

Prep Packet 2024

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GLOSSARY

Reign Ministries: Reign Ministries is a parent organization that has multiple ministry divisions working underneath its umbrella. Each division is responsible for fulfilling Reign Ministries' vision within its specific focus.

Reign Ministries Staff: Refers to any employee, regardless of what division they serve under, who has applied and been accepted as a full-time or part-time staff member of Reign Ministries.

Royal Servants: A division of Reign Ministries which facilitates summer mission trips for those who are 13-18 years old, as well as college age students.

Royal Servants Staff: Royal Servants staff refers to a Reign Ministries staff member working specifically in the Royal Servants division.

Trip Leader(s): Reign Ministries staff member(s) responsible for the leadership of a specific Royal Servants mission trip.

Leadership Team: Made up of at least one Reign Ministries staff member and other qualified participants (Senior Staff) who facilitate the provision for and well-being of the team.

Summer Staff: Typically, a college-age volunteer (19+) who functions within the context of small group leadership.

Student: Royal Servants mission trip participant typically ages 13-18.

Participant: With the exclusion of Reign Ministries staff, a participant is any member involved on a Royal Servants mission trip (includes Senior Staff, Summer Staff, students, and nanny).

ROYAL SERVANTS

Reign Ministries

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Office: 763.535.9555 | Fax: 763.535.9559

royalservants@reignministries.org | www.royalservants.org

Your Trip Leader is:



Read below for information about the Trip Leader

Contact Information

GENERAL SUMMER RELATED QUESTIONS

Direct these questions to the Trip Leader mentioned above. Your Trip Leader is a Reign Ministries staff member who is committed to serving you. They will make a strong effort to get back to you upon contact; however, if you don't hear from them soon after your email, please contact the Reign Ministries office.

You can direct questions to the Trip Leader up until Training Camp. After June 4th, questions will need to be directed to the Training Camp phone number (to be provided in late spring) or to royalservants@reignministries.org.

QUESTIONS SPECIFICALLY RELATED TO YOUR SUPPORT ACCOUNT

Direct these questions to a Royal Servants staff working at the Reign Ministries office. Email us at: support@reignministries.org or call 763.535.9555. If you get our voicemail, press 1 for the Royal Servants extension then 3 for questions regarding support or your account. Depending on the question, you may be directed to the specific Trip Leader.

QUESTIONS RELATED TO YOUR SPECIFIC TRIP

Direct these questions to a Reign Ministries Staff. Email us at royalservants@reignministries.org or call 763.535.9555. Press 1 if you get our voicemail. Depending on the question, you may be directed to the specific Trip Leader.

The Royal Servants Experience

Royal Servants Director, Tom Ives

Hello,

We are excited that you are considering to invest part of your summer in ministry with Royal Servants!

What is Royal Servants? The short version is that we are a missions organization that also has a commitment to training, equipping, and discipling young men and women in the context of evangelism and cross cultural missions. We facilitate short-term mission trips for students ages 13-18 years old, as well as college-age students.

Each mission trip partners alongside churches and missionaries in countries around the world to help them reach their community with the Gospel. Royal Servants is serious about its work. Our teams are well trained, and as a result, we are invited back year after year by missionaries who are amazed at the effectiveness of our students and the hard work they do.

The process of equipping and preparing begins at Training Camp and continues throughout the entire summer. Our days are busy, the work is fulfilling, and the impact is tangible. This doesn't happen by accident but by intentional planning. We have a saying: "There is a purpose in everything we do."

Royal Servants ministry is relationally focused as opposed to task-oriented (building structures, etc.). We organize and facilitate international trips that give participants opportunities to be involved in significant missions work, partnering alongside indigenous Christian workers, missionaries, and churches. Your team will be involved in a variety of activities depending on the ministry location. You may be facilitating an English language camp or hosting a children's Bible club. You may be performing street evangelism, loving on and embracing neglected kids in an orphanage or leper colony, hiking to remote mountain villages, or doing practical acts of service in neighborhoods—anything that enables your team to communicate the love of Christ. Our desire is that you and your mission team members live your faith in whole new ways and see the world with a different perspective.

TRAINING CAMP

Training Camp is fast-paced, structured, and intentional. It is designed to quickly bond people who don't know each other together, to develop a genuine trust in one another and create a "family" atmosphere where each person feels accepted, cared for, and encouraged.

It is a disciplined environment where Royal Servants learn the guidelines and expectations that will help each person develop a vision for what God will do in his/her life, build a sensitivity to the needs of others, and increase one's awareness of the need for safety as we travel together. It will set a tone that will maximize the impact the trip has on the team members and the people we meet overseas.

We use Training Camp to orient each student and prepare them for the work in which they are about to engage. Training Camp is designed to:

- *Relationally prepare* students from all over the country and bond them as a team during this time. Most arrive without knowing anyone else on the trip, so we intentionally structure Training Camp to develop relationships, build trust, appreciation, and ultimately a deep and sincere care for each other.
- *Spiritually strengthen* them before they get on the mission field. This happens through large group and team teachings, personal devotions, small group discipleship, and corporate worship.
- *Physically equip* them with ministry skills they can use to reach out in the areas in which they are ministering. We teach them how to use drama, puppets, dance, and music to reach out to communities. In addition, students are prepared for ministry through learning the culture of the country they will be in and how to present the gospel.

- *Emotionally transition* students from the cares, pressures, and distractions of home. We slow down the pace, quiet the noise, and give students time to decompress, which helps them to focus on spiritual priorities and helps prepare them to handle the pressure of living in close community for such a long trip. As you can imagine, as the team proceeds through the summer, they grow closer and closer together. We call our teams “families,” because in many ways we grow as close as a real family.

Training Camp is the place where discipleship begins and the students start to be spiritually prepared for the ministry to which God has called them.

GOING OVERSEAS

Once the team arrives overseas and begins their ministry, you will see how all of the training, preparation, and team unity that was built quickly at Training Camp serves to create an environment where maximum growth and ministry can take place. You will be amazed at how much your team can learn, accomplish, and grow during your time overseas.

As the team proceeds through the summer, you will grow closer together and truly become a "family" as you live, learn, work, and minister together. You will be part of the process that creates this "family" atmosphere, bringing unity and accountability, allowing us to see incredible spiritual growth.

The schedule is designed to maximize our time together, and is often fast, furious, and full of new and different opportunities. A typical day on any of our teams will include:

- 45 - 60 minutes of devotional time
- 30 - 45 minutes of small group time
- Ministry / Evangelism
- Worship / Group Teaching
- Group Debriefing / Processing

The ministry will look different depending on which country your team ministers in, but we are committed to teaching our students how to share their personal faith in Christ. For more information regarding the specific types of ministry your team will be involved in, refer to our website or contact your Trip Leader.

DEBRIEFING

Debriefing takes place during the last five days of your time overseas. During the mission trip, the team has been immersed in an unfamiliar culture, seen God work in people's lives, experienced the reality of Jesus Christ in a deeper way, and developed strong bonds with their team members. And depending on the country, some have also seen difficult cultural situations related to injustice or poverty.

Then suddenly everyone is going home and being thrust back into a vastly different environment; it can be easy for people to lose their way emotionally and spiritually during the transition. The purpose of debriefing is to help each team member process what they experienced on the mission field and prepare them to go home.

The success of Royal Servants is not just what happens during the summer of ministry. We believe that our ministry is to develop students who will be actively living out their faith in Jesus and ministering to others after they return home and for the rest of their lives! This is why we consider the debriefing time critical to our program.

WHEN IS A PERSON ACCEPTED?

Each participant is required to submit a Royal Servants registration online. Once submitted, we email a reference form to the pastor indicated (it may also be filled out by the youth leader or a member of the mission committee). We do this because Reign Ministries feels it's important that participants have a spiritual authority and accountability in their life. If you are between churches or if your church is not able to provide a recommendation, please contact Royal Servants to discuss options.

Once the registration is submitted, the \$40 registration fee is paid, and the church reference received, the participant is accepted. Reign Ministries reserves the right to change the status of a participant (from summer staff to student or vice versa) depending on their spiritual maturity. We also retain the right to deny participation to any individual that Reign Ministries believes holds beliefs or practices that are outside of traditional Christian teaching.

The mission trips begin to fill by the end of April/beginning of May. We will designate places on each trip by the amount of support in each person's account – those with the most funds get the first spots on the trip. A person with \$2200.00 in their account will get a place ahead of someone who has \$100.00 in their account, even if they have \$3000.00 in checks and cash waiting at home. Therefore, it is important to send in support money as it is received rather than holding it in case they can't raise it all.

The entire Royal Servants staff believes in students, loves working with them, and are not easily daunted by the problems you wrestle with or the doubts and questions you may have. We are willing to go the extra mile to help you walk through this sometimes challenging season of your lives. Our trips consist of those who have believed in Jesus since they were young, as well as those who have just come to know Christ. Most sign up wanting to do missions work, some to focus on growing in their relationship with the Lord, while others come who have been struggling spiritually and want to focus on getting their life right with God. On each trip there is a wide range of maturity, and we are prepared for that.

Royal Servants' mission Trip Leaders patiently work with all team members to help them learn how to make healthy and appropriate choices during the mission trip. We want each trip to be a safe, grace-filled environment for every person to grow. However, Trip Leaders have a responsibility to consider the well-being of the entire team and not let the behaviors or attitudes of some to compromise the spiritual, emotional, or physical health of the other team members or negatively affect the work we are doing internationally. If necessary, the Trip Leader may have to send an individual(s) home if their behavior is judged to be disruptive to the team or its work. If so, the additional costs are the responsibility of the person being sent home.

LEADERSHIP

Each mission trip is led by one or more Reign Ministries staff member. The Trip Leader, male or female, is the "buck stop" person and the one responsible to make the final call on an issue. The Trip Leader is responsible to create an environment where each person feels valued and secure. He/she will also set the tone and direction for the team and is an integral part of its success and growth.

Each Trip Leader is assisted by two or more volunteers who we call Senior Staff and who make up the leadership team. The Senior Staff often teach throughout the mission trip and share leadership tasks. They are in charge of handling the finances, purchasing food and coordinating meals, and handling team medical responsibilities. Each leadership team arrives at Training Camp prior to the students for training and preparation.

Next, each team has Summer Staff. These are men and women who are usually, but not always, college-age or older. The Summer Staff are typically in charge of, or are involved in, a small group. This group is gender specific and spiritually-focused. It meets together daily to talk about quiet times and for prayer, study, support, and encouragement. Small group activities also include participating in the obstacle course (Training Camp) and meal preparation.

Policies and Guidelines

Royal Servants seeks to create a safe, healthy environment on all of its mission trips. We expect each participant to obey all guidelines and follow the instructions of Reign Ministries staff. We expect that each participant abides by any applicable rules, laws, or statutes in the country where the trip is taking place. If anyone on a Royal Servants mission trip refuses to fully obey the guidelines, it may result in the participant being sent home prematurely.

