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**SHORT-TERM MISSION TEAM REGISTRATION**

**INTRODUCTION**

Thank you for answering God’s call to lead a short-term mission (STM) trip. Be prepared for God to work in, on and through you and the team as you go on this journey.

This Short-Term Mission Team Registration process has three parts:

**1.**  **Team Information (this form): Please send the completed form as soon as the team is complete. (We cannot accept a form within 30 days of your departure from the US)**

Please email this completed form as soon as a team is complete to volunteers@internationalministries.org or the STM office representative who sent it to you. Alternatively, you may fax or mail the completed form using the contact information listed below. All subsequent forms sent from our office will need to be returned as soon as possible. We cannot accept forms within 30 days of your departure date from the US.

Scope: Important information for insurance, emergency, and follow-up purposes.

# Covenant and Legal Information (emailed to each team member upon receipt of team info form)

**Covenant:** Important guidelines to follow as you represent International Ministries and the US church in another culture.  **Legal Information:** Ensures that each team member has an understanding of the health factors, liability, security considerations, and insurance background of any international trip related to International Ministries missionaries or partners.

Scope: Important information regarding risks and responsibilities associated with serving globally. The Covenant and Legal form needs to be returned to the office as soon as possible. We cannot accept forms within 30 days of your departure date.

**3.**  **Register with US State Department:**

**This step is not part of the forms, but we strongly encourage you to register with the State Department at https://step.state.gov/step/.**We know from experience that this short process will be immensely useful in the event of natural disaster, political disruptions, or even if you lose your passport while abroad.

Once we receive the completed and signed forms, we will:

1. Add your team to the International Ministries Prayer Network.
2. Provide complimentary travel insurance that includes a limit of $100,000 for medical evacuation, $25,000 for accidental death/dismemberment, and $2,500 for specific in-country medical expenses.
3. We will be glad to provide pre-trip orientation sessions to your team, so that the cross-cultural engagements are spirit led.
4. AIG insurance only covers volunteers from age 9 and above.
5. **Please Note: AIG insurance does not provide complimentary medical evacuation, nor repatriation insurance to short-term volunteers traveling to Afghanistan, Russia-North Caucasus, Iran, Iraq, Israel (West Bank and Gaza), Libya, Pakistan, Somalia**, **Yemen.**

**TEAM INFORMATION**

Thank you for registering with us! We are delighted to be in partnership with you as you and your group answers the call to GO. God bless as you serve in Jesus’ name. Please feel free to contact the office and submit your completed form with the information below.

**Mailing:**

International Ministries

Attn: Short-Term Mission (Confidential)

1003 W 9th Ave, Ste A

King of Prussia, PA 19406-1210

The Short-Term Mission Team (STM)

Sandra Dorsainvil, Herb Rogers, James Williams

Email: volunteers@internationalministries.org

Phone: 610-768-2168

Fax: 610-768-2115

*Lines will expand as you type. To change already filled-in answers, click on the box for a drop-down selection menu.*

**Trip Details:**

**Destination(s) (Country and Town):** Click or tap here to enter text.

**Have you been here before?** Yes **If so, when?** Click or tap here to enter text.

**Total number of participants:** Click or tap here to enter text.

**Departure Date:** Click or tap to enter a date.

**Return Date:** Click or tap to enter a date.

**Missionary(ies) and partner(s) you are working with?** Click or tap here to enter text.

**What will you be doing? (Please be specific)** Click or tap here to enter text.

**Sending Church/Organization Information:**

**Church or Organization Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**City:** Click or tap here to enter text.

**State:** Click or tap here to enter text.

**Zip:** Click or tap here to enter text.

**ABC Region (if applicable):** Click or tap here to enter text.

**Leader/Senior Pastor:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Website:** Click or tap here to enter text.

**Team Leader Information:**

**Name:** Click or tap here to enter text.

**Day Telephone:** Click or tap here to enter text.

**Evening Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Team Social Media Address:** Click or tap here to enter text.

**Can we repost your updates on the IM website?** Choose an item.

**Emergency Local Contact Person (while team is out of the country):**

**Name:** Click or tap here to enter text.

**Day Telephone:** Click or tap here to enter text.

**Evening Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Group Member Information:**

Please fill out a section for each team member, including team leader. Let us know if you need more pages!

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