

Christian Academy School System

# MISSION TRIP MANUAL



*Knowing Christ and Making Him Known*

**2017- 2018**  
***Fall & Summer Break***

**Acts 1:8**

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."

# MISSION TRIPS MANUAL

## Table of Contents

### **I. GENERAL INFORMATION**

Use of the Manual	Page 3
Description of Christian Academy Mission Trips	Page 4
Parent Involvement	Page 5

### **II. PRIOR TO DEPARTURE INFORMATION**

Financial Support Policies and Procedures/Fundraising	Page 6 - 12
Mission Trip Commitment	Page 13
Obtaining a Passport & Visa	Page 14
Needed Immunizations & Medication	Page 15
Traveling Procedures & Communication	Page 16



## Use of Manual

This Mission Trip Manual has been designed to answer questions regarding conduct, culture, and policies for the mission trips of this school year. It will walk you through the mission trip process beginning with an overview of the Christian Academy Missions program through the steps necessary to participate in one of this year's mission trips. As you read through the manual you will notice several key headings that will help answer your questions regarding the trip. However, in the event that you still have an outstanding question, please feel free to contact the Mission's Director through the information listed below.

Mission's Director:            Ace Hubbard (English Station)  
[ahubbard@caschools.us](mailto:ahubbard@caschools.us)

   Jason Branim (Indiana Upper School)  
[jbranim@caschools.us](mailto:jbranim@caschools.us)

Address:                            Christian Academy School System  
   Missions  
   700 South English Station Road  
   Louisville, KY 40245

Phone Number:                 (502) 244-3225 English Station  
   (812) 944-6200 Indiana

As the trip proceeds, you will receive regular updates. Parents and trip participants are asked to provide an e-mail address as soon as possible. If in the event the trip details should change, parents and participants will be notified as soon as possible. It is Christian Academy's prayer that God would be glorified throughout the entire mission trip process (before leaving, during trip, & after returning) and that His name would be made known throughout the world. God bless you as you begin this journey.

## Description of Christian Academy Mission Trips

*"Then he said to his disciples, "The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field."*

*Matthew 9:37-38*

Christian Academy School System seeks to train the next generation of leaders to share the gospel message with a lost world. Part of that vision includes providing mission trip opportunities around the world for students to share the love of Christ cross-culturally.

For several years, students from Christian Academy have ventured to many nations through a variety of trips. Since 1998, the school system has sponsored at least one mission trip a year around the world with hundreds sharing Christ's love on mission. In 2001, Christian Academy developed a ministry program to provide consistent opportunities for our students to serve our Savior world wide. The Ministry Program sponsors the trips around the world. The mission of the ministry is to know Christ more and to make Him known by actively serving those on our campus, in our community, and around the world for God's glory and the advancement of His kingdom.

## **Parent Involvement**

Active parent involvement is a key component to the success of Christian Academy Mission Trips. Christian Academy recognizes the trust parents place in the School System by allowing their child to serve in the Missions program. We will keep you informed of all events throughout the trip and welcome your involvement in the process.

A mandatory parent meeting will be held shortly after applications are due. At the meeting, parents will walk through the Manual and be given details on the upcoming trip. Students are encouraged to attend the meeting with their parents, but are not required.

Then students will begin training in preparation for the trip. Parents will be updated during this process and asked to pray on a regular basis for various needs. Likewise, a prayer dinner will be held for all the families participating in this year's trip. Parents are asked to attend this dinner.

During the course of the planning process, there are several areas where parents can become involved. Some are as follows: (1) prayer warriors for trip, (2) donors for various trip needs, (3) hosts for dinners, and (4) hosts for team bonding events, Anyone willing to help is asked to contact their school's respective Mission Trip Leader.

