

The background of the page features a close-up, curved view of an antique map or globe. The map is yellowed with age and shows latitude and longitude lines. The word 'AMERICA' is prominently displayed in large, stylized letters. Other visible text includes 'ZONA FRIGIDA' and 'TEMP. MERRID.'.

International Short-Term Trip Participant Guide

Grace Community Church
5504 E. 146th St.
Noblesville, IN 46062



International Short-Term Trip Participant Guide

Dear Short-Term Trip Applicant,

The mission of Grace Community Church is to “love people to Jesus; turn them into communities, and to launch them into the Kingdom revolution.” It’s a short statement that captures a sweeping vision for what we want to accomplish as a community.

Grace Short-Term Trips are one way that we accomplish this mission. On a trip, we hope to create a safe and challenging place for you to grow in your love for Jesus. We also want you to become more aware of your own role in God’s Kingdom as you build relationships with other team members. Most of our trips partner with people that Grace has already launched into God’s Kingdom revolution, so we hope that you add value to the amazing Kingdom work that is already taking place in the places you go. Lastly, we hope you experience more of God’s Kingdom and that it changes you.

We are excited that you are considering participating in a Grace Short-Term Trip. You are potentially launching into a life-changing experience. Short-term trips are difficult, challenging, exhilarating, humbling, awe-inspiring, memorable, community-building, norm-defying, culture-shifting, and faith-building. Through a trip, you will become more aware of aspects of God that up to now have been hidden from you. You will become more aware of who you are, and perhaps some of your own brokenness. You will become more aware of the amazing diversity that God has designed on His planet earth that reflects Him. You will become more aware of the desperate need for God’s Kingdom throughout the world and the amazing faith and giftedness of some unique ministry leaders Grace is partnering with around the world.

This packet has been prepared to acquaint you with the application process and general expectations of trip participants. The table of contents on the following page will walk you through each component of going on a short-term trip. This is not an easy road that you are taking, but we are glad that you are willing to exercise your faith. We’ll be praying with you that God will use this opportunity to continue transforming you into the person He created you to be.

A handwritten signature in black ink that reads "Aaron Elliott".

Aaron Elliott
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Outreach & Leadership Development
Grace Community Church
317-848-2722 ext. 247
aarone@gracecc.org

A handwritten signature in black ink that reads "Linda Kirchhoff".

Linda Kirchhoff
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Application Process

The application process is designed to insure that you are in the right place in your journey to both experience and contribute to a short-term trip in a healthy way. Of course this is not a guarantee that you won't struggle on the trip. Our hope is that you will serve and grow in ways that are beneficial to you, the group as a whole, and the ministry with which you are partnering.

Here's what you need to do to apply:

1. Contact the leader of the trip you are interested in to find out more about the trip and if it is a good fit for you.
2. Fill out an *International Short-Term Trip Application* (page 16) and return it to the trip leader along with two completed *Recommendation Forms* (page 19). Recommendations should be in sealed envelopes that have been signed across the seal. Preferably, at least one recommendation should come from someone in leadership at Grace such as a small group leader, trip leader, or staff member. Please also include your \$100 refundable deposit. This deposit will be returned to you only if you are not selected to participate in the trip to which you are applying. If you are accepted, the \$100 will be applied towards your fundraising goal.

**Please note that there is a separate participant guide and application for trips to New York City.*

After your application is turned in, the next steps include:

1. Your potential trip leader may set up a personal interview with you either over the phone or in person.
2. After the closing date of receiving applications, you will be informed if you are accepted to be part of the trip. In certain cases, a trip applicant will be denied acceptance. If that is the case, the trip leader will do their best to explain why this decision was made.

Pre-Trip Expectations of Trip Participants

Team Meeting Attendance

Trip participants are required to participate in all team meetings. Generally, each team has seven meetings that are as follows:

Pre-Field Training

- Session 1: The Appropriate Posture of Trip Participants
- Session 2: Team Building & Sharing Stories
- Session 3: Conflict Resolution
- Session 4: Participating in God's Kingdom Work
- Session 5: Country Specific Training
- Session 6: Packing Party & Commissioning

Post-Field Follow-Up

- Session 7: Team Debrief and Picture Party

Obtaining a Passport

All international short-term trips participants are required to have a valid passport. It is the responsibility of the trip participant to obtain and pay for their own passport. The process of obtaining a passport takes some time and team members should submit their applications at least three months prior to the trip. This is particularly important if your destination country also requires a visa for entry since you cannot usually apply for a visa until you have a passport. Current passport processing times are available at www.travel.state.gov/passport/get/processing/processing_1740.html.

Passport applications are available at local post offices or online at http://travel.state.gov/passport/get/first/first_832.html. This website also provides specific information about how and when to turn in your passport application. In order to complete the application, you will need several forms of identification, which are detailed on the passport application, but in general include a driver's license, an official copy of your birth certificate and two passport photos. Passport photos must be a certain size and identical. We recommend getting pictures at Walgreens, CVS or Costco because they are less expensive than other stores.

