

VINEYARD CINCINNATI WORLD MISSIONS

FAQs for Global Outreach Trips

How Do I Get Started?

1. Review the [Global Outreach Trips](#) – see what trips are currently scheduled
2. Apply – Every global outreach trip participant must apply online by registering for a global outreach trip prior to the due date of the first payment. A \$75 deposit is required. Registration for each trip is found at www.vineyardcincinnati.com/globaloutreach.

I Found a Trip That Interests Me – What’s Next?

The next step for you is to apply for the trip by registering online and submit a \$75 deposit. The Outreach Coordinator will contact you to set up a brief interview and, if you are 18 or over, will begin the background check process. If you have questions before taking that first step, contact Sara Kreischer, Outreach Coordinator, directly to begin the conversation.

Sara Kreischer - sara.kreischer@vineyardcincinnati.com or (513) 671-0422 ext. 292

What Happens After I’ve Applied?

After you’ve registered, made the deposit, and your background check has been completed, you will be contacted by the Outreach Coordinator to schedule a brief interview. It is required that the team leader or Global Outreach office interview each applicant to ensure the best possible dynamics for the team. After the application and interview process has been completed, the Outreach Coordinator will notify you about whether or not your participation on the team has been approved.

Several months prior to your trip, the Outreach Coordinator will schedule gatherings for your entire team. **Attendance to these gatherings is required of every participant**, as this time is critical for preparation and will include prayer, personal discipleship, cross-cultural ministry orientation, and team development.

Who Is Eligible To Go?

Participants 12 years old & up are welcome - minors must travel with an adult family member. Above all, the number one qualification for every team member is a desire to serve, the ability to be flexible with how God might be leading the ministry time, and an eagerness to be part of a true team effort. You know best your physical or energy level limitations and we ask that you weigh those against the work projects we will be doing. With specific questions about eligibility or participation recommendations, contact the Outreach Coordinator.

What are the Fees and Deadlines?

Trip fees vary based on the duration of the trip, location and travel expenses. See the [Global Outreach Trip Overview sheet](#) for specifics for the trip you are interested in. *The cost of a global outreach trip includes airfare, in-country transportation, outreach projects, travelers insurance, as well as food and lodging.* Fees **do not cover** passport, country visa, necessary vaccinations or meals in the airport. We do recommend that if you would like any souvenirs or personal items during travel that you bring along cash for this.

We understand that for many, the cost of the trip feels overwhelming. Yet we have witnessed time and again that if God is calling you to a trip, He will provide the resources to send you. Don't let money concerns alone stand in your way.

Payment and donations for global outreach trips through Vineyard Cincinnati can be made by credit card through the website. Checks should be made payable to **Vineyard Cincinnati** and sent to the following address.

Vineyard Cincinnati
Attn: Outreach Coordinator
11340 Century Circle East
Cincinnati, OH 45246

If you are raising support, please have donors write **Global Outreach Trip – (the destination of the trip)** in the memo line. **For tax reasons, instruct donors NOT to put your name on the check.** Instead, use a Contribution Card to accompany their check (see sample Contribution Card attached below).

How do I Raise Financial Support?

When raising support, it is important to follow IRS and church guidelines that are designed to maintain moral, legal, and ethical standards of giving. These are outlined below. With any questions, please contact the Outreach Department before beginning to raise support for your trip.

GO vs. SEND

You are taking the exciting step to GO where God is leading you through this Global Outreach Trip. There are people in your family, circle of friends, even your church, who want to play a role in helping those around the world but aren't able to physically go. They would be happy to support you financially or prayerfully and fill the role of SENDER. With global outreach, there is always a collaborative obedience of those who GO and those who SEND. You probably know people in the SEND category who would love to support you to GO. Reach out and ask them for their support and allow them the opportunity to follow God's leading in their own faith walk. Samples of support letters are available through the Global Outreach Ministry Team of Vineyard Cincinnati.

The following guidelines regarding contributions for global outreach trips sponsored by Vineyard Cincinnati are intended to help participants as they seek to fund or raise financial support for the cost of their trip while at the same time helping participants, donors, and Vineyard Cincinnati operate within the published IRS regulations for charitable contributions.

Please note that the following guidelines reflect Vineyard Cincinnati's understanding of current IRS regulations regarding charitable contributions and how these regulations may apply to the funding of global outreach trips; however, as with all tax issues, please consult with your tax adviser if you have questions regarding tax deductibility of charitable gifts.

1. Tax-Deductible Gifts

Contributions to Vineyard Cincinnati to help fund the costs of your own or another participant's global outreach trip are tax-deductible and Vineyard Cincinnati will issue a contribution statement/receipt based on the following criteria:

- The trip's primary purpose is mission work and is sponsored by Vineyard Cincinnati, including determining the timing and nature of the trip, qualifications for participants, and trip costs.

- Vineyard Cincinnati retains control of all funds and is responsible for the disbursement of all trip expenses.
- Donations are made by check and payable to **Vineyard Cincinnati**. (Please note: contributions directly made payable to a participant are not tax-deductible.)

2. Refunds and Cancellations

If a participant cancels or fails to meet pre-established trip guidelines for payment

If a participant is unable to go on their scheduled trip for any reason or fails to make payment by the established trip guidelines, contributions given toward their trip are **non-refundable**. However, all contributions, less any administrative and/or other costs incurred (e.g., air ticket cancellation fees, visa fees, etc.), will be placed into Vineyard Cincinnati's Short Term Missions account. If, in the future, the participant chooses to go on another ministry trip, they will then have the right to apply to receive funding from the Short Term Missions account.

