

# MISSIONARY

STEP-BY-STEP GUIDE



for all who  
believe

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### STEP-BY-STEP GUIDE

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#### Contact Information:

##### Finance mailing address:

Global Expeditions  
ATTN: Processing Center  
P.O. Box 2000  
Garden Valley, TX 75771  
*\*Tracking number required  
for all financial mail-ins.*

##### Paperwork mailing address:

Global Expeditions  
ATTN: Admissions  
P.O. Box 2000  
Garden Valley, TX 75771  
*\*Make copies of all  
paperwork for you records  
before sending.*

Email: [geinfo@teenmania.com](mailto:geinfo@teenmania.com)  
Ph: 1.866.545.6239 ext. 6864



# MISSIONARY STEP-BY-STEP GUIDE

## Step 1: Start Fundraising

Contact your representative to create a fundraising plan, and use the resources in this kit to get started!

## Step 2: Apply for your Passport and Visa

All Global Expeditions participants are required to have a passport if they are traveling outside of the United States. If you do not already have a passport, start this process quickly, because it can take 6-8 weeks.

If you currently have a passport, check to make sure it does not expire within six months of your trip's start date.

If you are traveling within the United States for your mission trip, you will need a valid government ID for airline transportation. Go to your local Department of Motor Vehicles to apply for an ID if you do not already have one.

### Apply for a VISA

Some of our trips may require you to apply for a VISA. Here is what you need to do:

1. Fill out the visa application that we email you.
2. Print and sign it.
3. Send your signed application, passport, and two official passport photos to the Paperwork Mailing Address.



### Step 3: Know Your Target Dates

Contact your representative about specific dates for each of the deadlines mentioned below:

**\$300 Deposit:** Your deposit should be sent in as soon as you receive confirmation of your trip placement. Your deposit goes toward the cost of your trip and lets us know you are committed to getting on the field. While your deposit will keep your mission account active, you must still understand that your spot on your project will not be guaranteed until you complete Step 4.

**Ticketing Deadline:** Half of the base cost of your trip must be turned in by the ticketing deadline to secure your spot on the trip.

**Travel Ready Deadline:** Your Travel Release Forms and your Domestic Travel plans will be due at this time. Remember to consider mail time, as snail mail can take several days to get to us.

**100% deadline:** You'll need to raise the full amount of your trip cost prior to your trip start date. Any outstanding funds must be turned in at registration on the first day of your trip. This includes any fees related to your project.



### Step 4: Guarantee Your Spot

In order for us to reserve your spot on this trip and make travel arrangements, 50% of your base trip cost must be turned in by your Ticketing Deadline. Trips are filled on a "first-come-first-served" basis. Until we have received 50% of your total base cost AND you have completed a ticketing disclaimer with your representative over the phone, your spot is not reserved.



### Step 5: Complete Important Documents

**Travel Release Forms-** Everyone must complete and send in Travel Release Forms.

Here are the key components:

**Health Insurance-** Health insurance is required for the time you are on your trip. If you are going on a trip outside of the U.S., you must have international health insurance. Include a copy of your insurance card or other proof of your international coverage.

**Immunizations-** Make sure your immunizations are up-to-date. This includes all childhood immunizations and a tetanus shot within the last 10 years. Please refer to the Center for Disease Control online at [www.cdc.gov](http://www.cdc.gov) for country-specific immunization recommendations.

**Medical Release Form-** If you check yes to any of the questions on the medical check list, you will need a medical release form signed by your doctor.

**Parental Notarizations-** The notarized signature of both parents is required. If the participant is over 18 years of age, the parents' signatures are not required. Below you will find common scenarios:

- **Parents Married:** Both parents must sign and notarize the TRF.
- **Sole Custody:** The parent with sole custody must sign and notarize the TRF and attach the copy of the court papers showing that he/she has sole legal custody.
- **Joint Custody:** Both parents must sign and notarize the TRF.
- **Parent Deceased:** Living parent must sign and notarize the TRF and attach a copy of the death certificate of the other parent.

