

# World Impact Policies and Procedures

## *Purpose of Mission Trips*

The purpose for World Impact Mission Trips is to build true disciples of Jesus Christ and to foster opportunities for these disciples to impact the world with the Gospel. Students are mobilized to go beyond the classroom and the community of McDonough. The endeavors purposefully partner with ministries established in other regions of the country and world.

## *Purpose of Academic/Adventure Trips*

The purpose for World Impact non-ministerial trips is to expose students to educational venues outside of a traditional classroom. Eagle's Landing Christian Academy is built upon a framework of Kingdom Education and these trips aim to highlight unique parts of the world that God has created for His glory and our enjoyment.

## *Objectives of Short-Term Missions*

1. To expose students to what God is doing around the world and to lead them to be personally involved in the Great Commission through cross cultural exposure and a disciple-making strategy.
2. To help students grow in ministering in their home culture as a result of ministering through a World Impact team.
3. To learn and to understand what it means to plant "reproducing" churches.
4. To bring people to a saving faith in Jesus Christ.
5. To teach people the Word of God.
6. To disciple the nations and to lead them to worship the One True God.
7. To build and to support the global partnerships established through Eagle's Landing First Baptist Church.
8. To assist in church planting and evangelistic efforts around the world.
9. To equip students for and to involve people in "service".

## *Objectives of Academic/Adventure Trips*

1. To expose students to different cultural and academic settings, both nationally and internationally.
2. To help students to expand their knowledge by seeing historical, cultural, geological, and/or academic sites which they might otherwise be unable to visit.
3. To build student camaraderie by traveling with classmates.
4. To show students how God is at work in different areas of the world.
5. To equip students for and to involve people in "service".

## *Policies and Procedures for Mission Trips*

1. Students must be in good standing with the Business Office financially and the Dean's Office behaviorally in order to participate in a World Impact trip ("good standing" includes having been reenrolled prior to registration).
2. Students may be required to provide a written testimony regarding his/her personal surrender to the lordship of Jesus Christ.
3. Students must participate in all pre-trip training which will provide an understanding of the cross-cultural experiences potentially to arise while traveling as well as create team cohesiveness. The team leader and the World Impact Director set the standards for travel each year, thus the stipulations could change from team to team. Please do not expect it to be the same for destination or leader. If a student misses the meetings, he/she may be removed from the roster

and another student added (note: deposits are non-refundable). Usually, team leaders will create a way for a student to "make up" the absence through community service hours. They may also allow a zoom option for participation.

4. Cancellations will result in a loss of all monies generated up to that point. The money not lost (due to expenses already paid) will be used for the mission trip as a whole. \*\*Students will be allowed to find a substitute for their place on the team if the replacement is approved by the World Impact Director. These two parties will agree upon a price for the spot and that decision can be independent of the trip director. The 10% original deposit will be retained from the first traveler in this scenario. The return of funds to the original traveler will either come from the new traveler paid directly to the original traveler or from the business office once the new traveler pays in full to the school.
5. Students are expected to make monthly deposits into his/her account beginning at signups and until calendar month before departure date. If this monthly requirement is not raised through "charitable support" then the student and/or parents will be expected to make a personal payment for that month. Upon completion of the trip, any money that was paid in excess of the necessary funds can be returned to the student/parent through a written request. Delinquent accounts will result in a student being removed from the trip. The money owed will be billed to their FACTS' account to pay for all expenses accrued.
6. Federal tax laws do not permit charitable donations for parental payments. These laws also do not seem to permit billing for mission trips if payments are mixed with "charitable giving". Donations and payments can be sent to the Business Office or the Development Office with a note indicating the student's name. Please do not write the student's name on the check. As always, we suggest that you confirm all tax rules with your personal tax representative if you wish to include the money with your yearly tax report.
7. Team members will be encouraged to do fundraising but not required to do so. Direct billing to the FACTS' account is allowed. Individual fundraising monies can be through soliciting funds from family and friends or through personal campaigns off campus.
8. Group fundraising is not allowed without explicit permission from the World Impact Director and the Development Office. Because of the charitable needs of ELCA through the Development Office, the only fundraising permitted for trips is through the World Impact program.
9. Students are expected to make up all work missed in the classroom using the Planned Absence Policy.
10. Students are permitted to attend more than one trip, though the absences will follow handbook guidelines.
11. Non-revenue airline travel is highly discouraged and is limited to family members of an employee. However, if a family elects to use such an employment benefit, the following requirements will be necessary:

\*The student must be accompanied by parent/guardian to/from destination.