1. If a participant has to leave the trip prematurely, whether due to a health issue, a death in the family, discipline, or any other reason, the participant or their Legal Guardian will be expected to pay for any and all costs associated with being sent home. These expenses may include, but are certainly not limited to, transportation, lodging, and/or food for the participant and any accompanying leader.
2. Having a piercing or tattoo will not disqualify someone from participating on a Royal Servants mission trip. However, in cases of extreme piercings and/or inappropriate tattoos or branding (inappropriate to be determined by Royal Servants leadership), a participant may be asked to remove a piercing or cover a tat and/or brand. No participant is allowed to get a piercing, tattoo, or radical hairstyle change (i.e. extreme coloring, mohawk, shaved head on females, etc.), while on a Royal Servants mission trip. It's pretty simple: how you come is how you go.
3. All trips are tobacco, alcohol, and drug free environments. No participant is allowed to engage in activities involving tobacco or alcohol, whether of legal age or not (in the case of tobacco and alcohol), or drugs. These things are either illegal and/or are harmful to the healthy environment of a team and have the potential to devastate a team's unity. Therefore, participants are required to notify Royal Servants staff members and volunteers immediately if they witness any participants consuming alcohol or drugs.
4. In order to foster a healthy and trusting environment, Royal Servants Trip Leaders and volunteers adhere to a confidentiality policy whereby Trip Leaders will not disclose information shared by participants to anyone without the participant's consent. However, if the Trip Leader reasonably feels, based on confidential information shared by the participant, that the participant is in clear and imminent danger either to themselves or others, either physically or emotionally, the Trip Leader will take the appropriate steps to disclose the confidential information to the Legal Guardian and/or, if appropriate, the applicable authorities or agencies.
5. On Royal Servants, all students and Summer Staff are required to travel in groups of three at all times unless otherwise authorized by the Trip Leader. It's a safety thing. Participants must also stay within the boundaries outlined by their Trip Leader.
6. Participants are not permitted to engage in or start any romantic relationships while on the mission trip. A participant may REALLY like someone else ... we get that, but Royal Servants Trip Leaders are required to make sure it stays within healthy, safe, and appropriate guidelines of friendship.
7. Participants are required to immediately report any injury, illness, or physical irregularity to their Trip Leader. Royal Servants wants to make sure all participants remain healthy throughout the entire mission trip, and that sometimes means a person may need to see a doctor to decide if an illness, injury, or physical issue needs treatment.
8. For more information about our commitment to the protection and wellbeing of our participants, refer to our Participant Protection Policy at www.royalservants.org/participantprotectionpolicy

Safety and Health

BASIC SAFETY

Royal Servants takes the safety and health of each participant seriously. We go to great lengths to ensure that you remain healthy and safe throughout the trip. Therefore, no participant is allowed to be alone in any city; Royal Servants always travel in groups of three or more, and, when possible, with either a male or Summer Staff in each group. The Trip Leaders also continually monitor conditions within the host country. If a situation arises that threatens the security of the team, either politically or from environmental conditions, the team will be moved to a stable location.

HEALTH ISSUES

Although medical facilities vary in the countries in which we minister, we place a high priority on each person's physical well being. Our staff does not attempt to diagnose or trivialize anyone's physical condition. One or two staff on each team are CPR/AED and First Aid Certified, but they are not medical professionals. If sickness or an injury occurs, we seek professional medical advice and take whatever medical steps are necessary.

During the summer, a minor injury or mild sickness may occur. Most health issues that may affect a person while on the mission trip are easily treated. As noted above, Royal Servants will seek professional medical advice and take whatever medical steps are necessary if a medical need arises.

If you need medical attention during the summer, costs will be taken out of your spending money account. If the medical costs deplete your spending or costs more than your spending money would cover, the amount can be paid online to cover the medical/medication costs. If this happens, parents or legal guardians will be contacted with instructions on how to pay.

TRAVEL HEALTH INSURANCE

Royal Servants requires all participants to be covered by health insurance during the entire mission trip. While your domestic health insurance may cover international medical expenses, it does not cover medical evacuation or additional costs that may arise from an illness or injury.

Royal Servants purchases travel health insurance for each participant that is included in the cost of the mission trip. The plan will cover many, but not necessarily all, expenses in the event of a serious medical emergency. You may want to consider options that will include higher limits as well as additional travel coverage, such as Trip Cancellation and Trip Interruption, which are not covered on this plan. All expenses incurred that are not covered under this plan will be the responsibility of the participant or legal guardian.

The Travel Health Insurance Form with plan details and additional coverage option will be sent in late April with the Updated Mission Trip Schedule.

FOOD ALLERGIES

Depending on the severity, we are able to accommodate most food allergies on many of our teams. If your allergies (for example, gluten free) necessitate us to purchase additional and/or specific food items, you will be required to raise an additional \$200 to accommodate the requirements. Please contact us for more information and to discuss if we are able to accommodate your food allergies and if the trip you've chosen is right and reasonably safe for you.

MEDICATIONS

You will need to bring medication with you this summer, so please refer to the packing list for the over the counter medicine we recommend. All medications, vitamins, or other health related items (like essential oils) must be brought in the original packaging with clear dosage information on the label. Medication not in the proper containers or matching the bottle description will not be allowed.

For prescription drugs, the Wisconsin State Department of Health Services requires that each medication is in its own container and is labeled to include the name of the participant, the name of the medication, the dosage, the frequency of administration, and the route of administration (orally,

topically, etc). The label must also have the name of the prescribing physician, prescription number, date prescribed, possible adverse side effects, and the conditions when it would be necessary to contact the physician. There is a Prescription Info Sheet included in the forms folder that will need to be filled out (there are 5 cards on each sheet, only one card per prescription is needed). Also, if the prescription is in tablet form, please count them to ensure there are enough; pharmacies sometimes make mistakes!

Additionally, the State of Wisconsin and Royal Servants requires that all prescription medication be kept by the leaders and dispersed by them as needed or prescribed. If you are allergic to something that requires an emergency injection, such as an EpiPen, please make sure you bring two kits — one to stay in your possession and one to remain with leadership. In the case of asthma, please bring two inhalers.

Note: Depending on the team, we may not be able to accommodate medications that need to be refrigerated once overseas. Please check with the Trip Leader about availability of refrigeration.

Behavioral/Mood-altering Medications: If you are on behavior/mood-altering medications prior to Training Camp, **do not go off of the medication for the summer unless approved by your physician.** Participants on Royal Servants experience new food, cultures, fast-paced environments, and all of these experiences can increase stress. It is not healthy for you, the team, or the leaders to deal with situations that may arise from the effects of you going off medication prematurely.

VACCINATIONS

Depending on the mission trip you choose, there may be vaccinations required to be on the team. Those vaccinations that are strongly recommended by the US Center for Disease Control and Prevention (www.cdc.gov) and/or are required by Royal Servants are found on both the Physician Form and the Vaccination Form located in your Prep Packet.

If, because of medical or conscientious reasons, you are unable or unwilling to get the required vaccination(s), please contact us. Some vaccinations are a prerequisite to enter certain countries, while others are required by Royal Servants to participate on specific mission trips. We will discuss with you whether it is reasonably safe or allowable for you to travel on the mission trip you've chosen. In cases where you are granted an exemption, you will need to fill out the Vaccination Exemption Release Form on the back side of the Vaccination Form in the Prep Packet.

Unfortunately, some vaccinations can be quite costly and are not always covered by your medical insurance. An alternative to seeing your regular physician is to check with your county health clinic as their prices can be substantially less expensive.

TRAINING CAMP HEALTH RISKS

We want to make you aware of the fact that Lyme Disease, which is spread by deer ticks, has been identified in Wisconsin and at our Training Camp. A tick must be attached to a person 36–48 hours to transmit the disease (you can read more about Lyme Disease at www.cdc.gov/lyme/), and in response we take the following precautions:

Spraying: Each year, we have Training Camp professionally sprayed against ticks prior to the arrival of the participants.

Mowing: All areas frequented by participants will be mown regularly and as close as possible to walls or woods. This prevents the spread of ticks (they love long grass).

Repellent: Participants will be required to apply bug repellent below their knees each morning and afternoon. Please refer to the packing list for what we recommend for repellent.

Tick checks: Time for personally administered tick checks will be set aside three times each day while at Training Camp.

Procedure: Any participant that finds a tick is required to report it to Training Camp medical staff and to have it removed if embedded. Any additional treatment will be determined at this time, and parents or legal guardians of students will be notified.

Communication

PRE-SUMMER

Starting in mid-March, we will send emails called the “Royal Servants Presummer Letter ...” once a week (usually Fridays) to you and your parents to the emails provided on the registration form. We include practical and spiritual insights for you as you prepare for a life-impacting summer with Royal Servants. **Please read these emails carefully as they will also include an “Important Information” section that often contains critical trip updates and reminders that might not otherwise be communicated.** In addition, please add sswanson@reignministries.org, lmacdonell@reignministries.org, tives@reignministries.org, and royalservants@reignministries.org to your contact lists to ensure these emails don’t go to your spam.

ARRIVAL

Royal Servants requires every participant who is under 18 years of age or a graduating senior to call home before boarding the shuttle bus to our meeting place. However, every once in a while, we may be running late due to flight delays, and calls home from the airport may not be possible. In this case, you will either call home from the meeting place or just after you arrive at Training Camp. Participants who are 18 and older and have graduated high school will not be required to call home, but they will be encouraged to do so.

TRAINING CAMP

Outside of an emergency, you will not receive phone calls at Training Camp. We are in a camp setting, have limited phone facilities, and are on a fast, tight schedule. If an emergency occurs, the Trip Leader will contact your parent/guardian or emergency contact as soon as is physically possible.

Mail: Your parents or relatives may send you care packages at Training Camp. Please ask them not to send large items. You will have very limited room in your packs, and you will have a weight allowance. Make sure your family and friends send any letter or package on time! Training Camp tear-down begins early the morning of July 1, 2024, and anything that arrives that day or afterwards will be returned by the post office.

Email: You can receive emails at Training Camp. In fact, we encourage friends and family to keep in touch by emailing you often! We provide an email service at Training Camp called “Hilltop Express” that we will send you information about closer to the summer.

OPEN HOUSE AT TRAINING CAMP

We invite all parents and relatives to come to Training Camp on Saturday, June 29, 2024 from 2:30 – 5:30 pm where they will have an opportunity to visit with their Students/Summer Staff. We’ll set aside time on a busy day for you to hang out, see the camp, or have a picnic for a few hours. Guests are free to be there the whole time or to come for just a portion of the day.

OVERSEAS

There are two forms of communication while overseas: mail and email.

Mail: The mailing addresses, when available, will be in the itinerary we will send to you before the summer begins.

