



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:    Jamaica                      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 \$300 Total Deposit	\$ _____

### Trip Dates:

Payment Schedule: to be determined

Next Generation Mission Use	
Number of Participants	Date Received
Group Registration 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 \$300/PER PERSON(non-refundable) DEPOSIT  
TO OUR ADMINISTRATIVE OFFICE

Please Note: We **MUST** have the **LEGAL** name for all team members **SIX** months prior to departure date. This is the name on each team member's passport and identification. Next Generation Mission books airline tickets and purchases insurance off this list. Names on airline tickets and passports **MUST MATCH EXACTLY**.

	Legal Name and Citizenship	Birth Date
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____



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## Policies

*PLEASE REVIEW ALL INFORMATION CAREFULLY*

### Application and Payment

- Participation is not secured until both a signed contract and deposit (\$300/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 \$300 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. If the final count drops below indicated number on the departure date of the trip, the participating group will be responsible for the **FULL COST** of all registered participants.
- 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

- In the event of team member cancellation, the contracted organization is **minimally** responsible for all fees due up to the second invoiced payment.
- When it is necessary that a group cancel a mission project, it is the discretion of Next Generation Mission as to what monies may or may not be refunded.
- Individual team member cancellations forfeit deposits and fees paid. In certain 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 said changes will be passed along to the contracted organization.
- Individual team member cancellations made 30 days or less before departure forfeit refund of fees.

### Guidelines

- **All participants and team members travelling with a Next Generation Mission team will need to return a signed release form.**
- Guidelines for support raising, 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.
- All rates are subject to change, though advance notice will be given.



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## 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, 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 during the trip, unless other arrangements are agreed upon by both parties. All lodging provided is gender-specific, with the exception of couples legally married to each other.
- 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, Late Fee, and Cancellation Policies.

Group Leader Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

Church Leader Signature (s) \_\_\_\_\_ Date \_\_\_\_\_  
(Pastor, Elder, Chairman, etc.)