

# BROOKWOOD CHURCH INTERNATIONAL MISSION TRIP APPLICATION

**\*Applicants must be a member or attendee of Brookwood Church  
except when requested by Brookwood Leadership.\***

**\*You must complete all questions on this application\***

**\*Please return completed application to Amy Mitchell, Missions Coordinator  
along with copy of Driver's License and \$100 deposit\***

## Latvia Mission Trip

**Team Leader:** Natalie Meeks

**Trip dates:** October 2024

**Trip cost:** \$2700

**Vaccinations:** No vaccinations are required for this trip. Please make sure you are up to date on your tetanus shot.

### Application Information:

Name: \_\_\_\_\_

Full name as it appears on Passport: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred phone number: \_\_\_\_\_ Date of Birth (include year): \_\_\_\_\_

Passport #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Emergency contact name: (emergency contact may not be on this trip) \_\_\_\_\_

Emergency contact preferred phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Who would you like us to contact for team updates: Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you been on a mission trip in the past?

Yes  No

If yes, please list previous trips and approx dates: \_\_\_\_\_

T-Shirt Size: (Circle One)      S      M      L      XL      XXL      XXXL

Please list which Brookwood Ministries you serve in/ Small Group you attend:

\_\_\_\_\_  
\_\_\_\_\_

Please list reference from Small Group Leader/ Ministry Leader and/or Brookwood Friend: (name/phone/email)

\_\_\_\_\_

Please share your faith story:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BROOKWOOD**  
MISSIONS PARTNERS

**PASSPORT:** You must have a current valid passport to participate on a Brookwood Mission Trip. Passport must be renewed if the expiration date is less than 6 months from the trip dates. You must pay for your passport. To apply for or to renew your passport contact your local post office or online at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). **Please attach copy of valid passport along with this application.** If you have been on a previous mission trip with Brookwood Church please contact Amy Mitchell at 864-688-8314 or [amy.mitchell@brookwoodchurch.org](mailto:amy.mitchell@brookwoodchurch.org) to verify that a valid passport copy is on file.

### **Mission Trip Spiritual and Social Requirements:**

To participate as a volunteer on a mission trip team, I understand that I am agreeing to:

1. Follow the leadership of the trip leader at all times and encourage others to do so.
2. Express a Christ-like attitude of humility and service, putting others first, and contributing to the unity of the mission team.
3. Stay with their mission team at all times. No one is to go off alone for any reason.
4. Attend the mandatory team meetings and training before and after the trip.
5. Dress in a modest manner, and refrain from wearing clothing, jewelry, watches, or accessories that reflect wealth, poor judgment or draw attention.
6. Respect and be sensitive to cultural differences of the country.
7. If I smoke tobacco, I will stop at least a month before the trip and refrain from smoking while on the mission trip.  Yes, I agree.  Not applicable.
8. If I drink alcoholic beverages, I will refrain while on mission trip.  Yes, I agree.  Not applicable
9. Uphold the standards of a Christian lifestyle including sexual ethics.  
I am not using pornography and will not.  Yes, I agree.  
I am not living with someone outside marriage.  I am not.

### **Mission Trip Policies and Costs:**

- Each team member must be a **member** or **attende**e of Brookwood Church unless otherwise approved by the Mission department.
  - If allowed, minors under the age of 18 must be accompanied by parent or legal guardian.
  - **A background check will be run on all mission trip participants 18 years and older prior to the trip. Should a trip participant decide not to go on the trip the full \$100 deposit will not be refunded. A \$20 background check fee will be kept to cover the cost and the participant will receive an \$80 returned deposit.**
  - Each team member must attend mandatory pre-trip meetings and one post-trip debrief meeting.
  - Trip costs include air and ground transportation, room and food, emergency insurance, and other trip expenses.
  - Trip costs do not include airport tax or fees, passport fees or cost of inoculations.
  - **Each team member is responsible for all trip fees/expenses. Once airline tickets are purchased, the team member is responsible for the cost of their ticket regardless of trip attendance.**
  - Brookwood Church provides a sample letter and guidelines to ask for financial contributions from family and friends.
  - Deadlines will be set for each trip for half and full payments. This is to purchase air travel and make other arrangements for the trip in advance. Deadlines are not negotiable. Generally the half payment deadline is due 10-12 weeks prior to departure and full payments are generally due six (6) weeks prior to departure.
  - Use of cell phones and iPods, etc., must be approved by trip leader who will give updates on trip. All communication of a sensitive nature regarding any trip illnesses or crisis will be handled by the team leader to avoid misinformation and be certain family members know firsthand what is happening.
- I have read and understand the Mission Trip Spiritual and Social Requirements and Trip Policy Statements. By signing my name below I agree with the requirements set forth above.

