

NU MISSIONS TEAM MEMBER APPLICATION

SUMMER 2023

Questions?

Contact Kelsey Landis
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General Information

Applications due by 5:00 PM, December 2, 2022
Send all Applications to kelsey.landis@northwestu.edu

NU Missions Class

During the spring semester, all NU Missions participants who have not attended a previous NU Missions trip are required to complete the coursework for the 2 credit NU Missions class. This class provides trip members with all the information they need for domestic travel, trip forms, travel documents, team building, ministry preparation, and cultural readiness.

Trip Fee & Fundraising

The cost of the NU Missions class, along with the cost of your trip, will be applied to your student account as the class tuition. This amount may be covered by financial aid, scholarships, fundraising, or direct payments to your student account throughout the semester. If the NU Missions Class is the only remaining balance on your account, you may keep the cost of your trip on your account until the end of the semester, at which point you **must** pay off your account, or late fees/a hold on your account will occur. Late fees will be applied to your account throughout the semester, but you if you pay your trip fees off by the end of the semester, the fees will be removed.

Missions Calendar

December	Trip recruitment ends on December 2, when applications are due. All active trips with a minimum of 6 members are registered for the NUMissions Class for the spring semester.
January	Finalize All Active Trips. All trips who do not have the minimum of 6 members will be placed on atentative status and can continue to recruit team members to reach the 6-member minimum up until the Add/Drop date in January. After the Add/Drop date, no more trips can be added to NU MissionsClass or be sent through the NU Missions program.
February	NU Missions Kick-off Day for All Team Leaders and Team Members. Team Meetings and Trip Planning Begins!
March-April	Trip Planning Continues. Team meetings, travel logistics secured, flights, ministry prep, etc.
April	NU Missions Send-Off Day for All Team Leaders and Team Members.
May-July	Send Teams.

Team Member Application

Full Legal Name

First, Middle, Last *Date of Birth (MM/DD/YY)* *Age*

Student ID# _____ T-Shirt Size _____ Trip Location: _____

Personal Contact Information

Permanent Address _____

Street *City, ST ZIP*

Cell Phone _____ Primary Email _____

Citizenship Status

Are you a legal citizen of the United States? Yes No

If you are not a U.S. citizen, what is your country of citizenship? _____

If you are not a U.S. citizen, what is the status of your visa or green card? _____

If you are not a U.S. citizen, do you have a valid, unexpired passport from your country of origin?
 Yes No

Background Check

The following information is required to run a background check and to verify your identity. It will remain secure.

Driver's License # _____ State of Issue _____

Other Names Used. _____

Yes No I give consent to NU Missions to run a background check. I understand that if I choose not to give my consent that I may not be able to participate in the NU Missions program.

Emergency Contact Information (please provide two separate contacts)

1. Name _____ Relationship _____

Phone _____ Email _____

2. Name _____ Relationship _____

Phone _____ Email _____

Release of Information

Yes No I give consent to NU Missions to send important information regarding my participation in the NU Missions program to my parent/guardian listed below:

Name _____ Relationship _____

Phone _____ Email _____

Yes No I give consent to NU Missions to send travel and emergency information regarding my trip to the emergency contacts listed above.

Yes No I give consent to NU Missions to use the information provided in this application and collected during the course to register with the host missions organization, secure travel insurance, airline tickets, lodging, meals, and transportation and to plan ministry activities on my behalf.

Yes No I give consent to NU Missions to run a background check on me. I understand that if I choose not to give my consent, that I may not be able to participate in the NU Missions program.

Academic Information

Freshman Sophomore Junior Senior

Major _____ Current GPA _____ Number of Spring Credits _____

If taking the NU Missions course puts you over 18 credits, you *can* take the NU Missions course for zero (0) credits.

If you are taking 17/18 credits in the spring, do you want to take the NU Missions course for zero (0) credits?

