



# MISSION TRIP GUIDEBOOK

TRIP APPLICATION | TRIP POLICY | MISSION TRIP DETAILS

## WHAT IS A SARUNI?

“Saruni” is a Maasai name that means “one who rescues.” It is not a common name, but is given to someone who has shown a willingness to help those in need. Saruni International is based on this willingness to help where needed.

Our work takes place in Kenya, where extreme poverty and traditional cultural practices place thousands at risk. The primary work is to come alongside Christian Mission Aid in operating the Ololoitikoshi Girls Rescue Center (GRC.) The Center rescues young Kenyan girls who have been abused by cultural circumcision practices and forced early marriages. The Center has been in operation since 2009 and has many success stories. Other ministries include sports clinics, leadership training, agricultural seminars and training, medical, dental, and optical clinics, famine and drought relief, and pastoral training.

Saruni International is experienced in taking mission teams to Kenya. Over the past several years, hundreds of people have visited Kenya to serve in different capacities. Trips are organized at different times of the year, and each have specific goals and purposes.

Mission teams are a great way to use your God-given talents and abilities to serve others. These trips are also a wonderful way to show God’s love in a practical way. You, too, can be a Saruni.



## “WHY SHOULD I GO?”

Many people ask this question each time we offer a trip. The proper focus is critical—it needs to be because you have been “called” to go. Many people also state that they are not prepared to go to a foreign country to be a missionary, that they don’t have the training, the resources, or the time. The simple answer to these comments is that if you have been called by the Lord to go to the mission field, He will supply all that you will need to accomplish the goals He has set before you. If you are not called, then your own abilities will not get you through the trip. It is a matter of faith, and if you are willing to trust God, then He will provide all of the things you will need to go on the trip. Watch as God provides funding, time, and support for you. Fix your mind on the things that He would have you do. Trust His strength and not your own.

## SPIRITUAL PREPARATION

Taking a mission trip is not just about packing a bag, getting some vaccinations, and heading off on a jumbo jet. There are much more critical preparations to make before your journey begins. Your spiritual preparation is by far the more important. Your intimacy with Christ and understanding His design for your life are necessary for the trip to be successful. This means that you need to spend time in prayer, as His strength will empower you for the ministry. Prayer needs to be the most important thing you do before the trip, during the trip, and after the trip.

Get your friends, family, and co-workers to pray for you. Without this covering of prayer, your going will be dependent on your own power, not on the power of God’s love and understanding.

Spend time reading the Bible, meditating on what you read and asking the Lord to teach you and prepare you for the trip. Claim His promises for your life. Thank Him for calling you to serve Him.

Realize that you are going into a spiritual war-zone. Satan does not want you to be successful as you serve God, and he will make your journey difficult. You can overcome this battle by submitting yourself completely to God’s control.

Each team will be provided with materials to help you prepare for your trip.

## PRACTICAL PREPARATION

Okay, so you know you have been called to go on the trip...now what? Let's go over the logistical aspects of traveling to Kenya.

**Obtain a Passport:** Everyone who travels outside the United States needs a U.S. passport to travel. Visit the U.S. Department of State website at [www.travel.state.gov](http://www.travel.state.gov), and click on "U.S. Passports" to find answers regarding your first-time application, renewal, and processing. **Note: Obtaining a passport takes time. Your passport should be valid for at least six (6) months AFTER your scheduled date of return to the U.S. following your trip. If your passport will expire during that six month period, apply for a new passport immediately. The cost of obtaining a passport is not included in the mission trip cost.**

**Fill Out and Return a Mission Trip Application:** The complete application is found on pages 12 and 13 of this guidebook.

### **Turn in all Required Documents:**

Mission Trip Application (pg. 12-13)

Signed Mission Trip Policy (pg. 14)

Signed copies of the Saruni International Mission Trip Waiver (pg. 15-16)

\$250 non-refundable check made payable to Saruni International

Two (2) copies of the photo page of your passport (You can turn in all other documents without a copies of your passport IF your passport application has been submitted to the U.S. State Department.)

### **Schedule an informal interview with your team leader.**

**Your Account:** After your application has been received and approved, an individual account with Saruni International will be set up in your name. All proceeds will go into that account.

**Adhere to Deadlines:** Your team leader will set specific deadlines for various aspects of the trip. These will include dates for funds needed to purchase airline tickets, safari deposits, and final funds. These are very specific as all members of the team will have tickets purchased in a block, and you cannot purchase your ticket at a later date. All flight itineraries are determined by the team leader. Exceptions to the general travel schedule **MUST** be cleared with the team leader before purchase.

