

GLOBAL DISCIPLE-MAKING FINANCIAL POLICIES

It is the desire of the Global Disciple-Making Staff to be good stewards of the finances we have been entrusted with. These policies were developed with that desire in mind. The Global Disciple-Making Team will be responsible for communicating these policies to all Short/Mid/Long-Term participants and ensuring that all participants adhere to all the following policies.

Payment Options:

- All checks should be made payable to **The Church at Brook Hills**. All checks must include, “**appealed by (participant’s name, trip location and dates of trip)**”, in the memo line. Any checks received not including this information will be returned.
- Personal checks from the participant may be mailed to The Church at Brook Hills, Attn: Ashley B. (Short-Term) or Noah W. (Mid/Long-Term), PO Box 380543, Birmingham, AL 35238. Support checks must be mailed to the participant appealing for that assistance. The participant can send them to the name and address above.
- The participant may deliver checks in person to the receptionist desk on the 2nd floor during office hours (M-F 8:00-5:00) or to the Global Kiosk before or after Sunday services.
- The participant may also bring checks to Short/Mid/Long-Term training sessions.

Deposits and Registration:

- Registration for a trip is not confirmed until the Global Disciple-Making Team has received the \$100 deposit for the particular trip.
- Deposits are non-refundable and non-transferable.
- Registration for each trip will be closed by the registration deadline listed for the particular trip.

Payment Schedule:

- 50% of the cost of the trip (**or the cost of the plane ticket, whichever is greater**) is due to the Global Disciple-Making office **by the first payment deadline (90 days prior to departure.)**
- An additional 25% of the cost of the trip is due to the Global Disciple-Making office **by the second payment deadline (60 days prior to departure.)**
- The remaining balance is due to the Global Disciple-Making office **by the third payment deadline, which will be approximately 30 days before the trip departs.**
- Contributions will not be accepted toward a trip past 30 days prior to departure.
- **Personal fund raising for trip support should begin immediately after registration.** The following language should be included in support letters: “**Please make checks payable to The Church at Brook Hills and mail directly to me. The memo line on your check should include, “appealed by (participant’s name, trip location and dates of trip).” Your check will provide TCABH with all necessary information for them to send you a receipt for your tax records after the end of the year. They request that you send all donations by, (insert date of first payment deadline). TCABH is registered with the IRS as a 501(c)3 non-profit organization. Donors will receive receipts for their gifts with the understanding that the disbursement of those gifts lies completely at the discretion of TCABH and that the gifts are non-refundable and non-transferable, per IRS regulations. Gifts may be tax deductible; please consult a tax advisor.”**

- Any amount received in excess of the cost of the trip will be used for other trip expenses or transferred to the Global offering. **No refunds will be given.**

Expenses:

- **Expenses will not be paid unless there are adequate funds in the participant's trip account.**
- Any changes in expenses must be communicated with the Global Disciple-Making Team immediately. The cost of the trip will be adjusted accordingly if necessary.
- Additional expenses incurred while on the trip will not be covered by The Church at Brook Hills. All participants are required to take an additional \$200 and a valid ATM card for emergency purposes.
- Airline tickets will be purchased **after the first payment deadline**. Tickets are non-refundable and non-transferable.
- All expenses that can be made before the participant begins the trip will be made by the Global Disciple-Making Team. These expenses include airfare, visa, insurance, etc.
- **Short-Term:** All receipts must be turned in to the Global Disciple-Making Team by **2 weeks after** you return from your trip.
- **Mid-Term/Long-Term:** For all remaining expenses, field partners will provide the funds necessary.
- Any use of remaining budget money from a trip, **greater than \$500**, must be pre-approved by the Global Disciple-Making Team

Changes and Cancellations:

- Changes or cancellations to registration should be communicated to the Global Disciple-Making Team.
- Payments for expenses that have already been paid are non-refundable and non-transferable between trips.