

CPC Short-Term Mission Trips

Participant Guide



Patty Walker on a trip to Sintaro, Ethiopia

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WELCOME

By joining a short-term mission trip, you are helping Community Presbyterian Church (CPC) accomplish its REACH vision and its desire to fulfill the Great Commission both locally and abroad. One way CPC accomplishes this is to engage with national and international ministries that are largely oriented toward the involvement and support of evangelism; church planting; discipleship among people of other nations and cultures both locally and abroad; and, care for vulnerable people. We initiate and develop these partnerships partly by sending congregation members to visit the ministry to observe and learn from them. Our goal is that you will be ambassadors from CPC and become advocates for our mission partner back at CPC.

We believe that the scriptural foundation for our purposes is found in the following Great Commission passages:

- Matthew 28:19-20 - "Go and make disciples of all nations baptizing them in the name of the Father, Son and the Holy Spirit, and teaching them all that I taught you, and remembering that I am with you always."
- John 20:21 - Again Jesus said, "Peace be with you! As the Father has sent me, I am sending you."
- Act 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."
- 1 John 3:18 - Dear children, let us not love with words or speech but with actions and in truth.

Our prayer for you is that as you prepare, participate, travel, and serve with your team, that God would refine your character and align your heart more with His. We hope God transforms the way you live as a result of the short-term trip process; specifically, how you Give, Serve and Pray for His glory.

FOCUS MISSIONS

As part of your application process for a CPC mission trip you will have created an account with Focus Missions, the mission management system used by CPC. To sign into your account after your application has been accepted go to cpcdanville.focusmissions.com. There you will click on Trips – My Trips to see trips that you are signed up for. If you click on the trip you are attending, you will be able to access information about your trip as follows.

Appendix A provides more information on how to operate within Focus Missions. If you have any questions or issues please contact your trip leader.

TEAM MEMBER RESPONSIBILITIES

TEAM MEMBER COVENANT AND AGREEMENT

When accepted to serve on a short-term team, each participant will be asked to agree to abide by certain convictions and guidelines that will ensure the best experience both individually, for the team, and for any partner ministry or nationals we serve with. You will agree to be responsible for the following:

- A. Behavior & Attitude - Short-term team ministry requires flexibility and cheerfulness as we minister together through both the fun and the difficult. You are to avoid a critical spirit and should model Ephesians 4: 29, which says, “Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” This includes maintain a servant attitude toward all nationals and teammates and avoiding exclusive relationships on the team. If any conflicts arise between you and someone else on the team or a national, handle it with biblical behavior.
- B. Obedience to Leadership - Each team member must obey and submit to the leaders of the church and the team as unto the Lord. Your leaders are responsible for your growth and safety and are accountable to CPC. While they are not perfect, you need to trust their judgment even when you don't feel like it or understand it. You can ask questions when time allows but you must always respect your leaders and afford them a measure of grace. (Hebrews 13:17, Romans 13:1-3)
- C. Teachability - You are responsible to be a learner, of both the cultural dynamics of the project that you are participating in and the spiritual dynamics of your own personal walk (2 Peter 3:18).
- D. Heart for God: CPC short-term trips are primarily focused on mobilizing followers of Jesus, though we will take others on a case-by-case basis. As such, it is assumed that you desire to grow in your relationship with God and/or agree to be open to learning more about the God's global work. The group will expect you to approach each experience with this heart for God, and a learning posture for continued growth (Ephesians 4:22-32).
- E. Financial & Prayer Support: All team members will be responsible for making a concerted and thorough effort to raise the financial support needed for their participation in the team. This includes making a personal donation, sending out a support letter, actively participating in team fundraising activities, and prayerfully considering ways that God would have you “carry your own weight.” The financial goal is a team goal with the individual as well as team responsibilities. God is faithful to provide what we need. But He provides through a variety of means, including each of us

responsibly doing our part as best we can. By being faithful and obedient to our responsibilities, we will not presume on the Lord or the rest of the team to provide for our financial need (2 Corinthians 9:10-11).

