



Trip destination: _____ Trip Dates: ____/____/____

Personal Info

Full Name _____

Guardians Name (if under 18) _____

Address: _____ Work Phone: _____

City: _____ Home Phone: _____

State: _____ Zip: _____ Cell Phone: _____

Email: _____

Date of Birth: ____/____/____ Male ___ Female ___ Age ___ Marital Status _____

___ I am a Gateway Member or Regular Attendee.

___ I attend _____ on a regular basis.

Other: _____

Passport Info

Do you have a passport? Yes ___ No ___

Name as it appears on passport: _____

Passport #: _____ Expires: _____ Country: _____

If no, have you applied? Yes ___ No ___ Date Submitted ____/____/____

Social Security #: _____

Have you ever been on a mission trip? Yes ___ No ___

Domestic Mission Trip Experience

Where:	Year:	Length of Trip:	Organization:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Overseas Mission Trip Experience

Where:	Year:	Type of Trip:	Length:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you considering full time ministry / missions work? Yes ____ No ____

Serving Christ in a foreign environment will require living outside of your cultural norms. Will you be able to lay aside expectations of American standards regarding personal conveniences, food, sleep accommodations, dress, travel etc.? Yes ____ No ____

Are you willing to submit to the direction and guidance of the pastors and team leaders in all aspects of the trip? This includes trainings beforehand, in the airports, on planes, in team buses / vans (and all modes of transportation used), at hotels / host homes, and in all circumstances on the ground in country (if traveling overseas), or in whatever places we will be ministering in? Yes ____ No ____

Preparation for the mission will require attending several trainings over the next several weeks. Can you make this commitment? Yes ____ No ____

Do you have any diagnoses that require the use of anti-depression, anxiety, or other prescription medications for psychological conditions?

Yes ____ No ____

Do you have food allergies or limitations that will require a special diet on-site or in flight? Yes ____ No ____

Please list gifts, skills, and areas of interest, including sports, music, drama, computer, media, other general skills, and whether you are interested in children's ministry:

Please tell us if you have ever: (check any that apply & explain in the space provided below)

- | | |
|---|---|
| <input type="checkbox"/> Been Convicted of a crime | <input type="checkbox"/> Had an eating disorder |
| <input type="checkbox"/> Been involved in alcohol or drug abuse | <input type="checkbox"/> Had breathing problems |
| <input type="checkbox"/> Intentionally inflicted harm on yourself | <input type="checkbox"/> Attempted Suicide |
| <input type="checkbox"/> Been involved in a cult or the occult | <input type="checkbox"/> Been treated for physical or mental impairment |
| <input type="checkbox"/> Had seizures or fainting spells | <input type="checkbox"/> Taken depression or behavioral medication |

Applicant's Signature: _____ Date: ____/____/____

Mission Trip Emergency Contact Form

Primary Contact Info:

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

Secondary Contact:

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

I have voluntarily provided the above contact information and authorize Gateway Christian Fellowship and its representatives to contact any of the above on my behalf in the event of an emergency.

Signature: _____

Date: ____/____/____

Mission Team Members Requirements

Commitment to Christ and the church: Each team member must be a born-again Christian committed to serving Jesus.

Time Commitment: Each team member must be willing to commit the time required by the Team Leader for preparation for the mission. Time requirements include sufficient time in prayer, team meetings and ministry preparation. Please make sure you bring your Bible and journal to all training sessions.

Testimony: Each team member must prepare a written testimony about their salvation and explain why Christ is the center of their life. Team members must review and/or complete the following forms:

- Application
- Emergency Contact Form
- Waiver and Release of Legal Liability
- Financial Agreement
- Any Medication Criteria

Medical Information: Each member is required to provide the Team Leader with any medical information necessary to assist in providing emergency medical aid.

Financial: Cost for this trip include travel expenses, room and board and related ministry expenses. Each team member is responsible for raising the necessary funds. Personal items and souvenirs are at your own expense.

Submission to Team authority: Each member is required to submit to the authority of the Team Leader and the leadership of our hosts on the mission field. Gateway missions team leaders reserve the right to send uncooperative team members home at any point.