**Watch for all Communications:** Your team leader will have many people and organizations to communicate with. It is your responsibility to watch for and to respond to all communications. Keep your team leader informed about all fundraising and logistical issues.

## RAISING THE NECESSARY FUNDS

Raising funds can seem like the scariest part of going on a mission trip. This is where faith can have its biggest test and also its biggest reward. Fund raising is a far stretch for most of us. However, if God has truly called you to the mission, then He will provide what is required.

It is sometimes difficult to remember that God calls some to go and some to support those who go. As your supporters use their material gifts to help you go, they are furthering the work of the Lord, and in doing so, they are worshipping Him. By your stepping out in faith to go on a mission trip, you are giving these supporters an opportunity to be directly involved in God's work.

You can start the support-raising process by making a list of those in your circle of influence and asking them for their support, both prayerfully and financially. Write a letter that clearly defines your involvement in the trip, what it will consist of, what your goals are, and how you feel called to go. Share the dates and amount you need to raise. These letters should be clear, concise, easy to read, and limited to one or two pages. You will need to include your home address where donations should be sent. State that checks should be made payable to **Saruni International**, with the memo line BLANK. Also include the date that you need to have donations returned, so that they know that giving is time sensitive.

**You must include a copy of Saruni International's "Giving to Support Our Mission Effort" letter with each support letter you send (provided in the back of this Guidebook.) It clearly defines the IRS law concerning tax-deductible donations.**

All donations should be returned to you to keep track of all funds that come in for your trip. We recommend that you keep a list of all donors, their addresses, and the amount given. You will need to keep a ledger of all funds so that you know where you stand in the amount needed. You will also then have your supporter's addresses so that you can send a personal hand-written thank you letter to all who donated to your fund. After your trip, you can also send each of your supporters a follow-up letter describing the impact of the trip on your personal life.

As funds come in, it is your responsibility to submit them to Saruni International. Be sure to place them in a bundle with your name and the trip date attached, as they will be deposited into your personal account. Again, be mindful of the dates that funds must be in place.

Per IRS law, once deposited, all funds are not returnable to either the donor or to you. If you cannot raise the funds to purchase the airline ticket by the designated date, you will forfeit all funds in your account. Once your airline ticket is purchased, you are committed to all other costs incurred for the trip. We secure group rates for in-country transportation, lodging, and safari. If you decide not to go on the trip, you will be required to pay for the difference in costs.

## RAISING THE NECESSARY FUNDS, CONT.

Be proactive. Contact everyone on your list who has not responded to your letters, reminding them about your upcoming mission trip. Often, people want to help but forget to respond. Remember, you are not pressuring people—you are giving them the opportunity to invest in your ministry.

Saruni International must receive 100% of your funds on or before the designated deadline. If you are concerned that you will not be able to make the stated deadline, contact your team leader immediately to discuss your options.

If you receive more than the needed amount, do not return donations to the sender. These overages can be used to assist one or more of your team members who may not have all of the required funds, or they can be used to cover other related ministry costs. Again, contact your team leader to discuss the situation.

## VISAS

Kenya requires an entry visa for all visitors. These costs are included in your trip budget and will be applied for by the team leader prior to departure.



## IMMUNIZATIONS

Currently vaccinations are not required for entry into Kenya. Saruni International will monitor the requirements before each missions trip for verification. If you have access to your immunizations records we suggest that you bring them with you. A record is not required.

The following vaccinations are not required but are recommended by Saruni International. These vaccinations should be received a minimum of four (4) weeks prior to departure. Some medical insurance may cover the costs, but check with your insurance provider. Many drug stores can administer these shots.

**Hepatitis A & B:** These shots require a few weeks between receiving them. Although we recommend receiving both Hepatitis A & Hepatitis B immunizations before departure, if you do not have time to get both, get the Hepatitis A shot prior to departure, then get the Hepatitis B shot upon your return.

**Tetanus:** A must for international travel.

**Typhoid:** To prevent water-borne illness.

**Malaria Prophylactic:** Saruni International does require a Malaria Prophylactic: To prevent malaria, we recommend taking either Malarone--a one-a-day prophylactic--or Doxycycline--a medication that can be taken at different times. We recommend Malarone as Doxycycline has very harsh side effects from sun exposure. Regardless, you will need a prescription for either. Drug stores cannot typically acquire Malarone without several days advance notice. You will need 22 pills for a 17-day trip.

