



Hi \_\_\_\_\_,

Thank you for signing up to participate in the Short Term Missions Program here at Mercy Drops Dream Center. We are excited to have you come and serve with us!

On the following page is your contract agreement that breaks down the cost and when deposits are due. Please read it all carefully and if you have any questions, don't hesitate to contact us.

In the *Contract* email you will find the "Assumption of Risk" form attachment or link. Please note that there are two different forms - one for those who are *17 & under* and another for *18 & older*. Only send these forms once you have confirmed your final team.

You'll also find a **Short Term Missions Check List**. This is just a helpful reminder of what to bring and have prepared by the time of the trip.

Thank you for allowing us to serve you! If you have any questions, please feel free to contact us anytime. Thank you and God Bless!

Sincerely,

Short Term Mission Office

**(757) 967-7599**

**[Stm@mercydrops.life](mailto:Stm@mercydrops.life)**



## Short Term Missions Agreement

**Date Agreement was made:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

### **Room and Board:**

Payment includes the Facility to stay during your Short Term Missions trip at Mercy Drop Dream Center. **An official Outreach schedule while at the Dream Center will be given to your team upon arrival.**

### **Check-in Times:**

All teams **check-in** on **Monday** between the hours of **1:00pm-3:00pm**.

### **Numbers and Rates:**

The cost for a \_\_\_\_ night stay, per person is \$150.00. Therefore, the total amount due for \_\_\_\_ members is \$\_\_\_\_\_

**Trip Dates:** *Arriving* \_\_\_\_\_ – *Departing* \_\_\_\_\_

### **Reservation Fee:**

In order to reserve your team's Short Term Missions with Mercy Drops Dream Center, your team must submit a non-refundable Reservation Fee of **\$100.00**, along with a copy of *this agreement* signed by your team leader, to Mercy Drops Dream Center by the Reservation Fee Due Date set forth below.



The signed agreement can be emailed back or mailed to the following address: **P.O. Box 9416, Chesapeake, VA 23321.** You can pay the Reservation Fee by including a check with your mailed copy of this agreement, or you can pay by credit card using the following link: [www.mercydrops.life/support](http://www.mercydrops.life/support).

If Mercy Drops Dream Center does not receive your signed agreement and Reservation Fee by the Reservation Fee Due Date and you have not been in contact with our office, we will remove your team from our schedule and cancel your team's reservation the following day.

**Reservation Fee Due:** \_\_\_\_\_

**1<sup>st</sup> Fundraising Mark:**

A non-refundable 1<sup>st</sup> Fundraising Mark Payment of \$\_\_\_\_\_ (\$150.00 per participant indicated in this agreement) as well as a final team count needs to be submitted to Mercy Drops Dream Center by the 1<sup>st</sup> Fundraising Mark Payment Due Date set forth below in order for Mercy Drops Dream Center to continue to hold your team's reservation at that time. After the 1<sup>st</sup> Fundraising Mark Payment Due Date, your team will be financially responsible for the Final Fundraising Mark Payment for the number of team members indicated in your final team count regardless of whether you need to reduce the number of participants before your arrival date.

**1<sup>st</sup> Fundraising Mark Due Date:** \_\_\_\_\_



**Final Fundraising Mark:**

The final fundraising mark of \$\_\_\_\_\_ (as may be adjusted based on your final team count submitted to Mercy Drops Dream Center by the 1<sup>st</sup> Fundraising Mark Payment Due Date) must be reached before your team's arrival at Mercy Drops Dream Center for your Short Term Missions trip. A Final Fundraising Mark Payment of the final fundraising mark amount, less credits for the Reservation Fee and 1<sup>st</sup> Fundraising Mark Payment already paid, must be paid to Mercy Drops Dream Center on the STM page ([www.Mercydrops.life/STM](http://www.Mercydrops.life/STM)) or by check prior to the start of your team's Short Term Mission event.

**Damage Fee:**

Any damage or vandalism to Mercy Drops Dream Center or Horizon Community Church Property caused by your team's participants may be charged to your team as an additional fee.

