



committed to discipling
the next generation of leaders and missionaries
through short-term mission trips and life-on-life evangelism

Administrative Office
P.O. Box 4007 Hopkins MN 55343
shelley@nextgenmission.org
www.nextgenmission.org

Group and Contact Registration Form

Group Name: _____ **Participant Ages:** _____
Address: _____ **Work Phone:** _____
City: _____ **State, ZIP Code:** _____
Contact/Primary Leader: _____ **Cell Phone:** _____
Email Address: _____ **Preferred Contact Method:**
 email phone text
Destination: Scotland **Trip Dates:** _____

Total Number of Participants	Estimated Number of Participants (all ages)		Total # of Participants x Deposit	Total Non-refundable Deposit	Due By
	M	F			
			_____ X \$400 Total Deposit	\$ _____	

Trip Dates:

Payment Schedule:

Payment Schedule will be set upon registration

Next Generation Mission Use Only	
Number of Participants	Date Received
Contract Received	Deposit
Passport Proof	Payment Two
Confirmation/Invoice Sent	Payment Three
Airline Tickets Purchased	Payment Four
Insurance Purchased	Payment Five



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Team Members

PLEASE RETURN THIS FORM AND \$400/PER PERSON (non-refundable) DEPOSIT
TO OUR ADMINISTRATIVE OFFICE

Please Note: We MUST have the LEGAL name for all team members **EIGHT** months prior to departure date. This is the name on each team members passport and identification. Next Generation Mission books airline tickets and purchases insurance off this list. Names on airline tickets and passports MUST match exactly. Use an additional page, if needed.

Legal Name and Citizenship

Birth Date

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
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34	_____	_____
35	_____	_____



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Policies

PLEASE REVIEW ALL INFORMATION CAREFULLY

Application and Payment

- Participation is not secured until both a signed contract and deposit (\$400/per person, non-refundable) are received by the Next Generation Mission Administrative Office. You will be notified by email when your registration is confirmed. An invoice, with payment schedule, will be issued.
- Deposits received to secure the trip will be applied to your invoice.
- Trip availability with less than seven months lead-time may be limited and subject to higher trip costs.
- Any changes to a team schedule with less than 6 weeks to departure could be charged administrative and other fees. Trip changes will be discussed and finalized with Next Generation Mission prior to changes being made. An updated invoice will be issued.
- Occasionally fees beyond the control of Next Generation Mission are incurred on behalf of a team. These include, but are not limited to airline surcharges, extreme and unforeseeable rise in gasoline, exchange rate fluctuations, etc. Unfortunately, Next Generation Mission must pass these expenses on to the teams.
- A minimum of \$400 registration deposit per participant is required for each group. This is a non-refundable fee.
- A tentative number in your group is required at time of application. A final count with legal passport names and birthdates is required 6 months prior to departure.
- The group will be responsible for registration of all group participants.
- Participants added after the group registration may incur additional charges. These will be passed along to the team and included on the invoice.
- Groups will be invoiced according to the team payment schedule. Final payment is required in our Administrative Office at least three weeks prior to departure date, as per the payment schedule.
- Next Generation Mission is not responsible for recreation options groups may decide to include on the trip.
- Next Generation Mission is not responsible for team luggage fees.

Cancellation Policy

- When it is necessary that a group cancel a mission project, received funds will be returned on the following scale:

90 days before departure	50% return of first three payments
89-60 days before departure	25% return of first four payments
less than 60 days before departure	no return of funds
- Individual team member cancellations are considered on a case-by-case basis. Minimally, cancellations forfeit the \$400 non-refundable deposit.
- Twenty-one days prior to travel, full funding for the team is due for the team roster on that date.
- In certain cancellation situations, and at the discretion of Next Generation Mission, a team member may be replaced and funds paid transferred. Additional fees incurred by Next Generation for those changes will be passed along to the contracted organization.

Guidelines

- **All participants and team members traveling with a Next Generation Mission team will need to return a signed release form.**
- Guidelines for proper attire, what to bring, cross-cultural behavior standards, etc. will be provided in team training prior to departure.
- Lost and Found will be kept for seven days. Any lost articles will be returned via USPS at the cost of the participant. Any items left beyond seven days will be discarded or donated.



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- All rates are subject to change, though advance notice will be given.

Travel

- Your trip begins and ends at your originating airport on your group departure date. Groups are expected to provide a mission project coordinator who is responsible for all participants during travel.
- Next Generation Mission will meet your group at the airport in the country of your ministry, and take you to your accommodations and ministry sites.
- There are inherent risks in any ministry trip and Next Generation Mission, Inc., its staff, agents, and volunteer workers will not be held in any way liable for injury, loss, or damage to person or property that may occur during involvement of this trip.
- Occasionally a team member must be returned home as the result of medical issues and/or discipline problems. Any student dismissed from the ministry site will be transported home at the expense of the participating group and/or the participant's parents, if the participant is a minor. The Next Generation Mission staff will make every effort to contact the parent/guardian to arrange transportation.

What Next Generation Mission Provide?

- Staff on-site during the mission project
- All gear and equipment needed for the ministry needs of the trip. (e.g., PA equipment, instruments, puppets, hand outs, etc.)
- Insurance covering medical, travel, death up to \$500,000/participant
- Ministry site set-up in cooperation with local churches and ministries
- All food and lodging, from arrival in-country until drop off at the airport for the return flight, unless other arrangements are agreed upon by both parties. Lodging is gender-specific, with the exception of a married couple traveling together. Much as we try, and given the nature of our cross-cultural experience, we are not always able to accommodate dietary preferences. We do our best, but also encourage those with specific needs and preferences to prepare for the possibility of limited options. Due to cultural differences, meals include only one non-alcoholic drink. Additional beverages at meals and all other snacks are the responsibility of each team member.
- Ground transportation during the mission project
- Training prior to departure

I/We have read and understand and agree to the contents of this agreement, as well as this application, including the Payment and Cancellation Policies.

Group Leader Signature: _____ Date: _____