

Policies

Please review these policies if you are considering being a team member. Our goal is to make your mission trip an exciting, life changing event.

AGE LIMITS FOR TEAM MEMBERS

Not all young people are qualified to be part of our teams because some have not reached an age where they can display a life of maturity, attention to completing a task, and adding to the overall unity of the team. Please understand that we consider all team members as equal (regardless of age) and therefore under the authority of the Team Leader. Parents have to be able to answer the question if their son or daughter is ready to work hard during a 40 hour week and not become a liability for the team.

We understand that young teens are not skilled workers. But can they work hard at cleaning the job site, collecting firewood, doing kitchen preparation and cleanup, or whatever else is asked of them? Will they be able to attend their team's meetings in preparation for the team's assignment? Will they be able to sit quietly (and/or participate) during our Bible study times each day? Does the parent understand that the team leader has the right to give tasks and/or reprimand the child if those tasks are not completed? If a parent can say "yes" to these questions, the young person is welcome to apply for being part of the team.

BAGGAGE

Please look at the airline website before you leave for specific baggage rules. Psalm 72 will cover the cost of one piece of checked baggage that is less than 50 pounds. Please check the weight of your piece before you leave; you will be responsible to pay for overweight or extra bags. For example, United Airlines

charges \$100 for bags that are 51 to 70 pounds and \$200 for bags that weigh between 71 to 100 pounds.

Psalm 72 will only pay for a second piece of luggage if it is directly related to a need for the work that the team is doing (example: special tools). If you have a special need you can talk to Christian Searer about it. Team leaders or in some cases an assigned team member should pay for all the team's bags on their credit card during check in at the airport. Please keep all receipts (see section below about submitting expenses).

CANCELLATIONS

People give financial support for you as unto the Lord. In other words, all money given on your behalf is not your own. Please note that once airline tickets are purchased, they are non-transferable. Therefore, if you choose to cancel your trip, you must purchase your airline ticket from Psalm 72 or use it on a future trip with Psalm 72 within one year. If you use it on a future trip, you will receive credit for the amount Psalm 72 paid for your ticket, minus the cancellation fee determined by the airline. Remaining mission trip contributions, less team expenses, are also transferable for one year from the date of the trip unless cancellation occurs less than 30 days before departure, except for extreme emergencies. Fear of flying and/or leaving home is not a valid reason for cancellation.

CLOTHING AND SUPPLIES

You are responsible to pay for anything (clothing, rainwear, boots, supplies, etc.) that you will end up keeping after the trip is over.

DRESS CODE

Most of the villages where Psalm 72 teams serve have a more conservative approach to clothing than we are used to. As guests, we choose to respect our hosts by honoring their request that our teams wear modest and culturally appropriate clothing. Women are expected to wear tops that fully-cover the chest and stomach. Modest and conservative shorts are okay for both men and women.

DRUG & DRINKING POLICY

Psalm 72 does not allow drinking alcoholic beverages or the use of illegal drugs at any time. Team members who violate this policy are subject to being sent home immediately at their own expense.

FOOD

In general Psalm 72 will cover the cost of 3 basic meals per day once you are dropped off at the airport. The team leader or one assigned team member should use their credit card to pay for meals during the travel time. You are responsible to pay for snacks outside of regular meal times. Psalm 72 will make arrangements with your hosts for meals while in Japan.

Generally, depending on your assignment, during a seven to ten day assignment we will arrange for no more than 3 meals in restaurants. We ask that restaurant costs be held below \$17 per person for breakfast, \$17 for lunch and \$20 for dinner with tip included in that amount; anything over that is your expense. In order to be a good witness, we ask that a tip of at least 20% of the bill be given.

INSURANCE

Each Psalm 72 team member is personally responsible to provide their own respective insurance coverage of any and all types, including but not limited to: medical, hospitalization, life, disability, death, lost baggage, lost or stolen personal property, and any and all other insurance which a team member may need or

desire. We require that you state on your application the name of your medical insurance provider.

Further, Psalm 72 requires an affirmation on the application that your medical insurance provider will extend coverage in Japan and that they will cover emergency transportation such as air rescue. If you find that you do not have adequate coverage, we require that you personally purchase medical insurance at a cost of a few dollars a day through an agency such as www.insurancefortrips.com (1-800-647-4589).

