



National AIM Referrals to City on a Hill Registration Process

1. Set dates for team to come to **City on a Hill**.
2. **City on a Hill** will send the leader an “invitation letter”.
3. Complete “**AIM** Stateside Outreach Form” (**ATTACHED IN EMAIL**)
4. Sends “invitation letter & “AIM Stateside Outreach Form” to National **AIM** Office at least **60 days prior to trip.**
5. Complete **City on a Hill** Registration Process (Group Registration form & deposit).
6. Complete **AIM** process (Page 5 in Outreach Packet):
 - Obtain Insurance from Special Markets Insurance Consultants (800.818.7642, ext. 3). Be sure to ask for “AIM Travel Insurance.”
 - Notify your DYD of Missions Trip plans in writing
 - Set Budget (COAH price + Transportation + Insurance+ Etc.)
 - Manage fundraising
 - Run background checks on leaders that come, if not previously done (pages 34-37 in Outreach Packet)
7. Prepare students by going through the **City on a Hill** Missions Handbook with students.
8. Send the below items to **City on a Hill** by June 1st :
 - Copy of all Participant Applications on all leaders and students.
 - Proof of insurance from Special Market Insurance Consultants.
 - Check for Missions Trip balance.
9. Bring originals on trip to **City on a Hill** (applications, release forms, proof of insurance)
10. Arrive at **City on a Hill**—Have an **AMAZING** trip!
11. Send National **AIM** Office “ AIM Outreach Report” & “A/G Total Giving Credit” **no later than 30 day after trip.**

If you'd like, you can also download complete Outreach Packet from the **AIM** website (<http://aim.ag.org/resources.cfm>)

If you have any additional questions, please contact Brooke at City on a Hill.