



# ABILENE CHRISTIAN

*Halbert Center for Missions  
and Global Service*

## **Global Service Trips**

**Team Member Guidebook 2020-2021**

## **Table of Contents**

●	Expectations	
○	Role of a Team Member .....	2
○	Things to Know .....	2
○	Chapel Credit .....	3
●	Planning & Preparation	
○	Team Member Application Process .....	4
○	Passports & Visas .....	4
○	Medical Information .....	4
●	Finances & Fundraising	
○	Fundraising Procedures .....	6
○	Fundraising Policies .....	6
○	Financial Policies .....	7
●	The Final Countdown	
○	How to Pack .....	8
○	Packing List .....	8
●	Travel, Safety & Emergencies	
○	Getting to the Airport .....	11
○	In Case of Emergency .....	11
○	Insurance .....	11
○	U.S. Embassy .....	11

## Expectations

### **Role of a Team Member**

- Participate in all team meetings (including debriefing)
- Actively participate in all curriculum material/pre-meeting assignments
- Communicate with Team Leaders in a timely manner
- Submit paperwork & documents in a timely manner
- Obtain medical requirements in a timely manner
- Fundraise the assigned portion of trip cost in a timely manner
- Abide by ACU Student Handbook & Policies and all missions policies

### **Things To Know**

- Team members must travel together as a team to and from the destination, unless impossible due to flight arrangements. If this is an issue, contact the Team Leader immediately.
- Team meetings and preparation are a vital part of our missions program. All members are required to attend all meetings, and strongly encouraged to participate in all curriculum material. Most teams will meet weekly for 50-minute sessions.
  - If a member cannot attend a meeting, he/she should notify the Team Leader beforehand.
  - If a member **misses more than 2 team meetings** the member will be unable to go on the trip. Special exceptions may be made for illness and approved university excuses.
- If a team member decides to drop out of the trip, there are strict stipulations that apply if he or she would like to participate in another trip. Trip commitment should be taken very seriously.
  - Any funds raised will stay with the team. Any fees associated with the drop are the responsibility of the student (it will be automatically deducted from their submitted funds if available). In some circumstances, a portion of the remaining balance will be put towards the future trip.
  - When the student applies for another trip, he/she is required to submit 75% of funds by the registration deadline, otherwise the student will be waitlisted. All funds submitted for the second trip are non-refundable.
    - If the student does not raise the remaining 25%, it will be charged to their student account.
- As a reminder, these are ACU sponsored trips. Any location that students travel to during the trip is akin to ACU campus, so all ACU student behavior and other policies apply. Students, staff, and faculty are expected to adhere to their respective ACU handbooks.
  - In particular, please keep in mind the alcohol and substance abuse policies, as well as Title IX rules and regulations.

### **Chapel Credit**

Due to the nature of the program, Global Service Trips have the opportunity to receive more credits than other spiritual formation events. Please understand the following:

- It is possible to receive *up to* 3 chapel credits for every meeting, depending on participation
  - Attendance: 1; Spiritual discipline: 1; Pre-meeting assignments: 1
  - Team members do not need to sign in. These credits will be tracked by your Team Leader
- The modules are prepared for weekly, 50-minute sessions in addition to a few longer sessions. The entire team is expected to participate by completing pre-meeting assignments. After the last meeting prior to the trip, students will receive a percentage of the Spiritual Formation credits depending on their participation.\*
  - Complete 4-5 pre-meeting assignments – Receive 100% of credits earned
  - Complete 3 pre-meeting assignments – Receive 50% of credits earned
  - Complete 2 pre-meeting assignments – Receive 0% of credits earned

*\* Pre-meeting assignments for credit do not include Spiritual Disciplines. All team members should be strongly encouraged to practice the disciplines, but will not be penalized for not doing so.*

## Planning & Preparation

### Team Member Application Process

- Step 1: Complete the Trip Application
  - Follow instructions provided. Some Team Leaders may request additional documentation, references, or an interview.
  - If you are accepted, confirm with your Trip Leader that you will commit, then move on to Step 2.
- Step 2: Complete the ACU Trip Registration form
- Step 3: Make a personal donation (non-refundable)
  - \$100 initial trip donation made by you or a family member by the registration deadline.
  - Payment by cash or check. Bring to room 283 in the upper level of the bible building. Checks are payable to *ACU Missions*. **Keep the memo line blank.**
- Step 4: Submit Documentation
  - Upload a passport copy to Canvas for all trips outside of the US. If you do not have a passport copy, you are expected to apply for a passport by the registration deadline, and confirm in Managed Missions.
  - Complete any host ministry documents and submit in Managed Missions.

