



# Hartland College

A Division of Hartland Institute of Health and Education

## *Mission Trip Agreement*

Hartland College encourages students to be active in soul-winning both at home and abroad. Many times while studying at Hartland, students have opportunities to go on short-term and long-term mission trips. Provided they do not conflict with other commitments, Hartland is glad for these opportunities to be a part of the educational experience gained while studying here. The following checklist is to be completed before submitting this *Mission Trip Agreement* form to the appropriate committee (please check off each box in agreement).

- Location of mission trip: \_\_\_\_\_
- Mission trips are only to take place during the breaks. Dates of mission trip (if these dates change, this application must be resubmitted to the committee): \_\_\_\_\_
- Please attach a summary of the purpose, activities and location of the mission trip. Please include the contact information (address, phone number, email, etc.) of the local, on-site coordinator for the mission trip.
- Please attach a letter of invitation from the local church, conference or ministry where the mission trip will be held.
- Please attach the long-term, follow-up strategy of the mission trip. How do you plan to follow-up and continue helping and supporting the work of that particular mission field?
- If the mission trip is a mixed group, who will be your sponsor? \_\_\_\_\_
- Who is the person leading out in organizing the mission trip? \_\_\_\_\_
- You are not on either citizenship or academic probation. If you are placed on any type of probation, your involvement in the mission trip is immediately canceled. (Even if the tickets are already purchased.)
- If you are a regular, full-time student and do not have commitments during the break to work on campus, you do not need approval from your work supervisor. If you are a MTF student, Part-time student, 50% Scholarship student or Work-study student, you have spoken with your work supervisor(s) and they agree to your being absent from your work commitments during this time. Signature of work supervisor(s): \_\_\_\_\_
- Mission trips reduce the work-credit that you receive for your studies. If your bill is too high, your mission trip request will be rejected. What is your current student bill? \_\_\_\_\_  
Financial Advisor's Signature: \_\_\_\_\_
- All fundraising, including the expenses for the sponsor, is the responsibility of the mission trip participants.
- Approved student mission trips are authorized to set up an account with the business office to receive donations and will be categorized as an "affiliate ministry." All affiliate ministries are charged an administrative fee of 10% on all incoming donations.

Through the grace of God, I agree to fulfill these obligations. While on the mission trip, I understand that I am a representative of Hartland College and will seek to reflect the character of Jesus.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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