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SIGNATURE

DATE

**Important Items:**

1. Have you been convicted of a crime? If so, please explain

\_\_\_\_\_

Yes     No

2. Have you talked with the trip leader?

Yes     No

3. Do you intend to pay for the trip  personally,  write letters seeking support from family and friends, or  both?

4. Are you dealing with any current life crisis causing you stress?

Yes     No

5. If you are married is your family supportive of your going on this trip?

Yes     No

6. If you have children have you been able to make plans for their care while you are away?

Yes     No

7. If you are employed have you been able to make arrangements with work to be away?

Yes     No

**Health Information:**

It is very important that the health of each team member be accurately disclosed. Your health and wellbeing have a direct effect on the team as a whole. All medical information will be treated with the utmost confidence and respect for your privacy. The missions department or an approved medical volunteer may contact you to clarify any medical conditions or medication.

1. Are you under care of a doctor for an illness or medical condition that requires medication?

Yes     No

If yes, please explain \_\_\_\_\_

2. Please list all medications prescribed by your doctor [Dr's name \_\_\_\_\_] that relate to

treatment of a medical condition regarding your health or fitness:

Medication: \_\_\_\_\_

Medication: \_\_\_\_\_

Medication: \_\_\_\_\_

Medication: \_\_\_\_\_

3. Please list any allergies \_\_\_\_\_

4. Please assess your fitness for us to help us make sure you are applying for the right trip.

My weight/health may be a problem with extreme heat and strenuous activity.

I have the following health issue \_\_\_\_\_

I have a heart condition.

I have difficulty sleeping.

I have respiratory issues.

I am diabetic and must take medication.

I am under significant stress. Please explain \_\_\_\_\_

I am willing to be assessed by a medical professional to be certain I am OK for this trip.

**Helpful Information:**

1. Is there something specific you would like to do to serve on this mission trip?

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

2. Are you a medical professional and will you utilize those skills on this trip?

Yes     No

If yes, please provide a copy of your current medical license to practice medicine.

3. Do you  sing,  play a musical instrument, please list \_\_\_\_\_,  enjoy working with children,  like to build things,  have another skill \_\_\_\_\_?

4. Why do you think God wants you on this mission trip? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Release and Hold Harmless Agreement:**

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I, do hereby release and hold harmless Brookwood Church (BC) from any responsibility for any harm or loss that might come to me by any means on the Latvia mission trip I am taking with BC. I am aware of and informed that trips, particularly trips out of the country, have inherent risks associated with them. I believe that I have been adequately and fairly informed of the risks, to the extent that they can be anticipated. I further understand that there are certain risks that can arise on such a trip that may not be fully anticipated. I hereby, for myself, my heirs, executors and assigns, release and forever discharge and hold harmless BC and any of its affiliates, subsidiaries, directors, employees and volunteers, who are acting officially or otherwise, from any and all claims, demands, actions or causes of action on account of my death, or injury to me or my property, which may occur from any cause, including negligence of any type, during such a trip. I also release BC from any and all responsibility for any additional expenses which may arise from a mission trip or which I may incur for any reason. To the extent that insurance proceeds are available for any injury, loss or damage, the parties waive subrogation as to any additional claims.

By signing my name below I state that I have read, understand and agree to the above Release and Hold Harmless statement.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Cancellation Policy**

A trip may be cancelled if:

- Conditions change on the mission field
- The number of people going is not sufficient
- Funds are not sufficient to meet deadlines for trip costs

