



ENVISION

Engage in God's Mission

SHORT-TERM TEAM TRIPS POLICY



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Section 1. Introduction

As a short-term team with Envision, we recognize the significance of your contributions. For every team that signs up for an Envision trip, we require the identification of a Primary Contact (PC). The Primary Contact serves as the responsible person working with Envision Office and the Envision Site Coordinator for ensuring their team has everything they need to prep for the trip and ensure their team completes all requirements set by Envision before leaving to the field. Teams are involved in ministries in different geographical and cultural locations, and because of this, we must make sure that all the appropriate legal and operational procedures are communicated.

Section 2. Primary Contact Requirements

Requirements and responsibilities for a primary contact in a short-term mission trip organized through Envision's onboarding platform.

1. Platform Navigation:
 - Learn to navigate Envision's short-term missions platform to oversee the team's responsibilities.
2. Team Participant Support:
 - Ensure all team participants create accounts and register for the trip on time.
 - Ensure all tasks are completed by participants on time.
 - Make payments towards the trip total on behalf of the team.
3. Additional Responsibilities:
 - Uphold other responsibilities as outlined in the policy.

Envision recommends identifying a Team Leader (TL) who will be participating in the trip and be responsible for the group while they are on the ground. This could be anyone you designate it to be, and could be the primary contact.

Please read and review this document thoroughly, providing your initials in the requested sections and your signature at the end of the document.

Section 3. Finalize Team

- a. To protect our site's health, capacity, and effectiveness, we require teams to finalize their number of participants 60 days before your departure date to finalize the roster for our Envision site leaders. This also finalizes your total team cost to meet our payment policy and be able to transfer funds to our sites as they prepare for your team.



- b. By 60 days before your departure date, you will no longer be able to add new team members to the total number of participants. If a team member drops out, you can fill the open spot.

Initial to confirm you have read, understand, and will adhere to these terms. Initials _____

Section 4. Non-Refundable Deposit

Our Sites have many teams that inquire about securing dates to serve at their site. When our site leader selects your team over others to fill a limited of availabilities at their site, we require a non-refundable deposit to lock in the dates for you. This will prevent other teams from claiming your dates. The non-refundable deposit will go toward the total cost of your trip. The deposit to block the dates for you is \$500.

Section 5. Payment Terms

- Your total trip balance is due 50 days before your departure date. It is imperative for you to adhere to this term. If we don't receive your payment according to this term, sites will not receive your funds to prepare for your team.
- The team trip cost helps our staff cover expenses to be able to host and provide this program and experience to participants. The cost is for in-country expenses. It covers meals, lodging, ground transportation, potentially laundry (depending on site), and travel assistance for the duration of your trip.

Section 6. Payment Options

We are only accepting two forms of payment. Below are the two options:

1. **Credit Card Payment** – You can pay for your trip in Envision's short-term missions onboarding platform using the "Pay" button on your Trip Opportunity Page.
2. **Direct link** – Review the "Your Tasks" section on your dashboard and look for the final payment task.

If we do not receive your payment within the specified timeframe. We reserve the right to cancel your trip and any current payments will not be refunded, and late fees will apply.

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Section 7. Late Fees

If the balance is not paid according to the Payment Options section, a nonrefundable late fee of \$100 per week will be added to your total until the total balance is paid in full. If the full amount including the late fees is not paid within 48 hours before your departure date, your trip will be canceled, and a cancellation fee of \$100 per person will apply and you are required to make the payment immediately.

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Section 8. Cancellation Policy

- a. If you cancel your trip for any reason, the deposit is nonrefundable, except when a trip is canceled 4+ months before the agreed-upon trip date.
- b. If you or a team member cancel(s) your trip at least **45 days before** the agreed upon departure date of your trip, any payments made toward your trip (minus the deposit) are refundable. However, an \$100/person cancellation fee will apply and any expenses incurred by the Envision site in preparation for your team or the individual will be charged to you.
- c. If you or a team member cancel(s) your trip **within less than 45 days** of the agreed-upon departure date of your trip, any payments that have been made are non-refundable and additional cancellation fees may apply.
- d. If your trip is canceled and initiated by Envision due to security concerns, your trip will be fully refunded, including your deposit.
- e. These policies are in place to protect the ministry at Envision Sites. Site leadership incurs costs for lodging, meals, and programming materials before teams arrive at the site. When teams cancel, this comes at a cost to our sites in terms of purchased materials, allocated resources, and lost ministry projects with the local church. Our sites are partially funded by teams that serve at their site. When the team cancels, they lose out on the funding as well as the opportunity for another team to fill the vacancy.

Note: Funds can be requested to transfer to a future trip already in our system. We will not hold funds for a future trip currently not in our system, instead, it will be refunded.

