

MISSION TRIPS GUIDELINES / CHECKLISTS

When planning a Mission Trip there are several items that must be taken in consideration, such as travel insurance, background checks for volunteers, permission and medical consent forms for minors, church/school board approval, and many other items. All mission trips must be approved by the church/school board. This approval must be in writing in the board minutes. Mission Trips leaders are accountable to the Church/School board sponsoring the event. The Church/School board is responsible for contacting the Conference office as needed.

Step #1

Provide your church/school board details of the trip in writing, such as:

1. Departure date and Return date of trip.
2. Place/City/Country of trip.
3. A list of all participants (minors and adults), and information for an at-home emergency contact person for each participant. This information must be retained by your church/school leadership to be used in the event of an emergency.
4. Provide a copy of purchased travel insurance (Adventist Risk Management) for each traveler.

Step #2

Volunteer Forms will need to be completed for each adult participating in the trip. For Church Mission trips, check with the Risk Management department at the Conference office to see if the adults volunteering have been screened and approved. For School Mission trips, check with the Education department at the Conference office to see if the adults volunteering have been screened and approved.

Step #4

In the event of an emergency, the pastor/principal or designated church/school board member needs to:

- a) Contact the Oregon Conference Risk Management Department immediately, and should send a copy of the following Mission Trip's documentation:
 1. Departure date and Return date of trip.
 2. Place/City/Country of trip.
 3. A list of all participants (minors and adults).
 4. A copy of purchased travel insurance (Adventist Risk Management) for each traveler.
- b) Contact all travelers' family to notify them of the emergency.