## **Missions Program-Financial Support Policies**

The following policies shall be followed for all mission trips sponsored by Christian Academy School System:

1. A minimum contribution level will be required based on the costs to be incurred regardless of the success of the trip. These costs include, but are not limited to, airline cancellation fees, visa/passport fees, administrative costs, insurance fees, reservation cancellation penalty fees, and border-crossing fees. No financial support may be used for personal expenses such as medication, personal spending money, passport application fees or personal travel items. This minimum level of contribution will often be paid by the student or parent/guardian because it will be due shortly after the initial decision to participate in the mission trip is made.
2. The total goal of financial support for the trip that will need to be raised and the deadline to have the support raised will be determined by the trip sponsor. Students and parents/guardians are ultimately responsible for raising funds for the trip. Students not reaching their financial support goal may not be allowed to participate in the trip.
3. In the event of a medical emergency incurred by the student, any costs not covered by the insurance purchased for the trip will be the responsibility of that individual's parents/guardian(s).
4. While some fundraising opportunities may be provided by the Missions Department, the majority of funds come from support letters written by students. Students are encouraged to participate in fundraising which provides others with an opportunity to partner in the ministry. All fundraisers, apart from the support letters, must be approved by Jenny Druschke, Director of Development.
5. All funds (contributions and fundraising) will be accounted and administered as a missions project set up on the books of Christian Academy. Financial support will be mailed to and tracked by the Business Office. Trip sponsors will receive regular reports on financial support received.
6. Tax-deductible contribution statements (for all eligible gifts) will be provided by Christian Academy.
7. At the conclusion of the trip, thank you letters will be sent by the student to financial supporters and prayer partners.
8. For IRS/tax purposes, contributions for mission trips are made with the understanding that Christian Academy (i.e. the ministry organization sponsoring the trip) must have full administrative and accounting control over the funds, including all decisions about who

will receive any support from the gift. A mission trip contribution **can suggest a “preference for” but must NOT earmark or designate a specific individual on the check or Missions support envelope.**

9. For IRS/tax purposes, students need to understand that they are not raising support for themselves but for the mission project/ministry of Christian Academy. When financial support has been raised in excess of the actual cost of a mission trip, Missions director will recommend to the Missions Advisory Board the best use of the additional funds. The funds may be distributed in the following manner:
  - a. The missionary partner (i.e. mission contact in Italy, etc.) will be contacted to determine if there are additional projects or money needed at the current time
  - b. Excess dollars may be retained in the specific mission trip account for possible future trips.
  - c. Some monies may be transferred to a Mission Trip Scholarship Fund to be used to offset the cost of future short-term mission trips.
  
10. So as to not jeopardize the tax-deductibility of all donations given for school-sponsored mission trips, Christian Academy does not refund any gifts or donations related to a trip in which a student has raised support for the trip but is not able to participate.

## Guidelines and Procedures for Financial Gifts/Support

1. All checks should be made payable to Christian Academy and returned to Christian Academy in a Missions support envelope. (Checks made out to students are not tax deductible and must be returned to the donor to be made out correctly.)
2. If a donor collects gifts from other donors (i.e. a Sunday School class) and then writes one check, a gift acknowledgment receipt can only be provided to the donor who wrote the check. Students should advise the donor who issues the check that if any of the other donors desire a receipt, they must separately provide a check made out to Christian Academy.
3. Contributions should be mailed directly to Christian Academy in order to keep donation amounts confidential and to ensure proper and timely recordkeeping.
4. Missions support envelopes (**no longer using donor cards**) should be included with each support-raising appeal. The student name should be written on the **Support preference** space on the back of the envelope that is sent out. **Ask donors NOT to put the student's name in the memo section of the check.**
5. If a student receives money from a donor directly, the back of a Missions support envelope should be completed and the donation and the envelope should promptly be turned in directly to the Business Office. Contributions should not be held. If checks are not received in a timely manner for deposit the check may need to be returned to the donor.
6. A list of donors will be provided to the student so that thank you letters can be sent at the conclusion of the trip. Prayer partners should also receive thank you letters.
7. Trip sponsors will receive update reports so inquiries regarding student fund-raising should be directed to the trip sponsor.
8. No financial support may be used for personal expenses such as medication, personal spending money, passport application fees or personal travel items.
9. Preferences for supporting students should appear on the back of the Missions support envelope, **NOT** the memo section of the check.