**We will not allow you to take Lariam (Mefloquin) to prevent malaria, as the side effects are too severe. (Common side effects include depression, anxiety, and irritability.) Please do not allow your medical provider to prescribe this medication.**

The Center for Disease Control also recommends that you are current on your Measles-Mumps-Rubella, Diphtheria-Tetanus-Pertussis, and chickenpox.

Please bring any personal medications with you and keep them in your carry-on bag. If you have any critical prescriptions you need, please share that information with your team leader, as we may need to bring extra medication on the trip.

If you wear prescription eyeglasses and have another pair, bring them with you.

Other items that are recommended but not required: hand sanitizers/sanitizing wipes, motion sickness pills, Pepto-Bismol, antacids, aspirin or ibuprofen, sleep aids, sunscreen, insect repellent (non-aerosol) with DEET, and saline nose spray.

We do have a first aid kit at the Rescue Center that has bandages, ointments, etc.

## CLOTHING AND PACKING

Kenya has a very mild climate, as it rarely reaches above 95°F and below 50°F. It does, however, vary between dry and wet seasons. Your team leader will give more specific climate information depending on the time of year you will be traveling. Regardless, there are some constants in regard to clothing.

Unless you are part of a sports ministry team, which will have their own clothing requirements, you should abide by the following:

Women should always dress very modestly when doing ministry. Kenyan women do not wear shorts and very seldom wear slacks. Most of the time, women on mission teams need to wear dresses or skirts and tops with sleeves. The same holds true when going to church or working in the village. If you are working at the Rescue Center, capris or slacks will likely be okay to wear. Your team leader can direct you as you prepare for your trip.

When working in classrooms or part of seminars, men should wear slacks and a collared shirt. No need to wear a tie unless you will be preaching. If you are working construction or agriculture projects at the Center, jeans and shorts are fine to wear.

Casual clothing such as shorts, T-shirts, and jeans are appropriate to wear while in Nairobi, on safari, or spending evenings at the Center. Do pack a swim suit, as the safari lodge has a swimming pool.

Closed-toe shoes are convenient when going into the bush or where pit toilets are used. Casual or tennis shoes are okay at almost any time. Flip-flops are appropriate for casual times in Kenya.

Evenings can be a little cool, so bring a light jacket or fleece. A rain-resistant jacket is recommended if you will travel during the rainy season.

The Girls Rescue Center is very close to the Equator, so bring a hat.

Take as much “wash and wear” clothing as possible. We will supply laundry detergent, but you will hand wash your clothes and hang them dry.

For most trips, you will be asked to pack all of your clothing and personal items in your carry-on bag. This is possible—you will not need to wear a different outfit every day, and you will have ample time to wash your clothes during the trip. (Kenyans, too, will likely wear only one or two different outfits during a weeklong seminar.) Your carry-on must fit in the overhead compartment on the plane, and you will be able to carry a small, personal item such as a purse, small backpack, or briefcase on board. Wear a jacket as it can be cold on international flights.



## CLOTHING AND PACKING, CONT.

Your two large bags, which you will supply, will be filled with ministry items. These items may include shoes, clothes, sports gear, tools, books, etc. We will host a “Packing Party” prior to departure to ensure everything we need for our time in-country arrives in Kenya with us.

If you chose, you may leave your clothes, shoes, bags, Bible, supplies, and unused toiletries at the Girls Rescue Center instead of returning to the States with them.

## WHAT TO BRING (TRAVEL-SIZE EVERYTHING!)

Nothing that, if lost, would ruin your life (wedding rings, expensive watches, jewelry—especially items that announce your wealth)

Clothing that will last throughout the trip. Take mix and match items.

Sleepwear. You will be staying in a dorm-like setting with toilets down the hall.

Sunglasses and extra eye glasses

Toiletries and lotions

Medications—both prescription and non-prescription

Bible, journal, pen, pencils

Backpack or tote bag

Flashlight, earplugs, eye mask, neck pillow

Hat and gloves, if needed

Reading materials

Camera, memory cards, batteries

Chap-stick, sunscreen, insect repellent, hand sanitizers

Alarm clock or watch

Snacks, gum, candy, power bars, trail mix, etc.

Flavored powdered drink mixes

One or two water bottles

Passport, visa, Immunization record card, emergency contact list

Copies of prescriptions and medical instructions, if needed

## WHAT NOT TO BRING

**Hair dryers and curling irons.** They will not work with the power system we have at the Center. Bandanas and scarves work well.

