

SHORT-TERM TEAM GUIDELINES - 2016

Document #1

Homes of Hope (HoH) has the privilege of hosting Short-Term Mission Teams from many churches and nations every year. The following guidelines are designed to facilitate clear communication and smooth logistics between HOH and churches/organizations desiring to send teams in 2016.

Team Responsibilities:

- Once dates have been secured and a Ministry Agreement signed, it is the responsibility of the team to book flights and secure any visas that may be required. Teams should email their flight arrangements to HoH within 30 days of their scheduled arrival.
- Each team is required to obtain supplemental medical and liability insurance for their time in Fiji. This insurance must cover emergency medical evacuations.
- Airfare or ground transportation travel costs round trip from Nadi (where the international airport is located) to Suva (where Homes of Hope is located) are the responsibility of the team. Travel arrangements round trip from Suva to the Homes of Hope campus will be arranged by our Guest House team.
- Once dates have been secured and a signed Ministry Agreement provided to HOH, Homes of Hope will provide each team leader with a manual that will assist in team training. This manual will cover logistical and cultural issues as well as other policies and guidelines that will enable you to have a successful ministry experience on the HOH campus. It is important for team leaders to review this manual with their team before traveling to Fiji.

Program Costs

- Teams will stay in one of the HOH Guesthouses. The per-person per-night rate for housing, meals and team transportation to and from the Suva Airport (on the dates of arrival and departure) is:
 - Adults: **FJD\$75; USD\$37; AUD\$52; NZD\$56**
 - Children under 12 years: **FJD\$35; USD\$20; AUD\$25; NZD\$27**
- Please note that HOH does not provide meals for visitors on Sundays.
- Dates for your trip are not reserved until the Ministry Agreement and the non-refundable deposit (applicable towards total invoice) of: **FJD\$400; USD\$200; AUD\$270; NZD\$290**, are signed, returned, and deposited.

When we have received your *flight information* (30 days before arrival), you will receive an invoice from HOH for the cost of your housing, food, and team transportation to and from the Suva Airport. This invoice must be paid in full *14 days* prior to arrival.

Project Costs

HOH will work with the team leadership to determine the cost of any project the team may be involved in while on the HOH campus. The exact project will be identified 45 days prior to arrival. A separate invoice will be sent by HOH to the team 30 days prior to arrival. Project funds must be received 14 days prior to arrival.

Contact Information

If you have questions, or would like a Ministry Agreement for 2016 Short-Term Team in 2016 please contact:
Sunil Kumar: sunil.kumar@hopefiji.org