



## NORTHWEST CHURCH SHORT-TERM TRIP APPLICATION

### POLICIES & PROCEDURES

#### Applying for the trip:

1. Submit this missions trip application to Northwest Church attention: Katie Stoll.
2. Interview with our Mission's Pastor
  - You will be contacted after you submit your application to set up a time to interview. Please bring these documents with you to the interview.
3. Passport must be valid for at least six months after the date of the trip.
  - email a photo copy of your passport along with your application to Katie Stoll: [kstoll@nwc.org](mailto:kstoll@nwc.org)
4. You must read the U.S. State department's travel warning for the location of the trip at: <https://travel.state.gov/content/passports/en/alertswarnings.html>

#### Participation Policy

- You must be a follower of Jesus
- You must attend Northwest Church
- You must be willing to attend all of the team training meetings. There will be between 3-5.
  - Note: Training will include information on the trip, cultural awareness, resources for fundraising, team building, Biblical reflection, and other homework assignments.
- You must be a team player
- You must be willing to be culturally sensitive and open to having your perspective changed.
- You must be willing to submit to the authority of the trip leader.

#### Financial responsibilities:

##### Trip cost includes:

- Airfare
- Food
- Lodging
- Travel
- Misc. expenses
- Team members will pay for personal items like coffee or keepsakes
- **All trip costs are the team member's responsibility.** We will provide you with information and resources for raising funds, however if the full amount is not raised, the balance is your responsibility to cover. Timelines for raising funds will be given out at the first training meeting.
- You will be required to send out support letters in order to ask for prayer even if you can cover the cost of the trip yourself.
- If you are unable to participate on the trip for any reason you must notify the Mission's Pastor as soon as possible. **You are responsible for all costs incurred at the time of cancellation.** You will be responsible for notifying your donors and letting them know.

- Support gifts put towards missions trips are contributions and the IRS prohibits the refund of contributions.
- All money raised for the trip will be applied to the trip and not the individual. In the event that you raise more than the necessary amount for the trip the excess will be applied to other trip expenses including other member's shortages. Any additional money raised will then be applied to Northwest Church's missions budget to be used at their discretion.
- Passport and vaccination information will be given out at the first training meeting. **Passport and vaccination costs are the team member's responsibility.**

**Personal Information**

Name:

Address:

City:

State:

ZIP:

Phone Number:

Email:

Birthdate:

Location of trip you are applying for:

**Personal References**

Please provide names and contact information for three references you have known for at least a year. Please do not list family.

Name:	Relationship:
Email:	Phone:
Name:	Relationship:
Email:	Phone:
Name:	Relationship:
Email:	Phone:

**Emergency Contact**

Please provide two emergency contacts

Name:	Relationship:
Address:	City   State   ZIP

Daytime Phone:	Evening Phone:
Name:	Relationship:
Address:	City   State   ZIP
Daytime Phone:	Evening Phone:

**Medical Information**

Allergies (medicines, food, etc.):

Dietary needs:

Current medication:

Physical impairments:

Other information we should know:

Family Physician:

Address: City: State: ZIP:

Name of insurance carrier:

Insurance Phone: Policy number:

**Additional Questions**

**Please share how you became a follower of Jesus:**

**Do you attend Northwest? If yes, for how long? If no, what church do you attend?**

**Why do you want to go on this particular trip? Would you have any interest in going on another trip?**

**How important is cultural sensitivity to you? Please explain.**

**Please list any Life Groups or Ministry Teams you are involved in.**

**Do you have any prior missions experience? Have you ever traveled to a foreign country before? Please explain.**

**Do you have any specific skills that you think could benefit the group or help with the objective of the trip?**

**This trip will require strenuous physical activity and will require long periods of travel. Do you have any conditions (medical or otherwise) that may prevent you from being able to fully participate?**

**For the sake of transparency is there any past struggle or issue that we should be made aware of?**