Spring Break Mission Week 2017
Team Proposal Form

To Those Proposing a Mission Team:

Welcome to the proposal process for Spring Break Mission Week! Attached, you will find a Mission Team Proposal Form and a Budget Detail Worksheet. These forms have been designed in an attempt to help you think about the various aspects of a team that need to be planned. While not every single contingency or budget detail may be available to you at this point, we need as much information as possible to plan a viable and inclusive mission program each year.

**Completed proposal forms need to be in the Chaplain’s Office by no later than June 1, 2016.**

**Proposals will be evaluated using the following components:**
- Team Purpose and Rationale
- Complete Budget and Fundraising Plan
- Confirmed on-site sponsoring agency/organization (the group you'll be working with)
- Attention to detail
- Viable Itinerary (service schedule, daily group reflection time, etc.)
- Clarity of special needs

We will make every attempt to complete the proposal selection process by the end of July. We may need to contact you with clarifying questions over the summer. We will definitely be in contact with you by the beginning of August to notify you of whether your proposal has been selected and to follow-up with you on next steps.

Please note that as someone who is proposing a team, our expectation is that you are planning to serve on the leadership team as either as student team leader, student reflection leader, or faculty/staff adviser. If you have suggestions for persons to fill the other leadership positions on your team, please let us know. Leadership teams are generally assembled in August after the full slate of teams for the coming year is announced.

Should you have any questions, feel free to contact Chad Johns at (740) 368-3088 or cejohns@owu.edu. In the meantime, we wish you the best in developing your proposal and look forward to reading it!

Chad Johns, Associate Chaplain
Jon Powers, University Chaplain
Spring Break Mission Week 2017
Team Proposal Form

Proposed Project:

Site/Destination __________
________________________________________________________________

Onsite Sponsoring Agency: ____________________________________________

Recommended Number of Team Members: __________
(note: international/flying teams have a maximum of 10, domestic/driving 12—including 2 faculty/staff advisers)

Normally mission team proposals are completed by 1-2 people. Each person actively working on the proposal should submit the contact information below.

Primary Proposer:

Name: __________________________

HWCC Box # or Campus Office: ______________________

Cell Phone # or Campus Office Phone Extension: ________________________________

Email Address: __________________________

Summer Phone #: __________________________
(if different from cell phone)

If this proposal is accepted, I plan to serve on the leadership team as a:

☐ Student Team Leader ☐ Student Reflection Leader

☐ Faculty/Staff Adviser

Secondary Proposer (if applicable):
Proposed Mission Team Purpose/Rationale

Please answer the following questions about your proposed team. Please type or write clearly. Feel free to attach an extra sheet if necessary.

What issue do you plan to address with the team you are proposing? Why are you passionate about this experience? How do you expect it to be transformative for all participants?

Why does the specific location of your proposal make for a good mission site? Why is this location important to you rather than somewhere else?

What service work/opportunities will you engage with on this team?
Where in your proposed team and context do you see opportunities for growth and learning?

Why do you feel called to lead this team? (Note: This question should have individual responses for each person on the proposal.)

**Budget/Fundraising Plan***

*(Provide description, explanation, and approximate costs for each item whenever possible)*

**EXPENSES**

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<thead>
<tr>
<th>Description</th>
<th>Per Person</th>
<th>Total</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Transportation</strong></td>
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<tr>
<td>airfare/baggage fees</td>
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<td>van rental and gas/mileage</td>
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<td>tolls and parking</td>
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<td>public transportation fees (incl. shuttle to the Columbus airport)</td>
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<td><strong>Food</strong></td>
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<td>Category</td>
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<td>Amount</td>
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<td>Groceries</td>
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<td>Meals in transit</td>
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<td>Meals on site</td>
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<td>Lodging</td>
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<td>Lodging in transit</td>
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<td>Lodging on site</td>
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<td>Agency/Administrative Costs</td>
<td>sponsoring agency fees/deposit</td>
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<td>visa processing/embassy</td>
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<td>fees/exit taxes/passport fees</td>
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<td>vaccinations</td>
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<td>HTH travel insurance (required for international teams)</td>
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<td>Supplies and Materials</td>
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<td>Cultural Immersion</td>
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<tr>
<td>Miscellaneous/Contingencies</td>
<td>(This should be $1,000 for flying teams, $500 driving.)</td>
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<td>Totals:</td>
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* Please see questions to consider on the following page.
Budget/Fundraising Plan, Con’t

