

Policy & Procedures Manual for Trip Participants



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SCORE INTERNATIONAL

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QUICK START

Fundraising:

Quick start your fundraising process, by following the suggested list below.

1. Send in your \$100 Deposit to SCORE International
2. Make a list of donor contacts
3. Create your Trip letter
4. Mail out 75 to 100 letters.
5. Make an appointment with your Pastor
6. Share your trip plans with your youth group, Sunday School class, bible study, work, school etc...
7. Use Facebook & Twitter to tell people about our trip and how to donate.
8. Create a Blog for your trip.
9. Make some key phone calls (be careful of long distances.)
10. DVD or PowerPoint presentation in church or home meetings.

• Use your own ideas and plans. You should be comfortable and excited about it. God wants to use you for His Glory!

Paperwork:

Quick start the preparation for your trip by completing the following paperwork:

1. Application/Medical Release
2. Parental Consent Form (under 18)
3. Apply for a Passport

PHILOSOPHY

SCORE International is designed to help prepare Teens and Career-age young people for a life of service to the Lord. We believe that dedicated Christian young people who are trained and given opportunities to use their talents and abilities for Jesus Christ can make a great impact on our world for His glory. By going to an area of the world that is unfamiliar, you will be challenged with the needs of the world.

GOALS

Our goal is to expose people to missions while at the same time encouraging the local church and missionaries.

1. Assisting Missionaries

Supporting the local church, which is God's main instrument of reaching the world with the Gospel of Christ.

2. Missions

Each mission trip is designed to expose our travelers, especially teens, to a life of evangelism. The trip will help prepare them to be ready to share their testimony at any moment with people that need to hear the Gospel.

3. Caring for the poor and needy

There are many service projects that groups will be involved in while on their trip. Groups will visit orphanages, help feed villages and minister to the poor and needy by sharing God's love with them.

TRIP EXPECTATIONS

The time will be spent on a foreign mission field with a strong emphasis on evangelism and at the same time providing in-depth discipleship for those involved in the program. We will have a well-trained staff that will be with your group at all times.

Ministry

Each group traveling, will be working in close relationship with missionaries in the countries to which we will be traveling. Every trip participant will be involved in ministry opportunities lead by our SCORE Missionary in the field. Here are a few ministry projects: open air ministry, Vacation Bible Schools, church services, literature distribution, sports ministry, painting projects, construction work, visiting orphanages and food distribution.

Testimony - Because of the importance and effectiveness of a personal testimony, we ask that each person write out and be prepared to share if willing. Be sure to include: (1) What it was like before you were saved, (2) How God saved you, and (3) What changes have taken place since you were saved.

Leisure

Along with training and practical experience, times will be scheduled for unwinding and relaxing. There will be a brief time scheduled in each country for shopping, and some time will be set aside to do sightseeing. Your leisure opportunities will be decided by your team leader as we set up your trip.

GENERAL GUIDELINES

It is important that our groups act in a manner that reflects Jesus Christ. To achieve the best results in our effort to minister in another culture, we must avoid offending others and hurting the efforts of missionaries. You may have to sacrifice your personal liberties. We ask that each person to stay above reproach by following these general guidelines:

- ****No drugs, alcohol, tobacco, sexual or inappropriate relationships.**
- No earrings worn by males or body piercing visible on either male or female.
- Hair and facial hair must be neatly groomed.
- No visible Tattoos.
- No one will attend movies or nightclubs on this trip.
- No electronic devices (i.e. i-pod, i-pad, nintendo, etc.) as these are easy targets for thievery.
- No being in the room of the opposite sex.

****Anyone violating rule #1 while on the trip will be sent home immediately at own expense!**

PASSPORTS

The first thing you should do is APPLY FOR A PASSPORT.

Passport cards are NOT accepted on international trips.

Everyone must have a passport for international travel. If you are not a United States Citizens, you must find out if you need a VISA also.

DON'T DELAY. Apply for your passport now. It usually takes several weeks (possibly up to two months) to obtain one.

Additional passport information is include in the Country Travel Guide.

THE PAPERWORK

1. FOR INDIVIDUALS – those who are signed up individually, not with a specific group, to travel on a trip with SCORE International.

