



## SHORT TERM MISSION TRIP REGISTRATION FORM

Please fill out this form in its entirety and mail/fax to City on a Hill. Once this form is received by City on a Hill, a staff member will confirm the date and times with you.  
**Please know these plans are not confirmed until you have received confirmation from a City on a Hill staff member.**

### GROUP INFORMATION

**Group Name:** \_\_\_\_\_

Group/Church Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Group/Church Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Group/Church Website: \_\_\_\_\_ Coordinator's Name: \_\_\_\_\_

Coordinator's Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Coordinator's Email: \_\_\_\_\_

Coordinator Position: ( ) Youth Pastor ( ) Assistant ( ) Youth Sponsor ( ) Other: \_\_\_\_\_

### TRIP INFORMATION

#### STM Trip Type:

- Youth & Adult Mission Trip** - Starts Tuesday at 1pm, ends Sunday at 2pm
- Family Mission Trip** - Starts Wednesday at 2pm, ends Sunday at 2pm
- Men's Mission Trip** – Dates determined by individual trip

#### **Choosing the Trip That's Right for Your Group**

We want to be sure you find the trip that's the best fit for your group! Our Family Mission Trip is created for families with elementary-aged school children. While youth can participate with their family on a Family Trip, we advise taking the Youth and Adult Trip if the majority of the group consists of youth and adults. The Men's Trip is designed for groups of men who prefer to work on behind-the-scenes, facility projects for the majority of the trip.

#### Group Registration

A minimum of 12 people is required for youth and adult trips and a minimum of 16 is required for family trips. If you are unable to meet the minimum, please contact City on a Hill to discuss joining an already scheduled trip. For senior high groups, one adult sponsor (age 21 or older) is required for every 7 youth. For junior high or mixed youth groups, one adult sponsor is needed for every 6 youth. If you register both males and females, you must bring at least 1 male and 1 female adult sponsor.

\_\_\_\_\_ # Youth (6<sup>th</sup>-12<sup>th</sup> grade)

\_\_\_\_\_ # College-Aged students

\_\_\_\_\_ # Adults (over 21 years old)

\_\_\_\_\_ **TOTAL REGISTRANTS**

**For Family Missions Trips:**

\_\_\_\_\_ # Children (1<sup>st</sup>-5<sup>th</sup> grades)

\_\_\_\_\_ Total # of Families

#### Dates of Trip

Please confirm available dates with the Program Manager before completing registration form.

**Registering for the week of:** \_\_\_\_\_ - \_\_\_\_\_

(month) (day) (year) (month) (day) (year)

#### Special Request:

Please check all that apply:

- Group will arrive at** \_\_\_\_\_ **AM/PM on** \_\_\_\_\_
- Group needs to leave by** \_\_\_\_\_ **AM/PM on** \_\_\_\_\_
- Group needs** \_\_\_\_\_ **extra night(s) of housing** – extra \$20 per person/night

#### Transportation

Group will arrive at City on a Hill in:

\_\_\_\_\_ # of minivans

\_\_\_\_\_ # of cars

\_\_\_\_\_ # of 12 passenger vans

\_\_\_\_\_ Other: \_\_\_\_\_

**The following pages are payment forms that include information on the cost of your trip and the payment process. Please complete the form that coincides with your group's STM Trip.**

# YOUTH AND ADULT MISSION TRIP PRICING AND PAYMENT POLICY

## Pricing

Number of Participants (Leaders Included)	Price per Person
Less than 15	\$375
15-19	\$350
20-24	\$325
More than 25	\$300

## Payment Plan

**Deposit:** Upon registration a nonrefundable deposit of \$50 per person is due to reserve the group's space. Until City on a Hill receives the deposit, spaces will remain open on a first-come, first-paid basis. The deposit will be deducted from the final balance due one month before the start of the trip. Groups have until one month prior to the start of the trip to adjust numbers so long as the total number remains above the minimum requirement.

**Final Payment:** The full balance of the trip is due one month (four weeks) before the start of the trip. At this time, the number of participants attending becomes set. An additional fee of 5% will be added to the total due for the trip for all late, unpaid balances.

## Payment Worksheet

Number of Spaces	Cost per Space	Total
<b>Deposit (\$50 per space)</b>		
<b>Final Payment (due one month prior to trip)</b>		

**SAMPLE**

Number of Spaces	Cost per Spaces	Total
16	\$350	\$5,600
<b>Deposit (\$50 per space)</b>		\$800
<b>Final Payment (due one month prior to trip)</b>		\$4,800

## Cancellation Policy

All payments to City on a Hill are nonrefundable. This allows us to effectively plan and prepare for mission teams and keep trip prices as low as possible. All payments are transferable within one year.