Email: Each participant is required to email home at least once per week. However, be prepared that some developing nations experience frequent issues with their communications systems. Have parents contact Royal Servants if they haven’t heard from you. Note: Make sure you remove two-step authentication on your email account as you will not have your cell phone to receive text codes. Also, make sure you have your parents email address before you leave home!

Important: A Trip Leader may choose to limit a team’s access to the internet. With the popularity of social media, we have found many participants spending a majority of their free time not emailing mom and dad but catching up with all of their friends at home. This is not necessarily bad, except when they spend time on the internet instead of contacting home, working on memorization, doing laundry, or simply hanging out with friends! Even a participant with the best intentions can get distracted and become homesick

when they have too much access to life at home. A friend's breakup with a boyfriend can create a mini-crisis for some participants. They then start to "go home" emotionally and begin to lose focus on why they are on the field; their attitude suffers, and instead of finishing well, they conclude the project half-heartedly. The Trip Leader may restrict internet access if it has become a distraction and is negatively affecting the team.

POST SUMMER

After the summer, you will receive emailed 'Quiet Times Guides for your Transition Home' from us, designed to help you continue debriefing your experience and encouraging you after your trip. You will also likely continue communication with some members of your team through emails, letters, and phone calls for months and even years after your trip!

WEEKLY TRIP UPDATES

At Training Camp, Royal Servants updates the website daily with blogs, pictures, and videos. Once the teams arrive at their international destinations, updates will be written by the Trip Leader and/or the leadership team. This is a great way to know what is happening on the team from the leadership's perspective. The goal is for two updates a week, but occasionally that goal may not be met due to in-country complications. If an update is missed, the leadership will make sure they bring you up to speed on what's happening in the next update. Any family member or supporter can sign up for the email updates on the Reign Ministries website.

ELECTRONICS POLICY

Royal Servants has a no electronics policy for all of its mission trips. This includes smartphones, wireless tablets, Kindle, Apple watch, or any other electronic device, even if it's only for music. The only exception to this policy are phones that have removable batteries (explained under "Phone Policy" below). It's great to have access to a Bible or Bible study program, but it also opens the door to sin. Let's be honest, too many participants wrestle with porn, and that struggle doesn't stop just because you're on a mission trip!

One of the most important aspects of a Royal Servants mission trip is the tight community that is formed within the team. During "down time," team members hang out, talk, do crazy-fun things, and generally just enjoy being together. When asked if a cell phone would change the tight-knit feel of a team, the participants inevitably answer "absolutely" and "totally"... and not for the best. While they say it's hard at first, participants say that it's so much better (and less stressful) to be without a phone and the expectations that would likely come from family and friends if they had on-demand internet access. So it's not surprising that year after year participants tell us not to allow cell phones on the trips!

PHONE POLICY

We encourage those of you flying in and out of Chicago to bring a phone, but it must be a phone with a removable battery. Once you arrive at Training Camp, we will ask that you turn in the phone's battery upon check-in. You will be allowed to use your phone again once you arrive at the airport prior to your team's departure overseas. Your battery will be returned at the end of the mission trip on the day of departure to the States.

If you choose to bring a phone that does not have a removable battery (iPhone, etc.), you will be responsible to pay to have it sent home while at Training Camp. A prepaid phone that has a removable battery (available at places like Walmart) may be a good option. Be sure that you have this phone set up and working before Training Camp.

Reign Ministries assumes no responsibility for any lost, damaged, or stolen items that you chose to bring on the mission trip. There may be limited to no security at the place of lodging while the team is out doing ministry, so bring valuables at your own risk.

Transportation

TRAVEL OPTIONS TO TRAINING CAMP

The published cost of the summer trip does not include domestic travel to and from Royal Servants. Each participant must provide for their own transportation to Training Camp. All the teams will assemble as a whole group at a meeting location in the Chicago area before leaving together for Training Camp.

You have three transportation options to Training Camp:

1. Fly into Chicago, IL (we'll meet you at the airport)
2. Drive to Chicago, IL (meet us at O'Hare Airport – students can also meet us at the church)
3. Drive directly to Training Camp in Pardeeville, WI

Please Note: We discourage the use of the bus or train as your primary transportation. We cannot guarantee that we will be able to meet anyone at the Chicago bus or train station should you choose this option.

You will be receiving specific flight information in the Updated Mission Trip Schedule sent out in late April. This will enable you to book domestic flights in coordination with your international flight.

DRIVING TO TRAINING CAMP

Training Camp is in Pardeeville, WI, which is about 20 minutes east of Portage and 40 miles northeast of Madison, WI. Pardeeville is a small farming community with a population of about 2,000 people. You may drive directly to Training Camp if you wish. We will send out the arrival time and location of camp in the Updated Mission Trip Schedule in late April.

FLYING TO TRAINING CAMP

We realize that you want to book your flight as early as possible to get the best fare. However, international flight schedules often change, forcing those who have booked their domestic flights too early to change tickets and pay a penalty. The problem is not in coming to Training Camp, but on the return home at the end of the mission trip. Therefore, we ask that you wait to book your domestic flights until we send out the Updated Mission Trip Schedule.

Students: Once you arrive in Chicago, you will be met by a Royal Servants representative at the baggage claim area. We will help you locate your luggage, load you on a shuttle, and transport you to our meeting place. Once there, we will get you registered and finally get you to your teams to begin meeting fellow team members before heading up to Training Camp! If you fly in early, be sure to grab food or bring snacks.

Senior Staff, Summer Staff, & Nehemiah: Once you arrive in Chicago, you will need to make your way to O'Hare airport's terminal 2, baggage claim 2 by 2 pm. Royal Servants Leadership Teams will be there to pick you up at that time. If you fly in early, be sure to grab food or bring snacks.

TRAVEL HOME

Pick-Up in Chicago: If you are being picked up in Chicago at the O'Hare International Airport, you will receive the flight information and arrival times in the Updated Mission Trip Schedule sent out in late April. Please note that it can take up to 2 hours to get through customs on international flights.

Flying Home: If you are taking a domestic flight home from Chicago, there are a few things you'll need to know.

- Please note that clearing customs, changing terminals, and rechecking your bags takes approximately 2-3 hours. So, when booking your domestic ticket, you'll need to leave plenty of time to get through customs, check in, and get to the next flight. Royal Servants asks that you book the first available flight home on the day the team arrives back in the USA. Please do not delay your flight home until the next day.

- **Note: Royal Servants does not have the ability to offer transportation at the end of the trip to Midway Airport.** Unfortunately, there is no longer a shuttle bus option between O'Hare and Midway. We do not recommend using Midway Airport for return flights. If you choose to fly home from Midway, you will be responsible to arrange your own private transportation. Make sure you leave a minimum of 5 hours between landing at O'Hare and your connecting flight at Midway.
- **Baggage Fees:** Most domestic flights add a baggage fee for checked luggage. Therefore, it is very important to check with your airlines and bring a credit card or *VISA gift card (airlines no longer take cash) with enough funds on the card to cover the baggage fee for your flight home from Chicago O'Hare. Reign Ministries staff will not have extra funds to help pay for baggage fees.
- **Food Money:** If you are flying home from Chicago, we highly recommend that you have cash, a credit card, or additional funds on your *VISA gift card to purchase meals while at the airport. We suggest having \$40-\$50 in addition to your baggage fee. Again, Reign Ministries staff will not have extra funds to help pay for baggage fees or food.
- ***VISA gift card:** Do not use a **Reloadable** VISA card or any card that needs to be activated beyond purchase. These cards must be linked to a bank account with personal information and charge monthly fees. They will not be useable if they are not properly set up before Training Camp.

HOTEL

If your international flight is arriving too late for you to book a flight home that night, you will need to arrange for a hotel room. To help out with this issue, Royal Servants has reserved a block of rooms at a hotel with affordable rates.

If you book through Royal Servants, we will provide instructions for what to do and will have a Royal Servants representative staying at the hotel to assist you in case of emergencies. Royal Servants does not make any money from booking hotel rooms. We offer this option as an additional service because we recognize that it is important and want to accommodate those who are unable to get home upon arriving in the US.

Once you know that you need overnight lodging, please fill out and send in the Hotel Request Form that you will receive with your Updated Mission Trip Schedule in April. We must receive request forms **no later than May 15th.**

Due Dates

FORMS / COPIES

There are forms that need to be filled out and mailed back to Royal Servants by certain dates. Please refer to the Reference Form within your folder or at the back of the Preparation Packet for due dates and further information.

FIRST TWO WEEKS

The Health Form, Medical Permissions Form and Background Check Form (if applicable) are due within the first 2 weeks of receiving this Preparation Packet. Also, take time to complete the Mentor sign up right away to take full advantage of the Mentor Program.

FIRST SIX WEEKS

Make it a goal to raise \$500 within the first six weeks after having received this preparation packet.

APPLY FOR YOUR PASSPORT BY FEBRUARY 1ST

For instructions on how to apply for a passport, read the enclosed passport information. Canadians must obtain an application from a government agency in Canada. The US passport will generally arrive in 10-13 weeks from the time you apply. If you are traveling to a country that requires a visa, it is important that the "travel date" on the passport application is no later than May 1st. This will allow us the time necessary to obtain the visas for each participant.

If you live in the U.S. but have a passport other than a U.S. passport, or if you live in Canada but have a passport other than a Canadian passport, please let us know right away.

Note: If you are applying late, don't panic! First go to your post office or government center and tell them when you need your passport and ask them what the quickest way to get it would be. Then give us a call and we can help you work through your options.

Important: If you already have a passport, check the expiration date, as the passport cannot expire within 6 months of the return of the trip. **Please send a copy of your passport to us right away.**

PHYSICAL EXAMINATION

You **MUST** have a physical if your last physical was before September 1, 2023.

There is a Physician Form enclosed for your doctor to fill out and sign. On the back of the form is a letter for him or her to read before the examination. **Don't wait to make this appointment.** You may not be able to see your doctor for several weeks. You may want to discuss any vaccinations or medications you may need for your specific Royal Servants trip during your visit with your physician.

CHURCH SUPPORT DOLLARS DUE BY MAY 15th

\$450 - This is the suggested amount if your church is supporting you financially. Contact your church right away as it may take a month or more to get approval.

TO BE ACCOMPLISHED BY YOUR ARRIVAL AT TRAINING CAMP

- **Pre-summer memorization** - You must memorize the "Join the Story" booklet by Training Camp! This includes the text in the entire booklet. You do not need to memorize the verses and references in the black section at the bottom of each page. These will be assigned later in the trip. The booklet is attached to the pocket of the folder you received in your Preparation Packet.
- All packing list items packed in one cardboard box - set aside a box and start buying items on the packing list a few at a time instead of waiting until right before your trip.
- Prescription Info Cards - one card to be completed for every prescription medication.



