

### **IMPORTANT DATES:**

#### **1. When is the deposit due?**

- A \$125 non-refundable deposit application fee is due at the time of online registration. This fee is applied towards the cost of your trip.

#### **2. When is my trip balance due?**

- Final balance on all registrations is due **on or before June 15, 2023. Any balance remaining after June 15<sup>th</sup> will be automatically charged to your credit card.**

#### **3. What are the registration deadlines for the trip?**

- Early Registration: December 1, 2022 – December 31, 2022
- Regular Registration: January 1, 2023 – May 31, 2023
- Late Registration: after June 1
- After May 31st registrations will be based on availability only and will require full trip cost payment at time of application.

#### **4. What is my responsibility for the cost of the trip?**

- As a participant on this mission trip, you assume all responsibility for full payment of the mission trip costs. Spread Truth encourages you to raise support from donors for these costs, but the ultimate responsibility is yours.
- **As a convenience, Spread Truth automatically charges your registration credit card for the remaining balance on the due date if you have not notified us in advance of an alternate payment.**

#### **5. Are there any payment plans to pay off my final balance?**

- A participant may choose to pay for their trip in weekly or monthly payments via credit card or automatic withdrawal from a checking/savings account. This can be helpful to those that decide not to raise support through donors by spreading out the payments.
- Please contact Spread Truth by phone 309-452-3213 and we can discuss payment plan options.

### **TRAVEL ARRANGEMENTS:**

#### **1. What are our lodging accommodations?**

[Sheraton Lincoln Harbor Hotel](#)

500 Harbor Blvd.

Weehawken, NJ 07086

#### **2. What about my transportation to/from New York City?**

- Team members have the option of booking their transportation and transfers through our travel agency, Peoria Charter. This can include transportation by plane, train, or bus from any departure city of the team member's choosing. Payment will be required at time of booking; however, this cost may be reimbursed with donated funds.
- If you do book your own transportation, please let us know of your estimated arrival time.
- **Spread Truth does not reimburse with donated funds for those booking their own transportation.**

#### **3. What are the benefits of booking through Peoria Charter?**

- You're provided with the best flights possible. We are able to reserve multiple tickets on a flight so your group can arrive together.
- Tickets booked through Peoria Charter may be tax-deductible and donations can be received for that cost.
- You will have an agent's assistance with missed connections, flight delays due to mechanical problems/weather conditions, and baggage delays.
- Tickets booked through our agency are arranged for the correct times for arrival and departure in New York City according to our specifications.
- Someone will meet you at baggage claim when your flight arrives in New York City and help you with your transfer.
- **Tickets include your transfer cost.** All flights are booked to arrive/depart during a certain window of time in order to get the best available pricing for transfers.
- You will have first available hotel space should a flight get cancelled due to weather conditions and be rescheduled for the next day.
- Travel can be booked from any location you request. Multiple city options are available.

#### 4. May I drive to New York City?

- Team members are welcome to drive to New York City if they wish. **Parking is free at the Sheraton.**

### TRIP COSTS AND RAISING MONEY:

#### 1. What is the trip cost? (Based on Double Occupancy – 2 people/2 beds)

##### This trip cost does not include money for meals or travel.

- Early Registration: December 1 – December 31: \$1249
- Regular Registration: January 1 – May 31: \$1299
- Late Registration: after June 1: \$1399
- Saturday Arrival: \$150 per person

#### 2. What does the cost include?

- The trip cost includes hotel accommodations (**double occupancy**), meeting space, unlimited ride subway and ferry card, trained leader, training materials, support materials, and evangelism materials as well as online account management which includes processing of all donation support.

#### 3. What if I don't want Double Occupancy?

- The price for Quad Occupancy (4 people/2 beds) is \$944.00 (for regular registration period). **However, the only way we can guarantee quad occupancy is if the following criteria is met:**
  - You secure a room of four people of the same gender or two married couples or a family.
  - For rooms with team members 18 years old or younger there must be at least one adult (21 years or older) in that room.
- If you want quad occupancy, you **must** call the Spread Truth office at 309-452-3213 or e-mail us at [office@spreadtruth.com](mailto:office@spreadtruth.com). Please reference: JULY TRIP QUESTION in the reference/subject area of your email.

