

**Student / Parent Team Meeting Overview**

**Instructions:** Each team will conduct an initial team meeting consisting of each student going on the trip along with at least one parent. **The goal for each team should be to complete this meeting prior to January 31st.** All students going on the trip and their parent must receive the overview orientation. Note: if a student and/or parent cannot attend, an in person meeting or follow up phone conversation can be had with the student and/or parent.

**The following information, at a minimum, will be covered at the student/parent meeting:**

* **Passports**

***International Mission Trips:***

1. If students do not have a passport or if the passport expires at ANY DATE DURING THE MISSION TRIP YEAR, a passport application needs to be submitted **as soon as possible and no later than February 28th**.

Go to <http://travel.state.gov/content/passports/english.html> for more info and pricing

1. A copy of the passport info (passport photo and details page) needs to be provided to the team leader as soon as possible (as soon as received if applying for one). Tickets are purchased no later than mid-April and valid passports must be in hand by that time or no ticket will be purchased. Note that passports fees are IN ADDITION to the listed trip cost.

***United States Domestic Mission Trip*** – a passport does not apply for this trip

* **Student & Parent Contract and Minor Consent to Travel Form**

Each student and at least one parent must complete the contract and turn that in to the team leaders. This should have been done prior to this meeting; however, if not done, the form must be completed at this meeting for the student to remain on the team. A copy of the completed form is to be forwarded to Chris Petry (chrispetry@seacoast.org) for our mission files.

You will be presented with a Minor Consent to Travel Form prior to trip departure that will need to be completed, signed by both parents/legal guardians and notarized. This is being done because of the increasing instances of child trafficking and the increased scrutiny teams receive at airport security zones when traveling with a group of minors on mission trips. The purpose of the form will be to ensure proper documentation to show the students are traveling with approved church leaders for the purpose of a church mission trip.

* **Trip Funding**

Students and leaders need to begin raising funds for their trips as soon as they are accepted to the team. Use the link sent to you in the initial email from Custom Staff. Online donations are preferred, quickest to see on your profile and easiest to track. Checks made payable to “Seacoast Church” and cash donations may also be turned in for your trip. These must be accompanied by a tax deduction form if the donation is to be treated as tax deductible (a copy of this form will be provided to you).

You are responsible for tracking your fundraising progress and meeting your team financial target date goals; and you are responsible for reaching 100% of your funding. You need to be at or near the mid-April funding target date in order to have a ticket purchased. If you are not 100% fully funded by the time of departure and the team still has money left to raise to be fully funded, you will be contact by Custom Staff and a payment plan will need to be established to complete your funding in order to cover your expenses.

The primary source of fundraising for any mission trip is to have each student/leader ask for funding donations from family and friends through letters and social media requests (i.e. facebook, twitter and instagram). This requires the student to share their story and request donations. Students and parents need to do this routinely from now until their trip is funded. Make sure they share funding goals and dates/deadlines so that people are asked to donate now (not donate later for a June trip which many people want to wait and do).

In addition to funding by donations, individuals and the team may opt to do team fundraisers. Some examples include car washes, garage sales, family movie nights, babysitting, etc. It is up to each team to decide what options to include; however, you should not plan fundraisers to take place at the Seacoast Campus during church services.

\*\* PLEASE MAKE SURE THE SAMPLE FUNDING LETTER IS SHARED AND THAT EVERYONE KNOWS THE BULK OF FUNDING COMES FROM MISSIONS SUPPORT LETTERS AND FOLLOW-UP…NOT FROM FUNDRAISERS.

* **Funding Goals** *(these are very important target funding dates to keep in front of students/parents)*

***International Trips: U.S. Domestic Trip:***

March 15th – $500 Funded March 15th – $100 Funded

April 15th – 1/2 Funded (airfare purchase date) April 15th – $250 Funded

May 31st – Fully Funded May 31st – $550 Fully Funded

* **Team Meeting Schedule**

It will be up to each leader team to determine the frequency of team meetings. Team meetings will typically occur every 2 weeks from the date of this initial student/parent meeting and run through the week before the mission trip departs. Please place these dates on your calendar and set reminders. For your student to remain on the team, preference needs to be given to meetings and at least 80% of team meetings attended during the mission preparation/team building time. Note: your meeting schedule needs to consist of a 2nd parent info meeting sometime between April and early May.

\*\*Leaders: please be prepared to handout your training schedule (dates/location) at this meeting.

* **What Will The Team Do While On Mission?**

Review the trip info from the website for your trip ([www.seacoast.org/missions](http://www.seacoast.org/missions)). The team will get more specific info on what they will do as the trip preparations evolve with the mission partner. Please note that is normal to not have a specific agenda from the partner until a 2 to 4 weeks prior to the trip.

* **Vaccinations**

Information is being handed out on this topic at the meeting; it is from the CDC and State Department recommendations for the country and region that your student will be traveling. It is up to parents to review these guidelines and recommendations. The only exception is Togo – this trip REQUIRES a valid/current yellow fever vaccination to enter the country. Note that the cost of vaccinations is IN ADDITION to the listed trip costs.

* **Packing List**

Information is being handed out on this topic at the meeting; leaders will go over this in more details with the team as the trip gets closer. In addition, the team will have a packing meeting before departure to ensure all necessary items are packed, included team ministry supplies, and that each back does not exceed the weight limit (50 lbs) set by the airlines.

* **Questions**

Use time to allow parents and students to ask questions about the mission trip. Any questions that you cannot answer should be written down and sent to Custom Staff for follow up.