- F. Thanking Supporters: It is not only your responsibility and proper etiquette to thank each supporter with a note; it is also expected that you will send them a letter after the project to let them know what transpired during your mission trip and what you learned. We also encourage you to give them specific prayer requests for you and your team (2 Corinthians 9:12-13).
- G. Team Meetings & Assignments: Attendance at team meetings is mandatory. Failure to attend without prior arrangement with your leaders is a serious issue that your leader will question you about. It is possible to miss a meeting with prior permission from your leader and will follow through on your commitment to make up what you miss. Some team meetings may be too important to miss. Lack of participation in meetings and/or failure to complete training assignments in a timely fashion is often a symptom of lack of commitment to the team and the responsibilities of team members. An underlying lack of commitment that is unresolved by the team member will result in that member being dropped from the team (1 Corinthians 14:40).
- H. Dress Code: Whether at home or abroad, all team members and teams should seek to create an environment conducive to fellowship, worship, and service. Healthy self-respect and respect for others should be exercised, and everyone should be treated with purity and godliness in thought and deed. What we choose to wear should never be a distraction. Guidelines to follow will be provided for each trip. (2 Timothy 2:15)
- I. Being a Guest: You are a guest in the country you are visiting. Accordingly, you will act as follows:
 - Avoid offensive behavior whether it is dressing in a respectful manner or trying food that is offered to you (with the okay from your leader.)
 - Remember that you have come to learn, not to teach. Resist the temptation to inform our hosts about “how we do things.” Respect the knowledge, insights and instructions of local leaders.
 - Respect the host’s view of Christianity. Christianity has many faces throughout the world, and one purpose of the trip is to witness and experience faith lived out in a new setting.
 - Refrain from complaining despite unexpected and undesired consequences you desire. Instead, be creative and supportive.
 - Refrain from negative political comments or hostile discussions concerning our host country’s politics.
 - Refrain from any activity that could be construed as romantic interest toward a national. Though innocuous in your own culture it may seem appropriate in others.
 - Refrain from using tobacco, drugs or alcohol if it at all could be deemed offensive to your host (Romans 14:21)
- J. Discipline: For teams to function well, order and discipline are necessary. You will be expected to behave in an appropriate manner, regardless of location or situation. When mistakes happen, grace and forgiveness are always the rule, however, continue infractions may mean immediate removal from the team or project. The reputation of the Gospel is far more important than our individual needs, rights, and freedoms (1 Corinthians 9:12, 19-25).

REQUIRED DOCUMENTS

Each team member is responsible for completing and submitting certain documents. Prioritizing this and

honoring deadlines is helpful to you, your trip leader, and CPC Staff. We expect your diligence and thoughtfulness in making this a priority, which in turn allows us to successfully organize our trips.

The documents required can be accessed through Focus Missions. Select documents can also be found online at the CPC Resource center at <http://www.cpcdanville.org/ministries/missions/short-term-mission-trips/trip-resources/>. Your trip leader will set specific deadlines within the mission management system and the system should alert you to approaching deadlines.

TEAM MEETINGS

As a CPC short-term mission team member, you will be required to attend all related trip meetings, gatherings, and trainings. These are uniquely designed to prepare and equip you to serve in the distinct culture, context, and ministry that your team is serving, and is paramount in building team unity. Any meeting you are unable to attend should be discussed with your trip leader with notice. Your trip leader will set specific dates and locations within Focus Missions.

SUPPORT DEADLINES

As a CPC short-term mission team member, you will be expected to personally donate or raise funds for the cost of the mission trip. You will be expected to contribute your equitable share; however, funds raised are not meant for you personally. In order to be tax deductible, funds raised or personally contributable are NOT refundable.

Funding targets are set in Focus Missions. Any targets not met may result in the delay of purchasing your airline ticket, if applicable, and/or you not being able to go on the trip. If you desire, you may apply for assistance from CPC's short-term mission fund. A link to the application for assistance is provided in your Focus Missions checklist or on the CPC Resource Center webpage. Applications for assistance must be submitted no later than 45 days before the trip departure date.

TRIP COSTS & FLIGHT ARRANGEMENTS

Each team member is asked to personally raise funds to cover the cost of travel, trip insurance and on-the-ground costs including room, board, transportation and trip projects. The cost of meals en route, visa to enter the country, souvenirs, vaccinations, medications or alcohol are all personal costs that must be paid for separately by the trip individual. The total funds to be raised will be communicated by the trip leader and in Focus Missions.

Generally, individuals will be asked to purchase airfare on their own. If that is the case, these costs will not be included in the total amount to be raised. Preferred flights will be communicated and, should the Team Member elect to take different flights, the Member will be expected to arrive no later than the team arrives and leave no earlier than the team departs. If there are any added costs due to flight delays, those will be borne solely by the individually making their own flight arrangements.