#### 4. Will I receive a trip statement?

- Statements can be viewed on your GO Admin account under Application History/Balances. This statement shows donations/payments received toward your account (this will include each donor's name and amount).

#### 5. How do I receive donations toward my trip cost?

- Each team member will be set up with an account at Spread Truth Ministries. This account is specified by the team member's id number. Team members will receive their member id number via email within 3 business days after their application and deposit is received by Spread Truth Ministries. Their account is where donations/payments will be deposited.
- Donations may be mailed directly to the Spread Truth office at 306 N Main St, Bloomington, IL 61701. **Donations and payments by check should be payable to Spread Truth Ministries.** We cannot accept checks that are made payable to an individual team member.

- Donors also can give online to your account at [go.spreadtruth.com/donate](https://go.spreadtruth.com/donate). You must have a member id and completed the online application process for donors to donate online. **All donations are tax deductible.**

**6. Do you have a support letter I can send?**

- Team members are encouraged to send out their support letters as soon as they sign up for the trip. A support letter is available through your GO Trip account once you register an account. These is a form letter that can be personalized with your personal information.
- Team members should reference their member id number on all support letters sent.

**7. What are my payment options?**

- By check: mailed to and made payable to Spread Truth Ministries. Include your member ID number in memo line of check.
- Online: with credit card through your account.

**8. What other costs can I expect to pay?**

- Meals and travel are not included in the price of the trip. Participants are allowed (by the IRS) to raise support over the cost of the trip for meals. This allowance is \$59.25 for travel days and \$79 for full days in the city. Most people spend much less than this on meals– this is just the allowance from the IRS.
- Any additional funds that are raised beyond the cost of the trip and the daily meal allowance may go towards reasonable travel costs (if booked through Peoria Charter). If after trip, meal, and travel costs have been met, any additional donated funds will be placed in the Spread Truth Ministries general fund to purchase evangelism materials.
- **Money raised for food and travel allowance will be accepted until June 15.** Team members will be reimbursed by check, which is mailed 5 business days prior to the trip.
- Trip participants are responsible for any unforeseen expenses that may be incurred while on the trip, including but not limited to: missed connections, weather delays, extra hotel nights, additional meals, room damages, and medical expenses. Peoria Charter will supply trip participants that purchased trip insurance through them appropriate claim forms for covered reimbursable expenses.

**9. What if I raise more funds than my trip costs and meal money?**

- Excess funds will not be transferable to other trip members, unless it is an immediate family member (spouse, parent, child, and sibling). In addition, excess funds will not be transferable to future trips. Excess funds raised over the initial cost of the trip and meal money will go into the trip general fund.
- **Meal and travel money can be raised until June 15. Donations received after June 15 will automatically be placed in the general trip fund unless it is going to pay off a trip balance. According to IRS guidelines, tax deductible donations are at the sole discretion of Spread Truth Ministries.**

**10. Do I have to have medical insurance to attend the trip?**

- While it is not required, we prefer that all team members have medical insurance coverage while on the trip. Anyone not covered under a regular policy will be asked to sign a medical insurance release form that indicates they will be responsible to pay any out-of-pocket expenses for medical insurance.

**11. Does Spread Truth Ministries offer trip insurance?**

- No, however Spread Truth recommends purchasing a travel protection plan to help protect yourself and your investment from the unexpected. Consider travel protection for Trip Cancellation/Trip Interruption, Emergency Medical and Emergency Evacuation/Repatriation, Trip Delay, and more.
- **This trip insurance must be purchased at time of booking travel through Peoria Charter to cover pre-existing conditions.**

**12. What are the regulations concerning Covid?**

- We will abide by all Federal mandates at the time of the trip. Unfortunately, because we have to book hotel rooms and pay other expenses well in advance of our trip – **we cannot reimburse the funds for your trip for any reason, including Covid.** This is why we strongly encourage purchasing a travel protection plan.

**13. What if I decide to cancel my trip?**

**Your \$125 application fee (deposit) is non-refundable. In addition, the following fees apply if you decide to cancel your trip:**

- 60 or more days prior to trip departure: \$125 deposit
- 59-45 days prior to trip departure: \$325 (\$200 cancellation fee plus \$125 deposit)
- 44-31 days prior to trip departure: \$525 (\$400 cancellation fee plus \$125 deposit)
- 30 days or less prior to trip departure: \$1249 (entire cost of trip including deposit)

If you purchase trip insurance when you booked your travel, and your cancellation is a covered reason you will recoup most cancellation fees from the insurance company. You will not recoup the insurance cost.

