



# MISSIONS GROUP REGISTRATION FORM

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

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

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

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

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

Coordinator's E-mail: \_\_\_\_\_ Coordinator Position: ( ) Youth Pastor ( ) Assistant ( ) Youth Sponsor ( ) Other

### Missions Activity (please pick one)

**6- Day Urban Missions Trip**

\_\_\_\_ **Urban STM** (includes poverty simulation) - Starts on Tuesday @ 1pm, ends Sunday @ 2:30pm

\_\_\_\_ **Adult & Family STM**- (includes poverty simulation)- Tuesday @ 1pm, ends Sunday @ 2:30pm

**Weekend Poverty Simulation**- (not for junior high students) starts Friday @ 8pm, ends Sunday @ 2:30pm

**Plunge Trip**

\_\_\_\_ **One-Day Urban Plunge**- starts Friday @ 6pm, ends Saturday @ 6pm

\_\_\_\_ **Weekend Plunge**- starts Friday @ 6pm, ends Sunday @ 2:30pm

### Group Registration

For senior high groups, one adult sponsor (age 21 or older) is needed for every 7 youth. For junior high groups, one adult sponsor (age 21 or older) is needed for every 5 youth. ***If you register males and females, you must bring at least 1 male and 1 female adult sponsor.***

\_\_\_\_\_ # Junior High students (entering 6<sup>th</sup> -8<sup>th</sup> grades)

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

\_\_\_\_\_ # Senior High students (entering 9<sup>th</sup>-12<sup>th</sup> grades)

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

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

### Pricing

**6 Day STM**- Individual Rate \$375 (Includes Poverty Simulation)

**STM Group Pricing:** 5-15 people- \$350 16-25- \$330 26+ - \$ 310

**One- Day Plunge**- \$50/person (Minimum 10 people)

**Weekend Plunge Trip**- \$75/person (Minimum 10 people)

**40 – Hour Poverty Simulation** - \$49/person (Minimum 15 people)

### Deposit & Cancellation Policy

**6- Day Urban Missions Trips**- To reserve your week, you must submit a Reservation Deposit with your complete registration form. Deposit Amounts are as follows: 1-4 people- \$100, 5 -9 people- \$200, 10-20 people- \$300, 21-30 people- \$500, 31-40 people- \$700. On **May 1<sup>st</sup>** (February 1<sup>st</sup> for spring break trips), trip coordinators will confirm their team numbers and pay a second deposit in the in the amount of \$100/person.

**Plunge Trips**- To reserve your weekend, you must submit a Reservation Deposit with your complete registration form. Deposit Amounts are as follows: 10-20 people- \$200, 21-30 people- \$300, 31-40 people- \$400.

**Poverty Simulation**- To reserve your weekend, you must submit a Reservation Deposit with your complete registration form. Deposit Amounts are as follows: 15-20 people- \$200, 21-30 people- \$300, 31-40 people- \$400.

*All deposits are non-refundable, but transferable within the current calendar year. All deposits made will be deducted from your final balance which is due upon arrival. Groups will be billed for the minimum number of people if numbers are below minimums.*

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

We agree to attend on the dates of \_\_\_\_\_ - \_\_\_\_\_. We will contact City on a Hill seven days prior to our arrival date to confirm final numbers. We agree to be responsible for our own group's/family behavior, to select members who can adequately grow and be challenged from such an experience, prepare our group spiritually for the discipleship opportunity, and agree to complete a Participant Application for each person attending. We also agree to the above deposit and cancellation policy and will bring final trip payment upon arrival.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

# Additional Information for 6 Day Missions Trip Coordinators

## Registration & Planning Timeline

### FOR SUMMER MISSION TRIPS

November 1<sup>st</sup> – Registration Opens

February 1<sup>st</sup>- Early Bird Registration Deadline

March 31<sup>st</sup>- Registration Deadline \*

May 1<sup>st</sup>- Confirm #'s & Pay 2<sup>nd</sup> Deposit

June 1<sup>st</sup>- Turn in all Participant Applications & Verify Leader Background Checks

*\* Frequent Leader Updates will be sent from this date until the summer.*

### FOR SPRING BREAK MISSION TRIPS

October 1<sup>st</sup> – Registration Opens

December 1<sup>st</sup> - Registration Deadline \*

February 1<sup>st</sup> - Confirm #'s & Pay 2<sup>nd</sup> Deposit

March 1<sup>st</sup> - Turn in all Participant Applications & Verify Leader Background Checks

Please keep a copy of the Registration Form for your records. Please note that *City on a Hill* does our best to work with each group's schedule. Mission trip dates are available on a first come, first serve basis. For available dates, please check our website, [www.cityonahillmilwaukee.org](http://www.cityonahillmilwaukee.org).

