

CBM

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Short-Term

***STM Application***

***&***

***Preparation Guidelines***

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## Important Instructions

1. Your application is found at the end of this booklet. If you are applying as an individual please send to: CBM, Attn: STM Department, 7185 Millcreek Drive, Mississauga, ON L5N 5R4 905-821-3533 FAX 905-826-3441
3. If applying with a team, deliver to your Team Leader.
4. Applying for a passport and gaining references can sometimes be time consuming and cause delays. Please initiate right away.
5. Be sure to include project number and team name on all correspondence and payments (you may contact CBM or your team leader for this information).
6. If you have any questions, please call the STM department: 905-821-3533.

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## Who is CBM?

At Canadian Baptist Ministries, we passionately believe that each of us can make a difference – in our own community and in our world. CBM is a missional movement of churches across Canada, called Canadian Baptists. Together we partner in ministry that starts at the local level and stretches across the globe to reach the most vulnerable among us.

Our approach to ministry affirms the desire to see people form themselves in faith communities based on commitment to Christ and service in the world. CBM is a “grass-roots” movement which believes that mission and ministry emerge from the local church into the neighbourhood and beyond, seeking a ministry that is both spiritual and social in its dynamic.

Internationally, we have a strong record of more than 135 years of service. We work internationally in partnership with national churches around the world in the areas of Grassroots Leadership Development, Joint Pioneer Outreach, Sustainable Community Development and Global Discipleship. We are also affiliated with the Baptist World Alliance as they serve people in over 200 countries around the globe.

We emphasize partnerships at three levels:

- With individuals who chose to support CBM missionaries and ministries financially, through their prayers and as volunteers
- With Canadian Baptist churches, our four regional conventions/unions and Baptist Women's groups
- With our partners in other countries who look to CBM for support and encouragement

## ***Our Core Values***

- We value the local church as the centre of the mission activity of God
- We value the covenantal partnerships of Canadian Baptists as fundamental to our mission activity
- We work by invitation
  - We work by agreement
  - We are committed to true partnership
  - We are committed to developing creative ministries with our partners
- We value the identification, training and mentoring of leaders
- We value being holistic and sustainable in working with churches, partners as well as our international relief and development programs
- We value careful stewardship and fiscal responsibility and will keep overhead costs to the lowest levels possible while continuously improving the quality of our ministry

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## Why participate in a short-term mission experience with CBM?

We feel that short term mission provides a significant opportunity to further one's development as a follower of Jesus Christ. By participating in an STM with us, participants become a vital part of CBM's core values to enrich and strengthen the local church through teaching, training and participating in its ministry. We focus on holistic mission trips to ensure the best possible experience.

The individual is almost always deeply impacted, and challenged towards a life of mission and of Christian service.

The team is deeply impacted by the time spent together in a different place or culture and in the intense ministry or projects that they are involved in together. Often living in very close quarters and often without all the amenities that we are accustomed to, teams become strong communities.

The home church is impacted as the congregation prays, supports, and donates finances towards the team. The home church is blessed with the commissioning of a team, and the debriefing times... as we recommend that a team member or two be chosen to share their story with the congregation at a church service once the team has returned home.

The hosts are powerfully impacted by the team. Whether it is in the work accomplished during a building project, or a partnership in local ministry hosts will be powerfully encouraged and impacted by the team support.

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## What are CBM's expectations of the short-term mission participant?

CBM encourages you to become a spokesperson for the good work you witnessed abroad. That means sharing your story with others, presenting in your church (and/or area churches) and sharing photos and stories with us that we might use for publications.

Participating in a short-term mission trip is a privilege. When participants return home, we stress the importance of maintaining support for the work in that place both prayerfully and financially. Whether that is for the field staff or the project, STMers should continue to build relationships and encouragement by becoming a Partner in Mission or a monthly donor to the project. Upon the end of your short-term mission trip and/or at your CBM debriefing when you return home, information will be provided to you on how you can support the ministry financially.

CBM provides orientation to the team. It is expected that all participants will attend the orientation (we suggest parents too, if member is a minor). Also that all participants will attend a CBM debriefing held approximately a week to a month after returning home.

