



SHORT-TERM MISSIONS PROJECT PROPOSAL

Projects must be proposed in writing by October 1 of the year preceding the project when funding assistance is being requested from the short-term missions budget. Otherwise, proposals should be submitted a minimum of 60 days prior to the start date of the project. It is understood that some information provided in this proposal, such as dates, the number of participants, and project costs, may be estimates and subject to change at a later date.

Project Timeframe

Start Date: _____ Length: _____

Site Information

Project location: _____

Responsible party on site: _____

Relationship to Highland Oaks or the global Churches of Christ: _____

Special travel documents required for this site: _____

Project Leadership

Team leader(s): _____

Leadership qualifications: _____

Participants

Number of adults: _____ Number of students/children: _____

Description of Work

What does the team plan to accomplish on this project? _____

What activities are planned for this project? _____

Describe any evangelistic efforts that will take place during this project: _____

Training Requirements

What training is needed for this project? _____

Who will provide the training? _____

Safety Considerations

Are there safe and adequate accommodations at the site? Explain: _____

What health or other physical considerations are associated with this project? Explain: _____

What is the appraised risk to team members per the local contact and U.S. State Department? _____

Finance

Estimated cost per person: _____ Working fund: _____

How will these funds be raised? _____

Are you requesting consideration for funding assistance in the short-term missions budget for the next calendar year? **YES** **NO**

Signed: _____ Date: _____

Phone: _____ Email: _____

For Administrative Use Only

Date received: _____ Received by: _____

Project approved? **Yes** **No** Approval date: _____

Funding approved? **Yes** **No** Approval date: _____

Applicant notified? **Yes** **No** Date of notification: _____