The Application Packet

You will receive the following paperwork from SCORE:

- Country Travel Guide
- Application/Medical Release – due ASAP along with your deposit.
- Parental Consent Form (under 18 years old) *Notarized and signed by BOTH parents
- A "sample letter"
- A copy of our letterhead with IRS tax deduction information on the back. (You can copy our letterhead and use for your letters. If you use our letterhead, you must copy the information listed on the back also.)

Make a mailing list and plan to send out 75-100 letters to friends, family, church members, doctors, dentists, etc. Keep your letter simple and brief, no longer than one page. Share your plans and let them know you are responsible to raise your funds, but don't beg. Trust God to burden the hearts of those who will help. It will be thrilling to see how God brings it in!

The beginning of each month you will receive a statement listing each donor and the amount they sent. You may call the SCORE office at any time to receive a statement by e-mail.

Be sure to keep a list of supporters that you send letters to, because you will need this list to send thank you letters to each person who gave for your trip.

2. FOR GROUPS – those who are traveling collectively to represent a specific school, church, or group.

The Contract Packet

All group leaders will receive the following paperwork from SCORE. *Note-The SIGNED CONTRACT is due Upon Receipt and all other paperwork is due 45 prior to your trip. **Please send all paperwork to the Home Office by the due date even if you have been in contact with the missionaries.**

- **Contract**
- **Application/Medical Release** – Everyone in the group needs to log on to www.scoreintl.org/resources, and complete this application. Hard copies will be provided upon request to the Home Office.
- **Trip Checklist** – This will list important information for your trip.
- **Informational Questionnaire** – The Missionaries will use this to set up ministry, leisure activities and rooms for your group.
- **Flight Itinerary** - Your flight itinerary needs to be returned with this form. If your group is split into different flights, please send each itinerary and indicate how many people will be on each flight.
- **Parental Consent Form** (under 18 years old)
*Notarized and signed by BOTH parents
You will send copies of these forms to the SCORE office and carry the **originals** on the trip. They may be asked to be seen at the airport, so they need to be available.
- **Name/Room List**
- **Insurance Coverage Information**

FUNDS

1. The Cost

Your cost includes: meals, lodging, in country transportation, translators, and insurance. For sports teams it will also include uniforms for players, referee/official fees and field/gym costs, unless otherwise stated. The costs does not include international airfare, country taxes/fees, certain ministry costs or leisure activities.

2. The Deposit

A \$100 deposit is due for individual travelers with the application. There is a \$500 group deposit due with the group sign up sheet or with the signed contract.

3. The Account

Once your deposit is received, an account will be set up in your name. Every donation we receive designated for you will be posted to your account. You are responsible to raise all funds for your trip. You will receive a monthly statement showing all donors and the amount they gave. This will be sent during the first week of the month.

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*NOTE - Be sure to send everyone one of your donors a personal thank you note.

4. The Donation

If you follow the guidelines set by the “Sample Letter” you will have all the information that your donors will need to make sure their donations are properly receipted and posted to your account. They may give to your account in the following ways:

- **Checks** - All checks need to be made payable to SCORE International, designated for your account and mailed to:

SCORE International

PO Box 9994

Chattanooga, TN 37412

(Please make sure they do not write your name on the check, but attach it to the donation form that is provided with the letter.)

- **Cash Donations** - If someone gives you CASH, please do not send it through the mail. Convert it to a personal check or money order and make sure the name and address of the donor is included. Please do not hold checks or cash to send in later. It is important that your account is current and we know how your fundraising is coming.

- **Credit Card** – SCORE accepts VISA, MasterCard, and DISCOVER. The donor may call the SCORE office or go to our website: www.scoreintl/donate.

5. Donations Exceed Cost of Trip – Since donations are tax-deductible, the IRS will not permit us to give you the “surplus” for your personal use. However, in the event you raise more than needed to cover the cost of your trip, additional funds may be used to cover airline tickets or baggage fees. You must send receipts and this will not be reimbursed until 30 days after your trip.

FUNDS CANNOT BE CARRIED OVER FROM ONE YEAR TO ANOTHER, with the following exception:

If a person cannot go due to lack of funds, injury, or providential circumstances, their funds are kept in an account for one year to allow travel the following year.