RAISING SUPPORT

We understand that raising support and asking others for money can be intimidating and uncomfortable for some. However, raising support has significant benefits that are often overlooked. Raising support opens a door for God to meet your needs through the faithfulness of others. This is honoring to the Lord and offers others who may not be able to go, a chance to support the team and take part in your mission. Even if someone is unable to support you financially, they will be able to support you through prayer. It also opens the door for Gospel conversations with those who may not know the Lord. Support raising allows you to invite the community God has placed around you to participate in this unique ministry opportunity too!

“But just as you excel in everything—in faith, in speech, in knowledge, in complete earnestness and in your love for us—see that you also excel in this grace of giving.” - 2 Corinthians 8:7

HOW TO BEGIN

1. **Pray:** Pray that the Lord would give you faith to trust Him to provide. This process is a step of faith; pray that the Lord would change your heart through this challenge. Pray over the names to whom you will send your information.
2. **Name Storm:** Think of your sphere of influence. Who do you know? Who do you go to school with? Work with? Play sports with etc. Don't debate whether an individual will be interested or not. If you limit yourself to those you feel will or can give, you may be prematurely disqualifying those who God may want to become donors. You can prioritize those you want to contact first, but don't disqualify anyone!
3. **Prepare Your Communication:** You can see a great deal of success by writing a personal communication presenting your needs. Focus Missions provides a link on your “Dashboard” that allows you to set up a personal fundraising page which is made up of the following parts.
 - a. Description of Trip – This is obtained from the description set up by CPC and seen on your “Details” page.
 - b. Trip Story – This is optional wording added by you from the “Trip Story” page.
 - c. Required Language – This language is required so that donors are advised to the conditions that make their donations tax deductible. **IF YOU CHOOSE TO WRITE YOUR OWN COMMUNICATION, THIS LANGUAGE MUST BE INCLUDED.**
 - d. Link to Donations form that will allow donors to make credit card donations. . If sending cash or check, direct your donors to give these directly to you so that you might give to CPC accounting and have it attributed to your fundraising.Links to share your fundraising page on social media are also provided on your Dashboard.
4. **Thank You Notes:** Thank you notes are one of the best ways to show your appreciation for those who are investing in this trip. You can never send enough notes.
 - Thank you notes should be written as soon as you receive donor information.
 - They should always be handwritten and personal.
 - Always use cards or stationary to write a thank you note (not email).
 - Re-clarify in your thank you note that this gift is going to make a difference for eternity in the lives of many people in the country you are traveling to and in yours as well.
5. **Follow-Up Letters:** Write follow-up letters to all your donors after the trip to share how the Lord used you and your team.

VIEWING DONOR NAMES

Unless a donor requests to be anonymous, you will be able to access donor names through your Focus Missions account. Note that it may take up to two weeks for staff to upload that info to your page once they receive it. If you feel that donor information is missing, please contact the Missions Department to research the issue. Note that CPC staff is unable to continuously and individually pull reports of donor names upon request.

CREATIVE SUPPORT RAISING IDEAS

1. Inform Your Friends on Social Media! Put up links to your giving page, videos of the partner organization we are working with and invite friends to donate
2. Host a “Country” Awareness Party at Your House; highlight the situation in the country you will visit or the special project your team will take part in.
3. Cash in On Your Craftiness. Do you knit, make earrings or ornaments, paint, or take photos? Sell your skills.
4. Offer Your Services Any creative or helpful service you could provide to family, friends or sports teams? Could include yard services, babysitting, dog walking, car wash etc.
5. Downsize Your Clutter. Clean the garage by having a yard sale or sell something on Craigslist.

Note that if you sell services or items this is not considered to be a donation unless an amount in excess of the value of the service or item is given. This must be made clear when receiving these types of funds.

HEALTH & SAFETY

While travel to mission partner countries is relatively safe, American citizens should always be aware that foreign tourists are often considered attractive targets for criminal activity and should be conscientious to avoid becoming victims of violence or crime. While in country, you must always stay with your group and your team should always know where you are. Never wander away, for any reason, from the rest of your group; not at dinner, not at the hotel, and especially not when out doing ministry.

HEALTH INSURANCE POLICY

All trip participants must have health insurance coverage that will cover them when out of country on a mission trip. In addition, trip participants may be required to purchase travel insurance that 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 with approval by the CPC Missions Director.) In addition, there should be a minimum \$15,000 medical/dental coverage.