Yes No

In the past year, have you failed Spiritual Life Credit: Yes No

Are you on academic probation? Yes No Do you have a financial hold? Yes No

Spiritual Life

It is NU Mission's desire to support you on your spiritual journey. Please describe your spiritual walk with Christ. *This question does not qualify or disqualify applicants from participating in a trip.*

Ministry & Leadership Involvement

Describe any past and current involvement in leadership & ministry, both on-campus and off-campus:

Describe your heart for missions and why you want to go on an NU Missions trip:

Give one fundraising idea that you have seen work well:

Missions Experience

Have you been on a domestic or international mission trip before? Yes No

If yes, describe where you went, what you did, for how long, and what you experienced/learned:

Personal Evaluation

List your top three (3) areas of strength:

List your top three (3) areas of growth:

List any skills or talents you have that could be utilized on a missions trip:

If you know your types/strengths, please list them below:

Enneagram: _____ Myers-Briggs _____

Strengths Finder:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Statement of Commitment

Please initial each statement to show your commitment:

- I understand that I am enrolled as a student and will abide by the lifestyle standards of Northwest University as outlined in the Northwest University Community Handbook.
- I understand that this trip does not replace required trips within my major.
- I will complete the NU Missions Class coursework.
- I will not procrastinate with necessary team paperwork.
- I will attend all team meetings as communicated by my team leaders.
- I will not be late to meetings.
- I will be responsible for helping my team fundraise.
- I will not be irresponsible with team funds.
- I will participate in recommended and required events with my team throughout the year.
- I will not start or engage in a romantic relationship on this missions trip.
- I will not make promises I cannot keep to those whom I serve.
- I will not participate in extreme sports/activities during the trip, risking my safety and my witness.
- I will not use alcohol or other life-altering substance before or during this trip.
- I will not be disrespectful to the missionary host nor towards my team members.

Statement of Integrity

The information provided on this application is 100% accurate to the best of my knowledge. I understand that if I do not satisfactorily comply with the statement above, and NU Missions has attempted to resolve the matter with me, it may result in withdrawal from or failure of the course.

NU Missions Class Policy

All students participating in a NU Missions trip are required to complete the coursework for the NU Missions class during the spring semester. The only exception is if a student has taken this class before (see policy below). This class trains students and prepares them in all aspects of their short-term missions experience such as cross-cultural sensitivity, team dynamics, spiritual readiness, ministry preparation and evangelism, travel logistics, and fundraising.

2 Credit Pass/Fail Grade

The NU Missions Class is a 2-credit pass/fail course. All students participating in an NU mission trip are required to take the class for credit. The only exception is if this class puts the student over 18 credits. See policy below.

Registration Process

The Campus Ministries office will register all team members for the NU Missions Class in January.

Course Fee

The course fee is \$200, plus the costs associated with your chosen trip. The total tuition for the course and trip will be applied to your student account when the Campus Ministries office registers each team member in January.

Billing

When the Campus Ministries office registers you for the NU Missions Class, your student account will be charged the full cost of the trip, because your trip cost is the course fee. Any payments that you make towards your trip, paid for by yourself or by your parents (or those that claim you as a dependent on their tax returns), should be applied through the cashier or through the Eagle online payment system.

Costs Included in Course Fee (exact trip amounts are advertised with each trip)

Course Fee	\$200
Airfare (if applicable)	Round trip
Airport Tax/Fees (if applicable)	Varies
Food While Flying (if applicable)	\$40
Meals on the ground	Varies
Housing on the ground	Varies
Transportation on the ground	Varies
Special Outing (if applicable)	Varies
Project Funds (if applicable)	(if applicable)
Emergency Reserve	\$50

If This Course Puts You Over 18 Credits

Students with over 18 credits who decide to take the class for academic credit will be charged Northwest University's fixed cost for credits exceeding 18 credits. Students with under 12 credits who decide to take the class for academic credit will also be charged Northwest University's set fee for part-time credits. If the NU Missions class puts the student over 18 credits, she or he may choose to take the class for no credit. The cost of the trip/course fee will still be applied to the student's account as stated above. Participants are required to complete the coursework, attend team meetings, and complete tasks pertaining to their travel and ministry preparation. Some academic assignments will not be required. If the student does not satisfactorily complete the required coursework, attend team meetings, or complete tasks pertinent to their travel and ministry preparation, it may result in withdrawal from the program.

Previously Taken the Course

If a student has previously taken the NU Missions class, she or he does not need to complete the coursework again. However, she or he will be enrolled in the course for zero credits, in order to apply the cost of the trip to the student's account. She or he will also attend class meetings and cover some class material in team meetings.

Mission Trip Contributions

Payments

All payments are processed through the Cashier, whether they are direct payments by the student or her/his parents, check or cash donations, or on-line donations. It is the responsibility of the student to ensure that payments are made out to Northwest University and sent to the Cashier with their name/trip in the memo line.