6. Personal Spending Money

Due to IRS guidelines, SCORE is not permitted to issue additional money in your account for personal spending money. You should plan to bring \$150 – \$200 for souvenirs, snacks, free time activity, etc. Bring in smaller denominations, \$20 - \$30 in one dollar bills and nothing else larger than \$20's. You may need money to pay for Airport taxes or visitor cards. Check the Country Travel Guide for additional information.

7. The Tax Deduction - SCORE International is a registered 501-C-3 religious organization with the IRS. All donations issued to SCORE International are tax-deductible and become the property of SCORE International in accordance with Internal Revenue Service guidelines. They are therefore NOT REFUNDABLE and NONTRANSFERABLE (Exception-Groups can use funds from one traveler to another with written consent). By

IRS definition, contributions will not be refunded. In the event a team member cancels or raises contributions in excess of cost of trip, the funds will be used to further the evangelistic work of SCORE in one of its many missions projects. These include support of foreign missionaries, Gospel tracts, Bibles, youth programs, and other SCORE ministries.

According to IRS rules, any donor who gives a single gift exceeding \$250 will receive a tax-deductible receipt. For gifts less than \$250, receipts will be sent upon requests.

8. Deadlines for funds due

1. 50% of the Balance is due in your account 90 days prior to your trip.

2. All Account Balances are due 45 days prior to your trip.

You will not be allowed to travel unless your account is paid in full.

In the event you sign up for the trip within 45 days or less of departure date of the trip, the total amount must be paid in full and could be processed as “A Loan” as outlined in the next section.

9. The Loan

In the event you do not raise all your funds, in order to go on the trip, YOU MUST PAY YOUR BALANCE in full and we will mark your payment as “A Loan”. No tax deductible receipt will be issued at that time. You are basically “loaning” SCORE the money until you finish raising your support. You can continue to raise funds through October.

You will be reimbursed for your loan the last week of November if additional funds have been received. *You can request a loan reimbursement anytime 30 days after your trip. However, once a loan is reimbursed, any additional funds received become the property of SCORE International.

If you raise more additional funds than what you paid with the loan, you will only be reimbursed up to the amount that you paid. (Example: If you paid \$100 to pay your balance and receive an additional \$150 from donors, you will be reimbursed \$100. The balance becomes the property of SCORE.)

If you raise less additional funds than what you paid, you will only be reimbursed up to the amount of the additional funds received. (Example: If you paid \$100 to pay your balance and receive an additional \$60 from donors, you will only be reimbursed the \$60). The amount remaining is then considered to be a contribution and a tax receipt will then be issued to you for that amount during the month of December.

SUGGESTIONS TO HELP YOU RAISE FUNDS

1. Churches

Because we are a Christian organization and you are going out as an evangelistic missionary, your church should be a real source of encouragement and support. The philosophy behind going to your church for help is not just for funds, but to get people committed to pray for you during your trip. Believe us, the benefit of prayer will become a reality when you get out there. Contact

your pastor or mission board quickly to let them know about your mission trip.

2. Direct Mail

This will be your largest source of help!

It is a good idea as part of your “fast start” program to make a list of people you want to contact. Send out 75-100 letters to inform them of your summer plans. Be sure to use your Christmas card list and graduation list. Send letters to relatives and friends outside your city and state. Don’t forget your dentist, doctor, orthodontist, business friends of your parents, and people with whom your family does business.

- See “Sample Letter”. Add your own personal touch - Write your own letter. Use your imagination – be creative. People receive requests through the mail every day. You want them to read yours. (Be sure to include information found in “Sample Letter”.

TRAVEL ARRANGEMENTS

1. Airfare

You are responsible to purchase your own airfare. For information on where you fly into, check the Country Travel Guide for airport information. Feel free to contact the Home Office if you have any questions.

2. Flight Itinerary – We must have a copy of your flight itinerary. We will have a staff member pick you up at the airport in the country you are visiting.

GENERAL TRIP INFORMATION

1. Lodging and Meals

While on your trip, you will be staying at the SCORE Facilities unless other arrangements have been made. See the Country Travel Guide for additional information. Meals are provided.

2. International Ground Transportation

While in Dominican Republic or Costa Rica, SCORE will be using our own buses. In all other countries, we will be using vans or charter services for transportation while on your trip.