## What can you expect from an STM?

Each STM experience is different – they differ from place to place, and from person to person. But for many people, STMs are a life-changing experience.

God takes the short-term mission team to a new and unknown place to show them who He is and what He is doing. Seeing and experiencing God, close range, will inevitably change people.

The agenda for the STM trip will vary for each team/individual – but this will be communicated to the team leader prior to departure, to the best of our ability. In some cases, our international partners may be finalizing project details up to 2 or 3 days prior to the team's arrival, so a detailed agenda may not be available until the team arrives in-country. CBM believes in a holistic mission experience, which means that teams and individuals can expect to participate in a variety of ministry opportunities. A 2 week STM will not consist of only VBS or only a construction project, but rather it will expose participants to a greater representation of the work of CBM in that place.

Your itinerary could change at any point leading up to or during your trip. Always remain flexible and remember to see the entire trip as an opportunity to serve God, in whatever way that might be. Be ready to receive the day in whatever way it might unfold!

Along the way, participants may struggle with different aspects of the overall experience. Some individuals adapt easily to new cultures and places, others not so easily. It is difficult to prepare fully for what to expect, since everyone is different. What we do know, is that consistently, participants are *changed*.

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## Getting Ready for an STM

Good STM experiences take coordinated preparation. Following are some guidelines for preparing for an STM and coordinating preparation with your team and CBM:

### 9 months – 1 year before departure

- Initial investigation into opportunities and talk to interested participants
- Talk to church and mission board for approval
- CBM will provide information and resources on opportunities
- If available, attend a Team Leader training workshop

### 6 – 9 months before departure

- Team members confirmed & team leader selected
- Designation of responsibilities within team
- Participant applications & deposits collected by team leader and sent to CBM
- Plan fundraising events
- CBM will provide budget & you may request an initial CBM presentation on STMs

### 6 months before departure

- Finalize team member participation
- Continue with fundraising events
- Team should meet regularly from now until departure date for team building
- Begin basic language classes

### 3 - 4 months before departure

- Apply for passports and entry visas (if required)
- CBM will provide updates on project and donations
- Vaccinations completed
- 50% of team funding sent to CBM
- All documentation sent to CBM (applications, police checks, notarized minors letters etc.)
- CBM orientation to team members

### 1 month before departure

- 100% of funding sent to CBM
- CBM will send out any funds to team if required

### 1 week before departure

- Suggested commissioning service & final team meeting
- Airport drop-off and pick-up scheduled

### 2 days before departure

- Final packing, including: meds, project materials, etc.
- Reconfirm flight times with airline & check travel documents

### Departure day

- Facilitator to ensure all the bags are checked in
- Team leader to hold all tickets and passports for safekeeping after you arrive at destination – team leader will hand to host for safekeeping

### 1 – 6 weeks after return home

- Debriefing with CBM staff
- Identify how you personally and/or the team will continue to support the ministry you were just a part of through CBM
- Share your experience by presenting at your home church and visiting other churches, if possible

### 1 year after return home

- Take time to evaluate the continued impact of the STM and how you are engaged in supporting local and global mission

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## Travel Information

### Passports

For international travel, passports must be signed and **valid for at least six months after the scheduled return date**. The next of kin information in passport should also be completed. Participants should carry two photocopies of their passport (team leader should carry one of these copies.)

### Visas

If the destination requires an entry visa or a visa extension, it is your responsibility to acquire the visa in a timely manner. The STM department can assist you with this. The costs associated with your visa are not included in the project budget; however, receipts can be submitted to CBM and a tax-receipt issued for the amount.

Entry requirements vary for each STM destination and for those traveling on passports *other than Canadian passports*. The STM department can advise participants of entry requirements for Canadian citizens only. If you are traveling on a passport not issued by Canada, it is your responsibility to research entry requirements and obtain any necessary visas to meet entry requirements.

## Health Information

As a number of STM projects require travel to other countries, we often get asked questions about health issues in the countries of destination. CBM cannot offer specific health advice, however we do recommend that you visit your local travel clinic.

