



## *Team Leader Checklist (Domestic)*

We want you and your team to have the safest trip possible; that's why each trip leader must ensure that every team member completes the following trip requirements (listed below). Once all of your team members have completed these requirements, please check the boxes, sign this form, scan/e-mail to the Envision Office.

My team members have all completed the following pre-trip requirements:

Background Check Completed for all Team Members

I verify that I have run background checks on all team members (both a National Criminal Check , both state and county, as well as a National Sex Offender Check) and all team members and leaders have clean records. (Please note that background checks can only be run on persons 18 years of age and older.)

Child Safety Training Video Viewed ([www.weareenvision.com/registration](http://www.weareenvision.com/registration))

Medical Forms and Releases signed for team (happens automatically when your team members register)

Policies Read and Signed (Team Leader Only)

I verify that I have both read and agree to the attached Envision Policies

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Team Leader (Print Name)

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Team Leader Signature

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Date

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Sending Organization Name (Church, School, Etc.)

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Field Destination

# ENVISION POLICIES

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As a short-term trip participant with Envision, we believe that what you do is important. It involves ministry in a different geographical and cultural locations, and because of this, it is necessary that we make sure that all the appropriate legal and logistic requirements are clearly communicated.

## **NONREFUNDABLE DEPOSIT**

In order to secure a spot on an Envision trip, a nonrefundable deposit of \$100 per person must be made towards the trip total balance. Should a team participant cancel, the deposit may be transferred to a new attendee joining in their place. This deposit is due at the time of registration.

The payment schedule for all Envision trips is as follows:

At the time of registration	\$100 deposit/person is due (5 person min)
90 days from departure	Additional \$150/person is due
60 days from departure	Full balance due

These policies are in place to protect the ministry at Envision Sites. Site leadership incurs costs for lodging, meals, and programming materials before teams arrive at the site. When teams cancel, this comes at a cost in terms of purchased materials, allocated resources, and lost ministry projects with the local church.

## **LATE FEES**

Due to financial transfers to the field and in order for our sites to provide you with the highest quality hospitality, the total balance of the trip is due 60 days out from departure. If the balance is not paid online, or by check, by this date, it will result in a \$100 late fee added to the trip total balance. An additional \$100 late fee will be added per week the balance is not paid in full. If the full amount is not paid before your departure, your trip will be cancelled and cancellation fees will apply.

## **CANCELLATIONS**

If you cancel your Envision trip prior to registration or paying your deposit, no funds will be charged. If you cancel your Envision trip after registration, the deposit, as stated above, is nonrefundable. If you cancel your trip within 30 days of departure, there will be no refund of any trip funds.

If your trip is cancelled more than 30 days out, but costs are incurred on behalf of the Envision site or local church, the team will be responsible to cover the costs of their trip after cancellation. If your trip is cancelled due to a question of security or concern within a country or at an Envision site and this cancellation is initiated by the Envision Office, your trip will be fully refunded or you can transfer the funds to another trip.

## **FORMS**

Forms are due 30 days from departure. All forms (the online health history form and terms and conditions) must be signed and completed by each team member. If the team member is a minor, a parent or legal guardian is responsible to complete these forms on their behalf. In addition, the trip leader or administrator must complete and sign the Team Leader Checklist and return to the Envision Trips Coordinator. The Team Leader Checklist verifies that the team leader has performed all background checks needed for team members 18 years of age and older and these have returned clear, the Child Safety Video has been viewed by all team

members over the age of 14, all online forms have been completed by the team, and insurance information has been printed out or saved (if traveling internationally). If the Team Leader Checklist has been returned and any items are missing or faulty, the team leader will be held responsible. If the checklist is not returned 5 days before departure, the trip may be subject to cancelation at the discretion of Envision leadership.

## **HEALTH LIMITATIONS**

Due to the variety of contexts in which Envision serves around the world, there are certain limitations and precautions that The C&MA must take in order to ensure the safety of both their licensed workers, and the safety of those serving alongside them as short-term teams or mid-term workers. Site and Envision leaders reserve the right to turn away participants based on health concerns based on the individual and/or their ministry location. They also reserve the right to limit participants engagement in ministry activities if they feel the participant, or anyone they may come in contact with, may be put at risk by participating. This includes, but not limited to, issues of access to medical care, food limitations, regional diet, physical wellness of the participant and the activity required, etc.

## **AGE LIMITATIONS**

Due to the demographic nature of ministry at our Envision sites, Site leaders reserve the right to decline trip participants under the age of the age of 18.

## **TEAM MEMBERS**

Envision Site leadership reserves the rights to discern if an individual is a threat to themselves, the team, ministry, or community in which they minister, and if necessary, send them home. This will be preceded by preventative conversations with the Envision Site Leader and the trip leader. If these are ineffective, the team member will be sent home. Envision is not liable for any extra expenses incurred to make these arrangements.

## **TRAVEL EMERGENCIES**

Envision prioritizes the safety and wellness of all short-term teams, mid-term workers, and long-term staff. At both international and domestic sites, Envision seeks to make the best possible decisions to protect the workers serving with their ministries, whether through proactive policies that set up short-term teams or interns for success, or situational policies in place for emergency situations. In the case of an emergency, Envision and the C&MA will follow the Emergency procedures put in place by Envisions site staff and International Ministries (IM) of the C&MA. By partnering with Envision on your short-term trip, you are agreeing to follow these procedures in the event that an Emergency takes place during your time with Envision. All decisions will be made under the authority of Envision leadership and IM leadership.

## **MEDICAL EMERGENCIES**

If there is a medical emergency with an individual on a team, the site leadership will seek immediate medical attention for the individual in question. Travel insurance is provided by the Envision Office (see break down of this coverage on our insurance page online) in addition to personal health insurance (required, see Terms & Conditions). In the event of a serious medical situation, the individual's emergency contact will be notified as soon as possible. If the situation persists, the individual in question may be sent home because of health concerns. Envision is not liable for any expenses incurred by travel arrangements.