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### Authorized Agent of Church (or Group) Agreement

Church: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Group Leader Name: \_\_\_\_\_  
Servant Life Trip Destination: \_\_\_\_\_

Servant Life exists to see the gospel of Jesus Christ proclaimed and lived out among the Nations. Servant Life seeks to help people go and make disciples of all nations by sending churches and groups on short-term mission trips. An important part of our partnership with churches and groups is an understanding of agreement regarding various responsibilities, roles, & requirements that are a part of registration. As a group leader, this agreement outlines your commitment to Servant Life and our mission partners.

**I am responsible for the Spiritual guidance of all individuals in our group.**

This includes, but is not limited to, counseling students and adults concerning spiritual matters and partnering with ministry partners to provide the most effective spiritual guidance for the group. Leaders should equip their students to work with people from different cultural backgrounds. Leaders should also be prepared to offer spiritual guidance to others as needed.

**I understand that any damages incurred due to actions from members of our group will be the sole responsibility of that individual or our church / group.**

**I understand that all decisions regarding medical needs of individuals under my supervision are the sole responsibility of me in conjunction with advice given by ministry partner.**

This includes, but is not limited to, decisions about medical/injury treatment, collecting and maintaining copies of medical release forms, medical history or attendees' medical insurance information, transportation to medical facilities if needed, and communication with parents or guardians regarding any medical needs of attendees.

**I am responsible for collecting a medical release for every participant and taking it with me on the trip.**

This may be the medical release form that Servant Life offers, or it may be a different form from our church or group. I will be responsible for taking these forms on the trip in the event of a medical emergency. Prior to the trip, Servant Life will send a trip box which includes a binder for me to place these forms and other important documents.

**I am responsible for taking care of all individuals traveling on the Servant Life trip.**

Any individual that is joining the group during the Servant Life trip falls under the leadership of the group leader.

**I understand that a supplemental insurance policy has been purchased for every trip participant (for international trips only).**

I will rely on the guidance of the ministry partners for decisions related to care or treatment, in the case of an accident or injury. Upon submission of a claim, any reimbursements owed for treatment will be handled by the appropriate insurance company providing coverage. Please refer to the insurance cards you received in your paperwork binder or digitally via email.

**I am responsible for a child protection policy.**

This would include conducting background checks on any adults on the trip, as well as establishing guidelines and policies to ensure the safety of any students or minors. Anyone 18 years of age and older is considered an adult.

\_\_\_\_\_ Please initial here indicating that you or your church will run background checks on the adults going on this trip. The organization used to run these background checks is: \_\_\_\_\_.

**I understand that I am responsible to uphold the guidelines that Servant Life and mission partners have set that will be communicated to each student and adult on Servant Life trips.**

This includes, but is not limited to, dress standards, participation, language, guys and girls being in appropriate rooms, appropriate gender relationships between trip participants and nationals, no alcohol, tobacco, drugs, weapons or fireworks. This also means that all students will be equipped and prepared to share their faith.

**I am responsible to conduct a trip training session lead by Servant Life materials or my own materials.**

I understand that a vital component of a mission trip is making sure that my team is prepared to serve in a different context. I will be responsible for making sure my team is prepared to the best of my ability.

**I am responsible to submit to Servant Life partners and adhere to their guidelines.**

I understand my responsibilities as the authorized agent of my group and I will properly train, educate and inform each of my students to help our group carry out our assigned tasks and expectations.

**I am responsible for reading, understanding, and agreeing to the Servant Life Terms and Conditions (below).**

**I understand that deposits are due November 1, and for summer trips are non-refundable after January 1, and non-transferrable after January. For spring break trips, I understand that deposits are non-refundable after December 1 and non-transferable after January 1.**

**I understand that any cancellation or reduction in group size after those dates will result in a loss of deposits.**

## **Servant Life Terms and Conditions**

### **What are the age restrictions for students and adults going on trips?**

Most domestic mission trips are suitable for participants in middle school, high school, or older. For international trips, as well as New York City and Alaska, we generally ask that students be at least 14 years of age. Exceptions are made on a case by case basis if most of your group is this age but you have a few younger, or if a younger person's parent will be going on the trip. Please contact us if you have questions! For international trips, a small charge (normally around \$25) may be added to any participants over the age of 50 to cover the increased cost of trip insurance.