FIRST FINANCIAL DEADLINE - MAY 1, 2024 (exact trip booking dates are given early April)

Reign Ministries pays a deposit and reserves seats for the international flights for all of its mission trips. Around May 1st, we must either purchase the tickets or release seats not purchased. Therefore, on this day each participant must have enough funds in their account to cover the purchase of their international airline ticket. Please note that due to airline policies, once paid for, the tickets are non-refundable.

If a participant does not have enough money in their account to cover the cost of the ticket, we will accept a credit card as a *deposit*. Here is how it works:

1. We are able to process Visa, MasterCard, and American Express cards only.
2. You can email us or call the Reign Ministries office. We will need the following information:
 - The type of card
 - The name as it appears on the card
 - Card number, expiration date, and billing zip code
 - Please note: all credit card information is confidential and will be stored safely and securely.

Reign Ministries/Royal Servants **will not charge your card** for the international ticket. We will simply “block” the funds needed, and as you continue to raise funds, we release the block. The only time we would charge the card is if a participant drops from the program after we have purchased the ticket. In this case, Reign Ministries will only charge the difference between what is in the participant’s account and the cost of the ticket. **Note:** The block is for credit cards only. A block on a debit card will freeze that amount of funds in the account.

SECOND FINANCIAL DEADLINE - JUNE 26, 2024

Reign Ministries allows participants to come to Training Camp with an account deficit. We do this because often there are a number of people who pledged support and simply forgot or have not yet sent in the dollars. However, all participants must be fully funded to be able to fly overseas with the group and participate on the mission trip. All dollars must be received at Reign Ministries, and each participant must be fully funded by June 26th.

If, at that time, the dollars are not all in, we will require a credit card to guarantee funds to cover the mission trip if the participant wishes to continue participation. We realize that a check to pay off the balance may be in the mail and don’t want to penalize a parent or participant for a supporter’s delay. Therefore, any balance due on June 26th can be covered with a credit card. We will “block” the funds needed for a two week period. That allows checks to arrive at Reign Ministries and be added to the participant’s account. If a balance remains after this two week period (July 10th), Reign Ministries will charge the balance due. You may contact Reign Ministries prior to July 10th to discuss other forms of payment.

Costs Explained

PAYING FOR THE MISSION TRIP

We would like to see each participant raise his or her funds, and we provide support raising materials to assist in the process. Participants who do the hard work of raising their own funds have a better attitude throughout the summer since they feel accountable to the many individuals who sacrificed to help them. But this may not be an option that each individual feels comfortable with.

A STEP OF FAITH

Reign Ministries needs the participants' support dollars to pay for summer expenses before the mission trip ever begins. We ask that money be sent in to Reign Ministries as it is received. People can be tempted to hold on to dollars and not send them in until "they know they are going." If you believe God has guided you to whatever trip you chose, then be encouraged that the Lord will also provide the funds you will need to participate.

TRIP COST

Each trip has a published price found on our website and on "Trip Travel Dates & Costs" in the back of the booklet. The published cost of the trip includes all transportation and housing costs once the participant arrives in Chicago. It also covers most, but not necessarily all, food. See "Spending Money" below for more information.

Please be aware that while we have signed contracts with the airlines to guarantee cost, this does not protect us from a "fuel surcharge" that airlines may add at the last minute. Should the airlines choose to add the surcharge, we will have to pass the cost on to each participant.

SPENDING MONEY

The trip cost does not include spending money. Spending dollars vary depending on team location and the length of the mission trip. Please see "Trip Travel Dates and Costs" for specific amounts. Spending dollars are sent to Reign Ministries, which is in addition to each participant's funds for the trip.

Here's how it works: Each mission trip's leadership carries team funds, including spending dollars. Participants will be able to access their spending dollars through a sign-up sheet. The leader will then make an exchange for all the participants and distribute the money. To help track their funds, every participant is given an account sheet located in their participant manual. We have this process so participants don't have to worry about figuring out exchange rates, losing money in the midst of traveling, or missing valuable time because of having to exchange money at a bank.

Our desire is that each participant has plenty of spending money to get all the things they need but not too much that it becomes a distraction. Besides including plenty of money to get souvenirs, spending money will also be used for: domestic spending (i.e., Walmart trip before flying overseas), some meals on travel days, drinking water in country (team specific), as well as dollars for culture & heritage experiences (we specifically set aside \$20-40 from each participant for culture & heritage [i.e., museum entrance fees] that Royal Servants will then match). There will be instances where participants are asked to provide their own meal from their spending dollars while overseas. However, this is a rare occurrence. **Note:** The packing list includes bare minimum size items to make it through Training Camp. Participants will have an opportunity to replenish their toiletries, etc., at Walmart before flying overseas. This cost is built into the spending money amount.

Can I bring extra money or a credit card to use as spending money on Royal Servants? No. We have found that too much spending money distracts participants from our primary purpose, and we have intentionally established a set amount of spending money. We want each participant to be equal in regard to finances. To come with additional funds or credit cards can cause conflict with other team members who abide by the guidelines. Consequently, any money or credit cards that come with a participant outside of their required funds will be held by the trip leadership and returned to the participant once they arrive back in the United States.

TRIP COST BREAKDOWN

- International Airfare
- Ground Transportation (domestic and international)
- Accommodations
- Equipment
- Food
- Cultural Experiences
- Training Camp
- Administrative Costs (leadership, office, office supplies, phone, postage, insurance, recruiting, trip development)

POSSIBLE OUT-OF-POCKET COSTS

Passport – U.S. Passports cost \$135.00 (\$165.00 if you are 16 or older) – if applicable.

Spending Money – See “Spending Money” on previous page.

Domestic Airfare – Round trip airfare and baggage fees are over and above the cost of the summer and are to be paid by you. You will need to pay for getting to Training Camp and getting back home at the end of the trip from Chicago. However, you may raise separate funds for this; see the Reimbursement Policy on page 14 for more details.

Pre-summer Additional Travel Expenses – Participants will be responsible for additional costs incurred if they come to Training Camp outside the time frame printed. Possible costs could include gas, meals, and lodging needed for Reign Staff to make an extra trip to the airport.

Post-summer Additional Travel Expenses – Participants will be responsible for additional costs resulting from flight changes or delays upon return to Chicago. These costs could include domestic rebooking fees as well as meals, lodging, and ground transportation for both the participant and Reign Staff responsible to remain in Chicago during the delay.

Unaccompanied Minor Fees – If you are under 15 and will be flying to or from Training Camp, you may be required by the airline to use their unaccompanied minor service. A fee is charged by the airlines for this service and varies by carrier. Royals Servants may also charge a fee to cover additional transportation and accommodations for our staff who are required to chaperone students before return flights only. Please see the Unaccompanied Minor Form, which will be coming in April, for more information.

Visas – Not all trips need visas, and the cost will vary. For 2024 mission trips, Kenya, Nehemiah, and Nepal will require visas. These costs are listed on “Trip Travel Dates & Costs.” We will send you the detailed information you will need later in the spring. If you are traveling to a country that requires you to send in your passport for the visa application process, you may not have it when flying to Training Camp. Therefore, airlines require that you have a state issued photo ID or driver’s license to verify your identity.

Pack – You will be given a pack at Training Camp. There is a \$75 deposit applied to the cost of the trip that will be returned to you if you choose to send the pack back after the summer. If you already have a Royal Servants issued pack and plan to use it, we will remove the deposit at Training Camp. Returned packs are due at Reign Ministries by August 31st to be eligible for the refund.

Travel Health Insurance – Each Royal Servants participant will be covered by a travel health insurance policy that is included in the cost of the trip. Optional upgrades can be added at an additional cost. Please see the Travel Health Insurance Form, which will be coming in April, for more information.

Baggage Fees – Most domestic flights add a baggage fee for checked luggage. Therefore it is very important to check with your airlines and bring a credit card or VISA gift card (airlines no longer take cash) with enough funds on the card to cover the baggage fee for your flight home from Chicago. Reign Ministries staff will not have extra funds to help pay for baggage fees.

Hotel Fees – If your international flight arrives late in the day and you cannot fly out on the same day your team arrives in Chicago, you will need lodging. Please see “Hotel” in the Transportation section for more information.

Shipping Fees – If you choose to send a box home from Training Camp with items that you will not need overseas, you will be responsible to pay for the shipping cost. The average cost is \$35.

PAYMENT OPTIONS AND PROCEDURE

There are four ways your supporters can donate funds:

1. Online via credit card: American Express, Discover, MasterCard, and Visa. **Note:** We are unable to place a hold on a Discover card, so it cannot be used to guarantee airfare or final payment. See Financial Deadlines for more information.
2. Online via ACH (Automated Clearing House): ACH payments come from savings or checking accounts and may take up to 10 business days to clear. Although these donations will show in your account, they will be reversed if funds do not clear the bank. **Note:** This payment type will be unavailable the last two weeks prior to the deadline for final payment and cannot be used to guarantee international airfare.
3. Mail: Check or Money Order (checks are digitally deposited) should be made out to Reign Ministries or Royal Servants. **Note:** Checks cannot be used to guarantee airfare or final payment.
4. Cash: Although accepted, we do not recommend sending cash through the mail. We recommend getting a money order and mailing that instead.

TRACKING DONATIONS & RECEIPT OF FORMS - MANAGED MISSIONS

Within one week of Royal Servants receiving your registration, an account on a secure website called ManagedMissions.com is set up for you; you will then receive an email with your login instructions. Once you log in, you will be able to see the complete cost of the mission trip, who has sent you a gift, and it will automatically calculate for you how much you still have left to raise. You can also download your donors' information so you can send thank you notes. Please note donations cannot be made through Managed Missions. See Payment Options above for more information on donation methods.

The Finance Department will upload your support donations into your account multiple times a week, but because the donations have to be processed by them first, it may take a few days for it to reflect in your Managed Missions account. **Note:** If you do not have internet access, you can set up an alternative reporting process by contacting the Finance Department at support@reignministries.org, or call us at 763.535.9555, option 3.

Note: Canadians may make contributions by check or money order in Canadian dollars (Canadian contribution amounts will be determined by the exchange rate at the time the donation is received).

In your ManagedMissions.com account, you will also be able to check on which forms you are still missing and which forms we have received. Sometimes, especially in May/June, after we receive your forms, it can take up to a week for forms to be processed and show as complete in managedmissions.com.

“WHAT DO I DO WITH SUPPORT DOLLARS GIVEN TO ME?”

There are four scenarios that may occur:

1. If someone gives a donation directly to you for your regular support dollars, send the support to Reign Ministries right away so we can apply the funds to your account and send a receipt to the donor.
2. If they write a check out to your name, simply write “Pay to the order of Royal Servants” on the back of the check and sign it. Then mail it in to Reign Ministries.
3. If one or more people give you cash, deposit the money, write a check for the total amount, and send it to Reign Ministries along with a note listing who the donation(s) was from, their address, and how much each one gave.
4. If someone gives you a donation for personal expenses, they may do so, but they will not be able to receive a tax deduction from Reign Ministries for this donation. Have them give the dollars directly to you (checks written in your name), or they may purchase items directly for you.

