

FREQUENTLY ASKED QUESTIONS FOR 2ND YEAR MINISTRY TRIPS **[2017-18]**

How can I apply for a trip?

Go onto the trips site <https://trips.ibethel.org> and sign in, you should be able to see a list of all the active trips that are ready for applications.

How will I know if I am accepted/denied for a trip?

When you log onto your Trips profile, you will see notifications there if you have been accepted for a trip. In the sad scenario where you might not be chosen for a trip, you will receive an automatic email from the Trips site letting you know you were denied. (But keep applying, we have so many wonderful trips opening up throughout the year!)

Can I use my Travel Fund before my Trip Allowance?

Sadly not, we use funds from your Trip Allowance first, and then move on to your Travel Fund.

Can I transfer my Trip Allowance to another student?

Sadly not. Trip Allowance is non-transferable.

How do I transfer money from my Travel Fund/Trip Allowance to a trip?

Good news! You don't have to do a thing. Well...all you need to do is a quick calculation, checking that between your Trip Allowance and your Travel fund, you have enough money to cover the cost of the trip you've applied to go on. Then I do the transfer manually from my end. You're welcome...

How can I make a Check payment?

Check payments can be made payable to 'Bethel Church' and either drop it off at my office or mail it to the following address:

Bethel Church
ATTN: BSSM 2nd Year Travel
933 College View Dr
Redding, CA 96003

Please include a note with the payment letting us know the Applicant's name and the Trip they are going on eg. Heaven Come - Katie Dobbins

I am having issues applying for a trip, how can I fix this?

When applying for trips, please use a laptop or computer. Our website is not mobile-friendly and many errors occur when applicants apply for trips using their phones, tablets or iPads. If you are using a laptop or computer and are having issues, try using a different web browser like Google Chrome or Firefox. If all else fails, please email bssm2.travel@bssm.org.

Are donations tax-deductible?

All donations made to 'Bethel Church' for ministry trips are a tax-deductible contribution of employees/citizens of the United States of America only. Bethel Church has a Tax ID **only** in the USA. For donations made in 2017, tax contribution letters will be sent out to the donors at the end of January 2018. Donors for other countries will not receive contribution letters, but will still be held to the IRS regulations for financial giving.

What happens if I cannot make my ministry trip payment by the commitment date?

Contact the Trip leader right away. To find your leader's email address, pop over to the Trips site <https://trips.ibethel.org> and if you click on the trip at hand, ~~and click for~~ 'Trip details' you'll see their email address on the left side. It is solely your responsibility to make contact with the Trip leader about payment commitment dates, it is up to them to decide if they will extend the deadline or not. Please be proactive in this.

What happens if I need to drop off my Ministry Trip?

In the case where you cannot go on the Ministry Trip due to extenuating circumstances, you will first need to contact your Trip Leader to explain your situation. (See question above to find out how to find the Trip Leader's email address.) They will then communicate with me to drop you from the trip. Funds spent or distributed, are considered used.

What if I drop from a trip after a payment commitment date?

Payment commitment dates are set to cover expenses for a trip on those dates. Refunds cannot be given after a payment commitment date has passed and expenses have been used. However, if another student can be procured in your spot and an

airline ticket has not been purchased, funds will be returned to the original fund taken from.

I applied for the wrong trip accidentally. What do I do?

If you have been accepted on the trip, please email Trip Leader (see above) and they can drop you from the trip. If you have not been accepted, please email bssm2.travel@bethel.com and we will deny your application.

Do I need a passport to go on a Ministry Trip?

Yes, if the trip is International. A passport card (US) **cannot** be used in lieu of a passport. If you are on a domestic ministry trip, you will not need a passport (unless you are an international student on a flying domestic trip). You will need to have a passport that expires at least 6 months after the date of your return ticket. Many countries will not allow you to enter their country if your passport expires in less than 6 months. If you do not have a passport, you will need to apply for a passport ASAP. The ticket for your flight will need to be booked well in advance before your trip leaves and if you do not have a passport at the time of ticketing, you will not be able to go on the trip. Airlines will not let you book a ticket if you do not have a passport when flying internationally.

How can I make a donation towards a trip/student online?

To make an online payment go to <https://trips.ibethel.org>. From there you will see the "Give Today" and a search box that says "Search For A Traveler." Type in the traveler's (student's) name. On the right hand side you will see the word "Give." Click on the "Give" and from there it will take you to a form for you to fill out your information for your credit/debit card.

How do I upload a picture of my passport?

Once you have logged into your account, click on the link that says "My Info" in the left corner. Once there, you will see all your current information that is in your profile. Please go through and update any details as needed on this page. To upload your passport, make sure you have a picture of your passport on your computer and click on "Choose File" and choose your passport photo to insert the photo to your profile.

Can I request a refund?

For tax purposes we need to abide by the United States tax code in order to retain our 501c3 non-profit status. We have auditors review our transactions and books every year to make sure we are in compliance. Based on the IRS guidelines and the

legal statements we cannot give a refund. This is stated online before each donor donates online.

Can I carry over funds year-to-year?

At this point in time, at the end of your 2nd year, you can request any remaining *Travel Funds* to be transferred to your 3rd year travel fund and we will be willing to make that happen. *Trip Allowance Funds* are non-transferrable.

Can I use my Trip Allowance to pay for my Missions Trip?

2nd Year Trip Allowance can be used to help pay for your Missions Trip. *The Trip Allowance can only be transferred to a student's mission's account if it will completely pay off the balance due for the trip.*

Students cannot use their Trip Allowance to make a commitment date if it leaves a balance owed. Trip Allowances applied towards paying off a Missions Trip are one-way transactions and cannot be reversed, even if the Traveler is dropped from a Trip. For example, if a student needs \$300 more to pay off their trip in total and they have \$350 in their travel discount, they may apply a one-way transfer \$300 to cover their trip. If the student decides not to go on the trip after the transfer, the \$300 Trip Allowance will remain with the Trip.

If they need \$300 to pay off their Trip and they only have \$250 in their Trip Allowance, they cannot transfer their Trip Allowance until they have a balance due of \$250 or less.

Do I need a visa to go on a Ministry Trip?

Every country has different requirements for which countries are required to have a visa or if no visa is required to enter the country. Please check with your Trip Leader and visit this website to see if you need a visa: <http://cibtvisas.com/visas>. In certain cases, although a visa may not be required, a departure tax may (also) be levied upon the traveler. It is your responsibility to work with your Trip Leader for all necessary documents needed for international trips.

Do I need vaccines to go on a Ministry Trip?

Some locations will require you to have specific vaccines (Yellow Fever, Malaria, etc.) before you may pass customs. Check with your Trip Leader to see if you will be required to receive a vaccine. For more information, please visit the Center for Disease Control and Prevention's website to view the list of recommended vaccines for each location: <https://www.cdc.gov/>

Can I use my personal airline voucher?

No. Airline vouchers are from and for personal use. You must raise the entire trip cost. We need to be mindful of our 5013c3 non-profit status.

Can I extend my stay to visit with family/friends nearby?

No. Students can only be gone a max of 10 days per trip. The Team must leave and return together.

What constitutes a BSSM Ministry Trip?

A ministry trip must be offered during the BSSM school year by authorized and approved Trip Leaders. All trips must go through the Trips Website.

When does attendance get updated?

Attendance should be updated within a few days of the trip. If not, please email the Travel Department bssm2.travel@bethel.com and we will resolve the issue.

How does my attendance affect the application process?

If you have more than 12 unexcused absences you will not be allowed to travel.

How do the days I've traveled affect the application process?

If you have used all of your 21 travel days, you will not be allowed to travel on any further trips.