

Short-term mission trip policy sample

People participating as members of a short-term mission trip sponsored by our church will be responsible and accountable for raising the amount of money required for their personal travel, daily living expenses and their portion of general team expenses necessary to fulfill its ministry.

Failure to meet the financial requirements as outlined in this policy may result in a person not being able to participate in the trip.

Although funds are raised and accounted for individually, all funds raised by individual team members will be treated as team funds. If a person raises more than enough to cover his/her individual cost for the trip, the balance of the funds designated for him/her will go to offset any shortages incurred by other team members. If the funds raised by the entire team exceed the amount needed for the trip, the Church Council will decide how the excess funds will be used.

In the case of team or individual overages, no funds may be transferred to any volunteer on another mission trip. No excess funds will be refunded to donors.

Fundraising

All participants will fully comply with all of the fundraising policies established for the mission trip and will do all that is required by those policies to raise the specified amount for their trip.

- Participants are encouraged to speak personally to or send support request letters to family and friends. While it is permissible for participants to individually approach or send letters to our church members who are close personal friends, appeals for funds should not be made to organized groups (such as a Sunday school class) nor should any church mailing list be used for fundraising. The church directory should be used only to obtain addresses of close personal friends in the church.
- All support letters are to be sent with the express purpose of soliciting contributions for expenses directly related to the mission trip only. Contributions donated through our church on behalf of an individual will be applied only to the announced cost of the trip unless the total amount raised exceeds the announced cost of the trip.
- Each participant is expected to submit the required trip deposit no later than the announced deadline.
- Each individual is personally responsible for the payment of any fees and expenses required for the following, unless these fees are included in announced trip costs:
 - Passport and passport photos
 - Visas
 - Immunizations
 - Country entrance and exit fees

- Personal items such as clothing, toiletries or prescriptions.

Donations given through the church on behalf of the participant may not be used for any of the above items, except when they are included in the announced trip cost.

The designated trip leader will review the financial status of each person and the team prior to buying the airline tickets to ensure that adequate funds are available to cover the expenditure.

Each person should raise at least 50 percent of the trip cost by the non-refundable purchase date for airline tickets. An airline ticket will not be purchased for individuals who haven't met this guideline.

Refund policy

When a participant makes a deposit for the trip, or when others contribute on behalf of a participant, that participant must submit a declaration form declaring whether he/she wants the contribution to be tax deductible.

If the contributor wants the tax deduction, the contribution cannot be refunded for any reason, even if the participant fails to make the trip.

If the contributor doesn't want the gift to be tax deductible, the amount contributed, minus any incurred expenses for the participant, will be refunded upon request, if the individual fails to make the trip.

All information in this policy and its examples is not to be considered legal, financial or tax advice to churches or their attenders and donors.

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