VACCINATIONS

- Refer first to the US Center for Disease Control (CDC) to see a list of required and recommend vaccinations by country. For more details, please visit www.cdc.gov/travel/destinations/list/ for a

full report of the country you are traveling to. Please note that there are required and recommended vaccinations. We err on the side of caution and suggest having all recommended vaccinations for travel.

- Make an appointment with your primary doctor at least 8 weeks from departure. Make sure all routine vaccinations are up-to-date. Review CDC recommendations with doctor and schedule any needed vaccinations.

HEALTH DO'S & DON'TS

Depending on country you visit, you will want to follow all or some of the good health practices below. Your trip leader will give you more information.

DO:

- Use sunscreen and re-apply frequently
- Use bug spray repellent with at least 30% DEET (especially at night)
- Carry antibacterial hand wipes containing at least 60% alcohol and use frequently (be sensitive to how and when you “clean” your hands, i.e. don’t pull out your sanitizer in front of the person you just shook hands with and douse your hands in sanitizer)
- Wash your hands frequently with soap and water
- Carry some toilet paper with you, as bathroom supplies may be hard to find

DON'T

- Don't drink tap water. Only drink bottled water.
- If you are in someone's house or on the street and are offered food, use discretion and possibly politely decline. However, if for any reason you eat outside of the hotel be selective:
 - Don't eat salads and only eat fruits and vegetables that you can peel first
 - Don't drink fountain drinks (only BOTTLED/CANNED soda, juices, drinks)
 - Don't drink fresh fruit juices
 - Don't eat food from street vendors
 - Don't eat dairy products (i.e. no ice cream)
 - Don't touch animals, like dogs or cats, to avoid diseases such as rabies or scabies

TRAVEL

PASSPORTS & VISAS

All travel outside the U.S. requires a valid passport. If you do not have a passport, you should apply for one as soon as possible. The process takes several weeks and should be started at least 6 months prior to your departure date. You can apply for a passport at most post offices or online at travel.state.gov/passport. IMPORTANT: your current passport must be uploaded into Focus Missions and the detail passport information entered into your Focus Missions profile.

If you do have a passport, please check the expiration date to make sure it will be valid for at least six months AFTER your return date. If your passport is scheduled to expire within six months following your return date, you will need to renew it prior to the trip.

Also, make sure your passport is in good condition and has empty pages for passport stamps (two empty pages are needed for trips requiring visas). It is also recommended that you carry two photocopies of your passport with you on the trip.

Any team member who is NOT a U.S. citizen is responsible for ensuring they have a valid passport from their home country and the necessary documents needed to exit and re-enter the U.S. Additionally, they should consult their country's embassy regarding specific requirements and potential visas needed to enter the country the team is traveling to. Visas or other special documents for entry can take a few months and should be done in advance.

Team members traveling to Muslim countries should check their passports for stamps of previous travels to Israel that might hinder them in immigration and customs. U.S. citizens may apply for a second passport without the Israel stamp to allow them to travel to Muslim countries. Team members who are government/military officials, with restrictions on travel, are responsible for obtaining and confirming permission to travel to the destination country BEFORE airline tickets are purchased.

AIRPORT TAXES OR VISAS

The partner ministry or trip leader will inform you in advance of any airport tax you will have to pay during travel, and if they are included in the team budget.

FLIGHTS

Occasionally, tickets may be purchased through CPC or, more commonly, your trip leader will recommend flights for you to purchase through a recommended travel agent. If you choose to purchase airfare on alternate flights, you will be expected to arrive no later than the team arrives and leave no earlier than the team departs. The flight itinerary for all flights directly purchased by Team Members must be uploaded to your Focus Missions portal, even if you travel on the recommended flight. **If there are any added costs due to flying separately from the team, including costs due to flight delays, those will be borne solely by the individually making their own flight arrangements.**

BAGGAGE

Baggage allowances differ by airline and are constantly changing, so before you pack, check with your airline and/or trip leader for specific guidelines. Generally, unless you have been asked to take a team supply bag as your second checked bag, there is no reason that you should need a second checked bag.

Additionally, check the TSA travel site to make sure you are packing in accordance with government regulations. If you exceed the allotted baggage amount or weight, you will be responsible for the fee. If you prefer to lock your checked luggage, it's best to use a "TSA-recognized lock." Look for this designation on any locks you buy. It is very important that you tag your bags with a personal marker, for easy identification. This could be bright colored tape or ribbon. Also, your luggage should ALWAYS include a copy of your name, email/phone and return address in case of loss.