EXCESS SUPPORT DOLLARS

There are four options for support dollars raised over and above the full cost of the summer. Excess funds can be:

1. Transferred to other participants who are struggling financially.
2. Held over for one year to be used for participation on Royal Servants the next summer.

3. Used to reimburse for domestic airfare and/or direct mission expenses (ex: camping gear). To be eligible, you must send a copy of all receipts along with the Reimbursement Form **no later than August 31, 2024**. The receipt must be in the name of the participant or their parent or guardian.
4. **Summer Staff and Senior Staff only:** Summer Staff and Senior Staff can receive a stipend from their excess funds following the completion of the mission trip. A stipend must be applied for in writing, and a 12% administration fee will be taken from the excess dollars. The IRS considers stipends as wages, so if you receive these dollars, you will be required by the IRS to pay taxes on the full amount received. Stipend requests, using the Staff Stipend Form on the MyMissionTrip page online, must be received by **August 31, 2024**.

DEFICIT IN SUPPORT DOLLARS

There are two major due dates for finances: May 1st – when international airfare is due (we will send out exact booking dates and costs late March/early April in the PreSummer Letter emails) and June 26th – final payment due. You can read how a deficit in support dollars is handled in “Financial Deadlines” in the “Due Dates” section.

REIMBURSEMENT POLICY

To qualify for a reimbursement, a participant must have extra dollars in their account once all financial obligations for the mission trip have been met. According to the IRS, all reimbursements must be received by the Finance Department at Reign Ministries **by August 31st**. All receipts must be included with the Reimbursement Form. *No checks will be cut for reimbursement prior to team’s arrival home.*

For an expenditure to qualify for reimbursement, it must be purchased specifically for the trip and for the participant specifically, that a person would otherwise not have to, or be required, to purchase. Therefore, articles such as toiletries and eye care are not reimbursable because these items are either non-essential or would be used were the person to remain at home (even if you purchase travel-sized items). Also, reimbursements must be for items paid for by the participant, not as support raised trip costs.

Because of the requirements laid out in our dress code, some clothing items are reimbursable. Please refer to the Reimbursement Form provided in your folder for specific items and maximum reimbursement allowance per item. Full purchase amount will be reimbursed where no dollar amount is listed. Also, we require a breakdown of each receipt and the items purchased. You can use the chart on the back of the reimbursement form or create your own similar chart if you need more space.

CANCELLATION POLICY

Monies raised for Royal Servants’ trips are non-refundable.

If a participant cancels before or during his or her trip, the following financial guidelines apply:

- Support (less penalties/costs already incurred) can be transferred to another participant to be used in the same year. Funds cannot be transferred to Reign Ministries/Royal Servants full time or associate staff members.
- Support (less penalties/costs already incurred) can be held over for one year only to be used by the original participant towards any Royal Servants trip. If the original participant does not join a trip the following year, all remaining support can be transferred to an immediate family member.
- Funds cannot be transferred to friends or church members participating the year after the participant originally cancelled, with the exception of support sent from the participant’s church. Church funds can be transferred, but only to a participant from that specific church.
- Any unused funds will be transferred to the Royal Servants general fund.

TRIP CHANGES/CANCELLATION

If Royal Servants cancels or changes trip location the following guidelines apply:

Change in location: Sometimes, due to issues beyond our control, a team may be required to move to a different ministry location. For instance, if a particular African country becomes unsafe, Royal Servants reserves the right to fly the whole team to minister in a different country in Africa. If this happens, a Reign Ministries’ staff member will contact each person. The participant will be asked to trust the Lord and go where He has redirected.

Trip cancellation: At times, a mission trip has to be cancelled. In this event, each participant will be personally contacted by a Reign Ministries' staff member. The participant has three choices: 1) They will be given priority on the "second choice" mission trip that was indicated on the participant's registration form, or any other open mission trip, 2) They may choose to wait until the following year,* and Reign Ministries will then save the funds and apply them to the next summer's mission trip, 3) A participant may choose to cancel his/her trip, at which time Reign Ministries will refund each original donor upon his/her written request.

*Funds can only be held over for one year and be applied towards a Royal Servants mission trip. Any funds held over and not applied to a trip are not eligible to be refunded.

The Support Raising Process

THE KEYS TO SUPPORT RAISING

1. Claiming Truth from God's Word - One of the biggest concerns of a Royal Servant is raising the money needed. But God has worked in amazing ways to provide for needs over the years! We can have confidence in God because He has promised in His Word to supply our needs.

"And this is the confidence which we have before Him, that if we ask anything according to His will, He hears us. And if we know that He hears us in whatever we ask we know that we have the requests which we have asked from Him." 1 John 5:14-15

"And my God shall supply all your needs according to His riches in glory in Christ Jesus."
Philippians 4:19

2. Prayer - A key element in raising your support is PRAYER. God is concerned for you and is able to meet your needs. He wants you to ask and depend on Him.
3. Accountability - We believe that accountability is a major key to continued growth in your personal relationship with God; having a "mentor" with whom you can talk about spiritual things as well as day-to-day stuff. We strongly encourage you to find a mentor to keep you accountable in support raising, as well as challenge and encourage you before the summer and into the future. Take a look at the Mentor Program Form. Then find a mentor and send them to the website to sign up!
4. Action - The next few pages will explain how to raise support.

THE SUPPORT RAISING KIT

This Prep Packet includes a Support Raising Kit. These materials make the support raising process as informative for your sponsors as possible, while also making the process smooth for those processing incoming support at the Reign Ministries office.

Each letter you send out will need to include four pieces:

1. Your personal support letter
2. The Royal Servants Sponsorship Card (with name & account number labels affixed)
3. The contribution envelope
4. A "Sponsor's Guide to Royal Servants"

Each of these items needs to be placed in an addressed envelope. As long as the support letter is one page (front and back), it can be mailed with a single First-Class postage stamp. **Note:** Included are 70 pieces of support material. Upon request, we are able to send an additional 70 pieces at no charge. However, we will need to charge a nominal fee to cover the postage and material expense for any additional request. We will let you know what that fee will be based on how many pieces are requested and the shipping method needed.

COST BREAKDOWN

The cost can be reached by the following breakdown and suggestions:

\$350 - Personal Earnings: We suggest that each Royal Servant contribute \$350 of their own money toward their mission trip. The following is a list of suggested ways to achieve this:

Babysit	Wash windows	Rake leaves	Garage / Rummage sale
Clean houses	Shovel snow	Mow lawns	<i>Talk to your parents and youth</i>
Clean gutters	Wash cars	Paint	<i>pastor for ideas!</i>

\$450 - Church: Ask your church to help support you. Assure them that you will be returning to your home church to apply what you have learned. Remember, this amount is only a suggestion. Your church may not be financially able to contribute this much, or they may be able to give more.

Remaining Amount - Individual Supporters: We suggest that you challenge each financial supporter to give \$100. As many as possible of these supporters should come from outside your church. Royal Servants also asks that this gift be over and above their regular gifts to the church.

HOW TO RAISE SUPPORT

There are seven key steps in support development:

1. **Pray:** Our confidence is in the Lord who has promised to meet our needs. Specific prayers bring specific answers. Pray that you will see God work beyond your own dreams in providing the necessary resources for this trip.
2. Read Philippians 4:10-19
3. **Who to contact:** List seventy (70) names of people you think would have even the slightest interest in what you are doing. Please see the “Potential Sponsor Call List Example” in the back of this packet.

The following is a list of possible sponsors. Brainstorm! Don’t limit your options. Remember that you are providing people the opportunity to give.

- | | | |
|-------------------------------|-----------------------------|----------------------------------|
| 1. Parents | 11. Parent’s employers | 21. Church related business ads |
| 2. Brothers | 12. Parent’s assistants | 22. Downtown businesses |
| 3. Sisters | 13. Parent’s church friends | 23. Parent’s Christmas card list |
| 4. Relatives | 14. School friends | 24. Missionary societies |
| 5. Employers | 15. Dentist | 25. _____ |
| 6. Former employers | 16. Doctor | 26. _____ |
| 7. Friends of parents | 17. Nurses | 27. _____ |
| 8. Church friends | 18. Coaches | 28. _____ |
| 9. Current & former neighbors | 19. Foundations | 29. _____ |
| 10. Bible studies | 20. Community leaders | 30. _____ |

4. Reread “The Keys to Support Raising.” Consider which of these four you need to work on, and make it happen!

Note: Don’t simply ignore the idea of finding a mentor. Make this a priority! They will help incredibly in the support process with their encouragement, challenge to you, and prayers!

5. **Mail Your Support Letter.** Mail a letter to all the people on your list. You will want to send a personal letter explaining what you are doing, why you are doing it, and what you are asking them to do. The sample letter on the next page is an excellent example of what you might want your letter to look like. Along with your letter, mail the information outlined in the Support Raising Kit.

Be sure each “Royal Servants Sponsorship Card” has your **NAME** and **ACCOUNT NUMBER** sticker on it. Place the label provided in your Support Raising Kit on the front right corner of the card over the light blue label spot. **This step is absolutely necessary.** If you run out of labels, please contact Royal Servants.

6. **Make Your Phone Calls.** Call or personally talk with everyone to whom you sent a letter. As difficult and scary as this may seem, seasoned missionaries will tell you that one-on-one contact is essential to raising support. Not only does a phone call let them know that you are serious, but people are more likely to give if they have had a chance to hear from you what you are doing and why.

In addition, a phone call often reminds people who may have misplaced your letter.

A good idea is to break down your list, making your phone calls more manageable. For example, call seven individuals per night for ten nights.

Remember to tell them:

- Why you are doing it – tell them what you hope God will do IN your life and THROUGH you this summer.
- What you are asking them to do – to pray about being on your support team – specifically about giving \$100, although any amount is appreciated.

7. Send Thank You Notes. Send a thank you note to the people who have made a commitment to pray for or support you. This is not only appropriate but will also serve as a reminder to them of their commitment. Note: To find out who has supported you, see the section regarding “Tracking Donations & Receipt of Forms—Managed Missions.”

You will want to send thank you notes BEFORE and AFTER the summer for two reasons:

- i. Your sponsors are sacrificing for you and therefore deserve to be thanked multiple times!
- ii. You may desire to do ministry in the future that requires raising support, and you do not want to burn any bridges while raising support for this summer by not thanking your sponsors.

A DETAILED LOOK AT STEP 5

Your personal letter should express the following things:

- What you are doing (where you are going and what your ministry will look like in that country).
- Why you are doing it (what has prompted you go on this trip).
- What you are asking of your sponsors (prayer and financial support).

