

REGISTRATION:

Registration is complete upon receipt of a ten percent (10%) non-refundable, non-transferable deposit along with this completed Mission Trip Participant Application.

The accounting office cannot accept any mission trip payments without a completed application.

PRICING:

FBW will work diligently to accurately price mission trips. If the cost of the trip is less than the original price, excess funds are not refundable or transferrable to a future trip but will be allocated to the FBW on Mission Fund for mission trip scholarships and use at the discretion of the mission's pastor.

The "FBW On Mission" account is designed to be used to support strategic missional partnerships nationally and internationally, offset costs of unexpected needs or emergency situations that arise from Mission Teams, and potentially fund scholarships for short-term and long-term mission needs as FBW attains the goal of "Spreading God's Fame by making Disciples of All People".

Should a trip exceed the planned budget, planned changes will be communicated immediately. The cost of the trip will be adjusted if needed with ample time for additional payments.

At times, team members may decide to add a trip excursion to the itinerary or gifts for ministry partners. These items will be communicated during team meetings.

PAYMENT SCHEDULE:

All mission trip payments should be made payable to First Baptist Church Wylie in an envelope clearly labeled with the mission trip and participant's name.

Remaining payments shall be made as follows:

- 50% of the cost of the trip is due 90 days prior to departure.
- 75% of the cost of the trip is due 60 days prior to departure.
- 100% of the cost of the trip is due no later than 30 days prior to departure.

Trip costs such as airfare will not be paid on your behalf until there are adequate funds in your trip account to cover these costs.

The mission's department will provide you with a budget of all anticipated expenses within 2 weeks of submitting your application.

Personal expenses incurred during the trip are not included in the trip cost nor will they be collected and paid by FBW.

Airline tickets are generally purchased 90 days prior to departure.

Once purchased tickets are non-refundable and non-transferable to minimize cost.

If 100% of the trip cost is not submitted 30 days prior to departure, you will not be permitted to participate in the mission trip without a payment plan and approval by the Minister of Operations.

PAYMENT OPTIONS:

- **By Mail:** Send check(s) to 100 N. First Street, Wylie, TX 75098. We do not recommend mailing cash.
- **Drop Box:** You may deliver your payment to one of the two drop box locations. One is located beside the south stairwell in the Mall. The other drop box is in the reception area of the church office at 200 N. Ballard. Please be sure your payment is clearly labeled and enclosed in an envelope.
- **Online:** Visit www.fbw.church/give
 - Click "Give Online".
 - Select "Other".
 - Include the mission trip and participant name in the memo box.
 - Credit or debit cards accepted.
- **Text** "SPREADHISFAME" to 73256. Standard text message rates apply.
- **Mobile App:** Find "Connect - Our Church Community" in the App Store or Google Play. Login required. Contact INFO@FBW.CHURCH to REQUEST a REALM invitation.

Please note that envelopes that do not contain details such as trip name, date, donor information may be misapplied. Please be clear to avoid posting errors to your account.

CHANGES AND CANCELATIONS:

Changes or cancellations to your registration should be communicated to the Missions Department and your team leader immediately.

Mission trip payments may be refundable or transferrable (except for the 10 percent deposit) if:

- The request is before August 2019 and no trip expenditures have been made on your behalf;
- The transfer is for another 2019 mission trip.
- For some unforeseen reason the trip is cancelled by FBW.
- Refunds are only payable to the original donor or payee.

Mission trip payments are NOT refundable or transferrable if:

- Lodging and airfare have already been secured on your behalf.
- The request is made within 15 days of the original trip's departure date.
- **The request is made after August 2019.**
- **The request is for a future mission trip year.**

Please note FBW will be unable to hold funds for individuals for future undesignated trips. Therefore, any undesignated funds in a trip account at the completion of that trip will be transferred to the "FBW On Mission" Account. Individuals should contact the mission's department to ensure proper handling of all funds associated with changes or cancellations in your plans.

OTHER FINANCIAL DISCLOSURES:

First Baptist Church of Wylie is a qualified section 501c3 non-profit organization. For tithes, offerings and donations to be tax deductible by a donor, control must be relinquished to the church in accordance with IRS regulation. Therefore, stewardship and disbursement of those gifts is completely at the discretion of FBW.

In accordance with IRS Publication 17, Chapter 24, generally, you can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization if you are on duty in a genuine and substantial sense throughout the trip. You may enjoy the trip, but there can be no significant element of personal pleasure, recreation, or vacation in the travel.

Deductible travel expenses include:

- Air, rail, and bus transportation;
- Out-of-pocket expenses for your car;
- Taxi fares or other costs of transportation between the airport or station and your hotel;
- Lodging costs;
- Meals

Non-deductible expenses generally include personal expenses, souvenirs and entertainment.

FBW will code all mission trip payments via cash, check or online as non-deductible; however, you may consult your tax advisor to determine whether your payment is a tax-deductible item.

Contribution letters will be sent annually for your records but may be requested anytime by contacting the church office.

AGREEMENT:

Please initial in the space provided as an indication of your understanding and agreement of the statements.

___ FBW is not responsible for extra trip expenses, such as air fare upgrades, hotel upgrades, medical and personal items. Should these expenses occur, they are the responsibility of the mission trip participant.

___ I agree to return home at my own expense if the mission trip team leader together with the mission's pastor determines that my behavior is inappropriate and jeopardizes the mission and/or ministry partnership.

___ I understand that my ability to participate in this trip can be denied prior to travel if I do not fully prepare for this trip as directed by the mission trip Team Leader. Attendance at a minimum of 75% of Mission Trip Training Meetings is required.

___ I will abstain from the purchase and consumption of alcohol on this trip regardless of my personal convictions.

___ I agree with FBW's Vision, Mission, and Faith Statement (see attached).

___ I am willing to work under the direction of FBW's Missions Department, Team Leader, and Field Partners to accept and to perform all assignments with a God-honoring attitude.

___ I am willing to conform to the national laws, regulations and cultural standards that apply to Christians visiting and living in that nation (for international travel only).

___ I consent to background screening.

___ I commit to fulfill pre-, mid-, and post-trip responsibilities.

___ I have read and agree to the above payment schedule and understand FBW's policy on mission trip payments.

___ I understand that my ability to participate in this trip can be denied if my trip cost is not paid in full 30-days prior to departure.

Your Signature

Date

Notary Signature and Seal

Date