



## *Leader Information Package*

Dear Group Leader,

Thank you for your desire to partner with Every Day Ministries through its short-term missions program. We would love to have you and your group come and be a part of the wonderful things God is doing through Every Day Ministries in the DR.

### **The purpose of our short-term missions program:**

1. Firstly, we want to partner with you to share Jesus with all sorts of people through a variety of different types of ministry and serving opportunities. It is an awesome experience to be the hands and feet and voice of Jesus as you reach out to the people we minister to on a daily basis.
2. Secondly, it is our prayer that through partnering and serving with us it will be a life-changing experience for each member of your team that will impact their lives and the lives of those around them as they return home.

In the past, we have partnered with a wide variety of teams from all over North America. God has used these teams in powerful and supernatural ways to impact the lives of many people.

We work hard to provide a blessed mission experience for you and your team. We will provide the training, food, lodging, scheduling and staff. We take care of as many of the logistics that we possibly can so that your group can come, learn, serve, and receive in a powerful and effective manner.

We want your group to be a part of what God is doing in the DR. We hope that you will find the enclosed information helpful. This guide will help you complete all the necessary requirements for your Every Day Ministries trip. Please read over the following information carefully and complete all the requirements. Please note carefully the timeline for registration and deposit fees. If you have any further questions or comments please feel free to email our short-term team organizer at any time.

The harvest is plentiful, but the laborers are few, so join us for a week of ministry where God can use your team to impact the lives of many and also be a life-changing experience for your team.

In His Service,

EDM

[info@everydayministries.com](mailto:info@everydayministries.com)

## REGISTRATION PROCESS

### **Step one:** *Complete the Every Day Ministries group leader application online*

We will send an email to the address given on the application form verifying that we can host your team during the dates requested on your form, as well as further important information. **We host teams of a minimum of ten (10) people up to a maximum of twenty-four (24) people.**

### **Step two:** *Send non-refundable registration fee to confirm acceptance of your team*

#### **American short-term teams:**

Once we have verified the dates for your team, please confirm that you have received this acceptance with us by email, and deposit a **NON-REFUNDABLE** 250.00 USD registration fee through E-giving made available on our website.

#### **Canadian short term teams:**

Once we have verified the dates for your team, please confirm that you have received this acceptance with us by email, and send a **NON-REFUNDABLE** 250.00 USD registration fee by check to:

PAOC  
2450 Milltower Court  
Mississauga, Ontario, Canada  
L5N 5Z6

#### **Team dates are not guaranteed until the 250.00 USD deposit is received at head office.**

When EDM receives the 250.00 USD deposit, EDM will e-mail you confirming the team dates, as well as assigning a team ID number that needs to be included on any future correspondence, registration and deposit fees, and all required forms.

This will reserve the dates you requested until 90 days before your arrival, at which point your non-refundable per person deposit of 50.00 USD is required to continue holding your spot.

**PLEASE NOTE: If you apply for your team dates after the 90 day deadline and are accepted by the mission field directors, you will be required to submit both the NON-REFUNDABLE 250.00 USD registration fee and the non-refundable deposit fees of 50 USD per person all together.**

### **Step three:** *90 days before arrival, e-give individual deposits*

#### **American short term teams:**

Please e-give the non-refundable 50.00 USD deposit per person through our website e-giving page. This needs to be deposited in our head office 90 days before arrival.

#### **Canadian short term teams:**

Please send the non-refundable 50.00 USD deposit per person by check to:

PAOC  
2450 Milltower Court  
Mississauga, Ontario, Canada  
L5N 5Z6

This needs to be received 90 days before arrival.

Please email us a list of names of team members, and T-shirt sizes to [info@everydayministries.com](mailto:info@everydayministries.com), and **have group members ON-LINE submit their personal information and health forms**. We strongly encourage you to have pre-trip training meetings to prepare your team. Please print and make copies of our short-term mission team member information packet available ON-LINE for team members. You can find these packets by going to our Short Term Missions page on our website. There you will find a link for Information Packets which will lead you to the Team Members STM Info Package

**PLEASE NOTE:** All your team members forms are due at least 90 days before your arrival: Personal information, health, and waiver/liability forms. It is very important these forms are received at least 90 days before the team's arrival date. EDM reserves the right to refuse a team member on health issues, as well EDM will not accept a team member who has not filled out a waiver form or does not have some type of medical insurance. Please bring with you a copy of individual team member's medical insurance front and back

**PLEASE NOTE:** If the deposit fees (50 USD per person) are not received by the 90 day deadline, your group will lose its reserved dates. Those dates will then become available for other groups to apply. If your team is

still interested in these dates, you will have to re-apply for your desired dates with an additional **NONREFUNDABLE 250 USD** registration fee **PLUS** the deposit fee of 50 USD per person.