If a trip is cancelled by the church

If a trip is cancelled for any reason by Vineyard Cincinnati, confirmed contributors to that trip will be notified and given the option to either have their contributions returned to them or have their contribution be retained by Vineyard Cincinnati to be used in support of Global Outreach Ministry in another capacity at Vineyard Cincinnati's discretion.

3. Over payments

Any amounts contributed over the published cost of the trip cannot be refunded; instead these contributions will be applied towards general and/or common expenses of the particular trip or be used in another manner in support of Global Outreach Ministry at the discretion of Vineyard Cincinnati.

What about Travel Arrangements?

Passports are required for international trips and each individual is responsible for securing his or her own passport. The earlier you apply for your passport, the better. You can expedite an application, but a rush application significantly adds to the cost involved. If this is your first time getting a passport, you must apply in person, but you can fill out all the forms in advance and get them online. Check out the US state department to find the passport facility nearest you and to learn the ins-and-outs of the process: <https://travel.state.gov/content/travel/en/passports.html>.

Airfare will be purchased as a block for the team in order to capitalize on group discounts. For this and other administrative reasons, accommodating individual requests for redeeming frequent flyer miles is not feasible. Much of the global outreach experience has to do with being part of a team and seeing what God can do when we all work together, so it enhances the team's experience when we begin and end the trip together as a group. Also, attempts at making individual travel arrangements increases the demand on our host ministry teams, as they are typically responsible for transporting teams to and from the airport. Once in the host country, you will continue to travel as a group by bus or van. Because you will stay together as a group during the trip, you should not plan on being able to explore on your own in country.

The group will arrange to either carpool to the airport together or to make arrangements to meet there at least 2 hours before departure to ensure that the entire group is ready to depart.

Luggage

Luggage restrictions change from airline to airline. Your trip leader will cover specifics with you.

Pictures and Videos

We recommend bringing a still and/or video camera to capture your experience. At times, cultural and religious beliefs may limit or prohibit the taking of photos or videos. Please respect and adhere to any policies and instructions given by your team leader and the partner agencies on the ground.

Traveling Money

The amount and kind of spending money for each trip varies, but you should plan on bringing some personal cash with you for food or snacks in the airports during travel or for souvenirs. Trip leaders will guide you through suggested amounts and currency exchange.

Documents Needed to Travel

Documents needed for each trip vary, but all trips outside the US require a valid US passport with at least 6 months remaining before expiration. Additional documents (some of which require a notary seal of your signature to be valid) may include:

- Visa Application with one valid passport photo
- Emergency Form
- Health Form
- Liability Release Form
- Vaccination Card with the Yellow Fever Seal (Received at vaccination site)

Will I Need Vaccinations or Insurance?

Not all trips require vaccinations, so this is something your trip coordinator will provide for you once you have declared your intent to join a team. We highly recommend that you seek medical advice pertaining to vaccinations and medicine required by law, before you travel. You can contact your family doctor to see if he/she is able to administer these vaccinations. However, many of them do not carry all of the vaccinations. Many counties have health departments that offer these vaccinations at reduced rates. Travelers' vaccination centers are another easy way to receive all necessary vaccinations in one location and usually provide more travel-related information than you will receive from most family physicians. They are typically more expensive and operate on a cash-only system. Please make these arrangements soon, as some of the vaccinations require a series of shots.

Please visit <http://www.cdc.gov> for a complete and updated list of vaccinations recommended by the Centers for Disease Control and Prevention, as well as up-to-date travelers' guides. You may also get this information through your county's health department.

Trip fees include health and evacuation insurance provided through a specialty risk insurance company in the event of an emergency during the trip. You will be asked to provide information on any health insurance you carry on the global outreach trip application.

What Does A Typical Day Look Like?

Your experience will vary depending on which outreach trip you choose to participate in. However, Back2Back structures daily schedules with a mix of work projects, quality time with the children they are serving, personal devotional time, shared meals, Bible study and debriefing as a team. You know best your physical or energy level limitations and we ask that you weigh those against the work projects we will be doing.

How Can I Communicate Back Home?

Communication to the United States is limited. The team leader can purchase a phone card once you arrive. It is possible to use specific types of cell phones while traveling, but you must first check with your provider to see if your phone and service plan provides access and what the associated fees are for international calls or data. Some phones may have to be unlocked before they can work in other countries. Regular access for each individual to call or report back home should not be expected. Please advise loved ones that this is one occasion where no news really is good news! Your group will travel with a phone to be used in emergencies. Methods for your family to get in touch with you in the event of an emergency back home that needs your attention will vary depending on the destination. Please get this information from your trip leader.

GLOBAL OUTREACH TRIP CONTRIBUTION RESPONSE CARD

Trip Destination: _____

Participant: _____

My name is: _____ and I'd like to support this global outreach trip by partnering in the following way(s):

Keep me in the loop so I can pray. My email is: _____

I'd like to help financially, in the amount of: _____

I'd like my donation to remain anonymous

Checks for tax-deductible purposes should be made out to **Vineyard Cincinnati** with the trip destination written in the memo line. Please, **DO NOT WRITE THE PARTICIPANTS NAME ON YOUR CHECK** and **DO NOT USE THE MISSIONS/OUTREACH FUND DESIGNATION ON CASH ENVELOPES**. Please return this form with your check.

Mail or bring to: Outreach Team, Vineyard Cincinnati, 11340 Century Circle East, Cincinnati, OH 45246

Contributions to Vineyard Cincinnati are tax-deductible and Vineyard Cincinnati will issue a contribution statement/receipt for all donations. In accordance with current IRS tax guidelines, all donations are *non-refundable*. When contributions for a particular individual exceed trip expenses, or if that volunteer is unable to participate on the trip, VCC may use those funds for other costs associated with the missions ministry.

As with all tax issues please consult with your tax advisor if you have questions regarding tax deductibility of charitable gifts.