**\*\*You are not officially registered with a confirmed spot on the trip until you complete Steps 1-4.**

### Passports & Visas

- Every person traveling internationally is required to have a valid passport. Some locations require the expiration date to be more than 6 months after the return date of the trip. Please apply early, as the process can be lengthy.
  - If a team member needs to apply for a passport, it may be easiest to apply at the Abilene post office.
  - Each participant must either *submit* a passport copy by deadline, or confirm that he or she has applied by the registration deadline. This is to ensure that the passport is received in time.
- International students also have special considerations, so please contact the Halbert Center immediately. International students are responsible for attaining their own visa if it is a different requirement from the rest of the team.

### Medical Information

- Several countries and host organizations require or encourage specific vaccines and/or medication. It is the responsibility of each individual trip participant to obtain said vaccines, shots, and medications. This cost is not included as part of the individual trip cost, as some members may already have necessary vaccinations.

- The host organization may not list all recommendations for the country. In addition to understanding host organization medical requirements, visit the CDC website: <https://wwwnc.cdc.gov/travel/destinations/list/>.
  - Keep in mind that some preventative medication may only be listed as a “recommendation,” and not a requirement.
- We strongly encourage every person to make an international travel appointment with either a primary care doctor or with the ACU Medical Clinic 3-6 months prior to the trip.
  - If anyone would like to visit the ACU Medical Clinic, he/she needs to either ensure the clinic has their immunization records or bring the immunization records to the appointment.
  - ACU students, staff, and faculty can check immunization records, make an appointment, and complete the International Travel Form by going to *myACU*, *quicklinks*, then the *Medical Clinic Patient Portal*.
- In most cases, obtaining vaccinations is a personal decision, however, if it is a requirement by the host country it will be required by ACU Global Service Trips.

## Finances & Fundraising

### **Fundraising Procedures**

- Structure and policy are set by a combination of departments in keeping with university and federal tax guidelines, so it is important to respect the deadlines and procedures in place to ensure a smooth fundraising process.
- The Halbert Center will communicate the fundraising process with the team early on.
- Each team member is responsible for a minimum personal fundraising amount, however, fundraising is done as a team, as opposed to individuals focused only on their own part.
- Thank you notes and personal follow up with donors after the trip are strongly encouraged. Thank them for participating in God's mission! Halbert Center will provide a list of all donations/payments after returning from the trip.

### **Fundraising Policies**

- Team members need to complete all registration items before beginning the fundraising process. More fundraising information will be discussed at the logistics meeting, and is found in the Fundraising Information document in Managed Missions.
- All funds should be submitted to ACU. Do not send any money to the host organization. The Halbert Center will pay deposits and final payments all together.
  - The Halbert Center discourages the use of a host organization online fundraising page tool for various reasons. Please speak with the Missions Coordinator if you have questions.
- Fundraising projects/events are permitted, but make sure your fundraiser will net positive cash flow and is worth the effort.
- Students will sign an agreement stating that if the total balance identified is not paid by the final fundraising deadline, any unpaid portion will be added to their student account; if appropriate, students are strongly encouraged to speak with their parents before signing this agreement. Students are responsible for making all arrangements through Student Financial Services to pay for any fees related to this trip added to their account.
- Funds in addition to trip cost:
  - Cost of items such as passport fees, doctor visits, personal travel comforts items, medications, vaccinations, meals while traveling to the location, etc. are not included in the trip cost and are the responsibility of the team member
  - In most instances, all funds necessary for the trip itself (air and ground transportation, lodging, meals at location, etc.) will be included in the trip cost. Students should not need to bring other funds except for souvenirs if desired.

### **Financial Policies**

- The Team Leader will provide the trip cost.
  - Remember that the team can always use more money than the individual fundraising goals. A donor's gift should never be rejected because a team member has met an individual goal.

- The Team Leader will notify the team of all financial deadlines. It is the responsibility of team members to submit funds by the deadline. If a team member is having issues submitting funds by the deadline, it is **up to him/her** to speak with the Team Leader and/or Missions Coordinator.
- Team members are expected to keep an eye on personal fundraising progress in Managed Missions. Contact the Halbert Center if there are questions or concerns.
- If a team member decides to drop out of the trip at any point in time, all donations that have come to ACU **will not be refunded**. All funds will continue to fund the team. Any fees associated with the drop are the responsibility of the team member (it will be automatically deducted from their submitted funds if available).



## The Final Countdown

### How to Pack

If the host organization provides packing instructions, please refer to that for guidance, as they may have particular reasons for packing a certain way. In general, the following list is relevant to most Global Service Trips.