To find a travel clinic near you, a list of travel clinics across Canada can be found at:  
[http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic\\_e.html](http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic_e.html)

### Insurance

CBM purchases travel emergency medical insurance for all participants traveling outside of Canada. This is CBM policy. The purchase of medical insurance will be mandatory and included in the STM project budget. **It is your decision whether or not to obtain supplementary insurance above what CBM purchases for you.**

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## Finances

The STM department will develop a budget for each project. All line items on the budgets are tested against Revenue Canada's charitable donations guidelines. Based on this, most donations/support to a project will be considered tax receiptable. For this reason CBM does not allow any personal travel to be added to the project time, either at the beginning or end of the project.

Budget figures are determined by CBM based on previous experience, current travel rates and other information available at the time.

**There is a \$200 non-refundable deposit due at the same time as the application. Included in the budget are the following items:**

- Airfare from Canada to project site
- Online Police Background check
- Accommodation
- Meals
- On-site transportation costs
- Health insurance
- Trip cancellation insurance
- Project material costs\*
- Orientation/debriefing (both in Canada and overseas)
- Departure tax (if required)

\*Materials costs range from \$250 to \$500 depending on the type of STM project (construction, VBS, etc.) When there are no materials required for the project (i.e. educational visit) we include what we call a 'Solidarity Gift'. This is a donation of \$100 that will be made on your behalf to the partners.

**Items not included in the budget:** Immunizations, entry visas, passport application fees or cost for passport photos, travel to and from your point of departure (i.e. airport), meals to and from the destination (i.e. airport meals), personal expenses such as gifts and souvenirs, postage costs, over-the-counter medications or first aid kits, etc.

Participants are responsible for raising the total amount of the support needed for the project. The 'sending church' can help the participant by setting up an STM Fund within the church where the participant and other church members can make donations. This fund can then be forwarded to the project account at CBM.

**All project accounts must be paid in full, one month prior to the start of the project.**

Projects that are longer (more than three months) do not follow the same requirement. The one time costs, plus up to three months of the monthly costs will need to be submitted prior to departure for longer STMs. After this, a monthly amount will need to be submitted until the project is completed. This allows the longer term participant to continue their fundraising work during their time in the project.

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It is important that you understand how the financial arrangement will work. You need to remember that you, the participant, are responsible for raising the total amount of the support needed. CBM will help you with the information concerning this process. It is important that you understand how much you have to raise and how it is to be forwarded to CBM.

For example, in order to go to Bolivia for a 2-week project, you may need a total of \$2,800 (all figures will be in Canadian dollars). This amount is to be received by the CBM Head Office in Mississauga one month before you leave on the project.

If your project is longer than three months, you will be asked to raise a certain amount per month with three months support being sent in to STM before you leave the country.

The STM costs are kept to a minimum. If project expenses are more than anticipated, they will be absorbed by CBM. Conversely, if project expenses turn out to be less than the budgeted amount, the extra amount will be allocated to ministry projects in the country where the volunteer served, determined according to our partners' priorities. It is the policy of CBM not to enter into negotiations regarding refunds.

## Cancellation Policy

Although cancellations are rare, sometimes circumstances within families or health will make it impossible for participants to travel. CBM will do everything possible to help keep costs to a minimum, but please keep in mind that airline tickets are almost always 100% non-refundable.

- ❖ **Notice of cancellation must be received in writing by CBM either by email or fax prior to tickets being issued.** For a cancellation prior to airline and insurance purchase, the non-refundable \$200 deposit submitted with the application will be charged.
- ❖ **For a cancellation after the tickets, insurance, and land arrangements are paid – the participant will be responsible for the full cost of the project.** If canceling due to a serious illness of yours or of an immediate family member's, a claim can be submitted to the insurance company for reimbursement.
- ❖ If for any reason an applicant is not accepted by CBM (health or other reasons) the \$200 deposit will be refunded.
- ❖ CBM reserves the right to deny participation and to cancel projects as deemed necessary.



# Short-Term

## Participant Application

Thank you for applying to participate in CBM's short-term mission program! We appreciate your willingness to go and look forward to facilitating all arrangements on your behalf.

