



Christian Care For Children Worldwide

2507 Cumberland Drive 🌐 Valparaiso, IN 46383 🌐 www.kidsalive.org

KAI-USA Service Team Policies

The Kids Alive staff at the U.S. Home Office and the missionaries at our field locations want you to have an exciting overseas experience as you serve the Lord by serving His children.

As you begin to plan for your trip, we would like you to read through our policies so that you understand how Kids Alive operates, and clearly understand your role and responsibility as a part of a Kids Alive Service Team.

1. The Kids Alive U.S. Office requires that all Service Teams from the U.S. coordinate through the Kids Alive U.S. Office. This means that anyone who is interested in serving in one of our children's homes with a group from his/her church or organization is expected to comply with our official application process.
2. **Scheduling Dates:** We ask that you contact us about your Service Team interest well in advance as the logistics and fundraising process may take more time than expected.

For a church-based Service Team, we recommend that you begin the process eight months to one year ahead of targeted departure date for a trip planned for the summer months. The summer months tend to fill up rapidly. Planning for a service team trip in the fall, winter, or spring can be initiated about six months before the targeted departure date.

Communications regarding possible dates for your team's period of service will be discussed between you (the team leader), our Service Team Field Coordinator, and the Short-Term Missions Coordinator in order to determine an agreeable date for both the team and the field. We allow only one Service Team at a time to serve at a specific ministry site. We will try our best to accommodate your preferred schedule, but your flexibility on dates is greatly appreciated.

3. **Contract:** The contract will be mailed to you following our verbal agreement regarding trip dates (by telephone or email). The contract will confirm the location, dates, construction project assignment, any specific children's ministry to be done, financial information, and travel information. Please read the contract carefully, then

have it signed by a pastor or other leader in your church (or an organizational leader) AND by the Service Team leader. Make a copy of this contract for your records, and then mail the original back to us.

The contract will also include additional forms that need to be returned to us:

◆ **Personal Agreement and Liability Release Form** -- Each team member should read and sign a copy. We need to receive a copy of this signed form from each participant one month prior to departure.

◆ **Participant Roster Form** -- This will provide us with the necessary contact information for each team participant. We need to receive this roster list at least one month prior to departure.

◆ **Medical Information Form** -- This will provide us emergency contact information, allergies, and other necessary medical information. Please turn one copy of these into us one month prior to departure and carry an additional copy with the team leader to the field.

◆ **Parental Agreement** -- Each member under the age of 18 without a parent of the trip needs to have a parent complete this form and return it to the office one month prior to departure.

◆ **Media Release Form** -- This form allows Kids Alive to use your image in pictures taken at the field.

4. **Deposit:** A *non-refundable* deposit of \$500 is required from each Service Team. This is to be sent in to the U.S. Office along with the signed contract in order to confirm your intention to serve as a Kids Alive Service Team. This deposit reserves your dates at the particular ministry site and will be placed in your group's account and credited to the overall team budget.
5. **Financial Needs:** The U.S. Office requires all *Kids Alive Service Teams* to send their financial support to Kids Alive International. Our Kids Alive accounting office will then receipt these donations and disburse the funds in advance to the appropriate ministry field account one month prior to the Service Team's arrival on the field.

Your Service Team funds can be collected by your church or organization. Then the church/organization can send the raised funds to Kids Alive in 1 or 2 installments according to the dates on your contract.

The financial support raised by your Service Team will go toward your on-field expenses for travel, lodging, meals, and ministry costs. This financial support will be disbursed to the field prior to the team's arrival so that the needed materials, transportation, food and lodging can be secured. Funds for "extras" (such as souvenirs, or special food other than the meals provided to your team) will be at each participant's personal expense.

Personal funds donated to Kids Alive International by a participant cannot be reimbursed even if donations are received beyond the participant's budget.

Likewise, funds donated to Kids Alive toward the cost of a participant who later cancels, cannot be reimbursed. Please keep these policies in mind as you plan your

trip. Any extra funds raised in support of your service team will be directly used to strengthen the ministry of Kids Alive International.

6. **Age Restrictions:** All team members must be 15 or older to participate on a trip without a parent present. If a team member is 14 or younger, at least one parent must be part of the Service Team.
7. **First Time Service Teams:** For churches and organizations that are sending a Service Team with Kids Alive for the first time, we request that you send us a doctrinal statement and other literature from your church/organization to familiarize us with the group's beliefs and affiliation. This literature should accompany your completed information form. (If your organization or group has no written doctrinal statement no belief statement is required).