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**POLICIES & PROCEDURES**

**Security Matters**

*Determining destinations for potential trips*

Proposed destinations of CCU2theWorld trips will be evaluated according to the following criteria:

1) CCU2theWorld trips should participate in the advancement of the Great Commission (Matt. 28:18-20). While there are times and places that trip participants may not directly present the gospel during the short term ministry, students should partner with missionaries and organizations whose long term goal is to bring people into saving faith with Jesus Christ.

2) CCU2theWorld affirms the role of the local church and where possible should **work with a body of believers** established as a church.

3) CCU2theWorld strives to plan trips which **benefit the ministry of the field contact**, fitting into the on-going field strategy.

4) CCU2theWorld seeks to **partner with mission agencies and field contacts** who **invest** in student participants during their short term ministry and in subsequent years.

5) CCU2theWorld trips should **travel to locations not posing significant and identified risks to participants**. This is largely determined by a US State Department travel warnings. Locations rated at a level 3 or above will receive special scrutiny and consideration. (See <http://travel.state.gov>.)

6) CCU2theWorld seeks to **diversify trips** offered in regard to location, cost, length, and ministry focus.

7) CCU2theWorld values **continuing partnerships** with the field contacts, particularly graduates of the university.

*Notification of potential risks or cancellation*

Each person traveling on or in association with a CCU2theWorld team will be informed of potential risks present for any person traveling outside the United States, including but not limited to health risks, political and social risks. These risks will be formally communicated through the Release of Liability form provided to each individual. Additional informational sessions may be scheduled by the Assistant Dean of Spiritual Formation as warranted. If the State Department, Department of Homeland Security, or Center for Disease Control issues or revises a warning which impacts a team’s travel plans according to the policy outlined in the Student Handbook, team members will be notified in writing of the action which will be taken by CCU. When possible, a written notice will also be made available to team members’ parents/guardians listed on the team members’ applications. In the event that a team member withdraws voluntarily from a team, because of security/health concerns, s/he will still be responsible for non-recoverable costs incurred by the university on that person’s behalf.

*Redirection of a team*

In the event that security/health concerns are deemed too great to send a team, or a trip becomes cost-prohibitive, an attempt will be made to redirect the team to an alternate location within the same general time frame and cost of the original trip. If alternate arrangements are not possible, the trip will be canceled. **Financial contributions will not be returned to donors. Any contributions above the costs incurred will be used to fund other needs within CCU2theWorld as deemed appropriate by the Assistant Dean of Spiritual Formation, or other university personnel.**

*Evacuation procedure*

Indication from a CCU2theWorld team that they are experiencing immediate danger or a threat of danger will result in the implementation of the Emergency Response Procedure. Personnel assigned to emergency response will be contacted, in addition to other university personnel as appropriate. In the event of an evacuation, team members shall bear financial responsibility for costs not covered by university insurance policies, even if CCU initially funds the evacuation and even if the team member or parent disagrees with the decision to evacuate. All team members will abide by evacuation directives determined by the university.

*Ransom Policy*

In the event that a CCU2theWorld team member is kidnapped, CCU retains the right to pay ransom or refuse to pay ransom.

*Preparatory Measures*

Training in emergency response will be provided to each student leader and faculty/staff members prior to their trip. General guidelines and resources for safety will be provided to team members in written format prior to their trip departure. Additionally, CCU2theWorld staff will encourage field contacts to orient teams regarding safety issues and appropriate precautions in their specific environment. An insurance policy defraying partial expenses for evacuation will be purchased by CCU.

**Medical Issues**

*Dissemination of information*

The CCU2theWorld office will provide information regarding vaccinations, immunizations, and preventative medication recommended by the World Health Organization and/or the U.S. Center for Disease Control. Students may decline recommended immunizations in consultation with their physician. For any situation where a vaccination is required by the country or ministry host, the decision to participate or not participate in the CCU2theWorld trip remains with the student. CCU and CCU2theWorld will not require vaccinations.

*Student responsibility*

Each student should consult with his/her physician regarding appropriate measures to take in preparation for travel to the country of destination. Students should understand that not all medical personnel are adequately prepared to give advice regarding foreign or tropical diseases. It is recommended that a specialist appropriate to the region of the world to which students will travel be consulted. The student assumes all risks associated with potential reactions to vaccinations.

*Dispensing of medication*

Students will be responsible for maintenance of their own medication during the trip.