When you ask your sponsors for financial support, be specific in asking for \$100, yet let them know that any gift is appreciated. Remember that this is your opportunity to share with these sponsors your *passion* and *vision* for this summer experience. The more they are able to capture your excitement and sense of purpose, the more inclined they will be to get involved financially. The following is a great example of a personal letter that was sent out by an actual participant. Use this merely as a helpful guide for writing your own letter, but make sure that you *personalize* it and use your own ideas.

SAMPLE LETTER OR EMAIL *(be sure to change as needed)*

Dear Duke & Holly,

I have prayed and thought about this a lot and have decided to give my summer to God by serving Him on the mission field.

From June 22th – July 31st, I will be going on a mission trip to Africa with Royal Servants. They give teens a life-changing experience with God that drives what we know about God from our heads to our hearts. The idea behind Royal Servants is to expose teens to the world’s burning need for a Savior, to equip them to meet that need, and send them home to be actively involved serving their church. I will have a chance to share the gospel and be intentionally disciplined in order to grow in my personal walk with God. Royal Servants will be an experience of a lifetime!

Royal Servants goes to many destinations, yet I felt led to go to Africa. For over 5 weeks, we will dedicate our lives to serving others. The team will fly to Kenya and partner with local believers in villages near the outskirts of Nairobi. We’ll be ministering in the streets, schools, and orphanages, sharing Christ in a variety of ways. Sports, drama, dance, and education about character, choices, and other crucial “life skill” lessons will become important tools for bringing the hope of Jesus to countless lives!

The cost of the mission trip is \$4995. I intend to contribute as much as I can personally earn, however I can’t do it alone. I am seeking financial supporters who will enable me to serve God on this trip. Therefore, I am praying for a team of 40 people who will support me at \$50.00 per month for two months. I understand that you may not be able to make that kind of commitment, but any gift would be greatly appreciated! I also need people who will agree to be my prayer partners during training and the actual trip. Your prayers would be an important contribution to my ministry.

Would you partner with me by being a prayer and/or financial supporter? Would you pray about being one of those people? I will give you a phone call in the next couple of weeks to give you a chance to find out more about my trip and ask any questions you may have.

I am looking forward to seeing how God will work in and through me to fulfill His purpose this summer. I also hope to grow closer to Him. Your support and/or prayers would mean a lot to me. Thank you for any way you feel God leading you to help, and for taking the time to read this letter.

Your brother in Christ,

Andrew Carr

A DETAILED LOOK AT STEP 6

After you have sent out your letters, wait a week before you begin making phone calls. This call will serve to answer any questions your potential sponsors may have, give them an opportunity to hear your heart, and open the door for them to make a prayer support and/or financial support commitment. Many times, if you do not make a follow up phone call, well intending potential sponsors will forget to send in support for your trip. A good idea is to try to call seven individuals a night for ten nights. This way it should not feel as overwhelming.

The following is a great example of a phone conversation. Once again, use this merely as a helpful guide for making your own phone calls. Be sure to *personalize* it to fit how well you know the person and the relationship you have with them. The first thing you'll want to do is pray, asking God to help you think through what you'll say and asking Him to open the hearts of potential sponsors. Next, *write out* what you want to say (have it in front of you when you make your calls). Your conversations don't have to be long, but make sure you convey what you are doing, why you are doing it, and what you are asking of them. Relax and have fun with it!

SAMPLE PHONE CONVERSATION

"Hello, (*their name*). This is (*your name*). I am calling to talk to you for a minute about the Royal Servants missions trip I'm going on this summer to (*trip you are going on*). Do you have a few minutes to talk?"

⇒ If they say no, just ask them when would be a better time to call.

⇒ If they say yes, continue your conversation, **"Did you receive the letter I sent about the trip?"**

⇒ If they say no, say, **"I will make sure to send you another one. But if it's okay, let me tell you a bit about what I'll be doing."** Then continue below...

⇒ If they say yes, continue below...

"This summer I will be involved with Royal Servants, which is a short term missions organization that focuses on evangelism in various countries around the world and discipling students who go on the trips. On Royal Servants, I will be intentionally discipled in a discipleship group as we share the gospel in various ways. I hope that God will ... (*tell them what you hope God will do IN you and THROUGH you*). Everyone involved this summer is required to raise their own prayer and financial support. I would like to ask you to consider (*with your family*) being part of my financial support team for this missions trip. Royal Servants suggests that each sponsor give \$100. But this is only a suggestion, I would appreciate any contribution. Would you consider financially contributing to my summer missions trip?"

⇒ If they say yes, ask them if they still have the envelope and sponsor card that you sent and explain that all they need to do is fill out the card, making the check payable to "Royal Servants" and mail it in the envelope you sent. Also let them know that you will send them a letter after the trip to inform them of what you learned and what God accomplished through you and Royal Servants with their support.

⇒ If they say no, then thank them for considering this and taking the time to talk with you.

ADDITIONAL THOUGHTS

- Keep a record of each contact using the chart at the back of the Prep Packet booklet as an example.
- Some people will want to know how soon you need the support. The two financial deadlines you need to be aware of are under "Paying for the Mission Trip." However, let them know that you are trying to raise \$500 within the first six weeks.

A Note of Encouragement: Making phone calls can be very intimidating and overwhelming. As scary as it is to pick up the phone and call someone to support you financially, it works. People like to hear what you are doing and why you are doing it. They will be much more inclined to give if they have had a personal conversation with you. A phone call also conveys that you are serious about going on your trip and reminds people who may have misplaced your letter. Don't focus on the fact that you are asking them to support you financially, but rather view it as an opportunity to share with them some things God is doing in your life. All you can do is ask and let God be the one responsible for providing.

Support Raising Encouragement

Raising support can be scary, intimidating, and a bit humbling. But if you really take it seriously and work hard, it can be one of the most significant faith growing experiences you'll have in connection with your mission trip.

Make the first step your best step. Proverbs 16:3 says, "Commit your work to the Lord and your plans will be established." The most important first step you can make is to commit the entire mission trip – from support raising to the planning, packing and the trip itself – to the Father. Don't be afraid to ask those you trust to lovingly hold you accountable if you lose sight of that commitment.

Understand that you are doing what Jesus asks. We've all probably heard the Bible verse where Jesus says to the disciples, "The harvest is plentiful, but the workers are few; therefore, pray earnestly to the Lord of the harvest to send out laborers into His harvest" (Matt. 9:37-38). Now, you get to live that verse out! Going on a mission trip, being God's representative, and talking about Jesus (... are you ready for this?) is God's will! Not only will you be doing God's will, but you will also be an answer to the prayer Jesus asks people to pray. Be confident that you are doing exactly what believers are all called to do, which is to take part in the harvest!

Adjust your perspective. Support raising isn't about you getting people to give you money for your mission trip. Rather, think of it like this: you are allowing people to join you in the work to which the Lord has called you by giving financially towards your trip. But, their partnership with you is also in their prayer and encouragement. Not everyone you ask will feel called to join you or give, but many will. The process of asking people to partner with you is simply discovering who those people are!

Recognize who you're going to represent. 2 Corinthians 5:20 says that "We are ambassadors for Christ, God making His appeal through us." Think about that for a minute. God is going to use you to make His appeal – His plea – for people to be reconciled to Himself through Jesus. That's good stuff! When you ask for support, what you are really saying to people is this: *Hey, God wants me to be His rep this summer, and I'd like to give you a chance to be a part of what He's going to do. Come on, let's do this together!* Don't be afraid to be bold.

Realize it's about the eternal. Somehow, we seem to have lost how incredibly important it is to share our faith; it seems counter to our culture. But Jesus says an interesting thing: "And what do you benefit if you gain the whole world, but lose your soul? Is anything worth more than your soul?" (Matt. 16:26). There are a lot of good things people can support that benefit the here and now. But those who partner with you are giving towards something that has a long-term, eternal impact. When you introduce people to Jesus (as you will on this mission trip), it has the potential to affect their eternity. That's something worth supporting!

Know that it's going to take faith. Let's be honest. We say God can do anything, but often our decisions show that deep down we actually believe the opposite. We rarely attempt anything that we can't envision ourselves being able to do. And since most of you reading this don't have the kind of money to just pay for a mission trip outright, especially a longer one like Royal Servants, you're going to have to trust the Lord! Raising funds means your faith (believing *God can* provide the funds) and your trust (believing *God will* provide the funds) need to go hand-in-hand! Matthew 6:30-33 says, "But seek first his kingdom and his righteousness, and all these things will be given to you as well."

Here are some more scriptures that you can read to help and encourage you along this journey concerning topics like fear, being young, and having faith. Exodus 4:15-16; 1 Timothy 4:12, Jeremiah 1:6-8, Matthew 28:19-20; Deuteronomy 31:8, Hebrews 11:6; Mark 10:27.

Packing List & Dress Code

When packing your clothes for the summer, there are a few things you will want to keep in mind. First, you want to bring comfortable, practical clothing. Second, many trips will be doing laundry by hand, which means that your clothes will get more wear and tear than by using machines. Because of this, you probably won't want to bring your best or newest clothes but rather bring ones that look nice and will hold up. We also suggest you consider Quick Dry clothing instead of heavier cotton items for easier packing, washing, and quicker drying.

Do not feel like you have to go out and buy expensive gear or brand name items (with the exception of a sturdy backpack). You can find most items at places like Walmart, Target, Amazon, etc. You can look online or in stores for items.

Note: You will be limited to one 35 lb. piece of luggage when traveling overseas. Everything on the list, including your sleeping bag, must fit in your pack. The toiletries and laundry soap amounts listed on the packing list will not last the entire summer. Each team will make a "Walmart" type run after leaving Training Camp and before flying overseas. The purpose is to give you a chance to pick up any last minute things you might have forgotten or don't have enough of. You may also be able to purchase items overseas.

DRESS CODE

Cultural sensitivity is more than what you say, but it is also what you do or don't do that communicates respect in the countries Royal Servants works. It is our heart to be respectful to the people we work with and minister to on the mission field. Clothing that is perfectly appropriate for Ireland may be inappropriate and offensive if ministering in a Middle Eastern country. For this reason, clothing guidelines differ depending on each mission trip and ministry setting; they are also activity appropriate and reflective of whether you are involved in a work project, street ministry, children's program, etc.

Below are the guidelines that apply for all Royal Servants mission trips. Please refer to the Trip Specific section for guidelines based on the mission trip you are joining.

Males & Females: We ask that you not wear tank-tops or sleeveless shirts, unless you are wearing them as undershirts. Please make sure all shirts cover your stomach.

Males: If you wear athletic shorts, such as basketball or running shorts, you will be asked to wear compression shorts underneath if it is determined that they are too short, baggy, and/or activity inappropriate.

