



THE TRIP LEADER'S GUIDE TO...

The Payment Plan

Deposit. Mid-Payment. Final Payment. These are payment titles you are getting more and more familiar with as you prepare for your upcoming YouthWorks mission trip. But when your group is making each payment, what are you really paying for? Why would YouthWorks not just have you pay a lump sum payment right before you go on your trip?

Let's break down these payments and the reasons why YouthWorks collects money in three rounds.

The Deposit

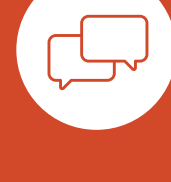
The deposit is the initial \$50 payment you put down per space. Remember, it's always best to book spaces conservatively, so that you are only putting down deposits for individuals who will be going on the trip. You can always add more people if there is space available at your site location, however reducing your number of spaces may cause you to lose out on money down the road.

WHAT IS THE DEPOSIT USED FOR?

The deposit goes towards planning for your mission trip. Let's break down what some of that planning entails.



Securing Your Partnership – By paying your deposit, you empower YouthWorks to begin setting aside essential time, energy and resources to planning all the logistics related to your mission trip.



Community Relationships – At YouthWorks, we prioritize year-round connection with our Community Partners. Our Mission Trip Associates invest countless hours on the phone with partners and travelling to support these relationships. These connections allow us to listen closely to the needs of the community and determine how we can best serve alongside them in the summer months.



Developing Programming – Each fall, thematic programming and activities are developed for teenagers to dive deeper into their connection with Christ and their service. A team of people in the YouthWorks network come together to develop this programming. Often, this development includes collaboration with Trip Leaders, like you, to ensure the content is relevant and accessible for all teenagers.



Pre-Trip Resources – When you register for a YouthWorks mission trip, you gain access to resources that will aid in preparing for your trip. These pre-trip resources include helpful guides on fundraising, preparing your group spiritually, empowering and coaching Adult Leaders and more.



Ongoing Support – You have access to year-round personalized support from the YouthWorks Trip Consultant Team, Service Center and Mission Trip Associates. If you have questions about your trip, if you need guidance for how to get students or volunteers onboard, if you need support as you answer critical questions from your Church Leadership, or anything else related to your mission experience, we're available for you.

The Mid-Payment

The next \$100 payment you put down per space is called the mid-payment. At this point of payment, your final count of spaces registered is also due. Again, by registering spaces conservatively, you can more easily add onto or change these numbers by the time you reach the mid-payment deadline.

WHAT IS THE MID-PAYMENT USED FOR?

The mid-payment goes towards site preparation for your mission trip. Let's break down what site preparation means.



COVID-Proofing – The YouthWorks team is working diligently to protect your trip and your group from any impact related to COVID-19. During site preparation, this means we're building safety guidelines and strategies unique to each site that will help assess the needs of each group for lodging, gathering spaces, mealtimes, showers, service sites and other critical factors according to CDC and state or local health official guidelines.



Site Logistics – Where will everyone be staying during your mission trip? Where can 50-70 people safely shower daily throughout the week? Where will service be taking place? These are just a few of the questions Mission Trip Associates answer when preparing sites. As details are finalized, a clearer picture will be provided about site and week-specific plans for your group. These staff also travel to sites to ensure housing and shower locations are up to fire code and safety standards.



Site Supplies – Did you know that every YouthWorks site has a combination of supplies that are purchased each summer as well as supplies that are stored on-location and are reused from year to year? The Training and Operations Team works closely with the Mission Team to keep track of items on site. Additionally, the entire office spends time building resources for staff and participants to use, such as meal binders and large first-aid kits.



Programmatic Resources – Once the thematic programming has been developed, it's time to organize and create the materials to support that programming. On site, your students will receive a Trip Journal to use throughout the week, engage in experiential elements with tangible materials and view videos that enhance the programmatic experience.



Recruiting Staff – Throughout the year, the Recruiting Team travels across the country to connect with college students seeking a summer internship or position at our organization, and to re-connect with former YouthWorks Summer Staff alumni. Additionally, they follow up with students and Adult Leaders that went on YouthWorks trips and have requested more information about becoming a Summer Staff.



Staff Training – Before your trip, our Training Team leads multiple Summer Staff training events. These events (totaling about 2 weeks of training), are meant to teach Summer Staff the skills they need to successfully lead your trip. We also equip, empower and coach staff by having multi-summer alumni staff come back to support them during the first week at their site.



Ongoing Support – You still have access to year-round personalized support from the YouthWorks Trip Consultant Team, Service Center and Mission Trip Associates.

The Final Payment

The remainder of your mission trip fees is called the final payment. This payment is made a couple months before your trip takes place, and about 2-3 weeks before all YouthWorks mission trips begin for the summer at sites across the country.

SO, WHAT IS THE FINAL PAYMENT USED FOR?

The Final Payment goes towards the **execution** of your mission trip. Let's break down what expenses this payment would be applied to.



Food – At YouthWorks, we pride ourselves on providing delicious and filling meals that nourish and energize teenagers. Feeding 50-70 participants and Adult Leaders each week adds to our expenses. Budget and shopping templates are created for staff to use in order to purchase enough food, while making the most out of each dollar spent.



Service Supplies – Additional supplies are purchased before and throughout the summer to support on-site service. Paint is shipped to sites that provide work project opportunities and safety equipment and tools are purchased throughout summer as well.



COVID-Proofing – This work continues all the way through your experience! The strategies developed during the preparation phase become reality in the execution of your trip. That includes sanitation supplies, lodging and shower contracts, on-going deep cleaning of common areas, and other daily efforts that help protect your trip and your group from being impacted by COVID-19.



On-Site Summer Staff – YouthWorks is one of the only short-term mission organizations that does not require any of our staff to fundraise their salary for their summer position. We pay staff above average for their time because we know the value they bring when they commit to a summer of ministry in communities. They work very hard to serve not only the community, but your group as well.



Community Contracts – In order to house and shower in communities, we often need to pay partners for the use of their building(s). The Mission Team draws up contracts with partners and fees ranging from a couple hundred dollars to a few thousand dollars are agreed upon. Fees vary depending on the use and location of the building and are negotiated with partners.



Ongoing Support – Yup. This personalized support is still available for you from the YouthWorks Trip Consultant Team, Service Center and Mission Trip Associates.



THE BIG PICTURE

As you pay for your trip over the course of these three payments, know that you can trust each payment serves a greater purpose in the overall mission of YouthWorks. Each dollar inevitably goes towards ensuring our partnerships can continue in communities for many years to come. We do not take your trust and commitment to service lightly.

Everything listed here is not meant to be an exhaustive list, but a brief overview of the expense realities that come with providing short-term mission trips. If you have any additional questions about how your money is being spent, please feel free to reach out to the YouthWorks Service Center by phone at **800-968-8504** or email at **servicecenter@youthworks.com**.