If you have lost your birth certificate, you can usually obtain an application for an official copy of your birth certificate from the state where you were born online. If you need to obtain a copy of your birth certificate quickly, we suggest you use the service at www.usbirthcertificate.net.

Obtaining a Visa(s)

A visa is required to visit some countries. If you are accepted, your trip leader will let you know if you need to obtain a visa. You can determine whether a visa is required and how to obtain one at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html. Many trip leaders will apply for visas for the entire group at one time. The cost of obtaining a visa is included in your total trip cost. Please be aware that you usually need to have a passport before you can apply for a visa.

If you need to obtain a visa on short notice, it is possible to get one expedited by using a service like Passport Visas Express at www.passportvisasexpress.com. Please note, you can fill out most of the visa application forms online, but most embassies also require you to send your passport to them as part of the process of issuing a visa. Therefore, even with FedEx and a service like Passport Visas Express working to expedite things, you should allow at least one week to obtain a rushed visa. Obtaining a visa this way is much more expensive than if you apply for it several weeks in advance.

Getting Immunizations

Immunizations are required or recommended to visit certain countries. It is the responsibility of each trip participant to schedule and pay for their own immunizations. Your trip leader will inform you of the immunizations required to participate on the trip. The Center for Disease Control's website at wwwn.cdc.gov/travel/default.aspx is also a helpful tool in determining what immunizations to get. Some immunizations require several rounds of shots so make sure you allow yourself time to complete the required shots in time for departure.

We recommend getting immunizations from the following sources:

1. *A Personal Doctor*

*This is the best source if you have insurance that covers travel vaccinations because they will bill insurance companies directly, though this type of coverage is not common. Please note that personal doctors do not offer all travel related vaccines (i.e. yellow fever is only available from travel clinics).

2. *Indiana Travel Medicine*

11455 N. Meridian Street, Suite #200
Carmel, IN
(317) 582-8182

*Please note that Indiana Travel Medicine is unable to bill insurance companies directly for vaccines they administer. However; they will provide receipts with appropriate billable codes for you to submit to you insurance company for reimbursement.

3. *Visiting Nurse Service, Inc's Travel Immunization Program*

4701 N. Keystone Avenue
Indianapolis, IN
(317) 722-8299 ext. 1104

*Visiting Nurse Service provides appointment based travel immunizations at their Keystone office and they are willing to schedule onsite clinics for groups where 20 or more shots will be administered. There is no per person fee, just the cost of the shots. Please note that Visiting Nurse Service is unable to bill insurance companies directly for vaccines they administer. However; they will provide receipts with appropriate billable codes for you to submit to you insurance company for reimbursement.

4. *Dr. Jeffrey Jones at St. Francis Occupational Health*

747 E. Countyline Road
Greenwood, IN
(317) 783-8009

*Dr. Jones is willing to schedule onsite clinics to administer immunizations to groups of 10 or more people and provide destination specific health information and tips. He charges a \$15/person fee plus the cost of all shots. Please note that Dr. Jones is unable to bill insurance companies directly for vaccines he administers. However; he will provide receipts with appropriate billable codes for you to submit to you insurance company for reimbursement.

Purchasing Global Medical Insurance

Most US-based medical insurance policies have limited coverage overseas. It is your responsibility as a trip participant to research if you need additional coverage. Trip leaders will collect this information from you and obtain global medical insurance coverage for all trip participants who are not covered. The cost of this insurance is included in your total trip cost.

Raising Support

Raising Support

Each trip participant is expected to raise a pre-determined amount that is advertised with each trip. This cost includes plane tickets, visas, accommodations, in-country travel, international medical insurance, most in-country meals and ministry expenses. Trip participants are personally responsible for the following additional costs: passport fees, immunizations, souvenirs, some in-country meals and entertainment. Occasionally the trip cost will vary from the published rate because of a fluctuation in travel costs which could cause an increase in the amount each trip participant is expected to raise.

Summary of Fundraising Process (details on each of these steps is provided on the following pages)

1. Trip participants commit to raising/providing 100% of the pre-determined amount for their trip.
2. Trip leaders establish two deadlines for turning in funds:
 - a. *Deadline 1* – Around 8-12 weeks prior to the trip and roughly 60% of the cost of the trip. This deadline is designed to provide sufficient funds to cover pre-trip expenses such as plane tickets.
 - b. *Deadline 2* – Normally 4 weeks prior to the trip. Remaining 40% of trip expenses are due.
3. Trip participants determine how much they will personally contribute to their trip and outline a fundraising strategy.
4. Trip participants write and mail a fundraising and/or prayer letter regardless if they are raising funds or not to build a support team around them.
5. Financial supporters mail checks directly to trip participants.
6. Trip participants turn in funds as soon as they are received to their trip leader. They also update their own contribution tracking records and mail thank you letters.
7. Trip leaders record the contribution and submit the checks to Grace Community Church.
8. Grace mails charitable contribution statements to all donors quarterly with a final annual tax statement in January.
9. Following the trip, participants follow up with financial and prayer supporters letting them know about the impact of the trip on the community they visited and them personally.