3. How you can be contacted

Emergency contact information is provided in the Country Travel Guide. SCORE should also have your emergency contact who can be reached during your trip.

4. Baggage Fees – Please check with your airline for specific guidelines. Extra luggage charges are expensive and must come out of your personal money. Keep in mind that you will be required to handle your own luggage ...so don’t take more than you can manage.

5. Dress Standards

Since we are a team and will be living together in a “Christian community” in a foreign country, we must be consistent in presenting a good testimony. If you have been accepted to go, then you have agreed to live within the guidelines of our standard. As a Christian, we must concern ourselves with our appearance, both positively and negatively. In the positive sense, we want to be as sharp and as neat as we possibly can. That which repulses or seduces has no place in the life of God’s children. **See the Country Travel Guide for specific dress guidelines.**

HEALTH MATTERS

1. Medication

Doctors and dentists will be available to us on the field. We have contact with good hospitals in all locations. You will need to notify us of any medication that you may be taking when you first arrive.

2. Medical/Accident Insurance

We do provide secondary health/accident insurance for each person through Faith Ventures. Each individual will have an insurance card with important information provided on it. You will also need to check with your primary carrier to verify if you will have coverage out of the country. If so, they will still be primary.

***Important Note** - You will be required to pay for your medical treatment while in country. The costs are significantly less than the US and are usually very affordable. Once you return home, you will then file a claim with your receipts to your primary insurance carrier and with Faith Ventures.

3. Immunization Requirements

One of our most asked questions is regarding shots. Shots are not required to travel to any of the countries we minister in. However, we recommend you contact your local health department and follow their guidelines. ****Consult with your doctor to confirm that your normal vaccines are current.**

GROUP UNITY

This section is very important for each of us to understand as we will be living and working together as a large number of people for an extended period of time. The staff has a tremendous responsibility for such a large team, especially in another country. Your living, therefore, in obedience to the rules and regulations is necessary.

1. Authority and Discipline

The Biblical response to authority is obedience. This principle is stated in Hebrews 13:17:

“Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.”

Disciplinary action for use of drugs, alcohol, tobacco, any act of immorality, or any act of unsafe conduct will result in participant being sent home at parent's expense.

2. Unity

We must work closely together in harmony with our brothers and sisters in Christ and before the world. The exhortation over and over again in the Word of God is to show love and brotherly kindness and is a necessary part of team effort. I Peter 1:22 goes a step further. We are to “love one another with a pure heart fervently,” which means that we are to work at it continually.

3. Dating

Within our Group - One area of our lives that we must watch very closely as we live before an unconverted world is our dating. There is to be no personal contact. You are expected to remember your chief purpose in coming. If at any time the leadership feels that you have let this area get out of control in your life, they will speak to you concerning the situation and, if necessary, take restrictive measures.

Outside the Group - Due to the nature of our ministry, we do not believe that it would be best for anyone to do any dating outside of our group. Therefore, we ask that there be not dating outside of our group during our time together.

4. Teams

Building team unity is an important aspect of SCORE. We will be staying in the same location, eating together, studying together, praying together and, in some instances, ministering together as an entire group. On other occasions we will be broken up into smaller teams. The teams will take turns in sharing work detail within the responsibility of our entire group from time to time. Your details will be delegated by your team captain. The time spent with your team will hold some of your greatest memories. The principle of team work is found in Leviticus 26:7-8, “And ye shall choose your enemies, and they shall fall before you by the sword. And five of you shall put ten thousand to flight: and your enemies shall fall before you by the sword.” With the Lord’s help, we can see this happen.

5. Attitudes

The old proverb “one bad apple can spoil the whole barrel” applies here. While living in a team situation, your attitude can either affect others for better or for worse. Maintaining a positive and humble attitude is, therefore, needful. This is best accomplished through spending time alone with the Lord in His Word and talking honestly with Him in prayer.

Important: Please, remember this is a mission trip. There will be some tough times. There will be some inconveniences and you will be called upon to work. So, you must have a submissive, servants heart. No complaining!

FORMS

Downloadable forms are available on our website:
www.scoreintl.org.

- APPLICATION/MEDICAL RELEASE FORM
- PARENTAL CONSENT FORM
- SAMPLE LETTER
- TAX INFORMATION

If you need any assistance, please call our home office @ 423.894.7111.