### REMINDERS

- Send all money to the Business Office at Christian Academy School System, 700 S. English Station Road.
- All checks should be made payable to Christian Academy
- Student names should never be listed on the memo line of checks
- In order to properly recognize the donor and account for the student's success in raising financial support for the trip, money should be turned in using a completed Missions support envelope; **include a Missions support envelope with every support letter=**

## Fundraising Letter Writing Directions

### Open Your Letter with a Trip Summary

The following items should be included in your letter:

Date your letter	Explain the purpose of your trip
Personalize your greeting	Be personal throughout your letter
Identify yourself	Explain why you chose to participate
List your personal goals	Be vulnerable
Talk about your planned activities	Make sure you ask for prayer

### Continue Your Letter by Asking for Specific Action Based on Your Need

- 1) Ask for prayer support.
- 2) Include a summary of trip costs (airfare, lodging, food, translators, transportation, ministry needs).
- 3) **Include the following paragraph EXACTLY as written, filling in the blanks where needed:**

“As you can imagine, there are financial needs associated with the trip. The cost of the trip is \$xxxxxx, which each team member is responsible to raise in **gifts to the school**. Please pray with me that the funds to cover my trip expenses will be provided. Gifts to the school, with an expression of a **preference** for my trip expenses, are tax-deductible to the extent allowed by law. If you will commit to pray, please check the appropriate box on the back of the enclosed envelope. If you are able to make a gift to the school to assist with my expenses, please check the appropriate box on the envelope indicating your interest in helping fund my portion of the trip expenses, and make your check payable to Christian Academy. **Please do not put my name on the memo line of the check.** If I am unable to participate in the trip, your gifts will be used to support the short-term mission program of the school.”

- 4) Thank your reader for considering their partnership and commitment to the short-term mission team!
- 5) Close the letter and personally sign it.

- 6) Add a P.S. Handwrite it. Commit yourself to a specific action, i.e. ...I will visit or call on a specific day.
- 7) Include your phone number for any questions or comments.

**Enclose the Missions Support return envelope provided to you in every letter.**

### **Upon Your Return – Send Thank You Letter to Donors**

Upon returning from your trip, send a one-page follow up letter explaining your trip and how God worked in your life and the lives of others. Use scripture that was important to you on your trip and add a picture. Thank your partners again for their prayer and financial support.

**\*\*You must give your trip leader a rough draft of your letter before you send it out.**

## Example Fundraising Letter

Dear \_\_\_\_\_,

Date

Can you envision a land where families live on one dollar a day, children walk miles for a gallon of dirty water, and many have never been given the chance to hear about Jesus? I want to share with you a challenging ministry opportunity God has presented to me. On (trip dates here), I will be going to (trip location) with a team from Christian Academy.

Our trip has many facets but our main goal is to know Him more and to make Him known among the peoples of (trip location.) Our trip is three fold:

1. We will allow God to work in our lives through the personal enrichment that comes from this type of a mission trip.
2. This journey will help us focus our individual prayers by traveling to a foreign land and praying 'on-site with insight.' We will pray for the de-churched and unreached that God may open their eyes and hearts to the message of Jesus.
3. We will visit a Compassion center, which functions out of a local church, where over 300 students between the ages of 4 – 18 gain access to education, medical care, spiritual investment, and nutrition. We plan to help with light construction at the church as well as spend time fostering relationships.

I'm excited about the opportunity and experiences that God has in store for my entire team. As you can imagine, there are financial needs associated with the trip. The cost of the trip is \$xxxxxx, which each team member is responsible to raise in gifts to the school. Please pray with me that the funds to cover my trip expenses will be provided. Gifts to the school, with an expression of a preference for my trip expenses, are tax-deductible to the extent allowed by law. If you will commit to pray, please check the appropriate box on the back of the enclosed envelope. If you are able to make a gift to the school to assist with my expenses, please check the appropriate box on the envelope indicating your interest in helping fund my portion of the trip expenses, and make your check payable to Christian Academy. Please do not put my name on the memo line of the check. If I am unable to participate in the trip, your gifts will be used to support the short-term mission program of the school

While money is important, prayer is the fuel that will allow us to be successful as we follow God's leading in ministry. Without prayer, nothing will happen. Please pray that we will be used to Glorify God in every way He needs.