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Section 9. Forms

- a. Forms are due no later than 30 days before your departure date. All forms (i.e. the online Health Questionnaire, Liability Waiver, etc.) must be signed and completed by each team member.
- b. If the team member is a minor, a parent or legal guardian is responsible for completing these forms on their behalf.
- c. The primary contact is responsible for ensuring all team members have completed all forms and have watched the child safety video.

Section 10. Background Checks

- a. The primary contact must verify to the National Office that all background checks have been completed for all team members over the age of 18.
- b. All background checks must be conducted within one year of the trip date. If a background check is older than one year from the trip date, a new background check is required.
- c. You are welcome to use a background screening company of your choice, as long as the screening covers a National Criminal Check, both state and county, as well as a National Sex Offender Check. If you do not know who to use, we recommend PeopleFacts or Shield Screening.
- d. The Primary Contact must complete a verification that confirms all background checks have returned clean results.
- e. If the Primary Contact provided verification and any items are missing or faulty, the primary contact will be held responsible.
- f. If any background check comes back with questionable concerns, please disclose those concerns to Envision at the National Office and the Envision Site Leader. Discussions will take place with the Primary Contact to determine if the team member is eligible for the trip.

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Section 11. Health Limitations

Due to the variety of contexts in which Envision serves around the world, there are certain limitations and precautions that The C&MA must take in order to ensure the safety of both their licensed workers and the safety of those serving alongside them as short-term teams or mid-term workers. The site and Envision leaders reserve the right to turn away participants based on health concerns based on the individual and/or their ministry location. They also reserve the right to limit participant's engagement in ministry activities if they feel the participant, or anyone they



may come into contact with may be put at risk by participating. This includes but is not limited to, issues of access to medical care, food limitations, regional diet, physical wellness of the participant and the activity required, etc.

Section 12. Age Limitations

Due to the demographic nature of ministry at our Envision sites, Site leaders reserve the right to decline trip participants under the age of 18.

Section 13. Dismissal of Team Member

Envision Site leadership reserves the right to discern if an individual is a threat to themselves, the team, ministry, or the community in which they minister, and if necessary, send them home. If appropriate, this will be preceded by preventative conversations with the Envision Site Leader and the trip leader whether the threat can be resolved. Envision is not liable for any extra expenses incurred to make these arrangements.

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Section 14. Travel Insurance

The Christian and Missionary Alliance contracts with Chubb International for Accidental and Dismemberment Insurance (AD&D) for all short-term volunteers. It also includes eligibility to participate in the Travel Assistance Program. **This policy applies to our travelers going overseas only.**

- a. The Travel Assistance Program provides Emergency Medical Services and Emergency Travel Services. Pre-Trip Information Services are available at any time. Security Assistance Services are available if a covered person is traveling outside of their home country or country of permanent assignment or residence. Please visit their website at www.chubbtravelapp.com to find more information.
- b. This is **NOT** medical health insurance coverage and there is no reimbursement coverage for medical issues.
- c. This program can provide assistance, guidance, and referrals for services stated on the Travel Assistance Program Card.
- d. Also provides emergency medical evacuation benefits.
- e. This travel assistance program is through the accidental death & dismemberment insurance carrier which is subject to terms/conditions of policy.
- f. To get assistance, follow the instructions on the Card.



Section 15. Health Insurance

Every team member is required to have their primary health insurance coverage and provide proof of coverage and copy to the Primary Contact.

Section 16. Travel Emergencies

Envision prioritizes the safety and wellness of all short-term teams, mid-term workers, and long-term staff. At both international and domestic sites, Envision seeks to make the best possible decisions to protect the workers serving with their ministries, whether through proactive policies that set up short-term teams or interns for success, or situational policies in place for emergency situations. In the case of an emergency, Envision and the C&MA will follow the emergency procedures put in place by Envisions site staff and Alliance Missions (AM) of the C&MA. By partnering with Envision on your short-term trip, you are agreeing to follow these procedures in the event that an emergency takes place during your time with Envision. All decisions will be made under the authority of Envision leadership and AM leadership.

Section 17. Medical Emergencies

If there is a medical emergency with an individual on a team, the site leadership will seek immediate medical attention for the individual in question. In the event of a serious medical situation, the individual's emergency contact will be notified as soon as possible. If the situation persists, the individual in question may be sent home because of health concerns. Envision is not liable for any expenses incurred by travel arrangements. Please contact the number provided in the Travel Assistance Program to see what is eligible to be covered.

Section 18. Signature of Acknowledgement

By signing below, you acknowledge to adhere to the Envision Team Trips Policy outlined in this document.

Printed Name of Primary Contact

Title/Role with Organization

Signature

Date