Females: Because of different activities you'll be engaged in, we ask that you don't bring deep V-neck shirts. Leggings can be worn underneath dresses and skirts, but not on their own as pants. And if you wear athletic shorts, we may ask that you wear spandex underneath if it is determined that they are too short or not activity appropriate. Please make sure your bathing suit is a full coverage one-piece or tankini.

CLOTHING

- ☐ 2 Pair long pants - leggings cannot be worn as pants, but may be worn under skirts/shorts
- ☐ 2-3 Pairs of shorts
- ☐ Females: 3 pairs of spandex shorts to be worn under athletic shorts (see dress code above)
- ☐ Males: 3 pairs of compression shorts to be worn under athletic shorts (see dress code above)
- ☐ 1 Sweatshirt or long sleeve shirt
- ☐ 6 Casual shirts - can be t-shirts
- ☐ 1 Long sleeve t-shirt
- ☐ 10-12 Pairs of underwear
- ☐ 8 Pairs of socks
- ☐ P.J.'s - they must be appropriate to use if you need to get up to go to the bathroom in the night
- ☐ 1 Swimsuit - Females: one-piece or tankini. Males: swimming trunks, no speedos.
- ☐ Church outfit - Males: nice polo shirt & 1 pair of casual dress pants - not jeans; Females: dress or nice skirt that covers knees while standing and sitting.
- ☐ 1 Pair shower flip-flops - a must for public showering
- ☐ 1 Pair tennis shoes - good for walking
- ☐ 1 Pair of sandals with a heel strap - "Tevas," "Chacos," or "Crocs" type work well

CAMPING GEAR

- ☐ Sleeping bag: Bag must be **no larger than 10" x 16"** when stuffed in a stuff sack, weight must not exceed 5 lbs. You will use your sleeping bag all summer and it has to fit in your main pack.
- ☐ Stuff sack for sleeping bag
- ☐ Sleeping pad or camping mat. "Therm-A-Rest" type mats work great. Your mat should not be wider than approx. 22" and not more than approx. 1 1/2" thick when inflated. Another option is a closed cell foam mat (found in camping stores) or a yoga mat, which tend to be cheaper and still give insulation. You will not be allowed to use rafts or twin size air mattresses.
- ☐ Small pillow - travel or couch size, if desired
- ☐ An old double-sized sheet to slip into sleeping bag - can be washed, keeps your sleeping bag cleaner, and it will keep you warmer in the cold and cooler in the hot weather
- ☐ Sturdy backpack - approximately 32 liters in size. The backpack **cannot be larger than 39 liters** due to airline size and weight restrictions for carry-on items. We suggest that the pack be made of cordura fabric. JanSport and SwissGear make a variety of sturdy packs, while Target and Walmart brand packs rip out too easily. Do **not** bring a backpack with wheels.
- ☐ Suggested but optional: waterproof backpack cover
- ☐ Plate, bowl, travel mug - you may use a "Nalgene" type water bottle instead of mug
- ☐ Fork/knife/spoon - because of airline regulations, plastic and not metal
- ☐ Water bottle - 32 oz. "Nalgene" type bottles are recommended
- ☐ Small flashlight - headlamps work the best
- ☐ Rain Jacket with hood
- ☐ Compact umbrella

TOILETRIES AND MEDICINES (reminder: you'll have an opportunity to purchase more before going overseas)

- ☐ Hand held mirror
- ☐ 1 **Lightweight** towel - mildew can be a problem in some countries
- ☐ 2 Washcloths
- ☐ 1 Deodorant
- ☐ 2 Razors & travel-sized shaving cream - if needed
- ☐ 1 3-oz. bottle of shampoo
- ☐ 1 Bar of soap or small bottle of body wash
- ☐ 1 Toothbrush and toothpaste - 4 travel-sized or 1 medium
- ☐ 1 Small bottle of baby or talcum powder - Males: Gold Bond is an excellent choice
- ☐ Any prescription medicine* you normally take - if you have asthma, you need 2 inhalers in their boxes with the prescription label. The same requirements apply for EpiPens.
- ☐ Any vitamins/supplements* you normally take
- ☐ Electrolyte/Pedialyte tablets* - please bring even if you don't normally take
- ☐ Tylenol and/or ibuprofen* or equivalent - please bring even if you don't normally take
- ☐ Cold and Flu medication*; Zyrtec* - optional
- ☐ Benadryl* for allergies or allergic reactions - please bring even if you don't normally have allergic reactions because you may react differently to insects and environments overseas
- ☐ Dramamine* - only if you deal with motion sickness
- ☐ Triple antibiotic gel* - just a small tube will be fine
- ☐ Hydrocortisone cream* - please bring even if you don't normally have allergic reactions because you may react differently to insects and environments overseas
- ☐ 1 Small package of Band-Aids
- ☐ Females: Personal hygiene products - these may be difficult to purchase in some countries, so bring enough for entire trip
- ☐ Personal care items - cotton swabs, nail clippers, etc. - anything you might need to use during the trip

*** All medications/vitamins MUST be in ORIGINAL containers with dosage information, no exceptions.**

OTHER ITEMS

- ☐ Passport Money Belt (this passport holder **must be one that can be worn around the waist and under clothing**). You can purchase one at REI, Target, or you can search “passport money belt” on Amazon for more options. **Do not use “fanny packs” to replace this item.**
- ☐ 1 Small, mesh laundry bag
- ☐ Watch—this is IMPORTANT as you will be responsible to be places on time
- ☐ Several ink pens
- ☐ 1 Pack of 50 count 3x5 cards on a spiral binder for memory verses
- ☐ Earplugs - to help you sleep if the wind or a snoring neighbor is too loud
- ☐ 16 Clothespins labeled with name or initials
- ☐ Nylon rope - approx. 25 feet of 1/8” diameter to be used as a clothesline
- ☐ 4 Heavy-duty garbage bags (45 gallon or larger) - used for drip-drying clothes indoors and for putting your pack in during the rain
- ☐ 15 Quart-sized Ziploc bags
- ☐ 10 1-Gallon Ziploc bags
- ☐ 2 Travel-sized bottles of hand sanitizer
- ☐ 1 Travel-sized package of baby wipes
- ☐ 1 Small bottle of sunscreen with at least 15 SPF (or higher if you burn easily)
- ☐ Travel-sized mosquito/tick spray - we suggest 20% DEET or higher. “Herbal Armor” is a good natural alternative if you wish to avoid DEET.
- ☐ Blank journal to record your thoughts and memories
- ☐ Complete Bible - no electronic versions allowed
- ☐ Small, inexpensive calculator
- ☐ Camera - optional, but recommended - make sure you have plenty of room on your memory card. You will not be able to upload your pictures on a computer and may not have a place to plug in your charger. Other electronic devices such as cell phones cannot be used in place of a camera.
- ☐ Inexpensive carabineer-type clip to attach your water bottle on the outside of your backpack
- ☐ Sunglasses - optional
- ☐ Brace - if you need an ankle brace, knee brace, etc., please bring it with you

ADDITIONAL TRAINING CAMP ITEMS

Note: In addition to the clothing already listed, we suggest you bring additional clothes that can get stained or wrecked at Training Camp. These items can be used for overseas if they make it through Training Camp. Otherwise, they can be tossed before flying overseas.

- ☐ 1 Pair of old tennis shoes
- ☐ 4 Old t-shirts
- ☐ 1 Sweatshirt or long sleeve shirt - it can get chilly at Training Camp
- ☐ 2 Pairs of shorts
- ☐ 3-4 Pairs of socks
- ☐ 2-3 Rolls of toilet paper
- ☐ 1/4 Cup laundry soap
- ☐ 1 Pair of work gloves
- ☐ 1 Baseball type cap - to protect from the sun at Training Camp
- ☐ 1 Bandanna
- ☐ 1/2 Roll of paper towels separated into sheets and put into Ziploc bags
- ☐ 1 Bottle of liquid hand soap
- ☐ Paper, envelopes, and stamps - to send mail from Training Camp

OPTIONAL—STRONGLY SUGGESTED

- ☐ Cell phone with a removable battery (See Electronics Policy and Phone Policy for details)

Provided Items	Items Not to Bring!!!
<p>You will be issued the following at Training Camp which will be yours to keep:</p> <p>A Royal Servants short sleeved t-shirt</p> <p>A Royal Servants notebook</p>	<p>Do not bring makeup</p> <p>Do not bring curling/flat irons or hair dryers</p> <p>Do not bring any electronic items, including but not limited to iPhones, laptops, tablets, etc.</p> <p><u><i>If any of these are brought, they will be sent home at your expense.</i></u></p>

ADDITIONAL PACKING SUGGESTIONS

Student I.D. – You can sometimes get discounts on museum visits and such (mostly in Europe) with a student I.D., so we recommend bringing this with you if you have one.

Shop ahead – It may be helpful to get a box and begin buying items for the trip weeks before you leave. Start with toiletries and other small items, purchasing a few at a time instead of waiting until right before you leave. Label all items with your name and put them in the box. You will be a step ahead in packing for the trip.

Label everything – Put your name or initials on everything. You will be living with many other people, and it is easy to get your belongings mixed up with others.

Ziplocs – Come to Training Camp with all your belongings packed in **1 Gallon Ziploc Freezer bags**. Ziplocs are used because they are great space savers, they keep your pack organized, they help keep your clothes smelling fresh, and they keep things dry should your pack get wet. You can usually get 2-3 regular sized t-shirts in 1 one-gallon Ziploc. These are in addition to the packing list.

Spices – Many of our alumni participants like to bring their own spices for the summer. Items like salt & pepper, garlic salt, season salt, and spicy seasonings like Tabasco are some favorites.

Frisbee – Another trick our alumni have found useful over the years is to bring a Frisbee. No, not to play with, but actually as a plate support. Bring paper plates with you instead of a plastic plate, and a Frisbee is just the right size to provide the support you'll need (plus then clean-up is a breeze). Okay, it also may come in handy for some spontaneous fun!

CARDBOARD BOX

All your belongings must be brought to Training Camp in one cardboard box (not a suitcase). Make sure you do not exceed the packing list or your box may be overweight if you fly. Your box can be no larger than 62 linear inches. Simply add the height + length + depth of the box to calculate linear inches. Write your name and "Royal Servants" on the box clearly with a permanent marker. Then securely tape the box shut. The airlines do not want you to put rope around the box as it can get hung up on their equipment.

THE PACK

Upon your arrival, you will be issued a pack for the summer. The pack is a large duffel bag with dimensions of length 28", width 12", height 13." You will transfer your belongings from the box into the pack, and the boxes will be thrown away. All items will fit into the pack if you follow the packing list carefully. At the end of the summer, you will take your belongings home with you in the pack that we provide. There is a \$75 deposit for the pack that has been added to the cost of your trip. Participants can choose to send the pack back to Reign Ministries at the end of the summer and receive the deposit back or keep the pack and surrender the deposit. Packs are due no later than August 31st to be eligible for the deposit.

