

New York City Missions 2017 • July 16-22, 2017



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## IMPORTANT DATES

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### 1. When is the deposit due?

A non-refundable deposit application fee is due at the time of online registration. This fee is applied towards the cost of your trip. \$125 application fee (non-refundable deposit) for 7 day trip option and \$75 application fee (non-refundable deposit) for 4 day trip option\*.

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

Final balance on all registrations (Regular and Late for both 7 day/4 day trip) is due **on or before June 2, 2016. Any balance remaining after June 2<sup>nd</sup> will be automatically charged to your credit card along with \$100 late fee.**

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

Regular Registration: December 1-February 28, 2017

Late Registration: March 1-May 5, 2017

After May 5th 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.

\*Streets and Parks track only

## TRAVEL INFORMATION

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### 6. What are our lodging accommodations?

#### Brooklyn New York Marriott

333 Adams Street  
Brooklyn, NY 11201  
718-246-7400

### 7. 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 (see item 18 for more information). Team members who choose not to book transportation through Spread Truth Ministries need to follow the guidelines sheet provided for arrival, departure and transfer options. These guidelines can be found at the end of this document. Spread Truth does not reimburse with donated funds for those booking their own transportation.

## BENEFITS TO 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 (see item 18).
- You will have an agent's assistance with missed connections, flight delays due 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.

## TRAVEL INFORMATION - Continued

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### **8. Can I drive to New York City?**

Team members are welcome to drive to New York City if they wish. If you are coming as a group you will need to book your own charter bus to drop you off and pick you up at the hotel. If you are coming by car or mini van, you may park at the hotel for \$40 a day (\$52 for SUV/oversized vehicles). If you are coming by SUV, passenger van, shuttle, or bus, we will work with you to find parking. Parking in lots near the hotel in Brooklyn or in economy lots near an airport can be \$50-\$100 a day for these types of vehicles. Please contact Peoria Charter by May 15 with your type of vehicle and we will make arrangements for your parking.

## TRIP COSTS AND RAISING MONEY

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### 9. What is the trip cost?

Dates/Rates	7 Day Trip	4 Day Trip
Regular: December 1-February 28	\$849	\$585
Late: March 1-May 6	\$899	\$625

Registrations after May 5th will be based on available space only and the full balance will be due at time of application.

The trip cost does not include money for meals or travel. See item 18 for more information.

### 10. What does the cost include?

The trip cost includes hotel accommodations (quad occupancy), meeting space, unlimited ride subway card, trained leaders/directors, training materials, support materials, and evangelism materials as well as online account management which includes processing of all donation support.

### 11. What do I have to pay up front?

7 day trip - **\$125** application fee (non-refundable) – due at online registration

4 day trip\* - **\$75** application fee (non-refundable) – due at online registration

### 12. What if I don't want Quad Occupancy?

At time of application, you may choose an occupancy other than Standard (Quad – 4 people/2 beds). Additional fees apply. The fees are per person in addition to the trip cost.

- Triple Occupancy (also designated Family) selected by three people, 3 people/2 beds.
- Double or Couple Occupancy selected by two people. Double means 2 people/2 beds; Couple means 2 people/1 King Bed.
- Single Occupancy means 1 person/1 King Bed.

*\*Streets and Parks track only*

Occupancy/Trip	4 day* Trip	7 day Trip
Triple (selected by 3 people)	\$74/person	\$147/person
Double/Couple (selected by 2 people)	\$222/person	\$420/person
Single (selected by 1 person)	\$665/person	\$1200/person

## TRIP COSTS AND RAISING MONEY - Continued

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

The non-refundable deposit is due at the time of online application.

### **14. 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).

### **15. 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 are received by Spread Truth Ministries. Their account is where donations/payments will be deposited. Donations should 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. All donations made payable to Spread Truth Ministries are tax deductible. We cannot accept checks that are made payable to an individual team member. Checks that are returned from the bank for non sufficient funds will incur a \$5.00 service charge to the team member. Team members are encouraged to send out their support letters as soon as they sign up for the trip. It is recommended that you only give your donors two (2) weeks from the date you mail the letters for which to turn in their support donations. This is for two reasons: generates urgency of the need and allows you the opportunity to raise additional support should those donors not come through for you. Team members should reference their member id number on all support letters sent.

### **16. Do you have support letters I can send?**

Support letters for all ministry tracks are available through your GO Trip account once you register an account. These are form letters that can be personalized with your personal information. Team members should reference their member id number on all support letters sent. Please review the Support Letter Strategies for tips before completing and mailing support letters. Donors can now 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.

## TRIP COSTS AND RAISING MONEY - Continued

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### **17. What are my payment options?**

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

### **18. 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 for up to \$66 per day (maximum of \$396 for 7 day trip participants/\$198 for 4 day trip participants) over the cost of the trip for meals. 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 allowances will be accepted until June 16.** 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.

### **19. 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 to pay for operational expense with each track. **Meal and travel money can be raised until June 16. Donations received after June 16 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.