Computers, unless you need them for your ministry.

Your Social Security Card

Anything that has your home address or phone number listed on it.

## BRINGING MONEY

Typically \$100-\$200 spending money is adequate. This should be in \$50 or \$100 bills, series 2006 or newer. We won't be able to exchange \$5, \$10, or \$20 bills. All monies will be exchanged by your team leader before you have an opportunity to shop.

You may bring one credit card with you, although it is not necessary.



## ACCOMMODATIONS & FOOD

For the most part, all visitors will stay at the Rescue Center. Upon your arrival in Kenya, you will likely spend one night at a safe hotel in Nairobi. Do not drink or brush your teeth with water from the tap—we will have bottled water for your use.

At the Rescue Center, you will stay at the Team House. The team house has beds for 48 people, and we will divide visitors up to make you as comfortable as possible. There are 4 bathrooms, each with 2 showers, 2 toilets, and 2 wash basins. If necessary, we will divide men and women to separate floors. There is a laundry room with two sinks, a place to make instant coffee or tea, and a water filter for drinking water. We have clothes lines in the back of the building to air dry your clothing.

Showers use solar hot water technology. In order that everyone has enough hot water, showers are limited to three (3) minutes per person.

Electricity at the center is provided by solar panels. Electricity is on 24 hours a day, but we still are very careful to conserve power. The voltage is twice that of the voltage used in the US. Most phones, computers, tablets, and cameras will charge on the system without a transformer. You will need to use a different plug adapter which we have available. **PLEASE DO NOT BRING OR USE HAIR DRYERS OR CURLING IRONS FROM THE US AS THEY WILL DAMAGE THE POWER SYSTEM.** Please check with Saruni before you bring “specialized” equipment, tools, or accessories with you.

The dining room will serve breakfast, lunch, and dinner at designated times. All of the food provided at the Center is safe to eat. Please be on time for meals, as the schedule in-country is tight.

We have a locking steel box in the Team House where passports and money will be kept. Only the team leader will have a key to this box.

Please tell your family and friends back home that “no news is good news.” We don’t have internet service at the Rescue Center, so communication is simply not possible. Saruni International will have a contact person in the States that will be able to reach you in case of an emergency. We will communicate with that person to let everyone know when the team arrives in Kenya.

## SAFARI

Most teams will have a two-night safari at the end of the trip, where you will be able to see “wild Africa.” Each safari may be different than the previous one, depending on the season and ministry locations. This is also a crucial time, as we “debrief” as a team and process together what has happened during the trip. Enjoy the food, take in the scenery, and revel in the free time.

## SAFETY & HEALTH

All in-country transportation will be acquired through reliable companies and drivers. While in Nairobi, stay in groups of no less than two (2) people. Do not leave the area that you will be staying, shopping, or eating in. Keep to the assigned times for departure and meeting.

At the Rescue Center, you can walk outside of the compound, but we prefer that you do so in groups of no less than two (2) people. If you do decide to venture out, tell someone where you intend to go.

Do not drink water unless it is bottled or from the water filters at the Rescue Center. Hydration is important, so be sure to drink plenty of water. Adding an electrolyte (like a powdered sports drink) can assist in hydration.

The Equatorial sun is very intense, so we advise wearing sunscreen and hats.

Remember to take your malaria medication while in Kenya.

Take Pepto-Bismol each morning if you are concerned about stomach issues.





## MISSION TRIP APPLICATION

(Please complete all items, using the back of this sheet or adding paper as needed.)

TRIP DATES: \_\_\_\_\_

### GENERAL INFORMATION

Full Name (as it appears on your passport): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### PASSPORT INFORMATION

Passport Number: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

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

Departure City: \_\_\_\_\_

Previous Mission Experience:

Special skills, gifts, abilities you bring to the team:

In a few words, describe your relationship with God:

Why do you want to go on this mission trip?

What are you hoping to gain from your trip experience?

Foreign Languages Spoken:

**REQUIRED:**

Please provide two (2) short letters of recommendation from: a pastor or leader in ministry and from a business associate, coach, teacher, or co-worker.

**MEDICAL INFORMATION**

Do you have any known allergies?  No  Yes: \_\_\_\_\_

Do you have any dietary restrictions?  No  Yes: \_\_\_\_\_

Do you have any physical restrictions?  No  Yes: \_\_\_\_\_

Are you currently taking any medication?  No  Yes: \_\_\_\_\_

**EMERGENCY CONTACTS**

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

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

**INSURANCE INFORMATION**

Every participant involved in a Saruni International sponsored trip is required to have major health insurance while in-country. This insurance will be arranged by Saruni International and the costs will be included in the price of your trip. While this insurance is primarily medical, it does include Accidental Death Insurance. Therefore, please list the following:

Beneficiary Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

## MISSION TRIP POLICY

(Must be signed and turned in with your Mission Trip Application.)

