



## Mission Trip Information

Below is the guide about the information needed before the Chesapeake Conference can process any short-term mission trip. You may compile the information any way you see fit, including using this form as a template.

Information Needed at least two months prior to departure date:

- Name of sponsoring church or school
- Date approved by the sponsoring organization's board
- Name of trip leader (must be a full-time Chesapeake Conference employee)
- Location of the trip (please include city and country).
- Dates of the trip
- Purpose of the trip (i.e. Construction, Medical, Preaching, Humanitarian Relief, etc.)
- Names of trip participants [(please identify chaperones if applicable) All participants, regardless of age should provide an application that includes their medical history]
- Has travel insurance been acquired through Adventist Risk Management?
- Has the trip been submitted to HeSaidGo.org?
- Is this trip with a partner organization? Please list (i.e. Maranatha, Share Him, ADRA, etc.)

Please be advised that due to insurance age restrictions, overseas mission trips must be completed before volunteers reach their 80<sup>th</sup> birthday. Mission trips within the United States and Canada must be completed before volunteers reach their 84<sup>th</sup> birthday. Students or individuals under the age of 18 are processed as part of a group—i.e., school or church group—and require **notarized** permission from their legal guardians.

Submit to Shawn Paris at [sparis@ccosda.org](mailto:sparis@ccosda.org)