Raised Excess of Donor Funds

If the student raises donor funds that are designated to her/him personally (not the team) exceeding the cost of their trip, they can choose the following options:

- Funds can be credited to any outstanding bill on the student's account.
- Funds can be rolled over to the general missions fund.
- Funds can be saved for a trip for the following year.
- Funds can be credited to another student's trip.

Associated Costs

Costs Not Included in Course Fee (Trip)

Expenses such as passport/driver's license application/renewal fees, immunizations, medications, clothing, personal items, transportation to/from airport, optional ministry supplies obtained before departure, souvenirs, snacks, and specialty foods bought on the trip are the responsibility of the individual.

Special Travel & Airfare Requests

As a rule, trip travel will be arranged from Seattle to the ministry location and back to Seattle. In the case of airfare, airfare is cheaper if the group departs from the same airport. If a student must return home to another state before their trip occurs, the student should be prepared to purchase round trip airfare from their home state to Seattle to be able to depart with the team. If NU Missions deems that it is more cost effective or circumstantially more reasonable based upon our travel agent's advice to arrange for the student to depart from their home state to the ministry location, NU Missions will make those arrangements. This will be determined on a case-by-case basis and discussed with the student. In the event that the cost to make such arrangements is higher than what is budget for the trip, the student will be responsible for paying the difference. NU Missions will not arrange or manage special add-on travel requests for extended stays or another trip that may occur before or after the NU Missions trip.

Reimbursement Policy

Withdrawal from the Class

Per Northwest University's policy, paid tuition is non-refundable after the add/drop date. If the student withdraws before the add/drop date, the reimbursement policy as set by the register's office applies. If a student withdraws from the class after the add/drop date, they are also withdrawing from the trip, which may result in a fail for the NU Missions class. The course fee/trip cost cannot be reimbursed. Any unused funds may be rolled over to a future trip.

If the withdrawal is due to a hardship, the student may follow the normal protocol for requesting a refund by submitting a petition outlining the circumstances and reason for the request to the Provost's office for review and consideration.

Withdrawal from the Trip

If a student is able to complete the coursework but is no longer able to attend the trip, they will not be able to satisfactorily fulfill the course requirements, which may result in a fail for the course.

Trip Cancellation

In the event a trip is cancelled due to unforeseen circumstances beyond the control of the University or by the trip hosts, such as a natural disaster, political unrest, safety issues, inclement weather, unexpectedly increased trip costs, etc., any trip funds that have not been paid out will be equally disbursed among trip participants' student accounts.

Misconduct

Failure to comply with the lifestyle standards of Northwest University during the duration of the course will result in withdrawal from the course and the withdrawal policy stated above applies. Should misconduct happen on the field, students will be sent home at their own expense. Both cases will result in failing the NU Missions course.

Statement of Responsibility & Signature

- Yes No I have read the above trip application, statement of commitment, class requirements, and financial policies, and fully understand my obligations for the NU Missions class and trip.
- Yes No I have shared this information with my parent/guardian.
- Yes No I have a financial plan for paying for this NU Missions Global Experience in full by the end of the spring semester. I understand that I will have an opportunity to fundraise for my trip. ***If you need help making a financial plan, please make an appointment with Student Financial Services.***

Signature _____ Date _____

Resident Assistant/Staff/Faculty Member Reference

Visit northwestudevo.com/short-term-missions and download the Resident Assistant/Staff/Faculty Member Reference Form. Email the form to your RA or a staff or faculty member who knows you well. The RA/staff/faculty member must email the completed reference by the application deadline to Kelsey Landis (kelsey.landis@northwestu.edu).

A team of NU staff members who participate in various aspects of student care will be meeting to discuss and approve you for leadership prior to your Campus Ministries interview. Please note, this process is simply to ensure that all members of NU Missions trips are physically, spiritually, and mentally prepared for this endeavor, and to discern any red flags. It is not intended to cast judgement upon or discourage anyone in her or his personal journey.

Who will be filling out your RA/Staff/Faculty Member Reference?