Support Raising Deadlines

Trip participants need to raise 60% of the necessary trip expenses 8-12 weeks prior to the trip, depending on the trip leader's budget schedule. This money is used to purchase plane tickets and cover other up-front expenses. The rest of the funds are due 4 weeks prior to the trip. If you have not contributed or raised the required amounts by these deadlines, you can either pay the difference yourself or withdraw from the team.

Steps to Raising Support

1. Determine how much you will personally contribute to your trip.

Grace does not assume that you will pay for this trip completely by yourself, but we do encourage you to prayerfully consider giving sacrificially in order to help pay for part of your trip. Giving sacrificially means something different for each person. For some, giving several hundred dollars is a major sacrifice and represents a serious commitment to the trip. Others can afford to pay their own way and may want to give sacrificially by covering part of the costs for other trip members. Either way, we do want you to contribute toward the trip in a way that reflects your willingness to make sacrifices in order to make this trip possible.

If you are giving sacrificially, you may want to set up a personal budget so that you can be more disciplined about setting aside money on a regular basis that you will use to meet your commitment. If you would like help developing a personal budget, Grace has financial counselors who can work with you. More information is available at www.gracecc.org/budgetcounseling.

If you cannot cover all your costs, that's okay. The vast majority of people who participate on a short-term trip cannot afford to pay 100% of their costs. The process of raising support is both normal and valuable. We often find that people learn valuable lessons about humility, courage, and faith through the process.

2. Outline a support raising strategy.

It is important to explore a variety of ways that you can use to raise support during the fundraising process. Here are a few sources of income you might consider:

- Get a part-time job to earn additional money that you can contribute toward the cost of the trip (i.e. babysitting, mowing lawns, or a retail job).
- Ask friends and relatives to contribute towards your trip in lieu of Christmas, birthday or wedding gifts.
- Some companies will match your personal contributions to your trip. Check with your employer to see if they have any matching funds programs.
- Have a one-on-one conversation with close friends and family members to share about your trip and how they can support you both in prayer and financially.
- Send a support letter to people with whom you have a personal relationship, asking them for prayer and financial support. Grace recommends sending out 50-60 letters.

3. Write and send support letters.

One of the most common and successful ways of raising trip funds is through support letters and follow-up appointments with close friends and family. Not only do they help raise financial support, but they also build a prayer team and share with people who aren't following Christ about why you want to go on this trip. These letters and appointments might even help you bridge into spiritual conversations with friends at work, the gym, or with neighbors. Moreover, they are a good opportunity for you to step out in faith, learning important lessons about humility, courage, and trust.

Remember through this process that God is the ultimate resource supplier. Please have confidence that God is calling you to this short-term trip and in so much as He has called you, He is going to provide for you. Also, know that under the right circumstances, people love to give. As you are communicating with potential supporters, make sure you clearly explain what you are asking for and why you are asking for it. By doing this you can present the opportunity for some to give in a meaningful and significant way.¹

¹ Hybels, Bill. Courageous Leadership. Zondervan: Grand Rapids, Michigan. 2002

The **first step** in sending out a support letter is “namestorming” – generating a list of people you can either send a support letter to, set up an appointment with, or perhaps do both. Personal relationships lead to the largest amount of support and are the easiest, most comfortable place for you to start. One rule is important to keep in mind as you “namestorm.” Be sure you send letters to people with whom you have a personal relationship. Mass mailings to people you barely know, including leaders at the church, are not an acceptable way to recruit financial partners. This rule also applies when determining whether or not you should send letters to a specific group of people (i.e. a small group or ministry team). Before you do that, you should ask these questions:

- a. Is this a group that I regularly interact with?
- b. Do I have several good relationships in the group?
- c. Would it be better to make personal requests of these people?
- d. Do I have permission from the leader(s) of this group to make this request?

