



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 (6th-12th grade)

_____ # College-Aged students

_____ # Adults (over 21 years old)

_____ **TOTAL REGISTRANTS**

For Family Missions Trips:

_____ # Children (1st-5th grades)

_____ Total # of Families

_____ Total # of People (Adults & Children)

Adult participants

Adult participants need to have had a background check performed on anyone 18 and older. The church must provide confirmation that a background check has been done within the past two years to program coordinator prior to arrival.

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 Schedule

Deposit: Upon registration a nonrefundable deposit of \$75 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 remaining balance.

Two-Part Payment: Half of the remaining balance will be due on March 1st. The remaining half will be due on May 1st. 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.

*If you are a spring or fall trip, please contact for payment deadlines

Payment Worksheet

Number of Spaces	Cost per Space	Total
Deposit (75 per)		
Payment 1 (due March 1st)		
Payment 2 (due May 1st)		

SAMPLE

Number of Spaces	Cost per Spaces	Total
16	\$350	\$5,600
Deposit (\$75 per space)		\$1,200
Payment 1 (due March 1st)		\$2,200
Payment 2 (due May 1st)		2,200

Payment Options

You may pay with a credit card by calling City on a Hill and transferring information or by writing a check and sending it Brooke Chapman at 2224 W. Kilbourn Ave. Milwaukee, WI 53233. Please specify in the memo it is for missions.

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 and final.

_____ 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.

_____ 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
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 Schedule

Deposit: Upon registration a nonrefundable deposit of \$75 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 remaining balance.

Two-Part Payment: Half of the remaining balance will be due on March 1st. The remaining half will be due on May 1st. 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
Family (\$200 per person)		
Deposit (\$75 per space)		
Payment 1 (due March 1st)		
Payment 2 (Due May 1st)		

Type of Space	# of Spaces	Total
Family (\$200 per person)	16	\$3,200
Deposit (\$75 per space)		\$1,200
Payment 1 (due March 1st)		\$1,000
Payment 2 (Due May 1st)		\$1,000

Payment Options

You may pay with a credit card by calling City On A Hill and transferring information or by writing a check and sending it Brooke Chapman at 2224 W. Kilbourn Ave. Milwaukee, WI 53233. Please specify in the memo it is for missions.

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 and final.

_____ 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.

_____ 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