### **SIGHTSEEING ACTIVITIES:**

- **You are welcome to plan your own evening activities on Monday, Wednesday, and Thursday evenings.** We have required meetings/ministry on Sunday, Tuesday, and Friday evenings.
- We occasionally plan activities as a group to see some of the most popular sites; this is a great resource for those who are unfamiliar with New York City.
- Sightseeing activity fees are the responsibility of the trip participant. Since this is for entertainment purposes, tax deductible donations received to an account cannot be used toward the activity fees.
- Please ask to join our Spread Truth NYC 23 face book page to connect with other participants. This is a great way to find what others are doing on their free evenings, places to eat, or ideas on what not to miss!

### **PREPARATION BEFORE THE TRIP:**

#### **1. What about training?**

- Spread Truth is committed to evangelism training. We know many Christians are fearful about sharing their faith. We are on mission to change that!
- You will receive an e-mail the beginning of June with information concerning training.
- In addition, you will receive further evangelism training while in NYC during our morning sessions and from your cord leaders and experienced team members.

#### **2. What should I bring with me to NYC?**

- All airline tickets are e-tickets. You must have a government issued Photo ID for airport check-in (this can be a driver's license, passport, visa)
- Bible
- Backpack
- Good walking shoes
- Money for food (\$300 is recommended for meal money; many eat for less)
- Money for sightseeing and souvenirs
- Sunscreen or hat (you'll be outside a lot)
- Wet wipes or anti-bacterial hand wash
- Limit your luggage to one checked bag and one carry-on per person - checked bag weight 50 lbs. or less
- Food - breakfast (i.e. pop tarts, cereal bars) and snack food (i.e. crackers, granola bars, and pretzels). These things can also be purchased at stores near the hotel.
- The hotel has a workout room and indoor pool.
- Sweater or jacket for meeting room.
- Extra clothes - it gets hot during the day, and you may wish to come back to the hotel and clean up before going out again.
- At least one person (and sometimes more) has had their luggage lost by the airline, for this reason please put at least one change of clean clothes in your carry-on as well as all medications or other necessities that you may need.
- The rooms have safes for your valuables, hair dryer, coffee maker, ironing board, and iron. There is not a self-serve laundry at the hotel. Laundry at the hotel is a paid service.

#### **2. May I request a roommate?**

- We will do our best to honor roommate requests but cannot guarantee them.
- For rooms with team members that are 18 years old or younger there must be at least one adult (21 years old or older) in that room.
- Requests should be made on your application or via email ([office@spreadtruth.com](mailto:office@spreadtruth.com)).

### 3. What is the dress code in NYC?

- Make sure your clothing is modest and remember that we are ambassadors for Christ.
- Women: Modest slacks and jeans. Shorts/skirts no shorter than mid-thigh. No low-cut tops or midriff tops. No spaghetti strapped, tank or strapless tops or dresses. Sleeveless tops are acceptable.
- Men: Modest pants, shorts or jeans. Nothing torn or frayed. No t-shirts with questionable material on them.

## DURING THE TRIP:

### 1. What happens when I arrive in NYC?

- Registration is from 10:00 a.m. - 5:00 p.m. on Sunday, July 16. **There will be signs to direct you to our check-in area. Do not check in at the front desk.**
- We will be distributing sleeping rooms from 3:30 p.m. until 6:00 p.m. There will be a ballroom open for you if you wish to rest until your room is ready.
- If you are arriving a day early and **did not** book through Peoria Charter, we will be available to check you in between 3:30 and 5:30 p.m. **If you will be arriving earlier or later, you must let us know.**
- At registration you will receive a packet of information pertaining to the week including but not limited to: the week's agenda, cord list, and t-shirt.
- You may want to do a little sightseeing or eating before the meeting, a nearby restaurant guide will be provided for you when you arrive.
- **Our first group meeting in New York is at 6:30 p.m. on Sunday evening.**