### **20. 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.

### **21. 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.***



## TRIP COSTS AND RAISING MONEY - Continued

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### **22. What if I decide to cancel my trip?**

#### 7 day 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 – full refund less \$125 deposit

59-45 days prior to trip departure -- - \$200 cancellation fee plus \$125 deposit = \$325

44-31 days prior to trip departure -- - \$400 cancellation fee plus \$125 deposit = \$525

30 days or less prior to trip departure -- - \$724 cancellation fee plus \$125 deposit = \$849

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.

#### 4 day trip\*

Your \$75 application fee (deposit) is non-- -refundable. The following fees apply if you decide to cancel your trip:

60 or more days prior to trip departure – full refund less \$75 deposit

59-- -45 days prior to trip departure -- - \$200 cancellation fee plus \$75 deposit = \$275

44-- -31 days prior to trip departure -- - \$300 cancellation fee plus \$75 deposit = \$375

30 days or less prior to trip departure -- - \$510 cancellation fee plus \$75 deposit = \$585

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.

*\*Streets and Parks track only*

## SIGHTSEEING ACTIVITIES

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### **23. Does Spread Truth Ministries arrange for sightseeing activities?**

We offer several group options during the week. Activities may be purchased at <http://store.spreadtruth.com/nyc17/> anytime after you have completed registration. All sales are final and non-refundable.

You are welcome to plan your own evening activities. We 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. All group activities (unless where noted) are led by experienced leaders.

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.

## **PREPARATION BEFORE THE TRIP**

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### **24. What about training?**

We believe that training is the key to spending a week immersed in evangelism. Each member will receive specific information regarding training for their ministry track. All tracks will receive emails with manuals and directions for self-training. This information will be sent the first week of June.

### **25. Can I request a roommate?**

The following guidelines apply to roommate requests:

1. Please request only one roommate, unless it is a family situation
2. We will do our best to honor roommate requests, but we cannot guarantee them.
3. 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.
4. Families of 4 will be placed in a room together unless otherwise specified.
5. Families of 3 will have someone added to their room to make quad occupancy unless they choose the "Family Occupancy" at an additional cost per person.
6. Married couples may stay together with another married couple if they wish. Please request the couple you wish to stay with.
7. Please do not call us with your request. Requests should be made on your application or via email.

### **26. 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 (\$250 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 a drug store near the hotel.
- Phone card. You will use the pay phones at the hotel so bring either a calling card or pre-paid phone card. You are not allowed to use your hotel room telephone for any outside calls. You may use your cell phone in your room.
- At least one nice outfit if you are attending a Broadway play.
- The hotel has a workout 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.

### **27. What is the dress code in NYC?**

Make sure your clothing is modest and remember that we are ambassadors for Christ. Women: Modest slacks or jeans. Shorts/skirts not more than 4 inches above the knee. 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

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

Registration is from 10:00 a.m. -5:00 p.m. for our group. 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. Registration will be based on the first letter of your last name. At registration you will receive a packet of information pertaining to the week including but not limited to: the week's agenda, room list, cord list and ministry track t-shirt. Many of 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.**

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

A tentative itinerary is below. This is subject to change - final itineraries will be provided in your registration packet in New York City.

#### 7 day Itinerary

Sunday – NYC Arrivals 10A-5P; Praise and Worship Service 6:30P; Ministry Track Orientation 8:30P

Monday – Morning Praise and Worship Service 8A; Streets and Parks track – The Story Review 9:15A; ATR, OTS Tracks head to ministry locations 9:30A; Ministry tracks return to hotel 5P; Evening Sightseeing Opportunities/Free Time

Tuesday - Morning Praise and Worship Service 8A; All tracks head to ministry locations 9:30A; Ministry tracks return to hotel 5P; Evening Sightseeing Opportunities/Free Time

Wednesday - Morning Praise and Worship Service 8A; All tracks head to ministry locations 9:30A; Ministry tracks return to hotel 5P; Evening Sightseeing Opportunities/Free Time

Thursday - Morning Praise and Worship Service 8A; All tracks head to ministry locations 9:30A; Ministry tracks return to hotel 5P; Evening Sightseeing Opportunities/Free Time

Friday Morning Praise and Worship Service 8A; All tracks head to ministry locations 9:30A; Ministry tracks return to hotel 5P; Final Wrap Up Meeting 6:30P

Saturday – Morning Sightseeing Opportunities; Late morning/early afternoon departures home

#### 4 day Itinerary\*

Sunday – NYC Arrivals 10A-5P; Praise and Worship Service 6:30P; Ministry Track Orientation 8:30P

Monday – Morning Praise and Worship Service 8A; Streets and Parks track – The Story Review 9:15A; Ministry tracks return to hotel 5P; Evening Sightseeing Opportunities/Free Time

Tuesday - Morning Praise and Worship Service 8A; ½ day park location/ ½ prayer station location; return to hotel 5P; Evening Sightseeing Opportunities/Free Time

Wednesday - Morning Praise and Worship Service 8A; 9:30A witnessing opportunity or scheduled tour of other ministry tracks offered; Late afternoon/early evening departures home.

