

Go Global Church Partner Guide

Important Deadlines

February 4	Initial Church Registration Form due and \$25 registration fee per anticipated number of team members
February 24	Form and finalize your team
March 3	Complete and submit team member forms, church forms and a \$200 non-refundable down payment per person. (Note: A link to church and team member forms will be emailed to you by the Project Director upon receipt of your Initial Church Registration Form)
2 Months Out	\$2000/person Airfare and Partial Ground Costs payment due
1 Month Out	Remaining trip balance due and domestic flight arrangements information due to Project Director

Guidelines and Process Information

- 1. Passports:** If you or a team member does not have a passport, it must be applied for immediately. Team members' passports must be valid for at least 6 months from the end date of your scheduled trip. Use the following link to determine how to obtain a passport in your area. <http://travel.state.gov/passport/>. Additionally, each team member should have at least four blank pages in their passport upon which entry stamps and visas may be affixed.
- 2. Leaders:** GO GLOBAL will provide experienced Project Directors for your group to assist with logistics, ministry opportunities and to act as liaisons with our workers on the ground. However, you are the primary leader and spiritual leader of your group. The larger your group, the more leaders you will need. Our suggested ratio is at least one leader for every 8-10 participants. In choosing leaders, look for people who are flexible, patient, well respected and who know the members of the group well. They should be people of integrity who will respond to the needs of the group, maintain a positive attitude throughout potentially unpredictable circumstances (1 Tim. 3:1-7), and have a clear ability to lead. These leaders will work with the GO GLOBAL Project Director to make decisions, but will be ultimately responsible for the discipline and spiritual life of the group.
- 3. Health Insurance:** GO GLOBAL does not take responsibility for health related liabilities. \$50,000 worth of medical coverage will be included in each team member's travel insurance package. If additional coverage is desired, it is the responsibility of the team member or participating church to purchase it. Any

medical costs not covered by or exceeding the travel insurance coverage are the sole responsibility of the team member for which they were incurred.

4. **Team:** Going on an overseas mission trip is a privilege, and because of the spiritual and physical difficulties of our trips, you will need to screen your participants. Members need to be in good physical condition, must be willing to eat a variety of non-American foods, and be able to carry their own luggage. Characteristics of a good team member will be humility, a desire to learn and a servant attitude.
5. **Flights:** GO GLOBAL will make the international flight arrangements for each team through our travel agent. All Project teams will meet in one U.S. city to travel overseas together. Each team is responsible for arranging and paying for the domestic flight(s) necessary to reach the airport from which the international flight is departing. This will require frequent communication between the Project Director and your church contact person/team leader to ensure appropriate itineraries are arranged. Your GO GLOBAL Project Director will be happy to assist you with locating the best and cheapest domestic flights available. Please inform the Project Director of your domestic flight arrangements at least one month prior to departure.
6. **Inoculations:** GO GLOBAL encourages team members to obtain vaccinations as recommended by the Centers for Disease Control for the project destination. However, these vaccinations are not required to participate in a GO GLOBAL project. Each church is encouraged to determine its own policy on this matter. Visit www.cdc.gov/travel/vaccinat.htm to get a list of the recommendations for the country in which you are interested.
7. **Fundraising:** GO GLOBAL will provide you with a sample letter for your team members to use in their fundraising efforts if they so choose.
8. **Packing & Luggage:** Your team will be provided with a recommended packing list. Please note that we ask that each person to only bring 1 checked piece of personal luggage that is under 44 pounds (flights in countries other than the U.S. have this restriction). Your team may be asked to transport team equipment and supplies that we will arrange as well.
9. **Team Preparation:** Online lessons to prepare your team for the project will be made available. GO GLOBAL also will send a link to helpful short-term project preparation lessons which we encourage you to study and discuss with your team. These materials will be helpful for the success of your team.

Financial Policies

The following policies ensure that we avoid unnecessary travel charges and expensive fees. Federal laws regulating non-profits and international nongovernmental agencies, require some of the policies included on this page.

WE WILL SEND YOU AN INVOICE WITH THE AMOUNT DUE. PLEASE INCLUDE A COPY OF YOUR INVOICE WITH YOUR CHECK. PLEASE MAKE CHECKS PAYABLE TO GO GLOBAL & MAIL TO:

**GO GLOBAL
Attn: Short-term Projects '08
1800 N. Germantown Parkway
Cordova, TN 38016**

CREDIT CARD PAYMENTS FOR TRIPS BY SPECIAL ARRANGEMENT ONLY

Trip payments are not tax deductible.

Participant fees should be processed through the church and one check should be made payable to GO GLOBAL at each payment deadline. Do not have individuals send any checks to GO GLOBAL.

TRIP COST

Go Global works hard with our contacts, partner ministries and travel agents to ensure the best experience for the best prices possible.

The following are included in the trip cost:

- Airfare (not including domestic flight)
- Lodging
- Meals (except in airports)
- Ground Transportation
- Translators
- Travel Insurance
- Training Materials

The items NOT covered in the trip cost include but are not limited to:

- Spending money for souvenirs
- Pre-trip passport
- Immunizations
- Domestic flight to U.S. city for international departure
- Meals in transit to/from destination (i.e., airports)
- VISA Fees (if necessary)

GO GLOBAL reserves the right to cancel any mission trip in the case of unforeseen circumstances. These may include, but are not limited to: airline cancellations, political unrest, terrorist attacks or unforeseen dangers at the outreach location or for our Project Directors or partners in the country. In this event, we will work with you to arrange another trip. If another trip cannot be arranged we will provide a partial refund based on the circumstances of cancellation.

In the event that a team member cancels, they will be responsible for any costs incurred on their behalf by GO GLOBAL prior to their cancellation, including, but not limited to, airfare and pre-paid in-country expenses.

Since 9/11, insurance companies may not cover acts of terrorism. GO GLOBAL does not cover any costs in the event of a terrorist act, and bears no responsibility in the event of a terrorist act.

PLEASE CALL US IF YOU HAVE ANY QUESTIONS. 866.543.3750