We encourage you to think long and hard about all the different arenas, both inside and outside the church, where you have personal relationships. Below is a list of people you may want to consider (if you have a personal relationship with them):

- | | |
|---------------------------------|--------------------------|
| • Parents | • Teachers |
| • Siblings | • Lawyer |
| • Relatives | • Dentist |
| • Friends | • Beautician/Barber |
| • Current and former employers | • Community leaders |
| • Current and former co-workers | • Police officers |
| • Friends of the family | • Insurance sales people |
| • Medical doctor | • Realtors |
| • Civic club members | • Classmates |
| • Neighbors | • Teammates |
| • Coaches | • Bible study friends |
| • Veterinarian | • Prayer groups |
| • Grocery store personnel | • Mechanic |
| • Accountant | • Secretaries |
| • Banker | • Fitness club members |

When you “namestorm” try to come up with 75 names of people you think would want to invest in your ministry opportunity. Don’t leave anyone out. You can prioritize later. Once you have finished “namestorming”, begin tracking down addresses for each of the people on your list. This will take some hard work, but the hours you put into this effort will be well worth it later when you have a team of people who are eager to pray for you, when you have bridged into new spiritual conversations with some people in your life, and when you have raised enough support to go on this short-term trip.

The **second step** is writing the letter. Two examples are included on Pages 10 and 11 of this packet. There are several pieces of information that you should include in your letter so that people understand what you are doing, recognize their opportunity to participate, and know how to respond. We suggest that you:

- Date your letter and personalize your greeting.
- Bring yourself up-to-date with the reader if necessary.
- Educate the reader about your trip and include:
 - Dates and destination of the trip.
 - What the team will be doing. One good way to explain what you and the team will be doing is to explain what the schedule of a typical day will be.
 - What your role on the team will be.
- Explain how God has led you to participate on this trip.

- How much money you need to raise and what the money will be used for (i.e. airfare, food, ministry needs). When writing about this, it is important for you to include the following information:
 - **Money I raise will go to fund the (insert destination here) Grace Short-Term Trip.**
 - **Any money I raise supports the needs of the entire trip and any that is above my target for the trip will be used to support other trip participants on my team or future trips.**
 - **All contributions are tax-deductible.**
- How you are contributing or sacrificing to make this trip possible. People are always more eager to support you when they know that you are giving sacrificially to support some of your own costs.
- Where to send the money (back to you) and by when (check with your trip leader for these deadlines).
- **In order to be tax deductible, the check must be made out to “Grace Community Church” and must NOT have your name on it.**
- A P.S. that is hand-written. Let them know you will follow up with a visit or a call on a specific day.
- Include your phone number for any questions or comments.
- Include an empty, self-addressed and stamped envelope so they can send support checks back to you.
- If you have any artistic sensibilities, be creative with your letter. Pictures are great ways to make a letter feel more personal and to communicate your commitment and sense of enthusiasm about the trip. Try to think of what would get YOUR attention and then come up with a way to use some creativity in your mailings and presentations. The amount of time you invest in presenting the opportunity for ministry will affect the type of team you assemble.

Things to keep in mind as you write:

1. **People will give to short-term trips when they feel informed.** Think about...Why am I going? How will the money be used? How can others become involved? How do you expect to grow spiritually through this trip?
2. **People will give because they believe their gift will change lives.** Help them understand how their gift will benefit God's Kingdom.
3. **People will give if you make them feel as much a part of the trip as those going.** It is important to communicate with them before, during and after the trip so that they feel like they are part of the team. They will want to know how to pray specifically for you during the trip and they will want to hear how the trip impacted you after you return.
4. **People will give when they sense you are completely committed to this trip and enthusiastic about it.**

The **third** step in raising support involves following up with individuals to whom you send letters. Sending hand-written thank you notes to those who have committed to supporting you in prayer or financially in a timely manner is extremely important.

The **fourth and final** step involves communicating with supporters after your trip letting them know about the impact on the community you visited and you personally. Ideas include sending out newsletters that contain images and stories that paint a picture of your trip in reader's minds. Or, host an open house and share stories and pictures from your trip while eating food from the country you visited.

Sample Support Letter #1

June 10, 2009

Dear Karen,

I hope this letter finds you well. I have been great and am enjoying the excitement and challenges that God keeps putting before me. I thought that my new job would suffice for awhile, but it looks like He won't take the chance of allowing things to get dull, even for a moment.



Children in Uganda

As you already know, Kevin has gone to Uganda on a short-term trip for the past two years with our church. This year I have been given the opportunity to join him beginning October 21 for 9 days. Kevin has truly fallen in love with the people and the work and we are so grateful that I have a chance to share all this with him. Videos and journals just don't come close to a personal experience. We will be part of a team that will be leading worship at the International Evangelical Church in Gulu, working on a sound system for a Christian school, and traveling to visit, pray, and give encouragement to missionaries in the bush.

Over the last couple of months, God has taken me back to the school of prayer. He is showing me again how much vibrant prayer is rooted in a sense of my own need, and in a confidence in His ability to provide. He has been showing me these things through

experiences at home and at work, but He is also asking me to pray and trust Him as I raise funds for this trip. The total cost of the trip for me is \$1,600 and funds that I raise will be used to support my entire team. This includes airfare, lodging, food, and other ministry expenses. I have decided to take on a part-time job this summer while I'm off from teaching to earn money for my trip as well. Any money I raise supports the needs of the entire trip and any that is above my target for the trip will be used to support other trip participants on my team or future trips.

