corban**asb**

Ministry Trip ***Guidelines***

**Trip Expectations:**

1. Every Corban sponsored ministry trip must coincide with the university’s mission “...*to make a difference in the world for Jesus Christ.”*
2. Each trip must also follow the guidelines and expectations set by Corban University, Student Life, and ASB.
3. Corban ASB-endorsed ministry trips are student-led, but **must include a Corban faculty member/employee or approved alumni on the team**;
	1. This person is meant to be a “go to” person who can make tough calls when needed. This person is to encourage, not control and to ask questions, not criticize.
	2. This person must be approved by the ASB Missions Coordinator and Nathan Geer.

**Trip Proposals:**

 I.Each proposed trip will be evaluated based on the following considerations:

*a.* Location:

 ***Spring Break Trips*** -no longer than 9 days and must be within North America *Teams may not leave until after classes on the Friday before Spring Break and must return to campus in time for classes the Monday following Spring Break.*

*b.* Affiliation/connection to Corban / Corban community

• Doctrinal statement of organization

 **•** Organization mission and practice aligns with Corban’s

*c.* The concentration/focus of the ministry trip

 **•** Focus of the ministry

 **•** Purpose and intended long-term impact?

**Trip Approval:**

1. Every trip must be approved by the ASB Missions Coordinator and Nathan Geer.
	1. The approval process begins when ***Trip Applications***are turned in to the ASB Missions Coordinator. Applications will be reviewed and approved by the ASB Missions Coordinator and Nathan Geer.
	2. **International Trips** must also review Corban University’s *Student Team Travel Policy* (STTP) and submit a Risk Assessment, Travel, & Safety Checklist (Appendix A of STTP) for approval by the Risk Assessment Team and University Provost.
	3. Approved trips are eligible to receive administrative support, publicity and funding assistance through ASB.
2. Once a trip application has been approved, team leaders will be notified by the ASB Missions Coordinator and may begin recruiting trip participants and preparing a fundraising plan.
	1. Each team must appoint a team treasurer.
	2. A ***Fundraising Request Form***must be completed and submitted through the Business Office before holding any fundraising activities.
	3. A ***CERF Form*** must be submitted prior to all fundraising activities held on campus.
3. Leaders meetings led by the *ASB Missions Coordinator* will occur at least three times during fall semester (Oct, Nov, & Dec) and three times during spring semester (Jan, Feb & Mar).

**Requirements for all *Trip Participants:***

1. Any student who wishes to take part in a ministry trip must complete and submit a ***Participant Application*** to the ASB Missions Coordinator .
2. Must support and uphold Corban University policies as outlined in the Student Handbook.
3. Must be able to attend and participate in team meetings and training.
4. Must be an active participant in the fundraising process and help with trip preparations.
5. Will travel together as a group and will not go off on individual sight-seeing excursions or personal business (unless approved in advance) for the duration of the trip.

**Requirements for all *Ministry Trip Leaders:***

1. Must be a sophomore or older
2. Must be in good academic standing *(including Reach requirements)*
3. Must complete a ***Participant Application*** and submit one ***Reference Form*** to Nathan Geer.
4. Must be certified in First Aid and CPR
5. Must comply with all expectations and fulfill all responsibilities outlined for trip leaders
6. Must participate in scheduled leaders meetings and maintain good communication with the ASB Missions Coordinator and ministry trip team members, including the staff/alumni trip advisor
7. Must prepare and lead team meetings

**Additional Information:**

1. Individual students who sign up with a mission organization for short-term mission trips are acting independently and are not eligible for assistance from ASB.
2. Student-led ministry trips are open to any current Corban student, faculty member, staff or alumni. Any person who is not directly connected to Corban must get special clearance from the ASB Missions Coordinator and Nathan Geer in order to go on the trip.

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