Full Name _____ Email _____

Assumption of Risk & Waiver of Liability

I, (full name) _____ in consideration of my acceptance as a short-term volunteer with Northwest University, Kirkland WA U.S.A. represent and agree that:

1. **No Warranty of Program; My Responsibilities:** For my benefit, the Campus Ministries at Northwest University has developed a missions trip experience. My involvement in the program is voluntary.
2. **Assumption of Risk:** I am aware of the hazards and risks to my person and property associated with serving in a missions capacity, such hazards and risks including, but not being limited to, injury, increased stress, accident, disease, inadequate medical services and supplies, death, criminal acts—including terrorism—natural disasters, government action, and relocation due to any of the above. I accept my assignment with full awareness of these risks, and I voluntarily assume all risks of death, injury, illness, and damage to myself, or any member of my family associated with such risks and any damage to my personal property. I further recognize that such risks have always been associated with missionary service (2 Corinthians 11:23-28).
3. **Medical Release:** I attest and certify that I have no medical conditions that would prevent me from performing my duties pertaining to this mission's trip.
4. **Insurance Agreement; Release of Claims:** I waive and release any and all claims for damages which I or my heirs or successors may have against Assemblies of God World Missions, The General Council of the Assemblies of God, District Council of the Assemblies of God, Northwest University, Kirkland WA and any other organization sponsoring the trip, or any officers, directors, employees or agents of any of such organizations, arising from my death, injury, or illness, or any property damage or loss occurring during the term of my assignment or as a result of my assignment.
5. **Indemnification; Hold Harmless; Release of Claims:** I release and agree to indemnify and hold harmless Assemblies of God World Missions, The General Council of the Assemblies of God, District Council of the Assemblies of God, Northwest University and any other organization sponsoring the trip or any of its officers, directors, employees or agents, from all claims and liabilities of any kind, whether known or unknown, including, but not limited to, claims based on the negligence of NU (whether individually or collectively), related to or arising from my participation in or travel to or from the study program.
6. **Minor Children:** In the event I have minor children who will accompany me on my assignment, I, acting both on my own behalf and on their behalf as their parent and legal guardian and subject to the insurance coverage described in the GTL insurance brochure, do hereby assume all risks of death, illness, or injury that they may suffer as a result of said assignment, from those causes described above.
7. **Waiver of Defense:** I expressly waive any defense to the enforcement of any provisions of this commitment arising from a claim of lack of consideration and warrant that this commitment constitutes a legal, valid, and binding obligation upon me enforceable against me in accordance with its terms.
8. **Lifestyle Standards:** I agree to abide by the Northwest University's Community Handbook Lifestyle Standards before and during the NU Missions trip.
9. **Binding Nature; Review of Agreement:** I expressly agree that this assumption of risk and indemnity agreement is intended to be as broad and inclusive as permitted by law. This agreement release is binding on me and my personal representative and heirs. I have carefully read this document. I understand what it says, agree to all its terms and voluntarily sign this release as my own free act.

Medical Release Authorization

Full Name (First, Middle, Last) _____

The Health Insurance Portability and Accountability Act, also known as HIPAA, was created in 1996 by the US Congress to protect the privacy of your health information. The act prohibits your health care providers from releasing your health care information unless you have provided your health care provider with a HIPAA release form. Unless you have provided a signed release form, your health care providers are prohibited from discussing any aspect of your medical information with anyone who is not directly involved in your care.

Medical Information

Personal Insurance Company: _____

Group # _____ ID# _____ Blood Type _____

Allergies _____

Chronic Health Problems _____

Prescription Medications & Doses

Release of Medical Information

I, (full name) _____ authorize the release of my personal health information to those persons listed below including the diagnosis, treatment, records, examination rendered to me, claims payment, and healthcare services provided or to be provided to me and which identifies my name, address, social security number, and member ID number for the purpose of helping me resolve claims and health benefit coverage issues. I understand that any personal health information or other information released to the persons listed below may no longer be protected by applicable federal and state privacy laws.

Check all individuals to whom you agree to release this information, and provide their names:

Parent(s)/Guardian(s): _____

Relative: _____ Relationship _____

Spouse: _____ Children: _____

Others (with relationship) _____

The Release of information as specified above will remain in effect until:

Information is not to be released This date _____ Terminated by me in writing

Release of Medical Information

____ (Initial) In case of emergency, I hereby authorize receiving necessary medical treatment by proper medical personnel in the ministry location that I am visiting.

Signature

Signed: _____ Date _____

Witness: _____ Date _____