I would like to ask two things from you:

1. Would you mark your calendar for October 21-29 and start praying every day for our trip?
2. Would you prayerfully consider giving financially to help cover the remaining expenses of the trip?



Village leader



Village church Kevin visited last year

There is an envelope enclosed if you decide to support me financially. All contributions are tax deductible and checks should be payable to Grace Community Church. Please do not write anything on the memo line. Checks should be mailed to me and I will turn them in to my trip leader. All trip funds must be in by September 23. Kevin and I both deeply appreciate your prayer support. If you have any questions or would like more information about the trip, you know how I love to talk. Thanks so much for your support and consideration.

In His Service,

Susan Smith
(317) 444-4444
susan@anyemail.net



Sample Support Letter #2

March 30, 2009

Dear Ann,

Hi! Dennis and I have some exciting news to share with you. We have an opportunity to travel to Poland July 22-29 on a short-term trip with Grace Community Church. During the week, we will be working in two different areas.

Dennis will be a part of a Sports Outreach Team in Ostrude, Poland. The team will host a basketball camp for approximately 150 Polish teens. Each evening will consist of testimonies, singing, preaching, videos, and a banquet the last night.

I will be about 30 miles away in Olsztyn, Poland working at a Missions Evangelism Camp. My team will have the opportunity to do street performances (clowns, mimes, puppets, drama) during the day and pass out invitations to the Polish people for evening programs at the camp. We will also do some VBS work with the children. Each evening we will assist the Polish Christians in outreach programs. Fortunately, interpreters will be attending!

In order to make this possible, we need to assemble a sponsorship team...people like you who can sponsor our team financially and who are willing to lift us up daily in prayer as we seek to serve God in this area. We have been asked to raise \$3,600 towards the cost of our team traveling to Poland. This amount includes travel expenses, food, lodging, supplies and equipment that we will leave for the Polish people when we return home. Dennis and I will be working to earn \$1,000 for this trip, which means that we need to raise the remaining \$2,600. Any money we raise supports the needs of the entire trip and any that is above our target for the trip will be used to support other trip participants on our team or future trips.

We would appreciate your prayerful consideration of giving financially to meet this need. Our funds are due by June 24. All contributions are tax deductible and your check needs to be made payable to Grace Community Church. Please don't write anything on the memo line. I have enclosed a return envelope for you to mail contributions back to me and then I will turn them in to our trip leader.

Dennis and I would also appreciate your prayer support as we prepare for the trip and especially in July while we're in Poland. If you have any questions or would like more information about the trip, please do not hesitate to call us.

Thanks so much for your friendship and support as we prepare for this trip!

Carrie and Dennis Jones
(317) 444-4444
cdj@anyemail.net

Preparing to Travel

Packing List

Your trip leader will provide a specific packing list for your trip, but generally the following items are what you need to consider bringing:

- Personal Spending Money – Make sure you get new bills from the bank. Some exchange points will not accept bills unless there are in pristine condition.
- Credit Card
- Passport
- Visa
- Copies of Passport & Visa and list of emergency information (see Appendix D)
- Plane Tickets
- Bible, Journal, Reading Books
- Water Bottle (and filter/drops if necessary)
- Toiletries
- Medicines: antibiotic cream, Ambien (sleeping medicine for the plane), pain medicine, Pepto Bismol/Immodium
- Camera & Extra Batteries
- Power Adapters
- Rain Jacket
- Ear Plugs
- Sunglasses
- Sunscreen
- Hat for Sun Protection
- Hand Sanitizer
- Pictures of Home
- Host Gifts
- Underwear
- Socks
- Pants, Shorts and/or Skirts
- Shirts: T-shirts and Dress Shirts
- Tie
- Belt
- Comfortable Walking Shoes
- Dress Shoes & Socks
- Laundry bag

Things you WILL wish you had:

- *Ear Plugs* – These are very helpful on the plane when there are screaming babies nearby, or when you're sleeping in rooms with multiple people (some of whom snore).
- *Hand Sanitizer* – For washing your hands when you're not near a sink and/or soap.
- *Sugar Free Gum* – It won't be easy to brush your teeth after every meal, so gum is helpful.
- *Pepto Bismol/Immodium Tablets* - You'll be eating different foods, varying amounts of food, all at different times from what your body is used to.
- *5-10 Pictures of Family & Friends* – Great way to communicate despite a language barrier. Please don't bring pictures of possessions (i.e. cars or houses).