Because They Haven't Heard,

(Your Name)

## Who Should I Send A Letter To?

Name storming is an essential way of rounding up support. Below is a list of people you may want to think about including when you name storm. Some will not necessarily apply to you because you are still in high school, but this might give you some ideas you can then discuss with your parents.

relatives	friends	friends of family	Christmas list
accountant	salespeople	secretaries	doctors
banker	co-workers	dentist	Bible studies
doctor	lawyer	prayer groups	veterinarian
chiropractor	nurses	nieghbors	engineers
civic club members	community leaders	tax preparer	coaches
realtors	fitness club members	pastors	community group leaders

Concerned that people will not understand why they should give money to the mission project or even that they will feel like giving at all? Here are some reasons why people give money:

- People will give because they believe their gift will change lives. Help them understand their gift will help the unsaved hear the gospel and that God's work and will shall be done.
- People will give if you make them feel as much a part of the trip as you who are going. It is important to communicate with them before, during and after the trip, as well as communicate your dependence on their prayers and support.
- People will give when they sense you are completely committed to this trip and enthusiastic about it.
- Finally, begin preparing to write your support letter. Start by coming up with the names of people you would like to receive a letter. Keep in mind, these people will be an important part of your prayer team, whether or not they support you financially.
- Remember, above all else, focus on God, not on your need, claiming the promises of Ephesians 3:20-21.

### **Keep these tips in mind when you begin your fundraising!**

- Be committed to prayer.
- Understand the scriptural basis for fundraising. (Philippians 4:14-19, I Chronicles 28 & 29, II Corinthians 8:1-15, I Corinthians 8 & 9, Luke 6:38, Matthew 6:19-21 Ask the following questions—how did God use other people's resources to accomplish His will? How was God glorified through other people's giving? As a Christian worker, is it appropriate to receive support?)
- Believe that if God's in it and you do your part, God will bless your short-term mission trip through people's giving.
- Name storm! Try to come up with 30-50 names. Don't leave anyone out. You can prioritize later.
- **NOTE: STUDENTS ARE ASKED TO NOT WRITE THEIR TEACHERS WHEN ASKING FOR MONEY. YOU MAY GIVE THEM PRAYER CARDS**

## Other Fundraising Ideas

*You can personally fundraise for your mission trip but you cannot use Christian Academy's name or logo to help with your fundraising.*

Yard Sales	Babysitting	Make Crafts	Sell Items on Etsy	Consign Anything	Tutor
Mama Swap	Yard Work	Paint	Part-Time Job	Teach an Instrument/Coach	

## Mission Trip Commitment

Students participating in the Missions Program must understand the requirements and responsibilities that come with signing up for a trip. While participating in a mission trip is one of the most joyful experiences in life, students must remember that **this trip is not a vacation**. Students are asked to make several sacrifices along the way. Just as Christ came to serve and not be served, so too students are asked to take on the role of servants by often putting their own wants and desires behind those of others. Likewise, students are asked to submit to several authority figures throughout the process. These include the trip director, team leaders/chaperones, the ministry we are working with, and student leaders. Anyone unable to submit to authority is asked to reconsider participating in the trip.

Students who are willing to submit and sacrifice are also committing themselves to do the following:

- #1 Attend Team Training Events – These are MANDATORY
- #2 Participate in Team Bonding Events
- #3 Serve in **whatever ministry** or activity asked while on the trip (remember being stretched is a good thing)
- #4 Pray for the group throughout the trip
- #5 Obey all authority figures

In the event that a student is unable to complete one of the above items for an uncontrollable reason, students are asked to see the trip director immediately. Finally, students are committing themselves to obey and comply with the regulations spelled out on the Mission Trip Contract. While no one is perfect, students committing themselves to the Missions Program are asked to do their best to display a Christ-like lifestyle. Those that are willing to commit themselves to the trip will be amazed at what God does in their lives. They will begin to see His majesty in a whole new light and will grow in their walks in incredible ways. Welcome to the adventure of your life.

## Obtaining a Passport & Visa

In order to participate in our international trips, students must obtain a passport and visa. To do so, students are asked to complete the following:

### HOW DO I OBTAIN MY PASSPORT?

**H**ere are the steps to follow to obtain a passport:

**Step #1:** Go to Post Office and Obtain a Passport Application

**Step #2:** Fill Out the Passport Application

**Step #3:** Take Passport Photos

-You will need **2 photos** for your passport

-Passport Photos can be taken at local pharmacies (CVS, Walgreens, etc.) or at some professional studios.

**Step #4:** Obtain Birth Certificate

**Step #5:** Bring (1) completed application, (2) two photos, (3) birth certificate, (4) & checkbook to Post Office.

**Only certain Postal employees are able to verify a passport application. Thus, parents might want to call ahead to make sure correct postal employees are on duty. Also, parents might want to consider expediting the passport depending upon the date. Passport deadlines will be announced in the beginning of the specific trip planning process.**

### HOW DO I OBTAIN MY VISA?

**T**he process of obtaining a Visa varies depending on the country that your student is planning to go. Further information will be given at the beginning of their specific trip planning. The cost of the visa is NOT included in the price of the trip.