*Repatriation of Remains*

CCU will attempt to repatriate the remains of a deceased participant on a CCU2theWorld team. Participants should understand, however, that certain circumstances may prevent the repatriation of remains.

**Payment for Missions Trip**

*Trip cost*

An estimated trip cost will be provided to students prior to their commitment to a team. In some instances, this amount is subject to change. If expenses to CCU decrease substantially, this savings may be passed on to other team members. Likewise, if costs unexpectedly increase, team members will be notified and expected to meet the extra costs for the trip. Trip budgets will be provided to team members by the Assistant Dean of Spiritual Formation.

*Fundraising Expectations*

Each team member is expected to participate in solicitation of funding for his/her team. In the event that a team member chooses not to solicit funds, the student should pay according to the fundraising goals set for the team. Additionally, team members are expected to participate in the fundraising activities organized by their team, regardless of whether they personally have funds to pay for their trip.

*Meeting Trip Obligations*

Team members are required to meet the trip cost through solicitation of funds on behalf of the team, personal contribution and/or fundraising income. Team members failing to meet fundraising goals may be removed from a team at the discretion of the Assistant Dean of Spiritual Formation. **Students must have 100% of funds raised one week prior to trip departure to go on trip.** Exceptions to this may be made at the discretion of the Assistant Dean of Spiritual Formation.

**Removal From a Mission Team**

*Pre-departure removal*

CCU is not obligated to allow any student to participate on a CCU2theWorld trip. Students may be asked to step down from a team at the discretion of the Assistant Dean of Spiritual Formation for a variety of reasons, including, but not limited to, inappropriate behavior, failing to demonstrate Christian maturity, verbal or written request from a student’s pastor or parent, failure to participate in required activities, inadequate solicitation of funds, university discipline procedures, medical, or academic reasons.

Typically, removal from a team will occur as a last resort after numerous conversations. If it is deemed appropriate for a student to step down from a team, the student will meet personally with the Assistant Dean of Spiritual Formation. Upon request, the Assistant Dean of Spiritual Formation will provide written explanation of the decision to the student for removal from the team within three days of this meeting. The student may appeal the decision to the Assistant VP for Student Life & Ministry Programs within three days of written notification. Any student removed from a team is still obligated to pay non-recoverable costs to CCU.

*On-field removal*

Students who exhibit inappropriate or offensive behavior, or significant psychological or physical health issues, may be removed from a CCU2theWorld team at the discretion of the Assistant Dean of Spiritual Formation or other university personnel. In the event of removal, the student and the parents will be notified and will coordinate arrangements for the student’s return. All expenses incurred due to a student’s removal from the team will be borne by the student. Failure of the student to compensate CCU for costs associated with removal will result in a hold on release of the student’s transcripts and ability to register for subsequent semesters.

**Acknowledgement of Understanding Regarding Policies and Procedures for CCU2theWorld Teams**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) have read the policies and procedures outlined above and voluntarily agree to abide by them.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TEAM MEMBER COVENANT**

I, , commit to serving as a member of the following team: New Yorl

* I will seek to live a holy lifestyle before and during this trip, including not participating in gossip or slander of my team members.
* I will obtain financial support for this trip, or supply my own financial needs, or risk removal from the team per the standards laid out in the Financial Covenant and Policies and Proceedures.
* I will attend all scheduled team events, **including but not limited to**: CCU2theWorld Retreat (overnight), Security Safety Training (all day), Debriefing Times (On the Field or After Returning to the USA), Fundraisers, and anything else that the Assistant Dean of Spiritual Formation or the team leaders deem necessary.
* I will love my fellow team members and resolve conflicts which may arise.
* I will love the people of my host destination to the best of my ability.
* If I am dating a team member, I will maintain appropriate physical boundaries and do everything I can to ensure that relationship conflicts/issues are addressed to avoid negatively impacting the team dynamic, operation, or service.
* I will not purchase or consume any alcohol or tobacco products while on this trip.

I understand that by signing this covenant that I am making a commitment and will only change my commitment if unanticipated circumstances arise and I have discussed them with my team leader and the Assistant Dean of Spiritual Formation.  I also understand that violation of this covenant may result in disciplinary procedures being taken against me.