\*The adult will remain with the student until the supervision is passed to a school chaperone at destination.

\*The exchange of custody will be expected to occur at the time of arrival/departure of the larger group. All precautions should be taken to assure that this transfer will occur flawlessly. If it cannot, it will be the parent/guardian's responsibility to connect the student to the group.

\*If the luggage is separated from the student, the group will not be able to wait. The parent/guardian will need to make arrangements to have luggage shipped. \*The trip leader will do what is possible to help, but that "possibility" will be defined by the trip leader at the time of incident.

11. Students who are members of ELFBC can contact the Frontier Awaits program for financial assistance one time per year.

12. Parents are permitted to attend based on space availability and trip specifications. Generally, parents are not permitted on mission trips due to space.

13. Students are allowed an excused absence the day after travel whereby they have traveled internationally or they return after 7pm. They are expected to make up any missed work.

14. Consent to these policies and procedures is required for travel.

15. While traveling, health needs will be handled at the discretion of the trip leader, and communication with a parent/guardian will be pursued at the earliest time as defined by that leader. The Medical Consent form is required for travel. With some chronic illnesses or with some prior severe acute illnesses, a student may not be permitted to travel without a written statement from a doctor stating that this illness should not endanger the student or the team while traveling. A protocol for treatment must be shared and a waiver of liability must be signed by parents. Furthermore, trip insurance should be purchased by the parents for this student. If a medical condition is not disclosed to the school prior to travel, then the leader will use his/her own judgment on how to proceed if an issue arises. The school and leader will not be held liable for any mis-handling.

16. If a student is disruptive to the trip, then a parent/guardian will be expected to retrieve that student at their own expense. Students can be sent home early from a trip if his/her behavior is unbecoming of an ELCA student and of the Kingdom of God. Disciplinary action may ensue upon return to school. The Code of Conduct agreement is required prior to travel.

17. Trip leaders are determined by the World Impact Director and the principals. Foremost, we try to use husband/wife teams to serve as leaders. The primary chaperones will be employees of ELCA and 25 years of age or older. Often, our teams are working with a ministry partner at the destination site who is also providing adult supervision. Student/adult ratios follow industry standards which is no more than 1:10. ELCA normally has a smaller ratio than this number, especially when the adults at the destination site are added.

18. The duties of chaperones can vary from trip to trip. Sometimes the chaperones are only expected to provide disciplinary supervision. Sometimes, the chaperones will be required to assist in the logistics of the trip, such as planning, budgeting, teaching, driving, etc. Some chaperones are chosen because of their unique skill set, such as medicine, dentistry, athletics, foreign language, etc. Regardless of the reason selected, a chaperone is expected to assist in any manner necessary at the discretion of the trip leader and the World Impact Director. Chaperones, at all times, must be a model of Christ-likeness. Godliness and integrity are key. Finally, during a trip, there are no hours that a chaperone is off-duty. At any point, and for any reason, a chaperone must be available with a generous and gracious willingness to serve. Chaperones will receive a stipend for travel.

19. Supervision for trips is important. Students are expected to comply with all codes of conduct while traveling just as expected when on campus. Chaperones will act as a final authority on all decision making while traveling/training. Non-compliance will result in immediate disciplinary action. Students will be expected to follow the itinerary of the trip and any necessary variations as shared daily by the trip leaders. Each student is expected to wake him/herself each morning and to be in the vehicles on time and ready for the day. Chaperones will assist with reminding students of the itinerary but will not be responsible for tardiness/non-compliance. Students will be expected to work all day as outlined in the itinerary, and chaperones will supervise and/or work alongside. Students are expected to be in their rooms in the evening as outlined on the itinerary and chaperones will assure compliance. Chaperones' will room near students and will expect compliance. Students are not permitted off campus at any point without direct permission and/or supervision by a chaperone.

20. Non-medical emergencies will be communicated to families as soon as feasible. First contact will be made with the principal/school official.

### *Policies for Academic/Adventure Trips*

1. Students must be in good standing with the Business Office financially and the Dean's Office behaviorally in order to participate in a World Impact trip ("good standing" includes having been reenrolled prior to registration).
2. Students must participate in all pre-trip training which will provide an understanding of the cross-cultural experiences potentially to arise.
3. Cancellations will result in a loss of all monies generated up to that point. \*\*\*Students will be allowed to find a substitute for their place on the team if the replacement is approved by the World Impact Director. These two parties will agree upon a price for the spot and that decision can be independent of the trip coordinator. The 10% original deposit will be retained from the first traveler in this scenario. The return of funds to the original traveler will either come from the new traveler

paid directly to the original traveler or from the business office paid to the original traveler but once the new traveler pays in full to the school.