Involvement on a mission team is a great privilege. In going, I represent not only Saruni International, but also Jesus Christ. In addition, I go as a member of a team modeling the Gospel as well as speaking it. Mission team members set aside personal agendas and aims for the good of the team and what brings God glory. I understand that many cultures view visitors as missionaries and that my actions and attitude will reflect positively of that role.

I am in agreement with the following policy as a mission team member. These elements are vital to the effectiveness and physical safety of the mission trip.

1. I agree that I am a guest in another country, representing Saruni International.
2. I desire to learn as part of this experience. Other people's methods or ideas will be respected, even when I find them ineffective.
3. I will develop and maintain a servant's attitude toward my team members and the national people with whom I work. I will do what needs to be done to ensure the quality and success of the mission itself.
4. I will respect my team leaders and his/her decisions.
5. I will refrain from passing judgment and gossiping, instead looking to build others up.
6. I will refrain from complaining. Ministry, along with travel, can bring unexpected and even difficult circumstances. I will handle these unexpected situations in a Christ-like manner that supports the work and honors Christ.
7. I will attempt to build up the local church and national leaders. I will refrain from negative comments regarding the situation where we work or the host country's politics.
8. I will be inclusive in my team relationships. Even when my close friends or family are on the team, I will interact with all members of the team.
9. I will refrain from any activity that could be construed as a romantic or sexual interest toward a team member or national worker. What may be innocent in my culture may seem inappropriate in other cultures. Dating relationships need to be put on hold during the trip.
10. I will abstain from the consumption of alcoholic beverages and tobacco unless approved by the team leader. I will abide by the rules associated with local customs and team policy. What may be acceptable in U.S. culture may not be acceptable in other cultures.
11. I understand that all financial responsibilities for the trip are mine to provide. I agree to meet all dates and costs associated with the mission trip. If I fail to meet the dates, I agree to forfeit all collected funds to Saruni International.

As a member of Saruni International's mission team, I serve to extend the ministry of the Gospel of Jesus Christ to another culture. I agree that adherence to this policy is necessary to attend a mission trip, as well as during the duration of the trip.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian if Participant is a Minor: \_\_\_\_\_



## MISSION TRIP PARTICIPANT RELEASE AGREEMENT

(Please read carefully. This is a legal document.)

THIS RELEASE AND WAIVER OF LIABILITY (“the Release”) in favor of Saruni International, a Colorado non-profit corporation, and all of its directors, officers, employees, participants, and all team members, including team leaders (collectively “Saruni International.”)

I, the Participant, desire to join the mission team as a member of the Mission Trip sponsored by Saruni International and engage in the activities relating to being a participating member of the team. I understand that I will be travelling to and from Africa, consuming food and water and living in accommodations available. I understand that activities may include, but are not limited to, sport, seminars, training, construction, and agricultural projects.

I hereby freely and voluntarily, without duress, execute this Release under the following terms:

I acknowledge that my Mission Trip begins at (location) \_\_\_\_\_  
on (date) \_\_\_\_\_ and ends at (location) \_\_\_\_\_  
on (date) \_\_\_\_\_. Any changes in my plans will result in my not being  
part of the Saruni International Mission Trip from the date that my own itinerary begins.

**1. Waiver and Release:** I, the Participant, release and forever discharge and hold harmless Saruni International and all other participants on the mission team from any and all liability, claims, and demands of whatever kind and nature, either in law or in equity, which arrive or may hereafter arise from my involvement on the mission team.

I understand and acknowledge that this Release discharges Saruni International from any liability or claim that I, the Participant, may have against Saruni International with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my participation with the Mission Trip.

**2. Assumption of the Risk:** I understand that my time on the Mission Trip may include activities that may be hazardous to me, including, but not limited to, sport activity, handling heavy materials, construction, and transportation to and from the mission sites. I recognize and understand that my time on the Mission Trip may, in some situations, involve inherently dangerous activities. I acknowledge that I have the responsibility to investigate and research the hazards, risks, and dangers associated with international travel and the specific risks in the destination countries to which I am travelling.

