

So you've signed up for a CSM trip...

Here's an outline to help now that you've registered.

SECURE YOUR MISSION TRIP DATES

- Contact the CSM Home Office to secure the dates for your mission trip (deposit required). Plan at least 4 months ahead. For peak times (spring break and July), register even earlier.

SET A REGISTRATION PERIOD

- Set a date as the registration deadline (at least six weeks prior to your trip) and stick to it!

HOLD AN INFORMATIONAL MEETING

- When? Within the first month of your registration period
- For whom? Students and their parents.
- What should we cover? Trip details: purpose, dates, times, arrangements, expectations, cost, fundraising opportunities, info on CSM (play the DVD), info on the particular city you will serve in (see City Info), "fun day" or "night off" info, etc.
- Be prepared for: Questions- especially regarding safety. If you don't have the answers, commit to finding them. Write down unanswered questions and contact the CSM staff.

WHAT WILL YOU EXPECT OF YOUR MISSION TEAM?

- Deposit - Making students give a non-refundable, monetary deposit with their registration will discourage backing out.
- Cost of the trip - Your trip will cost more than just the fee you pay CSM. To determine your total cost, see <http://www.csm.org/calculate.php>
- Monthly meetings - For team building, Bible studies on social justice, dispersing trip info, planning fundraisers, learning about the city you'll serve in, or doing service projects. If your group has been scheduled to plan a children's program, you'll want to spend time preparing for it (see materials in the Group Leader's section of the website).
- Serve Big - Training materials are available through your group leader login. These 7 training sessions are best utilized when done within 9 weeks of your trip. Feel free to modify these sessions to best fit your group.
- Fundraising - If your students cannot afford to pay for the trip, you will most likely need to do fundraisers. Allow students to serve one another by requiring all to participate - whether they need the funds or not.

ADVERTISE

- Make fliers (or use CSM's promo material – www.csm.org/csmpromo.php)
- Make announcements - Show the CSM DVD.
- Testimonies - From prior participants.
- Written announcements - Church bulletin, website, etc.
- Email - Use mass emails to remind about sign ups.

RECRUIT ADULT LEADERS

- You need one adult for every five students (1:5).
- They should register, just like your students.
- Look for these qualities: heart to serve, good example for your students, strong faith/willingness to grow, has relationships with the students, respects your leadership, willingness to follow rules and discipline students, etc.
- It is okay to have more adults than required.

SCHEDULE A PREVISIT

- If you've never done a CSM trip to the city you have signed up for, you need to schedule a previsit so you can see the city, housing, ministry sites, eat at an ethnic restaurant, and ask questions. The previsit is crucial for the CSM staff to learn about your group, so that they can tailor a missions experience to your group's gifts and dynamics.
- Previsits for all summer trips should be completed by March 1, if at all possible, but no later than May 1.
- Contact the city director of the site where you will serve *before* making any travel plans. Email info@csm.org.

3 MONTHS BEFORE YOUR TRIP

- Make arrangements to pay the first half of your remaining balance. The CSM Home Office will remind you of this payment.
- Start the "Serve Big" training materials with your group.

6 WEEKS BEFORE YOUR TRIP

- If going to Toronto, notify city directors with the age range of your group to assist appropriate site scheduling.

ONE MONTH BEFORE YOUR TRIP

- Contact both the CSM Home Office and the CSM office in the city where you will serve with your final numbers. Let them know how many male adults, male students, female adults, and female students will be coming on the trip. The absolute latest you should be doing this is 2 weeks before your trip.
- If there are any changes to your numbers after you've given your final count, please contact both offices and let them know - even if it's the day you arrive!
- Are there special requirements or paperwork you need to provide to the city staff? (Ex: Chicago and San Francisco need each participant to show they have had negative TB tests).

2 WEEKS BEFORE YOUR TRIP

- Make arrangements to pay the final balance on your mission trip. The CSM Home Office will remind you of this payment.
- This is the latest you may decrease your group size without being financially responsible for participants who will not be attending.

For questions regarding finances please contact:
Center for Student Missions - Home Office
PO Box 900 Dana Point, CA 92629-0900
Info@csm.org
Office Phone: 949-248-8200
Fax: 949-248-7753