

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.

Regular mission trip payments may be refundable and transferrable:

- Unless lodging and airfare have been secured on your behalf for this trip;
- If the refund is requested before August 2018;
- If the transfer is for another 2018 mission trip.
- Refunds are only payable to the original donor or payee.
- **Refunds are not permitted after August 2018.**
- **Mission trip payments may not be transferred to future mission trip years.**
- Excess funds, payments not applied to a 2018 trip and amounts earned from fundraising activities may not be refunded or transferred, but will be forfeited and allocated to the FBW on Mission Fund.

FINANCIAL COVENANT:

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 Department will provide you with a budget of all anticipated expenses within 2 weeks of submitting your application.

Trip expenses such as lodging and airfare are outside of the control of FBW and are subject to change at the time of booking. Any changes will be communicated promptly and the cost of the trip will be adjusted accordingly.

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, the remaining amount due will be automatically deducted from the account you provide on the ACH Authorization Form included in this application.

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.

OTHER FINANCIAL DISCLOSURES:

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.

First Baptist Church of Wylie is a qualified section 501c3 organization non-profit organization. For tithes, offerings and donations to be tax deductible by a donor who is not the mission trip participant, control must be relinquished to the church in accordance with IRS regulation.

Please consult a tax advisor for additional information about the tax deductibility of your mission trip payments.

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 changes, 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.

Your Signature

Date

Notary Signature and Seal

Date