

Focus Missions and CPC Resource Center Overview

Focus Missions: cpcdanville.focusmissions.com

CPC Resource Center: <http://www.cpcdanville.org/ministries/missions/short-term-mission-trips/trip-resources/>

INITIAL ACCOUNT REGISTRATION (Set by Focus Missions)
Name
Address
Phone
Date of Birth
Gender
Email Address

APPLICATION/PROFILE QUESTIONS (1)		Application Q's	Profile Q's	Comments
If applicable, what school are you attending?	Paragraph	x		
If under 18 at the time of the trip, the Release and Liability Form for Minors must be completed. If the minor is traveling without parents (Juniors and Seniors only), both parents must sign the letter. If the minor is traveling with one parent, the parent that is not traveling with them must sign the letter.	Single-Choice	x		Options: under 18; traveling w/ parent or N/A
If under 18 at the time of the trip, please select your grade in the current or upcoming school year.	Single-Choice	x		
Passport Status (A copy must be uploaded before flights can be purchased)	Single-Choice	x		Options: Current, Applied for or Renewing
What is the expiration date of your passport? Note that it must be at LEAST SIX MONTHS AFTER your return date. You will be required to upload an image of your passport.	Short Answer	x		
Health Insurance - Please provide the following: Policy Holder's Name, Insurance Company, Policy Number and Insurance Company Phone Number	Paragraph	x		

Will your health insurance cover you in the countries you will be traveling through and working in? Proof of insurance will be required before the trip starts.	Single-Choice	x		
Medical Checklist - If any box is checked (except the last box), a Physicians Release Form is Required	Multi-Choice	x		
If taking prescription medications, please list them here or indicate "none".	Paragraph	x		
If allergic to any foods and/or medications please list them here or indicate "none".	Paragraph	x		
If you have any food restrictions or specific dietary needs, please describe here or indicate "none".	Paragraph	x		
If you are under a physician's care for illness please explain or indicate "not applicable".	Paragraph	x		
Fill out any limitations that may hinder or preclude you from participating fully on this trip. Limitations may include such things as medical, physical, mental, medications, diet, etc...	Paragraph	x		
While CPC will provide a list of immunizations, I agree that it will be my responsibility to obtain information on travel immunizations required/recommended and travel precautions for the area from my medical provider. I realize that immunizations must be completed 4-6 weeks prior to travel.	Single-Choice	x		
I agree to attending the pre-trip planning sessions. To the extent possible, team members' schedules will be accommodated	Single-Choice	x		
Are you willing to complete a brief post-trip evaluation form?	Single-Choice	x		
Describe any additional information that might be helpful for us to know including recent experience on short trip mission trips not previously described.	Short Answer	x		
What is the best way to contact you?	Multi-Choice		x	
Nickname (if different than name that appears on your passport)	Short Answer		x	
Marital Status	Single-Choice		x	
Name and Phone Number of Primary Physician	Paragraph		x	
Church Membership or Affiliation	Short Answer		x	
If not a CPC member, what is your involvement with CPC?	Paragraph		x	
Briefly state why you are interested in a short-term mission experience and what you feel you could offer in, or gain from this type of cross-cultural experience?	Paragraph		x	
Describe any previous experience you have had on short- or long-term mission trips.	Paragraph		x	

What do you consider to be some of your strengths and weaknesses? (spiritual or otherwise)	Paragraph		x	
OTHER PROFILE INFO - Requirement to update info by member editing profile				Comments
Full Name on Passport				If international trip
Passport Number				If international trip
Passport Expiration				If international trip
Known Traveler Number				If needed to book flights
Redress Number				If needed to book flights
Frequent Flyer Numbers				If needed to book flights

REQUIREMENTS IN FOCUS MISSIONS FOR LEADERS AND PARTICIPANTS	Type	Due Date (2)	Comments
Driver's License	Upload	Before Ticketing	Optional if U.S. flights. Check if REAL ID.
Flight Info	Upload	After Ticketing	If member booking own flight
Parent Consent Form for Minors	Download & Upload	Before Ticketing	Sign by all Parents or Guardians with Legal Custody
Participant's Waiver, Release and Indemnity Agreement	Sign Document (3)	Before Ticketing	
Passport	Upload	Before Ticketing	
Physicians Release Form	Download & Upload	Before Ticketing	NOTE: Only need if answered Yes to Health Q's. Trip Leader to manually remove requirement is not needed.
Profile Photo	Read & Accept	Trip Set Up	Edit Profile to add picture
Proof of Health Insurance	Upload	Before Ticketing	
Proof of Travelers Insurance	Upload	After Ticketing	If needed, then must also include Travel Ins Minimum Req.
Seat Preference	Question Form	Before Ticketing	Optional - if we are booking flights
Travel Insurance Minimum	Read & Accept	Trip Set Up	If needed, then must also include Proof of Travel Ins Req.
Update Profile	Read & Accept	Trip Set Up	

REQUIREMENTS FOR LEADERS	Type	Due Date (2)	Comments
LEADER: Confidentiality and Data Security Agreement	Download & Upload	Trip Set Up	

CHECKLIST FOR LEADERS AND PARTICIPANTS	Comments
CPC Resource Center	
CPC Resource Center - Leaders	Specifically lists docs for leaders
Optional: Add links on trip for reference to ministries and/or countries being visited, training tools, etc.)	

FUNDING MILESTONES	Due Date (2)	Comments
Funds Equivalent to Cancellation Charges.	Before Ticketing	Consider Airline tickets and land charges
At least 25% of Total Costs	One month Prior to Trip	
Balance of Costs	2 Weeks Prior to Trip	

INFORMATION ON CPC RESOURCE CENTER	Comments
CPC Trip Participant Guide	
Focus Missions Portal Link	
CPC Team Member Covenant and Agreement	Team Leader to get Participant Signature
Financial Assistance Request	Because these are handled by the Missions Finance Team, a link to the CCB form is included here.
CDC Immunizations Info	
Parent Consent Form for Minors	Is a Requirement to complete in Focus Missions
Payment Instructions	Link to CCB Form - still to be finalized by accounting
Physicians Release Form	Is a Requirement to complete in Focus Missions if needed
Travel Insurance Minimum	
LEADER: CPC Focus Missions Manual	
LEADER: Focus Missions and CPC Resource Center Overview	
LEADER: CPC Trip Leader Guide	
LEADER: Confidentiality and Data Security Agreement	Is a Requirement to complete in Focus Missions
Resources re Missions, i.e. books or websites	TO DO

(1) Application questions have to be answered each time the person applies for a trip. Answers to Profile Questions are stored for use in future trips.

(2) When the trip is set up and requirements added, use the trip set up date for select requirements, two weeks before the projected ticketing date for "before ticketing" due dates, and two weeks after the projected ticketing date for "after ticketing" due dates. If the trip does not involve booking airline tickets, set due dates that will allow all information to be collected before leaving on the trip.

(3) Docusign - Form is set up in Components as Documents; then a Requirement is set up to sign.

See the "Focus Missions Manual" for more information.