Things you MIGHT wish you had (depends on destination & personal preference):

- *1-2 Trash Bags and 3-4 Zip Lock Bags* – Trash bags can be used to carry wet swimsuits, muddy shoes, dirty laundry, etc. and zip lock bags can be used to keep leftover sandwiches for a later meal, to collect miscellaneous trash when you don't have a trash can on hand, or to protect your camera from rain, sand, and other elements.
- *Water Bottle* – You can't drink water from the tap in most countries. A 1 liter water bottle that can be thrown in a backpack is really helpful for keeping drinking water for the day. Nalgene bottles are particularly good for this since they are inexpensive, leak-proof, and virtually indestructible.
- *Sleep Medicine* – Jet lag is an issue when traveling to an area that is in a significantly different time zone. Over the counter or prescription sleep medicines like Ambien can help you sleep on the plane and re-adjust to a new time zone. Your doctor or a travel medicine clinic can write you a prescription.

Things you will wish you had LEFT AT HOME:

- *Hair Dryer* – Changes in voltage, current, and power will fry most hair dryers and not all adapters can fully prevent this.
- *Multiple Pairs of Shoes*

Frequently Asked Questions

Can I go on a short-term trip if I don't attend Grace?

Generally speaking we want a majority of trip participants to be Grace attenders, but we do have room for people who do not attend Grace. Special provisions need to occur if a person does not live in the Indianapolis area for team formation. The trip leader will decide if that person's participation on the trip is appropriate or not.

Which trip is best for me?

We give our trip leaders a tremendous amount of flexibility in defining the focus of each trip. They are the ones who set the dates, define the focus, and shepherd the team through the entire experience. If you are not sure which trip you should go on, we encourage you to contact the trip leaders of trips you are considering. This will give you a clearer picture of what the team will be doing and it will also give you some sense of how you connect with the trip leader. You can find the contact information for each trip leader at gracecc.org/adventures.

Can my community group or team go on a trip together?

Definitely. If someone in the group or on the team has been on a short-term trip before, or has been overseas in a similar capacity, and is willing to be the trip leader, we can work with you to plan a trip that is just for your group or team as well.

What about safety?

Life is about risks. Daily living in the United States is not without risks. While we cannot control what is happening in the world, we will do everything we reasonably can to minimize risks while on a short-term trip. We will also not shy away from participating in the lives of the people with whom we are ministering, which in some cases means entering areas that are more dangerous than our normal life here in the U.S. Each trip participant is asked to sign a liability waiver before traveling showing that they understand the risks associated with traveling abroad and that certain risks are out of our control as a church or as individuals.

Can alcohol be consumed on the trip?

Trip leaders and participants may not consume alcohol while traveling on a Grace Short-Term Trip. The only exception to this policy is when a trip leader determines that not partaking would be detrimental to the relationship when being hosted by a national due to cultural customs in that country. When appropriate, this decision should be made in conjunction with the host ministry leader who best understands the cultural customs. Trip participants under the age of 21 are not allowed to consume alcohol under any circumstance.

Will I be able to contact my family or friends while I am on the trip?

Your trip leader will let you know if and how you will be able to contact family and friends while you are gone. In many areas of the world, internet and internet phone service are available, as well as SIM cards for cell phones. Your trip leader will want you to be fully engaged on the trip, but will also acknowledge the benefits of communicating in the moment to those back home.

How will I process the emotions and experiences I have on the trip?

Your trip leader will provide space throughout the trip for both personal reflection and team debriefs. You will also be able to spend time together after the trip at a debrief party where you will continue to share the impact that the trip has had on your life.

What if I want to lead a trip in the future?

If you sense God calling you to be a trip leader, approach your current trip leader and voice this calling to them. They will be able to talk with you and begin to affirm that calling. All of our trip leaders go through an application and training process to lead short-term trips at Grace.

How do I pay for a short-term trip?

Short-term trips are expensive, but we believe that they are a worthwhile investment in your spiritual journey. With that in mind, we encourage short-term trip participants to pay for their trip through a combination of resources. First, we expect each team member to give sacrificially toward the cost of their own trip. Second, we encourage each team member to ask for support from family and friends. You might be surprised how many people are not only willing, but eager to invest in you and your team. Your trip leader will coach you through the process of raising support.

What happens if something comes up and I can't go on the trip?

If you withdraw from a trip or are asked to step off of the team, the funds you have turned in up to that point are non-refundable. You are also expected to still pay the portion of the trip cost that is non-refundable or has already been spent based on your participation on the trip (i.e. plane tickets). This amount will be determined by your trip leader in conjunction with the Senior Director of Leadership Development.

Because we normally purchase non-transferable airline tickets to keep the cost down, we will consider allowing you to buy your ticket for personal use at a percentage of the face value if the ticket cannot be transferred into another name, but the date is changeable. Funds previously contributed to the trip (personally or from other donors) cannot be used to purchase an unused airline ticket due to the fact that these funds were donated for the trip and were receipted as charitable contributions. Individuals purchasing airline tickets are still responsible for paying for their non-refundable trip expenses as stated above even if they purchase the airline ticket for personal use. The ability to purchase a non-transferable ticket for personal use will be determined on a case by case basis in conjunction with the trip leader and the Senior Director of Leadership Development. In all circumstances, every effort will be made not to harm the financial stability of the current trip if a ticket transfer is made. Trip participants are responsible for all change fees associated with transferring tickets in this circumstance.

