



## Short Term Mission Trip Financial Policy Covenant Church

**Costs:** The Global Outreach Team works with Covenant's international ministry partners to determine the cost of mission trips. The cost of the trip is kept to a minimum with no hidden fees. The advertised cost of the trip is approximate and can change depending on airline ticket prices, accommodations, ministry costs, meals, and travel costs. An early bird rate is given to individuals when they apply for the trip on Managed Missions and submit their deposit by 5pm the day of the application deadline. If the application or deposit is turned in after the deadline, the trip cost increases \$100 per person.

**Deposits:** A \$250 deposit is due at the time of application. This deposit can be made by check to Covenant Church or through text to tithe by texting "\$250 GO" to 252-200-3303. The deposit is non-refundable, with the only exceptions being if the individual is not accepted on the team, or if the trip is cancelled.

**Fundraising:** Managed Missions is the only third-party fundraising website approved by Covenant Church. During fundraising, team members use the two provided fundraising forms: the contribution form and the fundraising letter found on the Managed Missions website. All money raised by a team member is for the overall team budget. Excess funds raised will be placed in a mission trip subsidy account to be shared by members of your team or future outreach teams.

**Purchasing Airline Tickets:** Team members must begin fundraising immediately after submitting their application. Airline tickets are purchased six weeks after the application deadline and the total cost of the airline ticket is due at that time. If this cost has not been covered by the stated deadline, airplane tickets will not be purchased for individuals. They will not be permitted on the trip, and both deposit and funds raised will go into the mission trip subsidy account. Families of three or more going on the same mission trip, they must have raised a minimum of 50% of the cost of tickets.

**Additional Money:** Money raised above the budget can only be spent with permission of Seedcasters, and only for the purposes of mission trips. Money not spent in accordance with the budget, by the team while in country, should be returned to Covenant. This and money fundraised beyond what is needed goes towards the mission trip subsidy account.

**Withdrawal or Cancellation:** If an individual is accepted on a trip and withdraws, their deposit and any funds raised will not be refunded. This money goes towards the mission trip subsidy account. If the trip is cancelled at any time, any fundraising is non-refundable. However, individuals can either have their deposit returned or use their deposit and funds raised to go on a different trip within a two-year period. The funds can also be transferred to an immediate family member (spouse, parent, child or sibling) going on a Covenant sponsored trip.

*If this policy is not followed, donors risk not receiving a tax receipt and/or the team member may not be allowed to go on their current or a future mission trip. Revised March 2019*