

# Guidelines for Mission Trip Scholarships

## Woodburn Baptist Church

- The Mission Committee has established a process and a budget for financial assistance for scholarships for short-term mission trips. All scholarship applications must be submitted for consideration of the Mission Committee.
- Scholarships are for Woodburn Church Members only.
- The purpose of the Mission Trip Scholarship is to help and encourage members and Staff of Woodburn Baptist Church to participate in short-term mission trips and projects.
- All funding is contingent upon available funds in the Mission Committee budget for the calendar year that is designated for the scholarship.
- Applicants may request one scholarship per calendar year.
- Applicants must complete the application for the Mission Trip Scholarship.,
- Within two weeks following the mission trip, the applicant must submit to the Mission Committee a written testimony of the trip and how the trip impacted the lives of the people encountered and how the trip has impacted his or her life.
- If the trip is out of country, a passport is required to obtain the scholarship.
- Each applicant must attend a scholarship training session designed for the Mission Committee.
- The Mission Committee will decide upon a scholarship amount up to 1/2 of the cost of the trip with a cap of \$1000.00.

### **For Staff Members**

- The purpose of Staff Member Mission Trip Scholarships is to help and encourage Staff to participate in short-term mission trips and projects.
- All funding for Staff Members is contingent upon available funds in the Mission Committee budget for the calendar year that is designated for the scholarship.
- The Staff Member may request a scholarship once per calendar year.
- The Staff Member must complete the Application for Mission Trip Scholarship.

- Within two weeks following the Mission Trip, the Staff Member must submit to the Mission Committee a written testimony of the trip and how the trip impacted the lives of the people encountered and how the trip has impacted his or her life.
- A passport is required for out of country travel.
- The staff member must also attend the Mission Committee training class.
- For staff members a higher amount will be considered. The amount for the scholarship for Staff could be up to 75% of the cost of the trip with a cap of \$1000.00.

### **POLICY:**

- This scholarship will be awarded as part of the final payment toward the trip.
- This scholarship cannot be received as cash or given directly to an individual. Payment must be paid to the sponsoring organization or designated church leader on your behalf.
- If payment is made and the trip is cancelled or you are not able to participate, the scholarship will not be redeemable toward your next trip, the scholarship will be re-evaluated at that time and subject to funds availability.
- In order to be eligible for this scholarship, you must be an active member of Woodburn Baptist Church. On special occasions, a person who has attended Woodburn Baptist Church for 12 months or longer prior to requesting a scholarship will be evaluated for the scholarship.

### **Application Process:**

- Please complete the Application for Mission Trip Scholarship, providing information that you believe will be useful to the Mission Committee in consideration for the scholarship.
- Applicants are required to drop off the application to the church care of the Missions Committee. The Mission Committee will not consider any application for scholarship without the applicant submitting an Application for Mission Trip Scholarship.
- The Mission Committee will meet to review all applications. Applicants wanting their application to be considered by the Mission Committee must arrange to have their application available for review and consideration by the committee on their committee meeting date. Applications that are received after the date when the Committee meets will only be considered on the date of the next Mission Committee meeting.
- Applications must be turned in at least 6-8 weeks prior to the short-term mission trip.

### **Note:**

- The Mission Committee reserves the right to limit funds for award and applicants should be prepared to pay any costs in excess of amounts awarded or to solicit other financial support.