Personal Covenant & Liability Release Form

Your initials in each of the spaces below acknowledge your acceptance of this personal covenant and releases Gateway Christian Fellowship of all liability related to this mission trip. Additionally, you acknowledge your willingness, that as a guest, not a tourist, traveling to minister in countries, many of which are considered less developed than our own, that it is very important to be flexible, adjust to the requests of our hosts, and leave any expectations of the conveniences of home, at home.

1. ____ I acknowledge that by engaging myself in this journey I am subjecting myself to certain risks voluntarily. Including and in addition to those risks that I normally face in my personal and business life, including but not limited to such things as health hazards due to food, water, diseases, pest or poor sanitation; potential danger from lack of control of population; potential injury while working or inadequate medical facilities.
2. ____ I will accept and submit to the leadership role and authority of team leader and promise to abide by his or her decisions as they concern this mission trip. I understand that travel especially to a remote location can be difficult and I promise to adopt a flexible attitude and be supportive as plans may need to be changed. I understand that I must travel with the rest of the team, unless other prior arrangements are made.
3. ____ I will go as a servant-disciple of Jesus Christ and will adopt that attitude when dealing with my fellow team members and the people I meet during the trip.
4. ____ I will adopt an attitude that I am on this team to try to understand and minister to the host culture, not to convince them of my own viewpoint and style. I promise to regard the different style of worshipping with respect.
5. ____ I will abstain from derogatory comments or arguments regarding people, politics, sports, religion, race or traditions.
6. ____ I will refrain from meddling, complaining and obscene or offensive humor. I realize that others on my team, during the journey and while on site will look at me for an example of how a Christian acts and will not treat that responsibility lightly.
7. ____ I understand that our team's work is but a very tiny speck on the big picture that our mission partners are trying to accomplish. I promise not to be demanding, to do my best not to offend a local mission host and to do my best to help them attain their long-term goals.

8. ____ I will act as a servant-disciple of the local pastor or mission organization. I will respect the advice I am given concerning attire, eating and drinking and other such traditions which will help me assimilate into the local community.
9. ____ I will allow myself to be "stretched" in my faith by witnessing, praying for or sharing my testimony whether it is during a service or street ministry.
10. ____ I will remember we are Christians from another part of the world and we will be watched very closely. I will not take lightly this important responsibility.
11. ____ I will avoid any actions that might be perceived as flirtatious attentions toward indigenous people I meet. I promise not to initiate or seek new romantic relationships with team members during this trip.
12. ____ I will refrain from using tobacco or alcoholic beverages. I will abstain from any illegal drugs or prohibited activity.
13. ____ I will consult first with the team leader before I make a promise or give a gift, and I promise to let him or her make the final decision on the matter. This covenant does not apply to the small fellowship tokens that we will discuss and have approved before leaving home. As a team we will be leaving a gift to be given to the host church/ministry.
14. ____ I remember that every member of this group is expected to share freely of their particular blessings and talents, whether that is skills in music, art, carpentry, or basic hard work. I agree to participate in these ways as fully as possible.
15. ____ I will attend all team meetings possible, both prior to the departure and during the mission trip.
16. ____ I will expeditiously follow up on all requirements for passports, visas, financial obligations, vaccinations, travel insurance, etc.
17. ____ I agree that in the event my conduct is considered so unsatisfactory that it jeopardizes the safety or success of the trip, my services in connection with this mission shall end and I shall return home immediately at my own expense.
18. ____ By signing below, I represent that I am 18 years of age or older or my parents/guardian will sign also accepting the above conditions on my behalf.

Participant's Signature _____ **Date:** ____/____/____

If participant is less than 18 years of age, parent or legal guardian's signature is required below:

Parent/Guardian's Signature: _____ **Date:** ____/____/____

Financial Policy FAQ's

- 1. How is the cost determined?** At the beginning of the trip we develop an estimate of potential expenses. These expenses include airfare and related transportation cost, team training and administration costs, board and lodging expenses and ministry expenses. Every effort is made to minimize costs without jeopardizing the quality, effectiveness or safety of the ministry.
- 2. What is not included in the cost?** Personal expenses are not included. These expenses include:
 - Printing and mailing prayer letters
 - Medical exams and medication
 - Souvenirs
 - Personal meals separate from the team
 - Tourist-type events/sightseeing
 - Passport Fees
- 3. How can I raise funds?** We encourage team members to raise funds primarily through their prayer letter. Raising funds through prayer letters expands the group of family and friends who will be praying for you and gives a wider group of people to participate in the ministry. Previous teams have found that fifty prayer letters sent out in a timely basis will bring in the necessary funds.
- 4. How critical are the deadlines?** The deadlines are vital. Usually the deadline is determined based on major payment for airlines, visas, housing accommodations or vehicle rental deposits. Therefore, every effort must be made to make payments on time. If through unforeseen circumstances, this is not possible, let your team leader know as soon as possible.
- 5. Is this trip tax deductible?** Yes for each person who gives support to you as long as the check is made out to Gateway Christian Fellowship (GCF). Yes for your personal monies as well, again, as long as the check is made out to Gateway Christian Fellowship (GCF).

6. What is the proper way to explain to people how to give money to my ministry?

The explanation should contain the following information:

- It should be above and beyond faith promise/tithe made by them.
- The check must be made out to the church.
- Your name must be made out in the memo section of the check.
- Contributions should be mailed directly to the Mission Coordinator per the "Dates & Details" sheet who will photo copy them to maintain a record of them and turn them in to the church office.
- All funds must be in by the final deadline.

7. What if more money comes in for me than I need? Throughout this ministry you will be functioning as a part of a team. Your effectiveness is determined not just from an individual standpoint, but also as a team. Therefore, the goal is to fund the entire team and any monies given beyond what you need will go to support other team members who may be struggling with their funds or used to leave a monetary gift for our host.

Gateway Christian Fellowship Financial Agreement

We at Gateway Christian Fellowship desire to be wise stewards of the finances and resources that the Lord has blessed us with. We determine short-term trip fees based on the estimate of the actual cost of the trip, with very little cushion beyond that. When we design the payment schedule, it is in accordance with financial deadlines that have to be met. As such, we need to adhere to the following financial principles:

Deposit: Non-Refundable. A deposit is due at the specified time early in the team development process. The amount covers modest initial cost that are incurred, indicates a level of commitment on the part of team member and if the team member ultimately decides to not go on the trip, sows seed into the team for those who do go.

First, Second, Third Payment: Non-Refundable Upfront Costs and Airline Fee: Each amount of this fee is specific to each trip and is due on the date indicated at the outset of the team planning. If the team member ultimately decides to not go on the trip, this amount cannot be refunded as the airlines no longer allow refunds, nor do they allow name changes. Once the airline fee is paid, it is simply not refundable.

Fourth & final Payment: Team Room & Board and other travel expenses: This amount is also specific to each trip, and is due on the date indicated at the standpoint, but also as a team. If the team member ultimately decides to not go on the trip, refunding this amount is dependent on our host's financial obligations and whether monies can be refunded to them or not. Any refunds of these monies are entirely at the discretion of Pastor Lance Bane and his designated team leader.

Monies received beyond that needed: Throughout this ministry you will be functioning as a part of a team. Your effectiveness is determined not just from an individual standpoint, but also as a team. Therefore, the goal is to fund the entire team and any monies given beyond what you need will go to support other team members who may be struggling with their funds or used to leave a monetary gift for our host.

I, the undersigned, have read the foregoing Financial Policies, fully understand them, and agree to abide by the terms.

Name: _____

Signature: _____

Date: ____/____/____

If participant is less than 18 years of age, parent or legal guardian's signature is required below:

Parent / Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: ____/____/____

Please Make Checks Payable to: Gateway Christian Fellowship

If your supporters are sending checks directly to Gateway, please have them write your name on the memo portion of the check.

**Gateway Christian Fellowship
c/o Missions Department
129 Bull Hill Lane, West Haven, CT 06516**

Short-Term Mission Team Waiver & Release

I, the undersigned, being of lawful age, for the sole consideration of being allowed and permitted to be a member of a Gateway Ministry Fellowship short-term mission team hereby and for my heirs, executors, administrators, successors and assigns, waive all rights, demands and claims whatsoever and releases, acquits and forever discharges Gateway Ministry Fellowship and its agents, employees, servants and successors of all claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses, and compensation whatsoever, which may hereafter accrue out of all Gateway Ministry Fellowship activities.

I recognize that the conditions in some places to which I will travel are not the same standard as the conditions to which I am accustomed (i.e., political environments and judicial systems). I realize further that there are certain health and detainment risks as well as other risks to my property and I enter into participation in this trip with knowledge of those risks.