Participant Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FINANCIAL COVENANT**

**FUNDRAISING ACCOUNTABILITY**

Participation in a CCU2theWorld mission trip is a voluntary endeavor. Effective participation requires much time and preparation. Part of that preparation is fundraising.  Each team member is required to fund his/her part of the team costs, and in addition, a percentage of the faculty/staff member’s costs.  This is primarily done through support letters, but other means of fundraising will be used.

**By electing to participate in a CCU2theWorld mission trip, I agree to fulfill any and all fundraising goals. The first of which is to send out 30 support letters by the second Team Meeting.**

**AGREEMENT TO OBLIGATION**

I understand that Colorado Christian University is purchasing airline tickets and making other expenditures on my behalf for my travel abroad.

In any event that I cannot travel to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (destination) with the CCU team (due to involuntary removal from the team, illness, cancellation of the trip for personal reasons, unforeseen family circumstances, or other causes), I agree to bear full liability for non-recoverable expenses to CCU as determined by the CCU2theWorld Office including but not limited to non-refundable ticket costs and deposits to mission agencies facilitating the trip.

I understand that in the event that I cannot fulfill my intentions to travel with the team, the Assistant Dean of Spiritual Formation will inform me in writing as to the amount owed and documentation of such expenditures. These non-recoverable costs would be due no later than March 31, 2024. Any unpaid balance after this date, as a result of these unpaid non-recoverable costs, will be considered as outdated.

I understand that I am expected to fundraise or pay for 100% of my portion of the trip cost. **I understand that if I am not fully funded one week prior to departure, I will not be permitted to go on the trip.** Exceptions to this may be made at the discretion of the Assistant Dean of Spiritual Formation at your request. Those requests must be made no less than 2 weeks prior to your departure. CCU2theWorld will make all reasonable efforts to assist you and your team in fundraising!

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**RELEASE OF LIABILITY**

I, the undersigned, hereby agree that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) will take part in the following activities sponsored by or connected with ***CCU2theWorld.***

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mission Trip** event may include, but is not limited to, the following activities: **travel to and from airport, flights (domestic, overseas, and possibly in-country), travel in trains, taxis, jeeps, buses, and other local transportation, eating ethnic food, contact with animals, people, and open sewers, physical labor, construction projects, sleeping in local housing and/or tents, exposure to disease, exposure and intake of poor drinking water, working with orphans, sports activity and other activities and/or risks.**

I confirm that I am over the age of eighteen (18) years and understand and agree that neither Colorado Christian University nor any of its agents, officers, trustees, representatives, or employees may be held liable in any way for any occurrence in connection with my participation in the Activities that results in injury, death or other damages to me or my family, heirs or assigns to my property.  I agree further to save and hold Colorado Christian University and its officers, agents, trustees, or representatives, and employees harmless from and against any claim by me, my family, estate, heirs, agents, representatives, guardians, conservators, or assigns, or anyone claiming through or under me or on my behalf, arising out of my participation in Activities referred to herein.

By signing this Release I intend to exempt and release Colorado Christian University and its officers, agents, trustees, representatives and employees, including but not limited to, any and all faculty sponsors of or participants in the Activities, from liability whatsoever from personal injury, property damage, or wrongful death, whether such is caused by negligence or otherwise.

I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED IN THE ACTIVITIES REFERRED TO HEREIN INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO.

I hereby agree to hold Colorado Christian University and its officers, agents, trustees, representatives, and employees harmless from and against any and all liabilities, actions, causes of actions, claims, expenses, and damages suffered on account of any injury to me or my property, even injury resulting in death, which I now have or which may arise in the future in connection with my participation in the Activities or any activities, acts, or events associated therewith, including but not limited to any transportation provided or involved in such Activities.

I expressly agree that this Release agreement is intended to be as broad and inclusive as permitted by the laws of the State of Colorado and that if any portion of this Release is held by any court of competent jurisdiction to be invalid or unenforceable, it is agreed that the balance of the Release shall, notwithstanding, continue in full legal force and effect.  This Release contains the entire agreement between Colorado Christian University and me and the terms of this Release are contractual and not mere recital.

I give this Release in consideration of being allowed to participate in the Activities.  I acknowledge that, but for this Release, I would not be allowed to participate in the Activities and that being allowed to participate in the Activities constitutes full and sufficient consideration for all provisions of this Release. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND THAT I SIGN THIS RELEASE AS MY OWN FREE ACT.    This is a legally binding agreement which I have read and understand.

Signature Date

Parent or Guardian Signature (if student is under the age of 18) Date