PERSONAL TRIPS TO THE AIRPORT

Some team members choose to take personal vacations before or after their work time in Japan. Psalm 72 is responsible for food and travel while the team is together. If you leave your team and assignment you are responsible for your own food and travel expenses. Psalm 72 will work with you on scheduling your airline ticket but will not pay for your transportation to or from the airports while you are on your own.

We do arrange and pay for transportation to the airport according to what is regularly scheduled for the team but not for those who take personal trips. If the airline ticket cost increases because of the extra days for a personal trip, you will be expected to reimburse Psalm 72 for the extra cost.

PSALM 72 JAPAN EXPENSE POLICY

We want to be good stewards of the donations that come into the ministry (Matthew 25:14-30). We need to constantly ask the Lord for His wisdom to be faithful with His finances. We want to try to be fair to everyone as to what is and what is not reimbursed. The time in Japan should be viewed primarily as a mission assignment given by the Lord not a vacation. You are going there supported by the hard earned money of faithful Christians that believe you will make a difference in Japan; therefore, care should be given in spending money.

REFUNDS

Psalm 72 is a tax-exempt nonprofit organization. To receive a tax deduction, the Internal Revenue Service (IRS) stipulates that the donor must release control of all funds donated to a non-profit organization. For this reason, contributions from sponsors cannot be refunded. Contributions are pooled into a team budget and are not available for future teams. All funds remain under the full control and authority of Psalm 72.

RIGHTS/LIABILITY RELEASE & RISK ACKNOWLEDGEMENT

All Psalm 72 team members, leaders, and staff serve at their own risk, and Psalm 72 is not liable in the event of sickness, accident, animal attack, terrorist act, natural disaster, or anything resulting in personal injury or death. Each team member will be asked to: waive his/her right to file a lawsuit in exchange for Biblically-based mediation; release all leaders and organizations from liability; acknowledge and accept hazards, risks, and other dangers associated with this mission trip; acknowledge and accept responsibility for all insurance needs; authorize Psalm 72 leaders to make essential medical / emergency / hospitalization decisions if necessary and accept full responsibility for all such expenses; agree to abide by all policies, guidelines, and rules; and agree to submit to all leaders and those in authority. (The complete text for this entire release is contained in the Psalm 72 Team Registration Packet.)

SIGHTSEEING TRIPS

In general Psalm 72 does not pay tourist related expenses. We believe we should not spend money given by supporters to do missionary work on things related to tourism. We will cover the fuel cost to take the team to a tourist location. If a host wants to bless a team with a free tourist activity on your day off that is their gift to

the team. Psalm 72 does not pay for any tourist related fees – including cruises, tours, and hunting or fishing licenses.

SPECIAL MINISTRY TRIPS

Sometimes a question might arise about reimbursement for personal travel to places where Psalm 72 has worked in the past or might work in the future. If you are to be reimbursed for these trips you need to clear it with Christian Searer. These special trips will include ministry related meetings which Christian will help schedule and plan with your host.

SUBMITTING EXPENSES

Generally team leaders or in some cases an assigned team member will handle paying for expenses on a credit card. In order to minimize paperwork we prefer, if possible, to have one person to handle expenses. Please keep all receipts and submit them to Christian Searer for reimbursement at: Psalm 72, 3600 Ridgeway Road, Harrisburg, PA 17109.

UNMARRIED RELATIONSHIPS

In short, we want to send quality people on our missions trips. Our desire is for everyone that represents Psalm 72 to be above reproach, live a life of godliness (Ephesians 5:1-2) and not give the devil a foothold in tempting you to step into immorality. Therefore, people of the opposite sex are not permitted to sleep in the same room with one another if they are not legally married on any Psalm 72 assignment. We also ask that you show discretion in your relationships and make it your goal to add to the unity of your team by focusing on the needs of the team as a whole and not simply on another person.

USE OF CREDIT CARDS

If you want to use a personal credit card while in Japan you should call your credit card company to tell them about your trip. Some credit card companies block credit cards from being used far from a home address.

WHAT DOES THE TEAM FEE COVER?

Pre-trip mailings, team t-shirt, transportation, trip accommodations, on-field meals, construction materials, and administrative costs.