Title: Mission Review and Approval

Date Issued: June 22, 2017

Date(s) Revised:

Reference: Bylaws Article IV, Sec. 4.01, Committees

Purpose: To establish guidelines for reviewing and approving mission applications. Require that all information obtained shall be kept confidential.

POLICY: The Mission Coordinator will collect the appropriate forms and information required for all mission requests. The Mission Coordinator will obtain mission approval from the Mission Approval Committee prior to sending out the mission request to the Flight/Auto Pilot Coordinator. Anyone having access to a Requestors personal information shall sign the confidentiality agreement.

PROCEDURES:

The Mission Coordinator shall be responsible for the following:

Section 1: Request Process.

(a) Receive mission request via email, fax, or STARR Communications.

(b) Determine if initial request meets mission requirements criteria:

1. Ambulatory persons who can be certified as medically capable in a small aircraft to and from areas of treatment.
3. Relatives who need to visit seriously ill patients.
4. Others in need of transportation or emergency assistance via small aircraft.
5. Missions for ministers to their field stations and/or funerals.
(c) Obtain completed required forms, review forms for accuracy and completeness, contact additional resources (doctor, hospital, pastor, etc.) if further information is needed to determine validity of the request.

(d) Determine if mission will qualify for pilot, auto pilot, fuel reimbursement, commercial.

1. If commercial mission, obtain general travel quote and fuel costs for small aircraft, choose most economical.

(e) Email request and documents to Mission Approval Committee.

(f) Notify Requestor of committee’s decision. If commercial advise Requestor that World Wide Travel will be contacting them to make arrangements. Call World Wide Travel and give them Requestors contact information and approval so charge cost to credit card. Send receipt to Treasurer.

(g) Log all inquiries on the excel spreadsheet and in Shiftboard.

(h) Present monthly reports at Wing meetings and send to Board. Secretary and Board Staff.

(i) Keep a log of time worked on mission request and send to Book Keeper/Treasurer and Board Staff on monthly basis.

(j) If Requestor has a pet they should try to make other arrangements for someone to care for it. If no other option is available, document what kind of pet it is, size, age, etc. and send info to Mission Approval Committee.
Section 2. **Mission Approval Committee Review.**

(a) Receive mission request and all documents via email from Mission Coordinator.

(b) Review mission request and determine if mission meets required criteria:

   1. Ambulatory persons who can be certified as medically capable in a small aircraft to and from areas of treatment.
   3. Relatives who need to visit seriously ill patients.
   4. Others in need of transportation or emergency assistance via small aircraft.
   5. Missions for ministers to their field stations and/or funerals.
   6. Determine if mission will qualify for pilot, auto pilot, fuel reimbursement, commercial.

(c) Return a decision within 24 hours of receiving the request.

(d) Majority vote from the Mission Approval Committee is the deciding factor.

(e) Requestors traveling with pets should be considered on a need and case by case basis. Pilots and auto pilots must be notified and approve of taking on the liability and care for the animal.