**BACKGROUND CHECKS:** A Background Check Form must be completed and sent in by anyone who will be 18+ by their trip start date.

*This must be sent in before the 50% ticketing deadline.*



## Step 6: Make Travel Arrangements

Arrange transportation from your home to and from your trip's starting location.

**\*Go through this next step with your parents if you are under 18 years old.** First, check with your representative to see where and what time you need to be arriving.

Next, choose an option that is right for you:

- Have Skypass Travel arrange your travel for you.
- Book your own flight to/from the starting point of your trip.
- Drive to/from the starting point of your trip.

**SKYPASS:** If you are planning on booking a flight to your trip's starting location, you may want to consider Skypass Travel. Skypass is a travel agency that allows you to use your tax-deductible mission account to cover the cost of your domestic flight. To book through Skypass Travel, contact a Global Expeditions' Representative and they will email you simple booking instructions.

**BOOKING YOUR OWN FLIGHT:** You will want to ensure your flight is booked at appropriate arrival and departure times. If you book outside of the times provided by Global Expeditions, we cannot be responsible for shuttle services or missed connecting flights.

**DRIVING:** If you choose to drive directly to the training base, you should connect with your representative to find out exactly where and when you need to meet. If you are not coming to "headquarters," you may have to park at an airport in the area, so prepare to pay for parking.

**ITINERARIES:** Please submit your flight or driving itinerary to [domestictravel@teenmania.org](mailto:domestictravel@teenmania.org) by the Travel Ready Deadline.

## Step 7: Prepare For Your Trip

**Pray, Pray, Pray:** We believe in the power of prayer! Pray for your country, your leaders, and the people you will minister to. Ultimately our prayer is that God would be glorified through your trip this summer!

**Research your country:** Study the culture, people, customs, religion, and anything else that comes to mind.

**Learn the language:** Learn basic phrases and sayings to use on your trip.



## Step 8: Review Your Final Mailer

Before your trip begins, you will be emailed the Final Mailer which will go over all last minute details for your trip. The Final Mailer will update you on your status and any outstanding items you will need to turn in at registration. To ensure you receive your Final Mailer, confirm your email address is on file.

**As you make preparations for your mission project, please review these fees and include those that apply to your project's base cost**

Background Check	\$25	Required for everyone who will be 18 or older at the start of their trip.
Late Background Check	\$75	A late fee will be charged if the background check is turned in after your project's 50% ticketing deadline.
Leadership Training	\$89	Team Leaders, Country Assistants, Youth Group Leaders, and Missionary Advisor Candidates arriving early will receive additional training and leadership resources. This cost covers their food, lodging, and training materials during this time.
Airport Shuttle	\$49	Shuttle to and from the DFW Airport and the Global Expeditions' headquarters
Airline Fuel Surcharge	Up to \$350	If your trip includes a flight, airlines will sometimes add an extra charge to the ticket called a "fuel surcharge." Note: This charge will be confirmed after your 50% ticketing deadline.
Domestic Plane Ticket	Varies	If you are flying to your trip's starting location, you will need to budget in cost of your plane ticket. Your domestic plane ticket is not included in the base cost of the trip. It will vary depending on where you are flying from.
Baggage Fees	Varies	If you are flying to your trip's starting location, you may have to pay to check your luggage. Contact your airline directly for details.
Domestic Flight Processing	\$15	Applicable when booking plane tickets through Skypass Travel. This cost will appear as an increase in your flight amount.
Unaccompanied Minors	Contact Your Airline	For your domestic flight your airline may charge this fee if you are under a certain age. Contact your airline directly for details and amounts. <i>*You will pay this fee directly to the airline when you check in.</i>
Int'l. Health Insurance	Varies	If you are leaving the country on your mission trip you will need to purchase international health insurance.
Passport/Government ID	Varies	If you are leaving the country on your mission trip, you will need to obtain a passport. If you are flying within the country you will need a government ID. <i>*All Mexico trips require passports.</i>
Fun Day Activities	Varies	Some Fun Day activities may have additional costs involved. These activities are usually optional, but highly recommended! Contact your representative for details.