



Short-Term Missions Policies & Procedures

If you are interested in a short-term mission trip with Highland Oaks Church of Christ, please read the following and sign:

- Application materials may be found online at www.hocc.org. Complete all the required forms and submit these to the HOCC Short-Term Missions leader or their designee at least 30 days prior to the departure date. Your application will be valid for the entire calendar year in which it is submitted and may be used to apply for multiple projects.
- Your application may be reviewed and approval determined by the HOCC Global Short-Term Missions leader. If accepted as a team member, you will normally be notified within two weeks of submitting the application.
- Trips are on a first-come, first-serve basis as there may be limitations of space. In order to most effectively serve people, we must reserve the right to build a team with the most qualified personnel according to the purpose and goal of the trip.
- If you have physical limitations, please apply for a trip in which you are physically able to participate. Please notify the team leader of any possible concerns you might have. Also, please be aware of the age limitations on some of our trips. These have been established for your safety.
- Once accepted, team members are required to attend team meetings that pertain to the purpose and goal of the trip. Team building prior to the trip will strengthen your mission in the field.
- Team leaders will be given information regarding passports and vaccination recommendations from the Department of Health. Costs incurred for these are not included in the trip costs and are the responsibility of the team member. Team members assume the responsibility and liability for their own personal health decisions and risks.
- All trip costs are the team member's responsibility. The due date of project funds will be communicated when you are approved as a project team member. To raise funds for a trip, you are allowed to solicit from Highland Oaks members by sending out individual fundraising letters or participating in a group fundraising event, but special contributions within Bible classes, home teams, or congregational assemblies is strongly discouraged. A sample fundraising letter is available upon request. If full support is not raised, the balance is your responsibility. Fundraising should not begin until after you are notified of your acceptance to the team.
- Funding assistance is available for approved short-term projects on a first-come, first-serve basis as long as funds remain in the short-term missions budget. You may receive funding for different projects provided sufficient funds are still available to cover all first-time applicants.

- An application form for supplementary international insurance has been provided. For projects outside the United States and its territories, it is recommended, but not required, that you obtain international medical insurance coverage if your current insurance provider does not cover medical expenses outside the United States.
- Funding grants are subject to the following limitations and restrictions:
 - The number of people in a single family that can receive funding is unlimited unless this would prohibit another team member from receiving funds for the same project. In the latter case, the maximum number of grants per family is three.
 - Funding assistance will not be provided to those who have qualified for assistance through other HOCC-funding initiatives.
 - If you successfully raise funds beyond those needed for the project, the surplus amount, up to the total provided from the short-term missions budget, must be returned to Highland Oaks.
 - Highland Oaks will not be responsible for expenses incurred should you return before the completion of the project due to violations of the code of conduct or for reasons that do not constitute an emergency situation.
 - Except for rare and special exceptions that will be evaluated on a case-by-case basis, funding assistance is limited to Highland Oaks members.
- If you accept financial assistance from Highland Oaks, you will be expected to submit a post-project report that includes, at a minimum, the following information:
 - A brief history of the mission work (if previously unfamiliar to Highland Oaks).
 - The work accomplished by the team.
 - How the native people were affected or influenced by the visit.
 - How you were affected or influenced by this trip.
 - Any special needs or prayer requests with which the church might be able to assist.
- Due to issues of safety and influence, all participants on our mission trips should refrain from the use of tobacco and the consumption of alcohol. We recognize that in rare cultural situations it may be considered insulting to refuse alcoholic beverages. In such cases, the conscience of the traveler and the discretion of the trip leader should dictate.
- If you are unable to participate in your trip, please notify the Short-Term Missions leadership team as soon as possible about your cancellation. You may still be responsible for at least part of the price of the trip. Please note that monies contributed towards mission trips are contributions and the Internal Revenue Service prohibits the refund of contributions.

I understand and agree to the following policies:

- I have read and accept the Highland Oaks Church of Christ Short-Term Missions Policies and Procedures.
- I understand that if I cancel, I may be responsible for partial or full payment of the trip.
- I will participate in all training meetings possible.

Signature

Date