Team members may be allowed one carry-on (ie. backpack), one small, personal item (ie. purse), and possibly one checked luggage (40-50 lb max, often an additional \$25 charge), depending on the trip.

### *Tips*

- Do not overpack! Remember why you're going and what you'll be doing. Stick to the provided list of items-- it's tempting to pack things *just in case*, but simple is often better for these trips.
- Roll your clothes, instead of folding, to create more space
- Leave vanity items at home (hair dryers, flat irons, electric razors, etc)
- Pack all toiletry items together in plastic bags to prevent leaking
- Take items (other than meds) out of packaging

Carry-ons should be a medium-sized backpack (school pack, day pack, etc). This bag can then be used in country for day trips. Remind the team that they will have to carry this bag through various airports.

- Pack any item that you cannot live without if your luggage is lost (lg. Passport, camera)
  - Tuck away all important documents and items where they will not fall out or be easily snatched.
  - You may want to pack a change of clothing with at least two changes of socks/undergarments.
- Pack all toiletry in one quart-sized bag or smaller (this is TSA regulation). Place this bag in an outer pocket for easy removal at security checkpoints.
  - Refer to the government travel website with regards to allowable sizes of liquids (3 oz)-- they **will** throw away containers of liquid that are larger than regulation.
- Keep over-the-counter meds in the original container.
- You may want to pack some healthy snacks, as meals may not be offered at regular times.

### Packing List

If the host organization provides packing instructions, please refer to that for guidance, as they may have particular reasons for packing a certain way. In general, the following list is relevant to most Global Service Trips.

### *Essentials*

- Bible, pens, journal/paper
- Camera/phone
- Bug spray with Deet (non-aerosol per airline regulations)
- Sunblock
- Shot records (especially if you've traveled out of the country a lot)
- Spending money for travel (speak with your Team Leader about amount)
- ATM card
- Passport
- Visa (if necessary)
- ID Cards (Drivers license *and* student ID)

### *Toiletries/Meds*

- Toothbrush and toothpaste
- Deodorant
- Hairbrush/comb
- Glasses/extra contacts & solution
- Shampoo
- Soap/body wash
- Towel and washcloth
- Kleenex / toilet paper
- Travel-sized laundry detergent (if you're hand washing anything on the trip)
- Feminine hygiene items
- Anti-bacteria or baby wipes / hand sanitizer
- Personal medications (in original containers, accompanied by a Physician's letter)
- Allergy medicine (ie. benadryl)
- Pain reliever
- Pepto-Bismol (take daily when eating foreign foods)
- Anti-malaria meds or other recommended travel meds

### *Clothing*

- **Modest dress** (according to host requirements; ask your Team Member if you have questions)
- Skirt (knee length)
- Pants, jeans, shorts, capris (knee length; nothing tight to the skin; athletic shorts should be an appropriate length)
- Shirts (no tank tops or spaghetti straps; no midriff)
- Undergarments
- Socks
- Close-toed shoes (Depending on your projects)
- Flip flops (for shower shoes)
- Pajamas (modest dress)
- Fleece/sweatshirt (for mornings and evenings)

- Windbreaker or lightweight waterproof jacket

*Optional*

- Sunglasses
- Small umbrella
- Cheap watch
- Power converter (if needed)
- Snacks (Items that won't melt)
- Reading material (I.e. Your debrief book)
- Flashlight or headlamp

*DO NOT BRING*

- Traveler's checks
- Regular-size pillows
- Large/flashy jewelry
- Charms that display religious symbols
- Laptops and electronics
- *Rule of Thumb: If it will distract you or others, leave it behind!*

## **Travel, Safety and Emergencies**

### **Getting to the Airport**

- It is the responsibility of every team member to arrange means to arrive at the airport from which the group is leaving and arriving upon return. The departure airport will typically be DFW.
- Every team member is expected to know the correct time and location to meet at the airport. Each team leader will provide instructions as to when to arrive at the airport. However, plan to arrive early, as traveling with a large group often takes longer than usual. Always leave plenty of time for unanticipated traffic or other delays.

### **In Case of Emergency**

We pray for smooth travels and trips with no incidents, but we do prepare for extreme circumstances.

- Team Leaders are trained in emergency protocol, and have emergency contact information if something were to happen.
- Team members should remain calm, and follow all instructions of the Team Leaders.
- Team members should immediately cease **all** communication with home (via text, call, social media, etc.) and wait until instructed otherwise.

### **Insurance**

- The Halbert Center will ensure that every trip participant is enrolled with travel insurance.

### **US Embassy**

- The Halbert Center will ensure that every trip participant is registered with the American embassy in the country of travel. (STEP).
- Individuals may receive country alerts. These are normal, so do not be alarmed.