### WHAT ELSE SHOULD I KNOW ABOUT PASSPORTS?

**W**Parents should know that their child **will not** be carrying around his/her passport. After moving through customs, the passports are collected from all team members for safe keeping. Students will be carrying copies of their passports with them everywhere. Each individual team leader also has copies of all group members passports.

## Immunizations & Medication

In order to participate on many mission teams, students need to have certain immunizations. Some immunizations are good to have up to date no matter where you go. Some of these include the following: Hepatitis A, Hepatitis B, and Tetanus. Contact the U of L Travel Clinic for more information.

U of L International Travel Clinic  
250 E. Liberty St.  
Louisville, KY 40202  
502-852-6464

### SHOTS NEEDED

	Ghana	Honduras	Poland	China	Nicaragua	Kenya	Haiti
<b>Hepatitis A &amp; B</b>	X (Required)						
<b>Meningococcal</b>	Suggested					X (Required)	
<b>Polio</b>	Suggested	X (Required)					
<b>Typhoid</b>	X (Required)	Suggested		X (Required)	X (Required)	X (required)	X (required)
<b>Malaria RX</b>	X (Required)	X (Required)		X (Required)	X (Required)	X (required)	X (required)
<b>Yellow Fever</b>	X (Required)					X (required)	
<b>Japanese Encephalitis</b>				Suggested			
<b>Cholera</b>	Suggested					X (Required)	Suggested
<b>Rabies</b>	Suggested						
<b>Mumps/Rubella/Measles</b>	X (Required)						
<b>Diarrhea RX</b>	X (Required)						
<b>Tetanus/DPT</b>	X (Required)						

Visit [www.cdc.gov](http://www.cdc.gov) for additional information.

**Vaccinations are not included in the price of the trip.** Plan anywhere from \$40 - \$500 for shots. Contact the International Travel Clinic at 852-3691 for an appointment at least 2 months prior to departure. You may also contact Passport Health at 423-9799. These two places do not accept insurance. Other sources can be used but plan on delays since most doctor offices do not keep these types of medication on hand and therefore they must be ordered. Recommended vaccinations may change depending on the conditions at the time of the trip. This information will be checked on a regular basis and any updates will be forwarded to parents. (This information was updated on 11-5-17.)

#### **More Shot Information...**

- **Parents should not wait to begin the shot process or obtaining the needed medication. It is sometimes difficult to get an appointment. The sooner you begin the less stress there will be later. Some shots require several doses over a several month period.**
- **Parents are asked to inform the trip director of any special medical problems that your child might have. Information is kept confidential between the team leadership.**
- **Students on medication should make sure that the drugs they are taking do not have any adverse effects with great exposure to sunshine.**

### **Traveling Procedures**

**Students participating in this year's Mission Trips must abide by the team traveling rules listed below:**

- #1 Students are not allowed to travel by themselves
- #2 Students shall be assigned to a travel group headed by a chaperone
- #3 Students shall always carry a copy of their passports
- #4 Students are to bring their backpacks with assigned items each day
- #5 Students are not to be late for a meeting time (if you are late, we are all late)
- #6 Prior to departing anywhere, the individual groups will account for all members

### **Communication Before & During the Trip**

Once your students have completed and handed-in all forms to participate in this year's Mission Trip, they will be placed on an e-mail list. Any emails sent to your student will also be sent to you as parents. Communication during the mission trip will be sent via Facebook. A 'private' Facebook group will be created and parents will be added to the group before departure. While the team is in the field, updates and pictures (given internet is reliable) will be posted inside this group page. ANY information shared on this group page should NOT be shared elsewhere on the internet until the group has arrived back home safely.

### **Removal from a Team**

Christian Academy School System reserves the right to remove any student from a mission trip either before or during a trip. While we are reluctant to even consider such a move our leaders must have this authority as they carry the responsibility for the spiritual well being of the trip and the safety of every student. If a student is removed there will be no refund of previously donated monies. Furthermore, if a student is removed from a team during the mission trip, they will be sent home at the cost to the student and/or family. This expense is outside the trip cost.