I authorize and grant permission to Saruni International to furnish any necessary transportation, food, water, and lodging, and to assign projects for the mission team. I hereby expressly and specifically assume the risk of injury or harm in these activities and release Saruni International from all liability, illness, death, or property damage resulting from the activities of my time with Saruni International.



**3. Assumption of Personal Responsibilities, Release, and Indemnification:** In consideration for being accepted by Saruni International for participation on the Mission Trip, I, the Participant, agree to assume all responsibility for all of my conduct and actions during the Mission Trip, and agree to hold harmless and indemnify Saruni International, all of its directors, officers, employees, participants, and all team members, including team leaders, for any claims, demands, or liability whatsoever incurred or sustained by Saruni International as the result of my conduct or actions during the Mission Trip.

**4. Insurance and Medical Treatment:** I, the Participant, will carefully and truthfully complete the separate Saruni International Mission Trip Application, and will sign the forms at the same time as I sign this Release. I release and forever discharge Saruni International from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with any emergency or other medical treatment or services during my time on the Mission Trip.

**5. Other:** I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Colorado in the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Colorado. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**6. Venue:** Any cause of action arising under this Release, shall be brought in the State of Colorado, County of Weld.

**7. Other Persons:** This Release shall apply in favor of Saruni International and all of its members and all persons who have organized this Release shall apply in favor of Saruni International and all of its members and all persons who have organized and/or in any way have or will participate in the Mission Trip.

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**Participant Signature**

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**Date**

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**Parent/Guardian Signature (if Participant is Minor)**

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**Date**



## MISSION TRIP DETAILS

(please keep for your records)

TRIP DATES: \_\_\_\_\_

Team Leader/s

Phone Number

Email Address

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Team Meeting Dates:

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Total Trip Cost: \_\_\_\_\_

### DESIGNATED DATES FOR SUBMITTALS

Application/Signed Policy Sheet/Passport/\$250 Deposit Due: \_\_\_\_\_

Airline Ticket Fund Amount: \_\_\_\_\_ Due: \_\_\_\_\_

Safari Fund Amount: \_\_\_\_\_ Due: \_\_\_\_\_

100% of Funds Amount: \_\_\_\_\_ Due: \_\_\_\_\_

Immunizations Needed: \_\_\_\_\_

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Total trip costs include: airfare, visa, all food and lodging, non-alcoholic drinks, all in-country transportation, health insurance policy during the trip, tips, and safari.

Total trip costs exclude: Transport to and from U.S. airport, food in-transit to/from Kenya, passport fees, in-country shopping, vaccinations, medications, alcoholic drinks, laundry service, and spending money.



## **GIVING TO SUPPORT OUR MISSION EFFORTS**

If you are planning to help support the work of Saruni International through a contribution, thank you. Through your donation, the lives of many will be affected in a very positive way. Saruni International is involved in serving people in Kenya in many different ways and ministries, through practical and spiritual means. Please know that we will use all donated and contributed funds in a responsible way.

If you have received a request to assist with a short-term or long-term missionary we can assure you that you are investing in a solid and well-managed organization. Saruni International is a non-profit organization incorporated in the State of Colorado and is under the guidance of a Board of Directors.

Saruni International will follow all legal rules and regulations for contributions received. We will adhere to the Internal Revenue Service (IRS) rules regarding the use of funds. When you give to the organization, you should do so agreeing that your donation is unconditionally given without personal benefits to yourself and is given for use by Saruni International. If the project/mission you received an appeal for is over-funded, your donation may be used for one of the other mission efforts of Saruni International. And, if for some reason, the individual you are assisting is unable to go on the mission trip, we will be unable to refund your donation.

We want to be as accommodating as possible to our donors, yet the IRS laws concerning tax-deductibility of donations limit us. Due to these laws, there are legal ways in which we can and cannot accept donations. According to the IRS, the tax-deductibility of your donation is dependent on it being “unconditional and without personal benefit to the donor,” and that it “is made to or for the use of” a qualified charity. Further, the organization must have “full control of the donated funds, and discretion as to their use, so as to insure that they will be used to carry out its functions and purposes.” Thus, we can only accept tax-deductible donations which are given in this way.

All donors will receive a confirmation of their gift by January 31st of the following year in accordance with IRS guidelines.

If you have any questions regarding this information, please contact us. We would be happy to discuss these issues with you further or refer you to our tax consultant.

Mark Hagen  
Executive Director  
(970) 576-1827

Joe Smeltzer  
Chairman of the Board of Directors  
(970) 302-4369