

PROCESS OF A MISSION TRIP

1. APPLY

- a. Find your trip → [Mission Trip Application](#)
- b. Fill out the application

2. APPLICATION FEE (\$200) upon acceptance

- a. Once accepted to the trip, go to the Managed Missions Website, login and click through to your trip.
- b. You can find the AppFee Payment direct link under your “Tasks & Goals” in Managed Missions
- c. The AppFee is **not tax deductible** but goes towards the total trip cost listed.

3. PASSPORT

- a. Apply for or check expiration date on current passport
- b. Must be valid 6 months AFTER return date
- c. Upload a clear color copy or photo of your passport to Managed Missions

4. COTK CONSENT FORM

- a. Fill out and sign through E-signature COTK Mission Trip Consent form
- b. Link → [COTK Consent Form](#)

5. BEGIN FUNDRAISING

- a. Each team member will have a personal profile with their own URL as a direct link to their fundraising page
- b. All donations are tax deductible
- c. Donations can be made online through the link on your public profile **(preferred)**, with cash or check (all checks must be made payable to Church of the King, not you personally and not have your name anywhere on them, write the trip name in the memo section)

6. REACH FUNDRAISING DEADLINES

- a. Each trip will have financial fundraising deadlines in order to purchase tickets, hotels and ground transportation in proper timing and price

7. TEAM MEETINGS

- a. Team leaders will schedule team meetings to go over trip plans and details as well as assist with any fundraising needs
- b. Meetings will also serve as planning for anything that needs to be prepared or taught before trip departure

8. TRIP DEPARTURE