

# Blessing the Children International Mission Trip Payment Policy

## PURPOSE

The purpose of the Mission Trip Payment Policy is to clearly establish the payment process for teams and missionaries serving BCI in Ethiopia. Additionally, the policy will insure a consistent and uniform application of payment expectations for all teams and missionaries.

## REGISTRATION PROCESS

The registration process starts with the submission of the application (with Application Fee of \$40). Upon receipt, references are checked and if the applicant is accepted, and *Approval Letter* is mailed along with payment coupons. The registration process is completed by the applicant making their *First Payment*, at which time the applicant's position on that team is secure. Prior to receiving the *First Payment*, their position is not secured; positions on teams are filled on a first-come basis.

**First payment** – Due 4 months prior to departure date. If that date is past at the time the application is approved, then it is due within 7 days from the date of the acceptance letter. If first payment is late, a *Late Registration Fee* (\$100) is added to the trip price.

## TICKETING PROCESS

Upon receipt of the *Second Payment*, BCI will book airline tickets and confirm the itinerary with the missionary/team member before ticketing.

**Second Payment** – Due 3 months prior to departure date. If that date is past at the time the application is approved, then it is due with the first payment within 7 days from the date of the acceptance letter. If the second payment is late, a *Late Booking Fee* (\$100) is added to the trip price PLUS any additional cost in airfare.

## PRE-DEPARTURE PROCESS

A *Pre-Trip Kit* is mailed 3-4 weeks prior to departure, containing; a booklet of last-minute instructions, a shirt, airline tickets (receipt if e-tickets), Blessing the Children ID Badge, Child Information Book, and travel letter. The *Pre-Trip Kit* cannot be sent until all trip payments and late fees are paid in full.

**Third (final) Payment** – Due 2 months prior to departure date. If that date is past at the time the application is approved, then full trip payment is due within 7 days from the date of the acceptance letter. If full payment is not received by the due date, a *Late Payment Fee* (\$100) will be added to the trip price. The final payment cutoff date is five weeks prior to departure date or the trip will be cancelled and need to be rescheduled.

**Please note:** Published prices listed on the Mission Trip Flyer<sup>1</sup> are discounted group prices (5% discount), available for published trips (people arriving with, departing with or participating in a team). This rate also applies to custom groups of 10 or more. Individuals and teams of less than ten members who are not participating in a published trip are subject to regular pricing.

---

<sup>1</sup> [http://blessingthechildren.org/Forms/Mission\\_Trips.pdf](http://blessingthechildren.org/Forms/Mission_Trips.pdf)