Don't forget to reserve your airline tickets. At this time, all Every Day Ministries short-term teams must arrive on Friday and depart on Friday, and may use the Santo Domingo International airport, or the Santiago International airport or Puerto Plata International airport (**the Punta Cana airport is NOT an option**). PLEASE NOTE: EDM requires that your arrival and departure times are during the day. All three airports are 2 hours away from Nagua, and night travel is not recommended over such a distance.

### **Step four:** *Balance due 30 days before your arrival*

#### **American short term teams:**

E-give the balance due of 375.00 USD per person, to be deposited 30 days before your arrival to the head office.

#### **Canadian short term teams:**

Please send the balance due of 375.00 per person to:

PAOC  
2450 Milltower Court  
Mississauga, Ontario, Canada  
L5N 5Z6

This needs to be received 30 days before arrival.

### **Step five:** *30 days before arrival, submit your group arrival/departure information by email.*

## **IMPORTANT INFORMATION**

### **Fee payment information**

- **NON-REFUNDABLE** Registration fee: (Due upon your group's acceptance) 250.00 USD
- **NON-REFUNDABLE** Deposit fee: (Due 90 days before arrival) 50.00 USD per person
- Program and Transportation Fee: (Due 30 days before arrival) 375.00 USD per person

**TOTAL: 425.00 USD per person**

PLEASE NOTE: For American teams, all funds need to be sent to our US office through the e-giving that is made available on our website. For Canadian teams, please send your funds in to the PAOC Head Office in Mississauga.

### **Trip Duration:**

The Short Term Mission trip duration is seven (7) days. On the rare occasion that Every Day Ministries approves an extension of your stay, additional costs will apply.

### **Cancellations and refunds:**

The group registration fee is **NON-REFUNDABLE** for canceling a team. If you cancel your team agreement with us after you have submitted the individual team member deposits, the deposits are non-refundable. This is necessary due to the inability of Every Day Ministries to arrange a substitute/replacement group on such short notice. All cancellations shall be in writing, either Postal service or email. The date it is received shall be considered the date of cancellation.

The deposit fee for individual team members is **NON-REFUNDABLE**, but is transferable to another individual who may take their place. There are also two occasions when we will refund the deposit fee:

1. When we received deposits for a trip that Every Day Ministries canceled.
2. If Every Day Ministries is not able to accept you for reasons such as medical conditions, etc.

### **Some Questions about Registration and Fees:**

1. *What are the **NON-REFUNDABLE** registration (250 USD) fee and the deposit fees (50 USD per person) for?*

The **NON-REFUNDABLE** registration fee holds your requested team dates until 90 days before your arrival, at which time the deposit is due. The deposit fee locks in your group's spot for the dates specified. We also use these deposit fees to make the necessary preparations that your group will need while you are with us.

## 2. *What do the fees cover?*

They cover food, housing, transportation, paying for rental equipment, printing costs, other supplies, and outreach supplies. We also provide the organization, planning, training, and translators, etc. It also helps to pay for vehicles (gas, rental, insurance, maintenance, etc)

## **HELPFUL HINTS FOR PLANNING YOUR TRIP**

1. Decide the purpose of your mission trip early in the planning process. We encourage you to ask the following questions:

- Why are we going?
- What type of work can we accomplish?
- When is the best time for us to go?
- How much will it cost?

Knowing your group size, the cost of your trip, and what your team will be doing during its time in the mission field will benefit you greatly in planning and preparing your team.

2. Recruit experienced Christian leaders first. It is important to choose one or two qualified leaders first before choosing the rest of your team members.
3. Recruit someone with medical training to serve as a team member. This person could be responsible to put together your required team first aid kit, as well as be responsible for all the team health forms, as well as responsible to check on all required vaccinations and needed medications for the trip and other appropriate health precautions. The missionaries would work closely with this person to plan and prepare for any possible emergencies during the time you are with us.
4. Develop a thorough application process for prospective team members.
5. Select the team, and begin classes to prepare your team for service.
6. Appoint a member of your team to be responsible for all required documentation you team members may or do need, such as:
  - Power of Attorney for minors
  - emergency information/card for each team member
  - travel/health insurance for each team member
  - updated immunizations
  - valid passports and copies
  - application forms
  - health forms
  - plane tickets
  - permission slip for minor to fly without one or both parents
  - emergency contact for team
7. Don't forget to purchase your plane tickets. As well, please contact us for a list of possible donations your team could bring in for Every Day Ministries.
8. We do encourage you to plan a team committal service in your home church just before you leave, and plan to do a missions service with the team in your home church when they return.

Again, feel free to contact us with any questions or comments about your partnership with us by email.

God bless you, The EDM team