

5 Step Cropwell Baptist Church Process for Short Term International Mission Campaigners

1. Fill out the CBC Missions Application and submit to church office along with any applicable application fee. (Check should be made to CBC)
2. If this is an e3 Partners trip, complete the online application.
 - Go to www.e3partners.org; click on “e3 Mission”; click on “apply” and complete the application. You may complete the application even if you do not have your passport or \$200 deposit yet.
 - Print out the medical release form and pastoral endorsement. Sign the forms and then turn them into Melody Jones, Church Planting Coordinator with e3 Partners, to get Pastoral signature. We will submit these forms to e3 on your behalf.
 - When you receive your passport, send 2 copies of the photo page directly to:

E3 Partners
600 Development Drive
Suite 120
Plano, TX 75074
Attn: Logistics and YOUR Campaign Code: (example Logistics: PE090)

(Your application is not complete until you have completed steps 1 and 2)
3. Apply for your Passport – go to www.travel.state.gov/passport for application process.
 - Move forward as soon as possible to apply for your passport.
 - If you already have one, make sure it is current. If it is expired or close to expiring, renew it.
 - **All airlines require that your passport be good for six months following your return trip date.**
4. Raise financial and prayer support through letters
 - CBC does have some scholarship money budgeted for mission trips. We ask that if you are interested in applying for a scholarship that you complete the following items. We encourage you to attempt to raise 100% of your funds. If you are awarded a scholarship, it will only be a portion of the cost of the trip.
 - To be eligible for this financial support, each campaigner **MUST** send out at least 30 letters asking for prayer and financial support.
 - Your letters **MUST BE** sent out at least 10 weeks in advance of your campaign departure and **a copy of your letter accompanied by a list of people to whom you sent the letter must be turned into the church office prior to mailing them out.**
 - There are sample letters available to you on the e3 Partners website. We encourage you to send letters for prayer support even if you are planning to personally fund your trip entirely.
 - Campaign funds are payable to either CBC or e3 Partners Ministry, depending on the trip for which you are applying. **NO CASH** should be turned into the church. Only checks made payable (or endorsed over) to CBC or e3. If it is a CBC sponsored trip, you can drop checks by the office or into the offering plate. Just make sure your name is on the memo line and the trip to which the funds should be designated.

If this is an e3 Partners trip, please mail funds to the above – mentioned address.

 - Be sure to record your contributors before you turn in checks so that you can keep up with your contributions and write thank you notes.
5. Attend all Orientation Meetings for your Specific Campaign
 - CBC campaigners will be contacted during the year regarding the meeting dates for campaign planning and orientation. It is important to make it a **PRIORITY** to attend each of the meetings for your campaign.