

# *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 must 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.
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 coordinator. All monies, minus the deposit, can be returned in this scenario.

5. Students are expected to make monthly deposits into his/her account beginning at signups and until 30 days before departure. 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 will be returned to the student/parent. Delinquent accounts will result in a student being removed from the trip.
6. Federal tax laws do not permit deductions for parental payments. These laws also do not permit billing for mission trips, thus payments will not be PRE-listed on an account, rather the monies will simply be applied to the ELCA acct and will reflect that the payment was for missions.
7. Teams will be encouraged to do group fundraising as well as individual fundraising.

*Individual fundraising monies will need to be sorted and stacked (ready for deposit). The World Impact Fundraising form will need to accompany the money and be submitted to the World Impact Coordinator within two days of event.*

*Group fundraising monies will be split amongst the students that worked the event. All earnings are to be sorted and stacked (ready for deposit). The World Impact Fundraising form will need to accompany the money and be submitted to the World Impact Coordinator within two days of event.*

8. Students are expected to make up all work missed in the classroom using the Planned Absence Policy.
9. Students are permitted to attend more than one trip, though the absences will follow handbook guidelines.
10. 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. Parents attending ELCA overnight trips may be required to submit to a national background check which will be conducted by our school resource officer.
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. If there is a known chronic illness or a recent illness, then the student will 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. Disciplinary action may ensue upon return to school. The Code of Conduct agreement is required prior to travel.

### *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 coordinator. All monies, minus the deposit, can be returned in this scenario.
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 never 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. Parents attending ELCA overnight trips may be required to submit to a national background check which will be conducted by our school resource officer.
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. Disciplinary action may ensue upon return to school. The Code of Conduct agreement is required prior to travel.

# Medical Consent

I, \_\_\_\_\_, parent of \_\_\_\_\_,

Give permission for Eagles Landing Christian Academy and any representative of ELCA to seek medical services for my child. If my child is in need of interventions, any hospital/urgent care/medical service provider has permission to assess the situation and render care as deemed appropriate. I understand that every attempt will be made to contact me during this process, but my permission is not based on that outcome. I also release ELCA and any of its representatives of liability if my child falls ill or is injured for any reason. I also submit that the medications listed below are the only prescribed medicines that my child will be bringing.

Prescription Medicines \_\_\_\_\_

Dosages \_\_\_\_\_

Reasons for interventions \_\_\_\_\_

Allergies \_\_\_\_\_

Insurance Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

(Copy of card should also be attached)

Emergency contact \_\_\_\_\_

Emergency numbers \_\_\_\_\_

Parent(s) signature \_\_\_\_\_

Date \_\_\_\_\_

# Code of Conduct Agreement (for students)

I, \_\_\_\_\_, understand and consent that I will abide by all of the expectations outlined in the Student Handbook for ELCA as well as any written or verbalized expectations from the Team Leader or chaperones. I understand that, though not on school campus, I am still a reflection of the school, my family, and most importantly, of Christ and am therefore bound by these policies. I recognize that I am to conform to these policies when I am being supervised and when I am not being supervised, and I understand that my family will be contacted immediately if I choose otherwise. Upon contact with my parents, my parents or their representative will be expected to take custody of me within a reasonable amount of time (no more than 24 hours later). I will not be permitted to interact with the group while awaiting their arrival. The cost for their travel will be at their expense, and no monies will be returned for my lost days on the trip. Depending upon the errant behavior, I may be subject to suspension or expulsion.

Signed (student)

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Signed (parent)

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# Statement of Cooperation (for parents)

I, \_\_\_\_\_, a custodial parent/legal guardian of \_\_\_\_\_ acknowledge that I have read and consent to the policies and procedures of the World Impact program. I understand that adherence to the guidelines is expected and that non-adherence could lead to immediate removal from participation in the trip (and possible future trips). I commit to meeting the financial obligations as outlined by the Trip Leader, and I understand the cancellation policy. The purpose of the cooperative agreement is to promote a successful trip and a Godly interchange between responsible parties, understanding that success includes pre and post planning for a trip as well as the actual trip itself. While much of the responsibility for compliance with the World Impact Policy and Procedures lies with the parent/legal guardian, the student is expected to understand the guidelines and therefore required to sign.

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Parent Signature

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Student Signature