We require an application form for each person traveling (including children). Please complete the attached application and send by mail or courier (with the necessary attachments) to:

**CBM – Attention: STM Dept.  
7185 Millcreek Drive  
Mississauga, ON L5N 5R4**

**IMPORTANT: Your application cannot be approved (and airline tickets will not be issued) until all documents are received.**

**Additional items required: (check and send along with application).**

	<b>Copy of ID page of passport. Must be valid at least 6 months after return to Canada.</b>
	<b>\$200 deposit payable to Canadian Baptist Ministries</b>
	<b>Pastoral Reference (indicate here that your Pastor will be sending or is submitting the group reference form for the team)</b>
	<b>Police security check (not more than 2 yrs. old). <i>Can be obtained by visiting your local police station</i></b>
	<b>If under 18, copy of notarized Parent or Guardian Permission Letter</b>

### Applicant Information

### Country & Project

Your name as it appears on your passport:

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(dd/mm/yy)

Mr./Mrs./Ms./Dr./Rev.: \_\_\_\_\_

Sex: \_\_\_\_\_

Male  Female

Street \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone: Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Fax \_\_\_\_\_

Citizenship: \_\_\_\_\_

Passport # \_\_\_\_\_

Issuing Country \_\_\_\_\_

Expiry Date \_\_\_\_\_

National/international

airport nearest your home: \_\_\_\_\_



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**NAME:** \_\_\_\_\_

**Health & Emergency Information**

It is important that you disclose complete health information required to determine suitability for the mission trip you are applying to and in order for CBM to have necessary information in case of emergency. Please take care to write neatly and include complete names of medications. This information will be held confidential and only released to your in-country host in order to prepare for your trip and in the case of emergency.

Describe your state of physical fitness. Include any items of support you require on the trip (such as assistance walking, breathing apparatus, etc.)

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Allergies: \_\_\_\_\_

Ongoing Medications: \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Dentist's Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Contact's address \_\_\_\_\_ Phone \_\_\_\_\_

**If under 18 yrs**

Mother's/Guardian's name \_\_\_\_\_ Father's/Guardian's name \_\_\_\_\_

Parents'/Guardian's address \_\_\_\_\_ Phone \_\_\_\_\_

Church Attending \_\_\_\_\_ Pastor's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Tell us more about your local ministry involvement through your church & community:

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Discuss what skills and gifts you bring to overseas ministry (including your profession and other experience like: construction, accounting, computer, medical, ESL, teaching leadership etc)

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Languages spoken/written: \_\_\_\_\_

Previous STM or other cross-cultural experience: \_\_\_\_\_

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# CBM POLICIES

## CODE OF CONDUCT

I will show respect for CBM personnel and partners and cooperate with team leaders and members. I will be culturally sensitive to the use of alcohol and tobacco and take direction from the CBM field staff on matters of dress and jewelry. I will not use illegal substances and will not become involved in a dating relationship with team members or nationals while a participant in the project.

## CRISIS MANAGEMENT

In the event of potential or immediate danger, I agree to respect and heed the decisions made by the CBM crisis management team.

## RELEASE AND WAIVER – PLEASE FILL IN

This release and waiver of liability (hereafter referred to as the release) executed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

by (your name) \_\_\_\_\_ (hereafter referred to as the participant) and in effect for one full calendar year from this date is in favour of Canadian Baptist Ministries.

I, the participant, desire to be member and active participant of the STM program of Canadian Baptist Ministries. I understand that the activities may include, but are not limited to, traveling to and from other countries, traveling to and from other cities and towns, consuming food and living in accommodations available and provided in the foreign countries, and participating in the activities assigned by designated STM program leadership.

