

STEPS FOR A SUCCESSFUL SHORT-TERM MISSIONS TRIP

1. Prayerfully and decide in which country you would like to serve. Go to www.cmalliance.org/aymission to learn about the dates available, prices, and registration process. You aren't ready to register yet . . . just getting information!
2. Obtain all necessary travel documents (passports and visas) and immunizations. (See passport and visa facts for details.)
3. Contact Raptim Travel, MTS, or the airlines to compare prices. We are willing to work with you a little on the dates if you can save money on airfares. Please contact us directly before securing your dates in **ALL CASES!**
4. Start advertising your trip and gathering your team. A **NONREFUNDABLE** deposit of 20% of the total trip cost per person is required at the time of registration, so be ready for that! We accept Visa and MasterCard for your convenience. You may want to collect the deposits from each team member to seal their commitment to go on the trip. Be sure to have each team member's name and birth date before you call to register in order to complete the process and secure a spot on the trip. You should also find out if everyone has a passport. If they need one, they should apply **IMMEDIATELY** to avoid any delays.
5. Register your group! Go to www.cmalliance.org/aymission to register. We prefer checks, but you may use a credit card to pay for your deposit. If you don't have a credit card, you may mail your payments to:
The Christian and Missionary Alliance
P.O. Box 35000
Colorado Springs, CO 80935-3500
ATTN: Events

Memo line: Order #/Country of trip
Church checks should be made payable to:
the C&MA.
6. Once you are registered and have started your fund-raising, you will receive forms that will need to be completed by members of your team. Make sure you complete all the tasks on the checklist provided.
 - Medical form completed by everyone on your team
 - Background checks completed by everyone on your team
 - Insurance cards received from STMO
 - Team members viewed abuse videos
 - Attended coaching weekend for first time groupParental consent is required for any team members under the age of 18. It is important to **KEEP A COPY** of the forms as well as **SEND A COPY** to our main office (address listed above) for our files. You may download these forms at www.cmalliance.org/aymission.
7. Once we have received the liability release forms, **you should begin making payments on your account so that your balance is PAID IN FULL by your due date!**
8. The group leader should plan to attend the Coaching Weekend (if never attended).

COLORADO SPRINGS—JANUARY 28–31, 2010 PHILADELPHIA—MARCH 4–7, 2010

\$345* (one person)

\$315* (additional person)

**Cost does not include airfare. Checks only. A registration form for the Coaching Weekend will be sent once you register your group.*

9. **Continue to pray for a successful AYMission trip and don't stress about the details!**

If you have questions that cannot be answered by visiting the Web site, feel free to contact us via e-mail or phone.

Short Term Missions Office

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