

CPC Short-Term Mission Trips

Trip Leader Guide

Thank you for agreeing to lead a mission trip for CPC! Trip Leaders and their designee and the trip itself, must be approved by Director of Missions. The purpose of this document is to provide an outline for the Trip Leader, or their designee, to oversee the administrative preparations for your trip. You will work closely with the CPC Missions staff during this time.

- I. **Pre-Trip Planning**: Prior to advertising the trip, the following decisions are to be made:
- If applicable, will participants or CPC purchase airfare? The preferred method will be for individuals to purchase airfare directly. If they are raising support to pay for the airfare, they may be reimbursed by CPC if sufficient funds are raised.
 - Other than airfare, what is the cost of the trip? Typical trip costs will cover costs while in country including food and lodging, transportation, and mission trip activities. Individuals are responsible for their own costs to get to the airport, visa, medications, vaccinations, travel insurance (with minimum requirements outlined below), food while traveling, alcohol and souvenirs.
 - What will the timing of payments be? Will be dependent on cancellation policies around transportation and land costs.
 - What is the maximum number of people that will be accepted for the trip? What, if any, age restrictions will there be? If this is an international trip, students traveling without a guardian must be at least a junior in high school. Freshmen or Sophomore students may travel if accompanied by a guardian. Any exceptions require approval by the Director of Missions.
 - How will the trip be advertised?
 - What training will be done before the trip? It is strongly encouraged that some training will be provided to team participants. CPC Missions has curriculum that can be used.
 - Who will be the back-up person on the trip in the event the Trip Leader is incapacitated or otherwise unavailable?

All decisions will be communicated to the Missions Director and CPC staff will be assigned to assist in setting up the trip on Focus Missions.

II. **Focus Missions**

The Focus Missions website is found at CPCDanville.focusmissions.com. For reference, you should have the CPC “Focus Missions Manual” found at <http://www.cpcdanville.org/ministries/missions/short-term-mission-trips/trip-resources/> and you may review the Focus Missions team leader guide online at <https://support.focusministry.com/hc/en-us/articles/360044473934-Team-Leader-Guide>. In addition, as a participant, you should be familiar with the “CPC Trip Participant Guide”. Once in Focus Missions and in the trip you are leading, you may toggle back and forth between the leader and member view.

Coordinate with CPC Missions who will be completing the required tasks within Focus Missions to manage the trip. Select tasks are highlighted below (reference in parentheses is to the section in the CPC Focus Missions Manual discussing the topic.)

1. Trip Set Up: Set up the trip in Focus Missions, ideally by cloning an existing trip and editing the trip details. (III) Reference Appendix B for requirement guidelines.
2. Application Management: The Trip Leader will be responsible for reviewing applications and accepting or denying the application. NOTE: if the person does NOT indicate that they have a medical condition, the Trip Leader is to remove this condition from the acceptance email and is to check the requirement as complete in the approved team member's profile. (III.C)
 - Trip Leaders MUST go through the application process, even if approved by CPC to attend the trip, in order to have all the required information on record.
 - The Trip Leader will receive an email notifying them when an application has been submitted. Application details may be reviewed by NOTE: It is strongly recommended that the Trip Leader have a conversation with the applicant to determine whether they will be a good fit for the trip and to ensure that they understand the nature of the trip.
 - If the applicant is denied, the Trip Leader is to call and explain why.
 - Upon acceptance, the applicant is to be sent an email explaining the approval. A template is included in Focus Missions but may have to be modified for your trip. NOTE: if the person does NOT indicate that they have a medical condition, the Trip Leader is to remove this condition from the acceptance email and is to check the requirement as complete in the approved team member's profile. (III.C)
3. Periodically review the Team Members summary page to determine who is behind in filling requirements and funding the trip. Focus Missions will send out regular emails once a requirement is overdue, however, the Trip Leader may need to contact the Team Member directly.
4. Once a trip is closed, review applications to ensure that there are no pending applications. These can be submitted subsequently even after the trip closing date so, to prevent this, remove the application or contact the applicant to determine if they wish to complete their application if space is available.
5. If minors are traveling, ensure that the Parent and Consent Form for Minors is properly completed by all parents and/or guardians with legal custody.
6. Use the Meetings feature of Focus Missions to set up and communicate meeting details. You can also use this feature to communicate air travel times and details.
7. If applicable, after the due date, review uploaded Passport, Travel Insurance and Health Insurance forms to determine that they meet minimum requirements. To access uploaded forms, go to the option under Team Members to "Download Packets". Select the Requirement packets to view this information.

III. Managing Trip Funds

- The Missions Department receives notice from accounting as funds are collected and from the Missions Finance Team as scholarship funds are awarded. Funds received are manually entered into the Focus Missions site. (III.E)

- If CPC is paying for airfare, 100% of the airfare cancellation charges must be received before the flights can be booked. (Often cancellation of flights will result in a credit to the participant for a future trip. Since CPC is not entitled to the credit, the full flight cost is considered to be a cancellation charge.) Even if the participant is paying directly, it is suggested a travel agency such as Golden Rule Travel be used to research and/or book airfare.
- A minimum of 25% of the land cost should be received one month prior to leaving on the trip, and 100% of the balance, including airfare if paid by CPC, should be received at least two weeks prior to leaving on the trip. The Trip Leader or their designee is to follow up on all funds not yet received at this time.
- The individual is to purchase travel insurance to cover at least \$100,000 amount of medical evacuation BOTH in the case of medical emergency AND in case of political unrest (unless the latter is not determined to be necessary based on the location of the trip if approved by CPC Missions Director.) In addition, there should be a minimum \$15,000 medical/dental coverage.

IV. **Mission Trip Preparations and Return**

1. It is strongly encouraged that the team gather a minimum of three times prior to the trip and that some training will be provided to team participants. CPC Missions has curriculum that can be used.
 - At the first meeting the Leader should review how to use Focus Missions and the CPC Trip Participant Guide found on the CPC Resource Center. The “CPC Team Member Covenant & Agreement” should be gone over in detail and all Team Members must sign the agreement.
2. You can email team members or download a roster by selecting the “Actions” button on the Team Member summary page.
3. Download the packet containing all Team Members information so that information is available if needed on the trip. This information must be secured with a password that is shared with a back-up leader in the event you are incapacitated.
4. During and at the end of the trip, it is suggested that the leader gather the Team to process what they are experiencing. If desired, information is available on the CPC Missions website regarding what they might expect when they return home.
5. A post trip team meeting is encouraged within two weeks of the team’s return.
6. Encourage team members to upload pictures if requested by the CPC Missions Department.
7. After the trip please provide a brief report for the Missions Department regarding your trip along with suggestions for future improvement if needed.