### 2. What is the typical itinerary for the week?

- A **typical** itinerary is below. **Final itineraries with exact times will be provided in your registration packet when you arrive in NYC.**
- **Daytime:**
  - 8:30a – Morning Session
  - 9:00a – Evangelism & Pray
  - 10:00a – Head to ministry locations
  - 5:00p – Return to Hotel
- **Evening:**
  - Sunday – **Required** Opening Meeting
  - Monday – Free Night
  - Tuesday – **Required** Ministry
  - Wednesday – Free Night
  - Thursday – Free Night
  - Friday – **Required** Closing Meeting

### 3. When will I receive a cord list?

- A “cord” is the group of 10- 16 people with whom you will be ministering with throughout the week. Each cord is led by an experienced leader.
- You will receive your cord list in your registration packet when you arrive in New York City. Because changes are sometimes made at the last minute for various reasons these lists are not provided prior to the trip.

### 4. May I choose other team members to be in my cord?

- When we place you in a cord for the week our goal is to place you with at least a few other people from your group/church/location.
- Through experience we have found that the best mix is to place people together from various groups. This provides bonding with other Christians from across the U.S.

**5. What guidelines do I need to abide by at the hotel?**

- No loud, boisterous talking in the hotel. No running in the hallways of the hotel.
- Be courteous of other hotel guests and team members.
- If you are under 18 years old, an adult must always accompany you. An adult is someone 21 years of age or older.
- Any damage to a room is the responsibility of the room members.
- Boys and girls should not be in the same room unless chaperoned by one of their group leaders.
- You will be assigned to a specific room. You are not to switch rooms for any reason. If you have a problem with your room assignment, please see a Spread Truth Ministries staff member.
- All rooms with an 18-year-old or younger must have at least one adult, age 21 years old or older staying in that room.

**6. Are there any specific guidelines by Spread Truth Ministries?**

- You are required to attend all group meetings. BE ON TIME.
- Your cord leader is in charge of you while at your ministry track. If your cord leader asks you to meet at a certain time, please do your best to be there on time.
- You will be assigned to a specific cord and cord leader. You are not to switch cords for any reason. If you have a problem with your cord see a Spread Truth Ministries staff member or speak with your cord leader.
- Always ask permission before you use someone else's property. Keep track of your own materials, Bible, etc. Do not leave them lying around on the floor of the general meeting room at the hotel.
- Please stay out of places that might harm your testimony.

**7. How can I make sure I am safe while in NYC?**

- Inside the hotel, always be with another team member.
- You should not travel alone anywhere outside the hotel without your Cord group, church group, a man, or 3-4 ladies per group.
- 18–20-year-olds should be in groups of at least 3 when leaving the hotel, and they may not escort those under 18 years of age outside of the hotel.
- Carry only a small amount of cash with you each day.
- When you are traveling to your ministry track, always stay with your Cord Leader and other cord members.
- Listen for your Cord Leader's instructions.
- Instructions on whether to get on or off the subways will only come from your Cord Leader.
- Do not stand on the edge of the subway platform.
- Move quickly when entering or exiting a subway car.
- If you are left on the subway, go to the next stop and get off the subway train. Walk to the front of the platform and wait for the rest of the cord to come and get you.
- If you do not get on a subway train and are left at the station, walk to the front of the platform and wait for the rest of the cord to come back to your location and get you.
- Always be prompt - your Cord is depending on you!
- Look for opportunities to witness to someone of your own gender.

**OTHER DETAILS:**

**1. Are there any age restrictions for the trip?**

- There are no age restrictions for our mission trips. We have had attendees as young as 6 years old and as "young" as 88 years old.
- We do request that a parent or grandparent accompany children under the age of 13.
- Older attendees or those with physical limitations can request a slower paced cord group.

**2. What are the guidelines for youth?**

- A parent or grandparent must accompany children under the age of 13 on the trip.

- Any team member under the age of 18 years old must have their parent complete the liability release form on the participant agreement.
- Those 13-18 must have a designated guardian attending the trip that is 21 years of age or older.
- Team members under the age of 18 must have an adult (21 or older) staying in their room while in NYC.

**3. Who can I contact at Spread Truth Ministries with additional questions?**

- **We are here to help you and answer any question you may have. Our prayer and desire is that this will be one of the most amazing weeks of your life!**
- Phone: 309-452-3213
- Email at [office@spreadtruth.com](mailto:office@spreadtruth.com) - Please reference: JULY TRIP QUESTION in the reference/subject area of your email.