



Mission Trip Registration Policy

Thank you for choosing Experience Mission! The registration and payment policy for all group mission trips is outlined below. If you have any questions about the policy, please [contact us](#).

DUE DATE TIMEFRAME	AMOUNT DUE	NON-REFUNDABLE
Initial Registration	\$100/person deposit* + \$450 Team Registration Fee	
120 Days Before Trip	50% of per-person balance + Team Registration Fee	50% of per-person balance + Team Registration Fee
75 Days Before Trip	75% of per-person balance + Team Registration Fee	
30 Days Before Trip	100% OF TOTAL BALANCE	

EARLY REGISTRATION DETAILS

***\$50/person due at registration before November 1st** — We understand that securing your trip dates is important, even when your final team size is still uncertain. To make this easier, we're offering special early registration terms:

Partial Deposit through Nov. 1

Before Nov. 1: Partial \$50/person deposit (normally \$100/person)

Nov. 1: Remaining \$50/person of initial deposit due

Flexible Team Size through Nov. 1

Until Nov. 1: Reduce your team size without penalty

After Nov. 1: Mission Trip Registration & Payment Policy (*this document*) applies to any further team size changes

NOTE: Trip Cancellation Policy (below) applies to all trips, regardless of registration date.

REGISTRATION PRIORITY

EM is only able to reserve spaces for teams who register and pay a per person deposit.

There is a maximum number of spaces available per week, and all trips are filled on a first-come, first-served basis based on completion of the registration process.

PAYMENT OPTIONS

Trip payments can be made by **CREDIT CARD** or **CHECK** (mail to: Experience Mission, P.O. Box 719, Port Hadlock, WA 98339 — include 4-Digit Team ID). [A 4.5% processing fee is applied to all online payments](#). ALL amounts paid are considered **tax-deductible donations** made to Experience Mission and are non-refundable in most cases (see "If EM Cancels Your Trip" for exceptions).

TEAM SIZE CHANGES

If space is available, you may increase your team size at any time. **If you decrease your team size for any reason, non-refundable amounts will apply.** However, all funds paid to-date are fully transferable to a replacement team member.

TRIP CANCELLATION POLICY

IF EM CANCELS YOUR TRIP...

In the event a mission trip is canceled (at EM's discretion) due to the minimum team size requirement not being met, to terrorism, civil unrest, natural disaster or man-made disasters, widespread illness, pandemic or other extraordinary events—AND your team is not willing or able to transfer to another available location in the same calendar year—all funds paid (except the Team Registration Fee & per person deposit) will be credited toward a future mission trip with Experience Mission.

IF YOU WITHDRAW FROM YOUR TRIP...

In the event your team withdraws from a mission trip by your own choice, **all funds paid are non-refundable****. You may qualify for a **partial credit** to be used toward a future EM mission trip depending on the timing and conditions of the cancellation. **PLEASE NOTE:** No credits will be issued within **30 DAYS** of the start of your trip.

**** See next page for [Why non-refundable payments?](#)**



Why Non-Refundable Payments?

When you partner with EM on a mission trip, our staff team invests real time and energy year-round preparing for your trip and supporting your team. Non-refundable amounts allow us to cover all organizational costs associated with your trip and any upfront expenses already committed to the community and on-field partners prior to your team's arrival. Below are a few ways we support each team and work year-round to make mission trips a meaningful experience for all:

- EM builds and maintains **long-term relationships** with local partner churches and ministries, which helps create an environment where those being served by mission teams in often-overlooked communities are encouraged, honored, dignified, and leading the long-term vision for their own community.
- EM takes the time to plan all the **logistics for mission trip teams**, often on a team-by-team basis, including housing setup, meal planning, safety protocols, team training and debrief materials, and recruiting and training excellent field staff to lead and run each trip.
- EM staff and our local Community Partners **work well in advance of each team's arrival**, setting up work projects and areas of service within the local community. Last-minute withdrawals from a trip or significant team size reductions within 30 days of the trip start date have a direct impact on our ability to maintain commitments to Community Partners, community members, local churches, schools, service organizations, and ministries, while not leaving enough time to adequately fill spaces vacated by your team.
- EM takes our role as **your partner in ministry** seriously, investing time to get to know you and your team and provide person-to-person support, answering any and all questions regarding your trip whenever they arise. We're here year-round to help you **plan and prepare for your trip** (providing pre-trip checklists, team training materials, and fundraising resources), **complete necessary pre-trip documentation** (team member registrations, waivers, and background checks), and **alter your trip** when necessary (by adding and dropping team members or transferring to a different community).

In all these areas, **we seek to be your advocate and guide** from the moment we first connect about partnering together on a mission trip. We believe this personal touch to ministry enhances the experience of every mission trip, both for your team and the people you hope to come alongside and serve.