I release and discharge the organizations and individuals which helped make these arrangements, including Gateway Christian Fellowship (GCF) their agents, employees, officers and volunteers, from all claims, demands, actions, judgments, or executions that I have ever had, or now have, or may have, or which my heirs, executors, administrators, or assigns for all possible injuries or death, known or unknown and injuries to property, real or personal, caused by, or arising out of this journey. I intend to be legally bound by this statement.

I understand that this document constitutes a full and complete waiver of all possible claims, including claims for negligence in personal injury or property damage, arising out of my participation in this trip.

I further understand and agree that all rights under Section 1542 of the Civil Code of any state or territory of the United States and any other nation or country are hereby expressly waived. Said section reads as follows:

“1542. A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.”

I further declare and represent that no promise, inducement or agreement not herein expressed has been made to the undersigned and that this Wavier and Release is contractual and not a mere recital.

THE UNDESIGNED HAS READ THE FORGOING WAVIER AND RELEASE AND FULLY UNDERSTANDS IT.

Name: _____

Signature: _____

Date: ____/____/____

If participant is less than 18 years of age, parent or legal guardian's signature is required below:

Parent / Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: ____/____/____

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK
Mandatory for Missions Trips & to Work with Children / Youth

This authorization and consent for release of personal information acknowledges that **Gateway Christian Fellowship** (Hereafter referred to as "Company") and/or its agent, Secure Search, may now, or at any time I am assigned to, volunteer with this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of complaints and grievances filled by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved): criminal history information on file in local, state or federal agencies.

I understand that these searches will be used to determine work assignment under the Company's volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting this information. After reading this document, I fully understand its contents and authorize the background verification.

Below are my responses regarding my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes_____ No_____

2. Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal criminal offense? Yes_____ No_____

3. Have you ever received probation or community supervision for any federal, state, or municipal criminal offense? Yes_____ No_____

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? Yes_____ No_____

5. As of the date of this authorization, do you have any pending criminal charges against you? Yes_____ No_____

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information proves to be incorrect or incomplete that grounds for the canceling of any and all offers of volunteer positions will exist and may be used at the discretion of the company.

Date: _____ SSN: _____ Driver's Lic # & State of Issue: _____

Applicant (Print Name): _____ Applicant Signature: _____
Need First, Middle, & Last Name

Maiden name and / or Other Last Names Used: _____ Date of Birth: _____

Address: _____ Years at Current Address: _____

Email Address: _____

Prior Address: _____ Years at Prior Address: _____

How to Write a Support Letter

1. Pray: Talk to God about who He wants you to send support letters to and what He wants you to include in the letter.
2. Write: Write what is on your heart and why God is calling you to be a part of this mission trip? Express passion, excitement, etc.
 - It is always best to keep a support letter to one page. (Most people don't like to read more than one page.)
 - Remember to include the cut-off portion at the bottom of your letter. This is critical, as those who support you will send this portion back!
 - Remember to include the addressed envelope! (It wouldn't hurt to "go the extra mile" by putting a stamp on the enclosed envelope!)
3. Brainstorm: Think of as many people as you can to send this support letter to (you should send letters to at least 15 people)
 - Family members/ relatives
 - Family friends
 - Parents of your friends
 - People from church
 - Teachers
 - Youth leaders
 - Coaches
4. Proofread: Be sure to proofread your letter multiple times.
 - Check spelling etc.
 - Have your mom, dad or friend proofread the letter!
 - Remember, we're going for excellence here!
5. Send: Send the letter A.S.A.P!
 - Remember to write down all the addresses and names of those you send a Support Letter to and keep this information for thank you notes later.
 - Pray as you send your letters out. Pray for God's provision and for favor with supporters.
6. Say Thanks: ALWAYS say "Thank you!" and write thank-you notes.
 - The "Return Home Letter" will be sent within a week of your return home. Talk about what God did in your heart and life during the mission trip and thanking your supporters once more!
 - Hand written thank-you notes are also acceptable and can be a pleasant surprise to supporters if you have the time to hand write them.
7. Remember, ALL SUPPORT MUST be raised in accordance with the payment schedules. Please direct any questions or concerns to Pastor Angel Sanchez or Keacha Rogers at 203-934-0880.