## Preparing for your Trip

Experience has taught us that six days may not give participants enough time to fully grasp the ministry education that they will experience on the missions trip. To help, we've created a handbook for participants to review **before** they come on the trip. If you are apart of a group, we recommend that you complete the handbook as a team using the following timeline:

- ◆ 16 Weeks Before Trip - Sections 1–Overview
- ◆ 12 Weeks Before Trip- Section 2- Finding Support (Fundraising)
- ◆ 8 Weeks Before Trip – Section 3 – Evangelism & Testimonies
- ◆ 6 Weeks Before Trip - Section 4 - Servanthood
- ◆ 4 Weeks Before Trip - Section 5 - Compassion
- ◆ 3 Weeks Before Trip- Section 6- Racial Reconciliation
- ◆ 2 Weeks Before Trip- Section 7- Last Minute Details

At the end of each section in the handbook, there is a page called “Keeping it Alive”. These are ideas for you to help keep the principles “alive” from the previous sections, until you come on the trip. We expect those coming to have a basic understanding of the four key points and also to be prepared to give their testimony when they arrive.

# Frequently Asked Questions

## What is included in the price of the missions trip?

This amount includes meals, housing, ministry supplies, training, Missions Trip Handbook to prepare you for the trip, Missions Trip Journal and a City on a Hill T-shirt for each team member.

## What time to do should we arrive & depart City on a Hill?

Our program begins on Tuesday at 1pm with welcome & orientation (no lunch provided). Groups will depart on Sunday no later than 2:30 pm. If you have special requests regarding these times, please contact City on a Hill. If you are flying, please allow plenty of time for airport travel. Also, if a group would like to housing on Monday night, there is an additional charge of \$20/person. Please call for more details.

## Where will teams be sleeping?

Team members will be staying in the dorms of Urban Bible College on the campus of City on a Hill. Housing will be divided, with males and females on separate floors. The number of people in the room will vary between 2-9 people as room sizes vary. All housing floors and all exterior doors are kept secure at all times.

## What will be doing for our meals?

The menu and meals are provided by City on a Hill and prepared by City on a Hill staff and missions teams (It is a great team building activity). It is important that City on a Hill is aware of any food allergy or diet restriction, which is included on the Participant Application.

## How much money should we bring for spending money?

Bringing a *lot* of spending money is not necessary. There will be a couple opportunities where students may be interested in purchasing items/souvenirs. One meal the team will be going out to eat for dinner, students will need about \$10 for the meal. Vending machines are also available at City on a Hill for those wanting additional snacks. A suggested amount of spending money is \$30- \$40 per person.

## Transportation

Please bring your own method of transportation to City on a Hill. Transportation will be needed while on the trip. The majority of the activities will be within walking distance. When a vehicle is needed City on a Hill will use the vehicle that the group has brought. If your group is flying, you must make arrangements for transportation when you land.

## Are there any promotional materials available?

A Promotional DVD can be requested from City on a Hill. You can view the promotional video at our website, <http://www.cityonahillmilwaukee.org>. Please use the DVD to excite and educate your church about all that City on a Hill is doing!

## Are there any items we can bring to donate to the ministry of City on a Hill?

During the summer, we're always in need of **dollar store prizes** and **small plastic or paper cups** and **candy** for our children's outreach programs. If you have any other ideas or requests, please talk to City on a Hill staff during the registration process.

## Background Checks

City on a Hill requires a current background checks on all adult leaders/sponsors on youth missions trips. If the church has not already done a background check, City on a Hill will required the individual to have one done in order to attend. Any college students or adult participant that are not registered through a church are required to have a background check completed through City on a Hill during the registration process.

## Questions

For any questions, please contact Brooke Chapman at 414-931-6670 or [bchapman@cityonahillmilwaukee.org](mailto:bchapman@cityonahillmilwaukee.org). Also, make sure to check our website for updates and information.