Trip Specific Notes

COSTA RICA

- A prefilled prescription of Cipro or Zithromax in case of bacterial diarrhea

For playing soccer:

- 3-4 Practice shirts
- 1 Pair of outdoor soccer cleats
- Sports gear bag
- Foot odor spray or powder
- 4+ Pairs of soccer socks
- 1 Pair of shin guards
- Ace bandage
- Knee or ankle brace (if needed)
- 1 Pair of indoor soccer shoes (can be tennis shoes)
- 2 Rolls of athletic tape and 1 roll of pre-wrap (more if you have previous injuries)
- 10-12 Granola bars
- Females: 2-3 Sports bras
- Goalies: Gloves and knee pads

EUROPE

- Sleeping bag and compression sack: Europe will pack up quickly and often, so we recommend the lightest/smallest possible bag to fit in your pack
- Hand sanitizer: Most hostel bathrooms do not have soap, so you will want to have plenty of hand sanitizer. Bring 3-4 travel bottles.

IRELAND

- Sweatshirts: bring at least 2
- Pants/Shorts: Need 3 pants and 2 shorts total
- Need 2 lightweight towels for showering instead of one

KENYA

Note: Females: All shorts and skirts must cover the knees (while standing and sitting) to avoid being offensive in African culture.

- Shorts/Capris/Skirts: **Females:** 2-3 Capris. Because knees must be covered at all times, capris work better than shorts. May substitute 1 skirt for capris (mid-shin length work best).
- Pants: **Females:** Only need 1 pair; leggings may not be worn as pants. **Males:** 2 pairs khaki type
- A prefilled prescription of Cipro or Zithromax in case of bacterial diarrhea
- 2 water bottles instead of just one

NEHEMIAH

In order to be culturally sensitive in Turkey, do not bring any shirts that have religious sayings or affiliations. Make sure these items are not form fitting, V-necks, or scoop necks. We highly recommend light weight fabric.

Females:

- You will need at least 1 skirt/dress that goes all the way to the floor (must cover ankles).
- 2-3 Long sleeve shirts, shawls, or cardigans that cover elbows to be worn at religious sights.
- 3-4 Crew neck shirts
- 2-3 Outfits that cover knees (Capris or long skirts/dresses work well)

NEPAL

- 1 Pair of Pants: No skinny jeans or super tight pants
- 3 Pairs of Capris (**Females**): Knees must be covered at all times. You may substitute 1 skirt for capris (mid-shin length work best).
- Sandals: It is recommended when choosing sandals with heel strap to have closed toe sandals (Keen type sandals work well).
- A prefilled prescription of Cipro or Zithromax in case of bacterial diarrhea
- Imodium and Pepto-Bismol tablets
- 2 water bottles instead of just one
- (Optional) Hiking shoes. If you choose not to bring hiking shoes (boots are not necessary), make sure your tennis shoes are very sturdy because you will do a lot of walking.

Females: All shorts and skirts must cover the knees (while standing and sitting) to avoid being offensive in Nepali culture.

PERU

July is winter in Peru where it can get down to 40 at night so clothes that you can layer will be important.

- Pants/Shorts: Need 3 pants and 2 shorts
- 1 Jacket - soft shell for warmth and layering
- Hot water bottle
- Dramamine - for bus rides in the mountains even if you don't normally experience motion sickness
- A prefilled prescription of Cipro or Zithromax in case of bacterial diarrhea
- Water filter straw ('Life-straw' or similar) - optional

Reference Sheet

FORMS TO BE FILLED OUT AND SENT IN (Due Dates Below)

- HEALTH FORM and MEDICAL PERMISSIONS FORM – These forms need to be mailed to Royal Servants within 2 weeks of receiving the Prep Packet. We cannot take any participant on the trip if we don't receive them prior to their arrival. We must have the original forms and cannot accept faxed or emailed copies.
- DOMESTIC TRAVEL PLANS FORM – We need this information before participants' arrival in order to know where and when to meet them. Please send it in right away once travel arrangements are secured in April/May. *Important Reminder: Do not book domestic ticket until you receive the Updated Mission Trip Schedule that we send out in late April.* Please also send in a copy of the domestic flight itinerary if applicable.
- PHYSICIAN FORM – We will need this to be partially filled out by your physician; a copy of a physical is not sufficient.
- TERMS & CONDITIONS FORM – If a participant is under 18 years old, this form must be signed by both parents (or legal guardians) **and** by a Notary Public. We cannot take any participant on the trip if we do not receive this prior to their arrival. We must have the original form and cannot accept faxed or emailed copies. If the participant is 18 years old or older, the form does not need to be notarized.
- TRAVEL HEALTH INSURANCE FORM – A travel health insurance policy will be included in the cost of each trip. This form lays out a brief summary of the plan details and also includes instructions if you want to upgrade or add additional coverage. *Note: You will receive this form with the Updated Mission Trip Schedule that we send out in late April.*
- PRESCRIPTION INFO SHEETS – This is included in the Prep Packet folder and should be filled out for each prescription and sent with students and Summer Staff to Training Camp.
- VACCINATION FORM – This form includes information on vaccines required by Reign Ministries and recommended by the CDC. The reverse side of the form is the Vaccine Exemption Release Form (please contact Royal Servants if you need an exemption).

IMPORTANT DATES

- HEALTH FORM and MEDICAL PERMISSIONS FORM: Due within 2 weeks of receiving Prep Packet.
- BACKGROUND CHECK FORM: Due within 2 weeks of receiving Prep Packet (only if 18 or older).
- MENTOR PROGRAM: Complete Mentor signup as soon as possible to take full advantage of this program.
- APPLY FOR YOUR PASSPORT: February 1st (may need to be expedited if applied for later depending on processing times)
- PASSPORT COPY: May 1st – See Passport Copy Example included with the forms. This must be mailed. Please send a copy in as soon as you have your passport. If you don't have your passport by May 1st, that's ok, just contact us and we'll help you with your options.
- INTERNATIONAL AIRFARE COST DUE: May 1st approximately
- CHURCH SUPPORT DUE: May 15th (suggested)
- TERMS & CONDITIONS FORM, PHYSICIAN FORM, VACCINATION FORM AND DOMESTIC TRAVEL PLANS: May 15th – Please also include a copy of domestic flight itinerary
- SENIOR STAFF ARRIVAL: June 8th
- NEHEMIAH ARRIVAL: June 13th
- SUMMER STAFF ARRIVAL: June 15th
- STUDENT ARRIVAL: June 22nd
- REMAINING SUPPORT DUE: June 26th
- OVERSEAS MISSIONS TRIP FLIGHT DATE: June 30th or July 1st depending on trip

Mail forms to: Reign Ministries, 5401 W Broadway Ave, Minneapolis, MN 55428

Cost Worksheet

A. AMOUNT TO BE RAISED

Use this worksheet to assist you with the costs associated with your trip. Refer to "Paying for the Mission Trip" section for more detailed explanation of costs.

1. \$ _____ Trip Cost (A)
2. \$ _____ Spending Money (B) (use student or Summer Staff depending on your position)
3. \$ _____ Visa Cost (C) (if applicable)
4. \$ _____ Pack (\$75 deposit which is refundable – see section under "Paying for the Mission Trip")
5. \$ _____ Hotel Fee (\$125 if applicable)

B. OUT-OF-POCKET COSTS YOU MAY OR MAY NOT INCURE

1. \$ _____ Passport (if applicable)
2. \$ _____ Physician Visit (if applicable. Current physical required if last was before Sept 1, 2023)
3. \$ _____ **Vaccinations**** (if applicable. See Vaccination form for details.)
4. \$ _____ **Baggage Fees**** (if applicable)
5. \$ _____ **Domestic Travel**** (to and from Chicago)
6. \$ _____ **Unaccompanied Minor Fee**** (if applicable)
7. \$ _____ **Travel Health Insurance Upgrade**** (if applicable)
8. \$ _____ **Additional Supplies**** (items you may need based on packing list)
9. \$ _____ **Shipping Fees**** (items you may choose to send home from Training Camp)

****These items will need to come out-of-pocket; however, they may be reimbursable at the end of the summer if additional funds are raised. See the Reimbursement Policy under "Paying for the Mission Trip" for more details. To be reimbursed for the expenses, please send the reimbursement form and all properly itemized receipts to the Reign Ministries office by August 31, 2024. NOTE: No checks will be cut for reimbursement prior to the team's arrival home.**

TOTAL AMOUNT TO BE RAISED

\$ _____ Add the amounts of 1-5 in section A only.
+ \$ _____ Add the amounts of 3-9 in Section B only if you intend on raising support for these expenses.
- \$ _____ Subtract total of personal earnings and Church donations you expect to receive.
= \$ _____

TOTAL OUT-OF-POCKET AMOUNT

\$ _____ Add the amounts of 1-9 in Section B only.

Trip Travel Dates & Costs

On the Cost Worksheet, you will find several blank lines to fill. These lines need to be filled in by you using the chart below. However, the information varies from trip to trip, so it is important that you copy the information from the column that is for your trip. For example, if you were on the Nepal trip and you came to the blank line asking for cost of the trip, you would look on this chart in the column under Nepal and fill that information in on the blank line.

Fill this information in the blanks throughout the Prep Packet							
	Costa Rica	Europe	Ireland	Kenya	Nepal	Peru	Nehemiah
Passport Applied For and Schedule Physical <i>(suggested)</i>	Feb 1	Feb 1	Feb 1	Feb 1	Feb 1	Feb 1	Feb 1
Funds or CC to cover Int'l Flight Cost Due	May 1	May 1	May 1	May 1	May 1	May 1	May 1
Forms Due: See Reference Sheet	May 15	May 15	May 15	May 15	May 15	May 15	May 15
Copy of Passport	May 1	May 1	May 1	May 1	May 1	May 1	May 1
Summer Staff Training Camp	June 15	June 15	June 15	June 15	June 15	June 15	NA
Student Training Camp	June 22	June 22	June 22	June 22	June 22	June 22	June 13
Return Date	July 27	July 27	July 27	July 31	July 31	July 27	Aug 3
(A) Trip Cost \$USD	3995	4995	4095	4995	4595	4095	6195
(B) Spending Money* <i>Summer Staff</i> \$USD	335	485	460	385	380	335	NA
(B) Spending Money <i>Student</i> \$USD	300	450	425	350	345	300	495
(C) Visa Cost**	No	No	No	USA: \$50 USD CND: \$50 USD	USA: \$50 USD CND: \$50 USD	No	No

* Summer Staff spending money is higher than students due to the extra time they spend with the team.

** Visa Costs are as of 10/1/2023. If the cost changes, the participant will be responsible for the increased amount as there may be additional service fees.

Potential Sponsor Call List Example

[illegible]



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Royal Servants is a division of Reign Ministries, Inc.

10/23/23