### **Why are some trips more expensive than others?**

Servant Life trip costs are determined by our on the ground mission partners in that location. Each location has a different cost structure based on a number of factors such as the length of the trip, the lodging setup, the cost of meals, staff expenses, ministry costs, and a host of other factors. While we strive to keep trip costs as low as possible, we rely on our partners to establish the base cost of the trip.

### **Is there a recommended ratio of students to adults?**

We suggest bringing at least one adult for every five students, though we recognize this can vary based on the makeup and maturity of your group. Many of our groups have a much higher ratio of adults or are even entire teams of adults. If your group has college students or other young adults who can help fulfill that adult role, this may decrease the number of adult chaperones you need.

**What if we cannot pay deposits by November 1?**

While your registration cannot be confirmed until we have a deposit payment, we always want to work with your group to be as helpful as possible. Please reach out to a Servant Life team member and we would love to work towards a solution!

**What if we need to increase participants after we register?**

If your group size needs to increase, we can generally accommodate that as long as there is still space available that week. Sometimes we can even add participants in the days right before the trip. Please contact us if you want to increase your group size. If your group size needs to decrease, please see the "important dates to know" below.

**Will there be a nurse or clinic available if needed?**

We take the safety of your group seriously and want to make sure you have the best health care if needed. We make sure our mission partners have directions to the closest reliable medical clinic or hospital. We do not provide on-site medical attention, and we encourage you to keep a medical release form for each member of your group.

**What if we have a student with special needs or medicine needs during the week?**

While we will do everything we can to be as helpful as possible, our ability to accommodate special needs varies from location to location. Please contact us as soon as possible so we can discuss any special needs you have.

**What are the payment options?**

You can send payment by check to Servant Life, PO Box 36307, Birmingham, AL, 35236. Credit card payments are also accepted and will have a 2.5% convenience fee added. To pay with a credit card, please call 800-772-2615.

**What are some important dates to know?**

- First payment: Deposits (25% of trip cost) due by November 1 (along with this form)
- Deposits non-refundable: December 1 (spring break trips) or January 1 (summer trips)
- Deposits non-transferrable: January 1 (spring break trips) or January 31 (summer trips)
- Second payment: An additional 25% due January 1 (spring break trips) or March 1 (summer trips)
- Final payment and paperwork due: 45 days before your trip

**What if I cancel my registration?**

When your group registers for a trip, we tell our mission partners that you're planning to come! We want to honor our commitment to them, so please let us know as soon as possible if your plans begin to change. If you cancel your trip prior to the non-refundable deadline outlined above, your deposit will be refunded. Cancellations after that date will result in loss of deposits, and possibly additional losses if you have agreed to pay for airfare as well. If you cancel within 45 days of your trip, you will be responsible for paying the full balance for your canceled registration.

**National Disasters, Travel Bans, and Sudden Cancellation of Events**

Since Servant Life began in 1999, we have remained committed to hosting planned trips for which your group is registered. However, there are some events that are out of our control, such as natural disasters (hurricane, tornadoes, fire, outbreaks, etc.), political turmoil, acts of terror, national security threats, widespread fear and terror, global pandemics, or other circumstances. Such events could render us both unable to host a planned trip and unable to return your deposits and payments. We make payments to our mission partners, send deposits to confirm your attendance and hold airfare, and purchase supplies and rent non-refundable facilities based on your reservations and payments to us. Money is often sent to our mission partners shortly after we receive it from you. Please be advised that if a Servant Life trip is cancelled due to such extraordinary circumstances, we will not be able to refund your deposits and airline ticket costs, nor can we guarantee a refund of other payments or provide future credit or vouchers.

Refunds of final balance payments will be made only if properties and/or locations refund Servant Life for these costs. If a trip is planned to be hosted as scheduled and your group cancels or reduces numbers due to said conditions or fear, all payments are non-refundable.

By my signature, I certify and affirm that I have reviewed the outlined requirements, expectations, roles and responsibilities, and I understand it is my responsibility to inform and educate any of my group leaders as well as any participants from my group of these expectations. I understand that I am the authorized agent of my church who can sign this agreement. I also understand it is my responsibility to inform and educate any future group leader of these expectations and requirements in the event that I do not go on the  
Servant Life trip.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Church: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return to**  
Servant Life, PO Box 36307, Birmingham, AL 35236  
Or simply e-mail a signed and scanned copy to [info@servantlife.com](mailto:info@servantlife.com)