Individuals that experience a medical or family emergency that prevents them from participating in a trip can transfer the money that they personally contributed to another future Grace trip, provided that withdrawing these funds does not adversely impact the finances of the trip in which they were originally scheduled to participate. The amount that can be transferred is the amount they personally contributed after all non-refundable expenses for the original trip have been covered. Funds raised from other people cannot be transferred. The ability to do this will be determined by the trip leader and the Senior Director of Leadership Development. In the case of a medical emergency, the trip member must provide documentation from a doctor. Family emergencies must receive approval from the Senior Director of Leadership Development.



What if I don't think I'm ready?

The prospect of going to another part of the country or world to do ministry is intimidating for many people. Short-term trips are often intense relational, emotional, and spiritual experiences and for that reason we would agree that not everyone is ready for a short-term trip. If you are in the midst of a significant family trauma (i.e. divorce or a recent death in the family), or have other life-circumstances that would prevent you from investing the necessary time and energy into this trip, then you probably aren't ready.

Having said that, our experience is that most people are more ready than they think. There are a couple of reasons for that. First, the focus of our short-term trips is on creating opportunities for people to LEARN. We are not expecting you to change entire continents in two weeks. If you are ready to listen well, to learn well, and to do small acts with great love, then you are more ready than you think. Second, you have been created with an innate desire to serve others, and you have been given gifts by God that He wants you to use for that very purpose. So in a very real sense, you were born ready for this experience!

Short-term trips will definitely STRETCH you. If there's reason to believe that a trip will stretch you too much, we will help you discover that through the application process. If you have specific reservations that you would like to discuss, please contact the trip leader of the trip that you are considering or Aaron Elliott, the Senior Director of Leadership Development at Grace at 317.848.2722 ext. 247 or aarone@gracecc.org.



Emergency Information Sheet

Take a copy of this form with you on your trip. Leave a copy at home with a friend or relative along with copies of your passport and visa.

| Personal Information | | | | |
|------------------------------------|-------|--------------|---------------------------------|--------------|
| Legal Name | | | | |
| Nickname | | | | |
| Address | | | | |
| City, State, Zip | | | | |
| Home Phone | | | | |
| Cell Phone | | | | |
| E-mail | | | | |
| Birthday | | | | |
| Social Security Number | | | | |
| Passport Number | | | | |
| Driver's License Number | | | | |
| Emergency Contact Information | | | | |
| Primary Emergency Contact | | | | |
| Relationship | | | | |
| Cell Phone | | | | |
| Home Phone | | | | |
| Secondary Emergency Contact | | | | |
| Relationship | | | | |
| Cell Phone | | | | |
| Home Phone | | | | |
| Medical Information | | | | |
| Physician's Name | | | | |
| Phone Number | | | | |
| Health Insurance Company | | | | |
| Policy Number | | | | |
| Blood Type | | | | |
| Known Medical Conditions | | | | |
| Current Medications | | | | |
| Allergies | | | | |
| In Country Contact Information | | | | |
| Name(s) | | | | |
| Phone Number(s) | | | | |
| Hotel Itinerary | | | | |
| Date | Hotel | City/Country | Reservation Confirmation Number | Phone Number |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



International Short-Term Trip Application

Instructions

- This application must be accompanied by a refundable \$100 trip deposit. This deposit will be returned only if you are not selected to participate in the trip to which you are applying. If you are accepted, the \$100 will be applied towards your fundraising goal. Make checks payable to Grace Community Church.
- Please return this application to your trip leader along with two completed recommendation forms. Recommendations should be in sealed envelopes that have been signed across the seal. Preferably, at least one recommendation should come from someone in leadership at Grace such as a small group leader, team leader, or staff member.

Applicant Information

Trip Destination & Dates: _____

Name: _____
As it appears on your passport

Nickname: _____
If different from legal name

Birthday: _____

Sex: _____ Marital Status: _____
This information is needed for rooming purposes

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: (_____) _____

Cell Phone Number: (_____) _____

E-mail: _____

Do you attend Grace Community Church? Y N

Passport Information

If you do not currently have a passport, you should begin the process of obtaining one now.