## REGISTRATION AGREEMENT

**Deposit Amount Included with Registration Form:** \$ \_\_\_\_\_ Method: ( ) Check ( ) Credit Card: \_\_\_ Attached \_\_\_ Will Call

**Please initial next to each statement to express your agreement with the City on a Hill Mission Trip Registration Policy.**

\_\_\_\_\_ We agree to attend on the dates of \_\_\_\_\_ - \_\_\_\_\_.

\_\_\_\_\_ We agree to be responsible for our group's behavior, to select members who can adequately grow and be challenged from this experience, to prepare our group spiritually for this opportunity, and to complete a Participant Application for each person attending.

\_\_\_\_\_ We agree to the Payment Policy and Cancellation Policy as outlined above.

\_\_\_\_\_ We acknowledge that all payments are nonrefundable.

\_\_\_\_\_ We acknowledge that we are financially responsible for the 12 space minimum unless otherwise coordinated with City on a Hill.

\_\_\_\_\_ We acknowledge we are financially responsible for all registered spaces one month prior to the start of the trip.

\_\_\_\_\_ We acknowledge that any late, unpaid balance will result in a 5% increase to the trip cost.

\_\_\_\_\_  
Signature of Trip Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Senior Pastor or Organization Leader

\_\_\_\_\_  
Date

**Please Send to: City on a Hill ATTN: Short Term Missions, 2224 W. Kilbourn Ave. Milwaukee, WI 53233 or Fax to 414-931-1804**

## FAMILY MISSION TRIP PRICING AND PAYMENT POLICY

### **Pricing**

Participants	Price per Person
Individuals	\$300
Family Rate	\$200

Our Family Mission Trips are designed for families with young children. To receive the Family Rate a parent and child must be attending together (not two siblings attending together). If there are individuals who wish to attend, the Individual Rate applies. Our goal is to create an environment where the focus can be on families growing and ministering together.

### **Payment Plan**

**Deposit:** Upon registration a nonrefundable deposit of \$50 per person is due to reserve the group's space. Until City on a Hill receives the deposit, spaces will remain open on a first-come, first-paid basis. The deposit will be deducted from the final balance due one month before the start of the trip. Groups have until one month prior to the start of the trip to adjust numbers so long as the total number remains above the minimum requirement.

**Final Payment:** The full balance of the trip is due one month (four weeks) before the start of the trip. At this time, the number of participants attending becomes set. An additional fee of 5% will be added to the total due for the trip for all late, unpaid balances.

### **Payment Worksheet**

Type of Space	# of Spaces	Total
Individual (\$300 per person)		
Family (\$200 per person)		
<b>Trip Total</b>		
<b>Deposit (\$50 per space)</b>		
<b>Final Payment (due one month prior to trip)</b>		

**SAMPLE**

Type of Space	# of Spaces	Total
Individual (\$300 per person)	2	\$600
Family (\$200 per person)	16	\$3,200
<b>Trip Total</b>		<b>\$3,800</b>
<b>Deposit (\$50 per space)</b>		<b>\$900</b>
<b>Final Payment (due one month prior to trip)</b>		<b>\$2,900</b>

### **Cancellation Policy**

All payments to City on a Hill are nonrefundable. This allows us to effectively plan and prepare for mission teams and keep trip prices as low as possible. All payments are transferable within one year.

## REGISTRATION AGREEMENT

**Deposit Amount Included with Registration Form:** \$ \_\_\_\_\_ Method: ( ) Check ( ) Credit Card: \_\_\_ Attached \_\_\_ Will Call

**Please initial next to each statement to express your agreement with the City on a Hill Mission Trip Registration Policy.**

\_\_\_\_\_ We agree to attend on the dates of \_\_\_\_\_ - \_\_\_\_\_.

\_\_\_\_\_ We agree to be responsible for our group's behavior, to select members who can adequately grow and be challenged from this experience, to prepare our group spiritually for this opportunity, and to complete a Participant Application for each person attending.

\_\_\_\_\_ We agree to the Payment Policy and Cancellation Policy as outlined above.

\_\_\_\_\_ We acknowledge that all payments are nonrefundable.

\_\_\_\_\_ We acknowledge that we are financially responsible for the 16 space minimum unless otherwise coordinated with City on a Hill.

\_\_\_\_\_ We acknowledge we are financially responsible for all registered spaces one month prior to the start of the trip.

\_\_\_\_\_ We acknowledge that any late, unpaid balance will result in a 5% increase to the trip cost.

\_\_\_\_\_  
Signature of Missions Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Senior Pastor or Organization Leader

\_\_\_\_\_  
Date

**Please Send to: City on a Hill ATTN: Short Term Missions, 2224 W. Kilbourn Ave. Milwaukee, WI 53233 or Fax to 414-931-1804**