**IMPORTANT NOTE:**

In general, domestic teams with one day of travel tend to budget around $5,000-$8,000. Teams with two days of travel tend to budget around $7,000-$10,000. International and domestic flying teams tend to budget $12,000-$16,000. We consider the maximum budget for any single team to be **$18,000**. If, when working on your budget, you find that your costs are higher than that maximum, please do **NOT** artificially adjust your budget to be lower. Honest budget estimates are essential to creating a viable slate of teams each year. Instead, please look first for areas in which you could legitimately decrease costs. If your total budget is still too high, please provide a rationale as to why we should consider making an exception. This should include specific sources of fundraising beyond the norm for your team. Please note that exceptions are extremely rare. It doesn’t mean you don’t have a good idea, just that it may not be viable under our budgetary constraints.

**Budget Questions to Consider**

**Transportation:**
Will you fly or drive to your destination?
If flying, what will tickets cost? (Give us a reasonable average based on what you can find online.) Are there checked baggage fees?
How will you get to the airport and back? (Airport shuttles average $30 per person round trip.)
Will you need any ground transportation once you arrive (taxis, subways, etc.)?
(If driving, plan on $900 per 12-passenger van and/or $700 per minivan for rental as well as $300 for gas per day of heavy driving.)
Will you need any ground transportation once you arrive (taxis, subways, etc.)?
Will there be turnpike tolls or parking costs that you’ll need to cover?

**Meals and Lodging:**
Where will the team stay on site?
What is the cost per person per day?
How many nights will you be there?
If you have a longer drive than you can do in a single day, where will the team stay overnight?
Are meals provided by the host?
Will the team need to cook its meals?
Will you take food with you from OWU?
Agency and Administrative Costs:

Does the agency you’re working with have set fees? Do those fees cover meals and/or lodging?

If traveling internationally:

Are there Visa fees or Exit taxes that will need to be covered?

Will individuals be responsible for vaccination and passport costs or will they be part of the team budget?

Also, you should budget $10.50 per person for travel insurance.

Supplies:

What materials or supplies (tools, equipment, etc.) will you need onsite?

Will you need any materials/supplies to prepare for your project?

Cultural Immersion:

Do you plan to take any time (on a free day perhaps) to visit a local site of cultural relevance?

Is there an admission fee for such a site?

Miscellaneous/Contingencies:

Are there any other costs for your team that you can foresee?

Contingencies refer to any unforeseeable costs (including jumps in airfare/gas prices). This should be an extra $1,000 for flying teams or $500 for driving teams.

Host Confirmation and Itinerary

*In order to make the process as smooth as possible if your proposal is accepted, please include the following:*

1) A letter from your host organization confirming that they are willing and able to work with you during the week of spring break (March 5-12, 2016). If available, please also include a list of any documented costs from the organization. If, for some reason, you cannot include a letter from your organization, please explain what steps you’ve taken and where you are in the planning process.

2) Please include as much detail as possible about what each day of the week could look like for your team. What are your expectations for the amount of time spent each day in service opportunities? What ideas do you have for daily group reflection times? What speakers or other educational opportunities might be available to you?
Proposed Income

We understand that all teams will plan basic fundraisers like letter writing, pizza delivery, luncheons, etc. Are there any unique fundraising opportunities connected to the mission of the team you are proposing?

Other Information

Are there any other details that would be relevant for us to consider as we review your proposal? Is there anything else about your proposed team you’d like us to know?

Special International Logistics

Official Language of Country _____________

Vaccination(s) Needed Your Site/Destination ________________________________