CBM and the STM program will make every effort to minimize the level of undue risk in any given location and activity: understanding this I hereby freely and voluntarily, without duress, execute this release under the following terms:

1. I release and forever discharge and hold harmless the STM program and its successors and assigns from any and all liability, bodily injury, personal injury, illness, death or property damage that may result from my participation with the STM program. I also understand that the STM program does not assume any responsibility for or obligation to provide financial assistance or other assistance including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.
2. I understand that the STM program does carry and maintain limited health, medical or disability insurance coverage for all STM team participants. The STM program has provided me with a copy of the health, medical and disability insurance coverage and I have read and understood the coverage limitations that are being purchased for me: [http://www.travelinsurance.ca/customers/canadians/all\\_inclusive/non\\_usa.html](http://www.travelinsurance.ca/customers/canadians/all_inclusive/non_usa.html) (Deluxe Package). I assume responsibility for any additional coverage that I deem necessary for my wellbeing. I release and forever discharge the STM program from any claim whatsoever which arises or may hereafter arise on account of my first-aid treatment or other medical services rendered in connection with an emergency during my participation with the STM program.
3. I understand that during my participation with the STM program the possibility exists that I may encounter situations which pose risk, or potential risk, to my safety and wellbeing including terrorism, war, insurrection, or criminal activities. I understand that Canadian Baptist Ministries and the STM program will not pay ransom or make any other payments in order to secure the release of hostages. I hereby expressly and specifically release Canadian Baptist Ministries and the STM program from all liability for injury, illness, death, or property damage resulting from my participation in the STM program.
4. I understand that if I make a cancellation not due to illness after the airline tickets, insurance, and land arrangements are already paid by CBM, I will be responsible for the full cost of the project.
5. I understand this application is accepted based upon CBM receiving affirming references and police check.
6. I understand CBM can deem an applicant unsuitable for a project or require permission of a doctor to participate.

Participant's

Witnessed

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

by: \_\_\_\_\_

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

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

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

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

**Must be signed by mother/father/legal guardian if under 18 yrs old:**

Mother's/Guardian's  
Signature \_\_\_\_\_

Father's  
Signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

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## Unaccompanied Minors - What parents/guardians need to know!

### Prior to departure

Prior to departure, the STM team leader for your child's trip will organize a meeting time for orientation. STM participants are required to participate, and CBM STRONGLY ENCOURAGES you, the parent/guardian, to attend. This is an excellent opportunity to hear more about the trip, meet the CBM representative & learn about various tasks that should be completed prior to departure. Also, specific information will be given regarding the destination and any particular things to be aware of.

### Travel requirements– letters & visas

When a minor (person under 18 years of age) is traveling with only one parent or no parents, border patrol authorities require that parents/guardians provide a letter stating that their child is traveling out of the country with permission. The letter states the name of the trip, dates out of the country, name of team leader (person responsible for minor) and must be signed by both parents/guardians. If one parent is traveling with the child, the other must sign the letter stating that the parent/guardian has permission to travel with the child out of the country. In any case, the letter must be signed by both parents or the guardian, dated and notarized. In some cases, the visa application will require a similar notarized letter. Each country's requirements are different, but you will be given appropriate instruction from either the STM team leader or the STM coordinator from CBM. The STM coordinator can assist you with this.

No letter is required when both parents are accompanying the child.

**Please make two (2) photocopies of the notarized letter. Give the original notarized letter to the team leader traveling with your child. Send one photocopy (along with the application form) to the CBM office. Keep one photocopy with you.**

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## Parents/Guardian Permission Form (if under 18)

**Note to Parents/Guardian:** This is a general guideline of the requirements for a letter giving authority to travel with only one or no parents. The letter must be notarized, (even if one parent is accompanying the child), return original notarized form to team leader, send one photocopy (along with the rest of the application) to CBM, and keep one photocopy for yourself.

I give consent and permission for my son/daughter \_\_\_\_\_ to travel  
*name of participant*

to/within \_\_\_\_\_ with the holder of this form, Team Leader  
*city and country*

\_\_\_\_\_ anytime during the following dates: \_\_\_\_\_  
*name of Team Leader* *dates of trip*

\_\_\_\_\_  
*Father's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Mother's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Legal Guardian's Signature (if applicable)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

### Emergency Contacts

Emergency Contact Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Parent's address if different from above: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

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# Individual Pastoral Reference Form

**\*\* CONFIDENTIAL \*\***

**Instructions to Participant:** Please detach this portion and give to your pastor. Use this form ONLY if you are the only participant applying from your church.