Passport Number: _____

Date of Issue: _____ Expires: _____

Issuing Authority: _____

Issuing Country: _____

Insurance and Medical Information

Physician's Name: _____

Phone Number: (_____) _____

Health Insurance Company: _____

Policy Number: _____

Please list the medications you are currently taking: _____

Do you have any health problems, physical limitations or allergies we should be aware of? _____

Emergency Contact Information

Primary Contact: _____

Relationship: _____

Home Phone Number: (_____) _____

Cell Phone Number: (_____) _____

Secondary Contact: _____

Relationship: _____

Home Phone Number: (_____) _____

Cell Phone Number: (_____) _____



International Short-Term Trip Application

Personal Reflections

Please provide honest and thorough answers to the questions below. Your answers will help the Grace Outreach & Leadership Development Team and your trip leader as they prayerfully select members for each short-term trip. Any information provided will be held in strict confidence.

Please share how and when you became a Christ follower. _____

What has God been teaching you over the past six months? How has your life changed as a result? _____

How are you involved in ministry right now? _____

Why do you want to go on this short-term trip? What do you hope to get out of it? _____



International Short-Term Trip Application

What do you think will be the most challenging part of this trip for you? _____

Have you been on other short-term trips? If so, please describe. _____

What other overseas travel experience do you have? _____

Please list specific skills, gifts or talents you have that may be utilized on a short-term trip (i.e. musician, multi-lingual, accountant, drama experience, artist, construction). _____



Short-Term Trip Recommendation Form

Instructions

All information contained on this form is confidential and will not be shared with the trip applicant without your permission. Please return this form in a sealed envelope to the trip applicant and sign the seal.

Trip Applicant Information

Name: _____ Trip Location: _____

Reference Information

Name: _____ Do you attend Grace Community Church? Y N

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: (_____) _____ Cell Phone Number: (_____) _____

E-mail: _____

Relationship to Applicant: _____ Pastor/Mentor _____ Teacher/Professor _____ Employer _____ Friend

_____ Other: _____

How long have you known the applicant? _____

How well do you know the applicant? _____ Name/Sight _____ Casual _____ Fairly Well _____ Very Well

Rank the following 1-5 by circling the number that best describes the applicant:

(1 = poor 2 = minimal 3 = average 4 = excellent 5 = outstanding)

| | | | |
|--------------------------------|-----------|-------------------------------|-----------|
| Social Poise | 1 2 3 4 5 | Positive, Contagious Spirit | 1 2 3 4 5 |
| Self-Confidence | 1 2 3 4 5 | Teachable Attitude | 1 2 3 4 5 |
| Adaptability | 1 2 3 4 5 | Ability to Receive Correction | 1 2 3 4 5 |
| Emotional Stability | 1 2 3 4 5 | Leadership | 1 2 3 4 5 |
| Servant Attitude | 1 2 3 4 5 | Ability to Make Decisions | 1 2 3 4 5 |
| Ability to Communicate Clearly | 1 2 3 4 5 | Ability to Handle Stress | 1 2 3 4 5 |

How would you describe the applicant's walk with God? _____



Short-Term Trip Recommendation Form

Please comment on the applicant's spiritual and emotional maturity. _____

Additional Comments: _____

Based on the above information, the applicant is:

_____ Strongly Recommended

_____ Recommended with Some Reservation

_____ Recommended with Confidence

_____ Not Recommended

Signature

Date



Short-Term Trip Recommendation Form

Instructions

All information contained on this form is confidential and will not be shared with the trip applicant without your permission. Please return this form in a sealed envelope to the trip applicant and sign the seal.

Trip Applicant Information

Name: _____ Trip Location: _____

Reference Information

Name: _____ Do you attend Grace Community Church? Y N

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: (_____) _____ Cell Phone Number: (_____) _____

E-mail: _____

Relationship to Applicant: _____ Pastor/Mentor _____ Teacher/Professor _____ Employer _____ Friend

_____ Other: _____

How long have you known the applicant? _____

How well do you know the applicant? _____ Name/Sight _____ Casual _____ Fairly Well _____ Very Well

Rank the following 1-5 by circling the number that best describes the applicant:

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| | | | |
|--------------------------------|-----------|-------------------------------|-----------|
| Social Poise | 1 2 3 4 5 | Positive, Contagious Spirit | 1 2 3 4 5 |
| Self-Confidence | 1 2 3 4 5 | Teachable Attitude | 1 2 3 4 5 |
| Adaptability | 1 2 3 4 5 | Ability to Receive Correction | 1 2 3 4 5 |
| Emotional Stability | 1 2 3 4 5 | Leadership | 1 2 3 4 5 |
| Servant Attitude | 1 2 3 4 5 | Ability to Make Decisions | 1 2 3 4 5 |
| Ability to Communicate Clearly | 1 2 3 4 5 | Ability to Handle Stress | 1 2 3 4 5 |

How would you describe the applicant's walk with God? _____



Short-Term Trip Recommendation Form

Please comment on the applicant's spiritual and emotional maturity. _____

Additional Comments: _____

Based on the above information, the applicant is:

_____ Strongly Recommended

_____ Recommended with Some Reservation

_____ Recommended with Confidence

_____ Not Recommended

Signature

Date