**Agreement to Abide by Short Term Mission Policies:**

All Short Term Mission participants must abide by the policies attached hereto as Exhibit A and may be dismissed from the program without refund of any amounts paid to Mercy Drops Dream Center for failure to do so.

**Sign and date below if you have read all of the above terms and conditions  
and agree to them on behalf of the team named above.**

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Exhibit A: Policies**

***(Only team leader needs to sign)***

### **Requirements & Expectations**

- No guys in girls' rooms or girls in guys' rooms without a team leader present.
- If you have snacks in the rooms, please keep them concealed (packed away) at all times. Please help us keep our rooms nice and tidy.
- Turn off lights, heaters, fans, or any electronic device when you leave the room.
- If you are locked out of your rooms after office hours, contact Short Term Mission Staff.
- If you lose your badge, there is a fee of \$2 to replace it and a \$5 fee for a misplaced key.
- Please avoid parking directly in front of Mercy Drops Dream Center.
- Do not walk around outside by yourself after dark. We recommend you staying in groups of three.
- Campus curfew is 10:00pm so please be in your rooms by that time. Quiet time is 9:00pm. You may remain in the lounge area, but please lower the noise level.
- There are no weapons permitted on campus. This includes, but is not limited to, guns, knives, swords, mace, brass knuckles, bats, or any other items that could be considered a weapon.
- Transportation is required as we will not be able to provide transportation to the sites.



- If at any time you wish to take photos, please ask a Mercy Drops Dream Center Outreach Leader for permission. At some sites, photos are not permitted.
- Mercy Drops Dream Center volunteers may date and develop friendships with each other and all program residents besides those in Mercy Drops Dream Center Transformation Housing Program, who should not be approached unless it is within the scope of your program's involvement. You're welcome to maintain friendships with other program residents.
- Mercy Drops Dream Center is an alcohol, smoke, and drug free environment. A volunteer may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescription medicine is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position.

### **Dress Code Policy**

- Badges must be worn at **all times** while serving and on MDDC Campus.
- Please wear closed toe shoes and modest, comfortable clothing.
- Ensure that shorts and skirts are longer than mid-thigh and tank top straps are wider than 3 finger widths.
- Avoid any clothing with slogans or advertising advocating violence, gangs, drugs, alcohol, or vulgarity, either written or implied.



*Mercy Drops Dream Center asks that you would remember that you represent our organization as a whole and that you would be mindful in the way that you dress, speak and behave. Failure to comply with one or more of these policies could result in immediate dismissal from property and/or program. All policies are subject to change without notice as needs arise.*

---

Name (print)

---

Date

---

Signature



## Checklist Prior to Arrival

- Final Payment
  - If you don't know the remaining balance, please contact (757) 967-7599.
  
- Team Members Risk Forms
  - We should be receiving forms from *each* person coming on the trip.
  - Bring these with you to give to STM staff upon arrival.
  - Please make sure every line is filled out
    - Assumption of Risk
    - Medical Information
    - Parental Consent
    - Consent for Medical Treatment of a Minor
    - Media Release
  
- Transportation Rented
  - You'll want to call the day before to confirm with your Rental Company.
  - Also, get a First and Last name of an employee who works at the Rental Company you'll be picking up the car from for reference.





- Driving Directions
  - Address to the Dream Center: 504 Mclean St. Portsmouth, VA 23701
  
- Give times of arrival/departure to STM Staff
  - Call (757) 967-7599
  
- Returned team info list which includes team members' name, gender, age, and ethnicity to STM Staff, via email or mail.
  
- Items to Bring
  - \*Bible and Journal
  - \* Hygiene Products
    - Shampoo/Conditioner
    - Body Wash
    - Toothbrush
    - Toothpaste
    - Deodorant
  - \* Closed toed shoes for outreaches
  - \* Modest clothing
  - \* Flip flops for the showers
  - \*Sweater or light jacket for the evening hours