



SHORT-TERM TEAM MINISTRY

Application Procedures

Costs and Deadlines

Thank you for your interest in participating in a Short-Term Missions Trip with Joy In Hope (JIH). We hope that you will find the experience rewarding as God uses this opportunity to challenge and grow you spiritually. Here is how you get started!

Application Process

Step 1: Identify a Team and Team Leader from your church or local community. Your Team Leader should be a mature Christian who is able to provide physical, spiritual and emotional leadership before, during and after your Short-Term Missions Trip. Refer to the document titled *Team Leader Responsibilities* to learn more about the responsibilities included in this important position.

Step 2: Complete the Application Forms. Each team member must completely fill out a Short-Term Ministry Application. There are four sections within the application that must be signed in order for the application to be considered complete. These are the sections titled Participant's Agreement (Page 6), Background Check Authorization (page 6), Disclosure of Risk: Agreement of Waiver, Release and Hold Harmless (page 7) and Confidential Information (Page 8). The Disclosure of Risk agreement must be signed in the presence of a notary. Individuals who are a part of a married couple or another family group must each fill out a separate application. If a team member is less than 18 years of age, a parent or guardian must sign the Disclosure of Risk agreement in the presence of a notary. In order for an application to be considered complete, it must be accompanied by the following documents or items:

- A copy of the team member's passport
- A copy of the team member's insurance card
- A check for the \$100 non-refundable application fee made payable to Haitian Children's Home

The Team Leader will be responsible for obtaining complete applications from each of the team members and forwarding the applications along with a check for the application fee to JIH. Complete applications for all of the team members must be provided to JIH a minimum of 8 weeks prior to departure. Please be aware that youth under 14 years old must be accompanied on the trip by a parent or legal guardian. Upon your submittal of the application forms, your team will be assigned a JIH representative who will coordinate with you throughout the remainder of the application and scheduling process. Your JIH representative will review your teams' applications and identify a project for your team that best suits the skills and spiritual gifts of your team members.

Step 3: JIH will coordinate with the Team Leader to identify appropriate dates for your team's Short-Term Mission Trip. Every effort will be made to accommodate your preferred dates. However, we ask that you be flexible as it may be necessary to change the trip dates to accommodate scheduled activities and ministry opportunities at JIH.

Step 4: Provide a deposit to hold your team's trip dates. A 50% deposit is due no later than 6 weeks prior to departure. The remaining 50% of the team's trip cost is due no later than 2 weeks prior to departure. All outstanding team costs that are not received by 2 weeks prior to the team's departure will be subject to a 15% late fee. If outstanding team costs are not received by 1 week prior to departure, your team's trip will be cancelled (see Cancellation Policy for additional information on trip refunds).

JIH will hold trip dates for your team up to 6 weeks prior to your departure if no deposit is given. However, if your team's dates conflict with preferred dates for another team that is willing to provide a deposit, JIH will contact your team and notify you that a deposit will be due within five days of the notification in order to hold the scheduled dates for your team. If no deposit is received within the five-day time frame, your trip will be rescheduled for a later date.

Step 5: Schedule your plane flights. The Team Leader will be responsible for securing plane flights for all of the team members from their departing location to Port au Prince, Haiti. It is JIH policy that no flights are to be scheduled to arrive on a Sunday. This allows all the members of the orphanage to attend church together as a family. Your JIH representative will coordinate transportation for you from Port-au-Prince to Jacmel via a private bus operated by a JIH representative.

JIH will not be responsible for rearranging flights should any team members miss any flights from their departing location to Port au Prince. When returning to the United States, JIH will make every reasonable effort to ensure that all team members arrive in Port au Prince with sufficient time to catch the scheduled flight back to the United States. However, should extenuating circumstances arise that are out of the control of JIH, your team will be responsible for any additional financial costs that are incurred as a result of necessary flight or itinerary changes.

Costs and Expenses

The cost and expenses for your Short-Term Missions Trip are separated into three categories: 1) Basic Trip Cost, 2) Project Cost and 3) Discretionary Expenses. These are outlined in further detail in the following paragraphs.

1. Basic Trip Cost

The basic trip cost covers each team member's application costs, transportation and the majority of living expenses while they are in Haiti. The cost for a week-long Short-Term Missions Trip is \$745 per person. This cost is broken down as follows:

<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Non-refundable Application Cost for administration fees	Per person	\$100
Team housing, food and in-town transportation	\$60 per person per day	\$420
Round-trip transportation to Jacmel, team shirts, emergency and project fees	Per person	<u>\$225</u>
	Total Cost	\$745

In order to maintain relatively low cost of living expenses for the team while they are in Haiti, JIH will request the team to bring a few basic food items such as casserole or macaroni and cheese mixes with them on their trip. These basic food items are either extremely expensive or not readily available in Haiti and will greatly aid JIH in meal preparation for the group during their stay. The grocery list of items for the entire team will not exceed a total of \$50. This cost will be in addition to the \$745 per person Basic Trip Cost.

2. Project Cost

The project cost is the cost a team will incur for the materials necessary to complete their assigned project while in Haiti. A list of these materials will be provided to the Team Leader by your JIH representative. Your Team Leader will determine the best way for your team to obtain these items. Most teams provide other members of their church or community an opportunity to be involved in the Short-Term Mission Trip by donating items or funds toward the project that will be completed during the trip. The size of the project will be dependent on the size of the Short-Term Mission team. For example, a large team involved in a construction project will be required to cover the expenses of their construction materials. A team involved in a VBS project will be required to bring pens, paper, stickers etc. as needed in order to administer the VBS outreach.

3. Discretionary Expenses

You may want to bring a small amount of spending with you on your trip for discretionary purchases such as souvenirs, sodas or tithe gifts to the local churches. Many souvenirs can be bought for \$10 to \$20 and tithe gifts should be less than \$5. If you would like to buy souvenirs, have small bills (\$1, \$5, and \$10) available.

Cancellation Policy

JIH is aware that circumstances may arise that will cause you to cancel your Short-Term Missions Trip. If your trip is cancelled more than one month prior to your scheduled departure, your team will be refunded 50% of the cost your team has paid at that time less the non-refundable application fee. If your trip is cancelled less than one month before your scheduled departure, your team will be refunded 25% of the cost your team has paid at that time less the non-refundable application fee. This cancellation policy will also be applied to any single individual on a team who cancels his or her trip.