

Royal Servants Reference Sheet

We understand that there are a lot of details that Royal Servants participants and parents need to be aware of when going on a Royal Servants mission trip. This document is designed to help with the details of the forms and other documents that you'll need. It is incredibly important that you read all the material sent to you in the Prep Packet and Support Raising Kit as well as the PreSummer Letter emails that you'll begin receiving in late March to be sure you don't miss any important information. A shorter version of this document is located in each Prep Packet booklet.

DOCUMENTS & FORMS

- **HEALTH FORM** – This form needs to be returned within 2 weeks of receiving the Prep Packet. We cannot take any participant for the trip if we do not receive this prior to their arrival. We must have the original and cannot accept faxed or emailed copies. Please be sure to fill this out with blue or black ink. It is important that this form is completed fully and accurately. Be sure to keep a copy for your records and let us know if anything changes. Mail in the original form, no copies, scans, or faxes.
- **TERMS & CONDITIONS FORM** – If 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 for the trip if we don't receive this prior to their arrival. If the participant is 18 years old or older, only that participant has to sign it and a Notary Public signature is not needed. Mail in the original form, no copies, scans, or faxes.
- **PHYSICIAN FORM** – We will need this to be filled out by a physician. A copy of a physical is not acceptable replacement for this form. If you have a current physical (after September 1, 2022), you can simply take this form into your physician and have them sign the form based on that physical. Mail in the original form, no copies, scans, or faxes.
- **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. If you would like an exemption from vaccinations, please contact Royal Servants so we can discuss with you whether it is reasonably safe to travel to the country you have chosen. In some cases, we may recommend a safer alternative. Be sure to initial every line on whichever side you sign. Mail in the original form, no copies, scans, or faxes.
- **PRESCRIPTION INFO SHEETS** – This is included with your son/daughter's Prep Packet and should be filled out for each prescription and sent with the participant to Training Camp. Prescription medications have to be in the name of the participant. And all medications, whether prescription, over-the-counter, or vitamins, **MUST** be in original containers. Unmarked container (or baggies) with unknown or mixed pills will not be allowed.
- **PASSPORT PHOTO COPY** – We need a copy of the photo page and signature page of your passport (see example copy included). All passports must have an expiration date that is at least 6 months **AFTER** the return of the trip. Mail in a photocopy of your passport, no scans or faxes. Please send this in as soon as possible, but no later than May 1st. If you don't have your passport by May 1st, don't worry, just contact us and we will help you with next steps.
- **DOMESTIC TRAVEL PLANS FORM** – We need this information before participants arrive in Chicago or at Training Camp in order to know where and when to meet them. Please send it in right away once travel arrangements are secured in April/May. Please also send in a copy of the domestic flight itinerary; we will keep this copy and return it to the participant at the end of the trip so they know their flight information getting home. *Note: You will receive this form with the Updated Mission Trip Schedule that we send out in late April.*
- **TRAVEL HEALTH INSURANCE FORM** – Domestic health insurance plans may cover overseas medical expenses, but they do not cover medical evacuation or travel needs that may arise from an illness or injury. Because of this, a travel health insurance policy will be included in the cost of each trip. This form lays out plan details, higher limit coverage, and additional costs for you to consider. Indicate your choice of plan on the back of the form and mail to Reign Ministries. *Note: You will receive this form with the Updated Mission Trip Schedule that we send out in late April.*
- **MENTOR PROGRAM FORM** – We recommend that each participant find a mentor to meet with them periodically as they go through the process of their trip. Ideally, the mentor they choose would be someone older, further along in their faith journey, and not an immediate family member (like a parent or someone living in the same household).

Mail forms to: Royal Servants, 5401 W Broadway Ave, Minneapolis, MN 55428

Updated 2/28/23

IMPORTANT DATES

- ☐ HEALTH FORM: Due within 2 weeks of receiving Prep Packet. Mail in the original form.
- ☐ BACKGROUND CHECK FORM: Due within 2 weeks of receiving Prep Packet (only if 18 or older).
- ☐ MENTOR SIGN-UP: Due within 2 weeks of receiving Prep Packet.

FEBRUARY

- ☐ APPLY FOR PASSPORT: By February 15th. If you don't apply by this time, you may need to pay extra to have it expedited. Request a return date of May 1st.

MARCH

- ☐ PRESUMMER LETTER EMAILS/ROYAL SERVANTS UPDATES: Every Friday starting late March. Be sure to check your email and read through the information provided; mandatory for all participants and highly encouraged for parents of students.

MAY

- ☐ INTERNATIONAL AIRFARE COST DUE: May 1st (exact booking date for each trip will be announced in the PreSummer Letters in April). See "Financial Deadlines" in Preparation Packet booklets for more information.
- ☐ PASSPORT COPY: May 1st (or sooner if possible). Photocopy pages with participant's name, picture, and signature. Copies must be clear and able to read the passport number and signature. See example included. Mail in the paper copy; do not send electronically. If you don't have your passport by May 1st, don't worry, just contact us and we will help you with next steps.
- ☐ CHURCH SUPPORT DUE: May 15th (suggested).
- ☐ TERMS & CONDITIONS FORM: May 17th. Mail in the original form, not copies or scans.
- ☐ PHYSICIAN FORM: May 17th. Mail in the original form, not copies or scans.
- ☐ VACCINATION FORM: May 17th. Mail in the original form, not copies or scans.
- ☐ TRAVEL HEALTH INSURANCE FORM: May 17th (May 12th for Senior Staff). Mail in the original form.
- ☐ DOMESTIC TRAVEL PLANS: May 17th - Please also include a copy of domestic flight itinerary (if applicable).

JUNE

- ☐ SENIOR STAFF/TIMOTHY ARRIVAL: June 11th*
 - ☐ INTERN ARRIVAL: June 14th*
 - ☐ SUMMER STAFF ARRIVAL: June 18th*
 - ☐ STUDENT ARRIVAL: June 24th*
- *Arrival information is located in the Preparation Packet booklet and Mission Trip Schedule.*
- ☐ FINAL PAYMENT DUE: June 28th. See "Financial Deadlines" in Preparation Packet booklets for more information.
 - ☐ OVERSEAS MISSIONS TRIP FLIGHT DATE: July 2nd/3rd depending on trip.