**VERY IMPORTANT: FILL IN THE COUNTRY AND PROJECT NUMBER BEFORE YOU GIVE YOU TO YOUR PASTOR.**

**Instructions to Pastor:** Please complete and send to CBM upon completion.

**Mail to:**

CBM - Attention: STM Dept.  
7185 Millcreek Dr.  
Mississauga, ON L5N 5R4

Pastor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Sending Church \_\_\_\_\_

Project Country: \_\_\_\_\_ Project Number \_\_\_\_\_

- |   |     |   |   |   |      |
|---|-----|---|---|---|------|
| 1) How long have you known the participant? _____                                       |     |   |   |   |      |
|   | Low |   |   |   | High |
| 2) Would the participant be likely to cooperate willingly with others?                  | 1   | 2 | 3 | 4 | 5    |
| 3) Could this participant initiate a difficult task and carry it through to completion? | 1   | 2 | 3 | 4 | 5    |
| 4) How is the participant's respect and concern for others?                             | 1   | 2 | 3 | 4 | 5    |
| 5) How is the participant's adaptability and flexibility?                               | 1   | 2 | 3 | 4 | 5    |
| 6) Rate the participant's positivism.   | 1   | 2 | 3 | 4 | 5    |
| 7) Rate the participant's leadership ability.   | 1   | 2 | 3 | 4 | 5    |

**Comments:** Do you know of any reason, relating to personality, Christian experience or family circumstances, why this participant should not be considered for a short-term mission trip? If yes, please attach a separate sheet with your explanation.

If you fully support the participant in this project, please sign here:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for taking the time to review this participant.

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# Group Pastoral Reference Form

**\*\* CONFIDENTIAL \*\***

**Instructions to Team Leader:** Please detach this portion and give to your pastor.

**VERY IMPORTANT: FILL IN THE COUNTRY, PROJECT NUMBER & PARTICIPANT NAMES BEFORE YOU GIVE YOU TO YOUR PASTOR.**

**Instructions to Pastor:** Please complete and send to CBM upon completion.

**By mail:**

CBM - Attention: STM Dept.  
7185 Millcreek Dr.  
Mississauga, ON L5N 5R4

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Pastor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sending Church \_\_\_\_\_

Project Country: \_\_\_\_\_ Project Number \_\_\_\_\_

## Participants Information

1) \_\_\_\_\_ 7) \_\_\_\_\_

2) \_\_\_\_\_ 8) \_\_\_\_\_

3) \_\_\_\_\_ 9) \_\_\_\_\_

4) \_\_\_\_\_ 10) \_\_\_\_\_

5) \_\_\_\_\_ 11) \_\_\_\_\_

6) \_\_\_\_\_ 12) \_\_\_\_\_

**Comments:** If you are aware of any reason, relating to personality, Christian experience or family circumstances, why a participant should not be considered for a short-term mission trip. Please specify the individual and reasons on the separate individual form.

**I fully support all the participants** listed for this project, please sign here:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Short-Term

Participant's  
Tracking Sheet

Your Name:  
Country:  
Project Number:

## INSTRUCTIONS

Use this sheet to keep track of your donors and their gift amounts.

1. Record each donor's name, address, phone number, and gift amount.
2. Send a photocopy of this form, plus all cheques (made payable to Canadian Baptist Ministries) to:  
Canadian Baptist Ministries, Attn: Short-Term, 7185 Millcreek Drive, Mississauga, ON, L5N 5R4  
Please do not send cash in the mail. If you receive cash donations, please provide a cheque in the equivalent amount.

Send form and funds to CBM by priority mail at least **1 month** prior to departure date.

No.	Donor's Name	Address and Phone Number	Gift Amount
1		( )	\$ .
2		( )	\$ .
3		( )	\$ .
4		( )	\$ .
5		( )	\$ .
6		( )	\$ .
7		( )	\$ .
8		( )	\$ .
9		( )	\$ .
10		( )	\$ .
11		( )	\$ .
12		( )	\$ .
13		( )	\$ .
14		( )	\$ .
15		( )	\$ .
16		( )	\$ .
17		( )	\$ .
18		( )	\$ .
19		( )	\$ .
20		( )	\$ .
21		( )	\$ .
22		( )	\$ .