LODGING

The in-country ministry partner associated with your trip will work with your team leader to secure lodging for your trip. Be assured, we will seek appropriate accommodations to ensure safety and health for the group. It is always important to travel without expectation, particularly in third world countries. Your trip leader will communicate the name, location and hotel information to the team prior to leaving on the trip. In no case may trip participants make arrangements to stay at lodging separate from the team while traveling with the team.

PACKING LIST

When considering what to pack, think “light and small”. Due to the possibility of delayed bags with international travel, it is wise to pack an extra change of clothes and any essentials you would need for 24 hours (prescribed medications, etc.) in your purse/carry on item. The information you receive on your trip will include a Packing List for items pertinent to your location and situation.

PHOTOGRAPHY GUIDELINES

It should be understood that people are our priority. Personal interaction with people, always, always, comes before snapping the ‘perfect’ photo. It is also important to capture special moments and memories of ministry that occur, and most trips will have a designated photographer who will share all photos with their team on return. When taking photos, these guidelines must be followed:

- **Build Relationships.** Never, ever get off the bus cameras flashing! You are entering a person’s home, an orphanage, a church etc., not an exhibit on display. Interacting with and caring for people is always our priority.
- **Ask Permission.** After spending time with others, it is acceptable to ask permission to take more personal photos. General photos of service location are fine and can be taken discretely and from a distance.
- **Be Respectful.** Use discernment in what you photograph. The same limits of dignity and privacy that you would apply in photographing people and scenes in the U.S. should apply globally. If in the U.S., would you photograph a woman giving her child a bath? Or a severely ill person, in pain, in a hospital bed (we have laws against that here!)? Ask yourself, would I want a photo of me taken in that situation?
- **Be Wise.** Avoid taking photos of state or government personnel, police, or military. You may be arrested!

SOCIAL MEDIA & COMMUNICATION USAGE

Participants will be encouraged to refrain from social media usage while traveling. This is a time to “unplug” and focus on the mission, on serving others, and on personal spiritual growth. Leaders or a

designated trip participant will maintain communication at home and will send in-country updates as necessary to family and friends.

On occasion, some teams may be required to refrain from using the name of the country that they are traveling to if it is considered a closed country (hostile to Christianity) or if there are specific security concerns. If this is the case, these teams should refrain from using the following information in any media post or out-of-office email before, during, and after the trip:

1. Country or city name
2. Exact dates of trip
3. Team airline information
4. Names, personal information, or organization of local missionaries, pastors or ministries
5. Name of our church

For further reflection on how to post during/after your trip, consider this article, by Sam Townsend, of youthworks.com [The Mission Trip, Instagram & You](#).

RETURNING HOME RE-ENTRY

WHAT TO EXPECT

During your trip, your perception of the world will be challenged and may shift. Once home, there may be pressure to quickly resume your “normal” routine (school, work, etc.). You may feel isolated from family and friends, as you feel they don’t “get it” when you communicate your experience or new ideas. You might struggle to settle back into hobbies or activities you previously enjoyed. Going to the mall, spending money, or having too much “excess” makes you feel guilty by the affluence and materialism you perceive. Or, you may simply push all the feelings aside and forge ahead as if nothing has changed. These scenarios are referred to as “re-entry”, or a major change in worldview caused by interactions with a different culture. Upon return, it is normal to struggle with these feelings of isolation, alienation, anger, or imitation of old patterns – and each person will process these feelings differently.

RE-ENTRY

You will discuss with your team the topic of re-entry and how to re-integrate healthily before you return. At the most basic level, new experiences should always serve to refine and convict believers and to produce a biblical worldview. If you humbly seek and allow Him to change you, the Lord will give you the ability to process your trip in a way that honors Him.

One thing to be aware of is when you return from an STM Trip, people ask, “so, how was your trip?” At that moment several things are taking place. First, you may be at a complete loss for words, not knowing how to share about an experience that was deeply profound, painful, exciting, sad and lonely, intensely spiritual, challenging, or all of the above. Second, even if you could put it into words, do they really care to hear about it? To help with your response you may prepare different answers that may be used depending on the desire of your audience to listen to what you say. Listen for them to ask questions to determine if they want to know more. These different answers may be one of the following:

- The 10 second answer – probably 80% of the people will want to hear this answer. Come up with a one sentence answer to capture the essence of your trip and perhaps carry one picture as reference.