4. Students are expected to make monthly payments for the trip. If the account becomes delinquent, the student will be removed from the trip and unable to receive any funds. If the trip is being processed through the ELCA Business Office, then the payments can be billed monthly. If the trip is being processed through a Travel Company (e.g. Joshua Expeditions), then the payments will not be reflected on the ELCA account. Parents are expected to make monthly payments or to pay according to the travel company guidelines. Delinquency standards apply with 3<sup>rd</sup> party payments as well.
5. Fundraising through ELCA will not be permitted.
6. Students are expected to make up all work missed in the classroom using the Planned Absence Policy.
7. Students are permitted to attend more than one trip, though the absences will follow handbook guidelines.
8. Non-revenue airline travel is highly discouraged. However, if a family elects to use such an employment benefit, the following requirements will be necessary:

\*The student must be accompanied by parent/guardian to/from destination.

\*The adult will remain with the student until the supervision is passed to a school chaperone at destination.

\*The exchange of custody will be expected to occur at the time of arrival/departure of the larger group. All precautions should be taken to assure that this transfer will occur flawlessly. If it cannot, it will be the parent/guardian's responsibility to connect the student to the group.

\*If the luggage is separated from the student, the group will not be able to wait. The parent/guardian will need to make arrangements to have luggage shipped. \*The trip leader will do what is possible to help, but that "possibility" will be defined by the trip leader at the time of incident.

9. Parents will be permitted to attend based on space availability and trip specifications.
10. Students are allowed an excused absence the day after travel whereby they have traveled internationally or they return after 7pm. They are expected to make up any missed work.
11. While traveling, health needs will be handled at the discretion of the trip leader, and communication with a parent/guardian will be pursued at the earliest time as defined by that leader. The Medical Consent form is required for travel. If there is a known chronic illness or a recent illness, then the student will not be permitted to travel without a protocol in place (signed by parent) that addresses how the situation should be handled if such were to arise. If the parent is negligent in communicating to the school/leader either the medical condition itself or how to handle it, then the team leader will use personal judgment for intervention if a need arises.
12. If a student is disruptive to the trip, then a parent/guardian will be expected to retrieve that student at their own expense. Students can be sent home early from a trip if his/her behavior is unbecoming of an ELCA student and of the Kingdom of God. Disciplinary action may ensue upon return to school. The Code of Conduct agreement is required prior to travel.
13. Trip leaders are determined by the World Impact Director and the principals. Foremost, we try to use husband/wife teams to serve as leaders. The primary chaperones will be employees of ELCA and 25 years of age or older. Often, our teams are working with a travel partner who is also providing adults for supervision. Student/adult ratios follow industry standards which is no more than 1:10. ELCA normally has a smaller ratio than this number, especially when the travel company employees are added.
14. The duties of chaperones can vary from trip to trip. Sometimes the chaperones are only expected to provide disciplinary supervision. Sometimes, the chaperones will be required to assist in the logistics of the trip, such as planning, budgeting, teaching, driving, etc. Some chaperones are chosen because of their unique skill set, such as medicine, dentistry, athletics, foreign language, security, etc. Regardless of the reason selected, a chaperone is expected to assist in any manner necessary at the discretion of the trip leader and the World Impact Director. Chaperones, at all times, must be a model of Christ-likeness. Godliness and integrity are key. Finally, during a trip, there are no hours that a chaperone is off-duty. At any point, and for any reason, a chaperone must be available with a generous and gracious willingness to serve. Chaperones will receive a stipend for travel.
15. Supervision for trips is important. Students are expected to comply with all codes of conduct while traveling just as expected when on campus. Chaperones will act as a final authority on all decision making while traveling/training. Non-compliance will result in immediate disciplinary action.

Students will be expected to follow the itinerary of the trip and any necessary variations as shared daily by the trip leaders. Each student is expected to wake him/herself each morning and to be in the vehicles on time and ready for the day. Chaperones will assist with reminding students of the itinerary but will not be responsible for tardiness/non-compliance. Students will be expected to work all day as outlined in the itinerary, and chaperones will supervise and/or work alongside. Students are expected to be in their rooms in the evening as outlined on the itinerary and chaperones will assure compliance. Chaperones' will room near students and will expect compliance. Students are not permitted off campus at any point without direct permission and/or supervision by a chaperone.

16. Non-medical emergencies will be communicated to families as soon as feasible. First contact will be made with the principal/school official.