

Mission Leader – Booking Guide

Getting Started:

- Get approval from administration if coming from a church, university or high school.
- Review available dates and locations - <http://www.mustardseed.com/calendar>
- Decide how you will advertise your trip - create materials & send them out.
- Begin researching flight costs to your mission location.
- Schedule your first information meeting (see notes on the following page).

Important Talking Points:

- Go to our website and learn all you can about the homes and children.
- MSC has an established mission program that sent nearly 1000 mission volunteers in 2012.
- MSC is a non-profit organization and all contributions are tax deductible under Internal Revenue Code Section 501(c)(3).
- Our first priority is the safety of our mission volunteers. All MSC homes are enclosed within guarded gates and groups are accompanied by an in-country mission representative.
- MSC provides emergency travel assistance, accident and sickness insurance and evacuation/repatriation coverage for no additional cost.

Reserving Your Mission Trip:

- Go to www.mustardseed.com
- Go to the Mission Trips tab
- Go to Calendar – Book Your Mission Trip - www.mustardseed.com/calendar
- Click “Reserve” & fill out the booking form. A \$500 deposit is required.
 - o These funds will go towards your trip and are tax deductible.
- Want to reserve the date using a check? Call us at (508) 242-9622.

Marketing Your Mission Trip:

- MSC offers a comprehensive online registration and fundraising system.
- Once you book your trip, you will receive information on how to form your team online and customize your team fundraising page.
- On both your team and personal fundraising pages, you can upload your own photos and share your MSC story to tell prospective donors about your upcoming mission trip.
- Share this page with family/friends/community members to spread the word.

Tips for Group Flights:

- Sign up for trip alerts that send emails when ticket prices fall (tripadvisor.com, kayak.com).
- Call airlines directly and inquire about group sales and payment options.
- Consider using a non-profit travel agency.
- Remember that you may have up to 25 mission volunteers so every dollar counts!
- Check baggage requirements & fees for specific airlines and consider what (if any) donated items you will be bringing. Airlines may offer to waive baggage fees for donated items.

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Your First Information Meeting:

- Clearly state trip dates, country information, expectations of mission volunteers and costs.
 - o Each volunteer is asked to raise a minimum of \$950 excluding airfare. Some groups choose to fundraise together for airline ticket costs; others decide that each mission volunteer will pay for their own flight. As a trip leader, this is your call. For transportation purposes, we require mission groups to travel together on one flight.
- Take sign-ups of those interested; collect \$100 deposits from those committed.
 - o Deposits and all funds collected are non-refundable. If a mission volunteer cannot participate, their donations will be added to the group funds.
- Discuss traveler's health information & passport requirements.
 - o Visit www.cdc.gov for a list of immunizations that are highly recommended, though not required by MSC. These sometimes require a series of shots and they can be expensive so please do this early in your planning. All countries require a valid passport so ask your team to check their expiration date and apply for a new passport if necessary. The application process can take several weeks or months.
- Give everyone an idea of what the trip will be like.
 - o Mission trips include a combination of playing with the children and helping to care for them. You will also complete work projects involving physical labor, such as painting or light construction. This is all done in the community along with the MSC staff and children. Find more at http://www.mustardseed.com/site/PageServer?pagename=mission_faq