



THE TRIP LEADER'S GUIDE TO...

The Mission Trip Contract

It's official! You are partnering with YouthWorks for your 2021 summer mission trip. Upon registering, you received a very important document: The Mission Trip Contract.

This document contains registration information, payment deadlines, refund/cancellation policies and terms and conditions.

While you own the role of agreeing to the information in the Mission Trip Contract on behalf of your group, there are likely other individuals who will want to know more about the contract information. Listed below are the top three groups of individuals to connect with about the Mission Trip Contract. Under each group is a list of specific portions of the contract they may want to pay close attention to.

Before you jump in though, let's recognize the assumption that we're in agreement on the key things like our values, our passions for empowering and discipleship teenagers, and our prioritization of community relationships.

Need a refresher? Check out: Purpose, Vision and Values.

Now that foundation is set, let's walk through the three groups of Individuals you should keep in the loop on the logistical details related to your Mission Trip Contract:



THE LEAD/EXECUTIVE PASTOR/PRIEST

This individual is typically the ultimate decision maker for a church. They will want to know about any large-scale impacts your group faces in attending or cancelling your trip. Key contract areas for Lead/Executive Pastors to take note of:



Risk of Going on a Mission Trip

- Pages 3-4 of the Mission Trip Contract discuss release forms, background check forms and liability insurance forms your group must fill out prior to attending your YouthWorks mission trip.
- Pages 5-6 lay out in detail the updated cancellation policy.
- Your Lead/Executive Pastor may require additional paperwork or release forms for participants to fill out.



Adult to Student Ratio

- Page 3 of the Mission Trip Contract lays out the number of adults required to attend per student as well as age and gender requirements.



Transportation

- Page 4 of the Mission Trip Contract explains that your church will be transporting not only your participants, but potentially participants and adults from other.
- Your Lead/Executive Pastor may have specific requirements for who can drive vehicles and if additional forms need to be filled out.



THE FINANCIAL BUSINESS ADMINISTRATOR

This individual focuses specifically on the budgets and financial impacts of the mission trip. They want to know how money is being spent and under what conditions your group might lose money. Key contract areas for Financial Business Administrators to take note of:



Trip Cost and Payment Schedule

- Pages 1 and 2 of the Mission Trip Contract give an overview of the cost of the trip and when each trip payment is due.
- *Note: Additional fees may be incurred (see Mission Trip Contract page 4). Use our ["Planning for Your Mission Trip Guide"](#) to learn more about budgeting for your mission trip.*



Restructured Cancellation Policy

- Cancellation policies are necessary but they can be confusing, especially if you don't clearly understand the value and support that policy creates for you. So, YouthWorks' Cancellation Policy has been restructured this year to outline four areas of support that it helps create for you:
 1. You Are Free to Do What You Do Best
 2. You Allow Us to Go Before You and to Follow After You
 3. You Make Affordable and Meaningful Service Experiences Possible
 4. You Have Our Support in Unlikely Scenarios



Additional Costs Outside of the General Trip Cost

- Additional fees may be incurred outside of the initial trip fees (see Mission Trip Contract page 4). Use the ["Planning for Your Mission Trip Guide"](#) to learn more about budgeting for your mission trip.



PARENTS AND GUARDIANS

These individuals are most concerned about how YouthWorks plans to help keep their teenager safe during their mission trip. Additionally, they want to understand where their money is going and when they will need to pay for the trip. Key contract areas for Parents and Guardians to take note of:



Safety Precautions

- Pages 3-4 of the Mission Trip Contract provide some baseline rules and helpful documents to review such as a packing list, the no weapons on site policy, COVID-19 implications and student/adult ratios.



Important Forms to Fill Out

- Anyone 18 and over must complete a national background check (Mission Trip Contract page 3).
- Anyone attending a YouthWorks mission trip must agree to and fill out a participant release form (Mission Trip Contract pages 3-4).



Price of Trip Per Student

- Using page 1 of the Mission Trip Contract and the ["Planning for Your Mission Trip Guidebook"](#), determine the overall total cost per person for the trip.
- As Trip Leader, you get to decide when and how you will collect payments from parents/guardians. Be transparent in your expectations and explanations of where their money will be spent.



As you communicate with your leadership team and other individuals about these terms and conditions, if at any time you have further questions, don't hesitate to reach out to the YouthWorks Service Center by phone at **800-968-8504** or email at servicecenter@youthworks.com.