a servant to any and all in order to reach a wide range of people: religious, nonreligious, meticulous moralists, loose-living immoralists, the defeated, the demoralized – whoever. I didn’t take on their way of life. I kept my bearings in Christ – but I entered their world and tried to experience things from their point of view. I’ve become just about every sort of servant there is in my attempts to lead those I meet into a God-saved life. I did all this because of the Message. I didn’t just want to talk about it; I wanted to be in on it!” 1 Cor. 9:23 The Message
- To be a learner, not a judge.
- To ALWAYS try to be as adventurous as possible.
- To refrain from such comments as “at home we do it this way!” We realize that our team is here for just a short while, but the local churches are here for the long term. So, we will respect their knowledge, insights and instructions.
- We will uphold our motto: Absolutely NOTHING can happen that can make me complain! Instead of whining we will be creative and supportive.
- We commit ourselves to resolve all team conflicts according to biblical principles. We will talk directly to those we have a problem with before we gossip to anyone else about it. Then, if necessary, we will get a leader involved. We also commit to pray through these situations.
- We commit to not being exclusive in our relationships. If my boyfriend/girlfriend is on the mission experience, we will make every effort to interact with all members of the team. If attraction to another team member develops, I will not pursue an exclusive relationship until after I return home and my parents support it.



- We commit ourselves to personal quiet times with God knowing that growing individually is essential to growing as a team.
- We all commit ourselves to work to the best of our God-given ability every day. We will encourage each other to work hard and we will make the time as fun as possible. We know that our attitudes while working are a huge testimony to the local community!

We recognize that _____

_____ are the official leaders of our team. In situations of team concern, these leaders will be the team guides. We also recognize that this short-term mission experience is an opportunity for us all to develop God-given leadership ability.

I, _____, as a member of this short-term team will commit myself to abide by this covenant to the best of my God-given ability.

Signed _____ Date _____

Volunteer Release Memo
Short-Term Mission Trip

TO: Persons participating in Merge Ministry or Covenant World Mission trips

FROM: Covenant Mission Mobilization and Connection

RE: Safety, Liability, and Insurance

If you are volunteering to serve, you should be aware of risks, be cautious and use good safety procedures.

Some of the areas volunteers might visit may have unusually high risks of unsanitary food or water, disease, civil disturbances or crime. There are dangers inherent in travel and in construction projects. Be a good steward of your life and health. Find out what the risks are and be prepared to meet them. Participants, churches and agencies should talk directly about risks and precautions and not rely on Covenant Mission Connection for advice.

Persons volunteering to serve in various programs are not employees or contractors. Therefore, they are not covered by any Worker's Compensation Insurance or accident or group health or life insurance supplied by the church or agency they are serving. You should obtain any insurance you need. If traveling outside your country, you should check to make certain that you have appropriate medical insurance coverage in effect outside your country.



[SAMPLE FORM]

Volunteer Release Form

I acknowledge that I am a volunteer and not an employee or contractor.

I have a responsibility to obtain my own insurance, if needed.

I also have a responsibility to find out about potential risks and take necessary precautions.

I release Covenant World Mission and/or Merge Ministries and any church that is sending or supporting me, the church or agency I am serving, and their employees and agents, of any liability for any injury to me in my volunteer work.

_____ Date

Adult signature

Print name

Church

Dates of Trip

Location of Trip

FOR PARENTS OR GUARDIANS:

Fill out trip information above and sign below.

On behalf of my minor child, _____,

for whom I am responsible, I acknowledge this release.

_____ Date

Adult signature

Print name

Mission Trip Evaluation

Please answer the following questions to help leaders learn from the group's experience and use for planning future trips.

1. What aspect of the trip did you enjoy the most? The least?
2. How did the team communicate work? Did it go well? Why, or why not? How might communication be improved?
3. How did you personally uphold the team covenant? Did the team, as a whole, uphold it? (explain)
4. Was your preparation adequate? How could you have been better prepared?
5. On a scale of 1-10, how well do you think you were exposed to missions? What would you wish were added to the exposure?
6. What relationships (within the team) grew through this experience? How might you continue to grow those relationships?
7. What would you recommend to be done differently on a future trip?
8. In what ministry would you like to participate in the future?
9. How would you like teammates to pray for you now that you are home?
10. Do you feel that you/we satisfactorily completed the ministry projects?