- The two minute answer – In this response you have the time to develop a few thoughts, tell a story, and share one thing that meant a great deal to you. Along with this story, you may illustrate your thoughts with 3 or 4 photos.
- The six minute answer - This is the speech you give in front of the church on Sunday night after you return or in chapel next Fall. Give a brief overview fo your trip, tell 3 stores, share something that you learned, and thank the people for supporting you. If you have pictures, limit them to 10 or 15 at the most. If you kept a journal during your trip, you may wish to choose and appropriate passage from your journal to share some of what you were experiencing at the time. Make sure that what you read will be clear and does not communicate something negative.
- The 19 hour (or more) answer - Before you return, pray that you will have a least one friend who wants to sit with you and listen to all of your stores, look at all of your pictures, and give you the kind of time you need to unpack your experience.

Credit to Common Re-Entry Coping Responses by Dr. Murray Decker

APPENDIX A – FOCUS MISSIONS OVERVIEW

Focus Missions will be the hub of all information you will need for your mission trip(s). When you sign into your account and select the trip you are going on, you will see the following sections:

Dashboard

The Dashboard contains an overview of your funds raised, requirements met, upcoming meetings and recent donations. Any information in your profile can be updated from here. Items to note:

1. Click on Edit Profile and review the information to see if you want to update anything.
 - a. Passport information **MUST** be added if you are traveling internationally. Traveler information may be added if CPC is purchasing your airline tickets.
 - b. Please upload a picture of yourself so that other Team Members can connect your name and face.
 - c. Review your emergency contact information
 - d. Under “security” you may set up your account for two factor authorization and/or change your password.
- Note if funds or requirements are past due.
- You will see a link to your trip page should you desire to set up a page for fundraising or just to share your story! You can share your page on social media from here. **IMPORTANT:** If you plan to create a page for fundraising see section H. “Fundraising” below.

Details

The detail page provides an overview of the trip. If you choose to share your trip page and do not create a Trip Story this is what will appear.

Trip Story/Fundraising

This will be used on your fundraising page should you desire to raise funds or otherwise share information about your trip. If you share your trip page without completing your Trip Story, the information on the Details section will appear

Checklist

This shows what actions you must take and when you are to take them by. You complete each item by clicking on the requirement.

Meetings

This provides you with a list of meetings. Click on the meeting for details such as time, meeting place and items due, if any.

Team Members

Provides a list of Team Members. You will see URLs to link to their personal trip page.

Discussions/My Preferences

You can start or comment on a discussion. Preferences are set to indicate if you want to be notified of new discussions or comments. Preferences are also set if you would like notifications of requirements that are coming due or overdue. It is strongly recommended that you allow notification of requirements to be sent.

Fundraising for your Trip

Scholarship Funds - Please note that CPC may have funds available to help cover the cost of part of your trip. If you would like to apply for financial assistance you will find in your checklist the link to an optional application form to complete. This must be completed no less than 45 days before you go on your trip.

Personal Fundraising - You may also choose to raise funds from others for your trip. Focus Missions has assigned you a personal trip page URL that you can use for this purpose. A link to your personal page can be found on your Dashboard, along with buttons that allow you to link it to your social media.

Your fundraising page will be automatically set up with the trip image, place and dates and the wording "Sintaro can be part of this amazing trip through your support!" It will also have the departure and return dates under "More Info". The wording for the rest of the page is set up by you under Trip Story in your Trips page.

In order for these funds to be tax deductible, the donor must be notified that they CANNOT BE REFUNDED no matter the circumstance. In addition, the page should include a link so the reader can know how to donate. It is suggested that the page have the following paragraphs. **Note that the specific language in the third paragraph must be used.**

Section 1) Trip Overview – you may copy and paste from the trip "Details" page.

Section 2) Personal Reasons for Going/Appeal for funds – written by you in the Trip Story section.

Section 3) CPC Required Language which cannot be edited

Should you choose to donate please note that all contributions for CPC short-term mission teams are tax deductible and nonrefundable. Due to IRS stipulations, you (the donor) are acknowledging that you are releasing control of how this contribution will be utilized for the team. However, if the team is successful in raising their financial goal, all excess funds will be applied to either the needs directly related to the ministry of this trip or to CPC scholarship funds. In the unlikely event that a trip is cancelled, funds raised by the team will help cover any cancellation costs for the trip. Any remaining funds will be donated to efforts in the country with the partnering ministry and/or to CPC scholarship funds.

To contribute copy and paste the following URL:

<https://cpcdanville.ccbchurch.com/goto/forms/607/responses/new>