\*Streets and Parks track only

## **DURING THE TRIP - Continued**

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### **30. When will I receive a room list and cord list?**

You will receive a room list and 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.

### **31. 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.
- No phone calls are to be made from the hotel room. If you don't have a cell phone, we recommend that you bring a calling card with you. If you need to make a call, do so from the pay phones. Phone calls from "room to room" may be made from 7 AM until curfew. Cell phones are acceptable and recommended.
- Any damage to a room is the responsibility of the room members.
- Do not throw items out your windows. Even a small item thrown out of a 30 story building can cause serious damage to property or persons.
- 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.

### **32. 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.

## **DURING THE TRIP - Continued**

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### 33. 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!
- Be careful how you respond to hecklers. "A harsh word stirs up strife, but a soft answer turns away wrath."
- Look for opportunities to witness to someone of your own gender.

## MINISTRY TRACKS

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### **34. What are ministry tracks?**

Spread Truth Ministries now offers four options to minister during the week in New York City. Every team member will participate in all group meetings including Sunday evening, Monday through Friday mornings and Friday evening. The ministry track is where team members will serve during the day.

- Track 1: Streets and Parks (7 day, 4 day)
- Track 2: Summer Fun Week (7 day only)
- Track 3: Above the Rim Basketball Camps (7 day only)
- Track 4: One Touch Soccer Camps (7 day only)

#### **Track 1: Streets and Parks**

The Streets and Parks track is evangelism training with experience. The morning of day one will be spent in The Story Review, with the remainder of your day at either a park or prayer station. The rest of your week will be spent in the parks and at prayer stations. In the parks, you will have the opportunity to ask 4 thought provoking questions as a lead in to sharing the Gospel. The prayer station is a unique ministry tool. As people stop for you to pray for their earthly needs, this allows you to share with them their spiritual need of a Savior.

#### **\*Track 2: Summer Fun Week (Unavailable for 2017 Trip)\***

Due to construction at the Brooklyn Tabernacle this year, Summer Fun Week is unavailable.

#### **Track 3: Above the Rim Basketball**

Above The Rim Basketball partners with local churches in urban areas to reach the youth in underprivileged neighborhoods through the game of basketball. Our structured camps provide a loving atmosphere, while reinforcing our motto: "Set Your Mind On Things Above the Rim" with each child (Colossians 3:2). We do this by spending quality time teaching fundamental basketball skills to boys and girls (ages 5 to 16), in addition to intentionally sharing the Gospel. The camp is free to the local church and camp participants. The camp's goal is to assist the local church in reaching those who might never visit a church service.

#### **Track 4: One Touch Soccer**

One Touch Soccer follows the same structure as the Above the Rim Basketball Camps. The camp will be open to boys and girls (ages 5-16) teaching them fundamental soccer skills and sharing the Gospel with them daily. We will partner with a local church and the camp will be free to the local church and camp participants.

## MINISTRY TRACKS - Continued

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### **35. Can I choose more than one ministry track?**

No, each track runs simultaneously during the day. Once you have committed to a track, we request that you stay with it the entire week. We are counting on you for that area of ministry and there will be no switching mid week. If you choose a track on your application and decide



to change prior to May 15 please contact our office at 309-452-3213.

**36. Are there a limited number of spots available at each track?**

We do not currently anticipate having to turn anyone away from the track of their choice; however there are some limits to the numbers we can accept for each track because of the number of locations and space.

**37. If I choose a track, how will I know for sure that I will be participating in that track?**

Once team members receive an approval email (3-5 days after application), they are approved for not only the trip participation but also that ministry track. If your ministry track is not available you will be notified to change your ministry track option.

**38. Can I choose another track if my first choice is already filled?**

Yes, you will have the opportunity to choose another track if your first choice is filled.

**39. Do I have to have experience to participate in the specific ministry tracks?**

No, experience is not a requirement for any ministry track. There will be training for all ministry tracks. We recommend that in order to make our sports camps more effective and successful those with experience are desired.

**40. Can I choose what other team members will be at the ministry track with me?**

No, individual team members cannot choose who will be at their specific ministry track or location. However, if a family wishes to be together at a ministry track, we will try to accommodate. When we place you in a group 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.

## **OTHER DETAILS**

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### **41. 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 80 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.

### **42. What is a prayer cord?**

The prayer cord option is available for those in the Streets and Parks track only. This is for those who have a passion for prayer. The prayer cord is a one (1) day commitment to stay at the hotel to intercede for your fellow team members. This will not be a lighthearted task. The prayer cord will spend hours praying for each team member, divine appointments, disciples, and specific requests from the ministry tracks. We designate which day you will stay with the prayer team. The information will be enclosed in your registration packet in New York.

### **43. 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. Appointed guardians can only be responsible for up to 3 youth unless they are their own children.

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

Additional questions can be directed to the Spread Truth office - Phone: 309-452-3213 or by email at [support@spreadtruth.com](mailto:support@spreadtruth.com) - Please reference: JULY TRIP QUESTION in the reference/subject area of your email.