A GUIDE TO SERVICE
2017-2018
CONTENTS

Introduction..............3
Helpful Information.........5
Application.....................6
Health & Safety.....................10
Finances......................12
Fundraising Ideas...............14
Sample Fundraising Letter......15
Reimbursement Policy...........16
Common Questions...............18
The student missionary experience is an integral part of Walla Walla University life. For almost 60 years, Walla Walla University students have been acting on Christ’s command to love people in every nation. As teachers, radio technicians, pilots, and public relations workers, student missionaries live out the missions of Walla Walla University and the Seventh-day Adventist church.

Stepping into this experience is one of the most defining decisions a student can make. The cost is high, but the reward is higher.

Former student missionaries often describe their experience as the hardest experience they’ve ever endured, as well as the best thing they’ve ever done.

Walla Walla University has a warm family tradition devoted to service. There are a lot of people who want to applaud you and help you along your way. Several things go into making the experience possible. This document is designed to help guide you through some of those things.
What are the usual furnishings of a student missionary experience? Running water? Electricity? Air conditioning?

Over the last 60 years, the landscape of missions has changed around the world as society has continued to develop. The 1950s image of traveling to a remote tribe in the jungle and battling the witch doctor isn’t the usual student missionary experience today.

To give an idea of what is normal for WWU Student Missionaries:

» **Almost all student missionaries have access to Internet.**

» **No student missionary serves alone.** Almost all Student Missionaries serve alongside another Student Missionary. Or they’re working with a direct supervisor in that country.

» **Every location has access to medical care.**

» **Each student missionary has robust medical insurance which includes medical evacuation.**

While the furnishings of missions may have changed over the last 60 years, the need for missionaries hasn’t, *and neither has the adventure.*
TRAVEL ARRANGEMENTS
The Chaplain’s Office will arrange airfare to and from the mission location for each SM. We purchase these tickets through a travel agent using fundraised money and based on the information provided by the applicant on their application.

Purchases made with fundraised money can only apply toward necessary travel to and from the mission. Any personal travel or additions to the itinerary will need to be purchased with personal funds.

EXPERIENTIAL CREDIT
Every WWU student who has not graduated will be enrolled in the experiential credit program. This is a program offered by WWU that enables SMs to stay enrolled while away from campus. Each quarter, 12 credits are awarded that perpetuate student status, count toward class standing, and defer some student loans. As wonderful as these credits are, they don’t count toward a specific major and do not count toward graduation.

CROSS-CULTURAL MINISTRIES CLASS
This class is an integral part of your preparation for service. It covers everything from culture shock when leaving to reverse culture shock when returning. Students can take this class at WWU or online through the General Conference.

RECOMMENDATIONS
We require certain training elements, and recommend others. It’s highly recommended prospective SMs get at least ten hours of community service before serving as an SM. We also recommend those planning to teach spend at least five hours observing a classroom around the same grade level they’ll be teaching.
Spending a year of your life as a student missionary is a major commitment. The application process takes time—at least three months from the time an application is submitted. It also involves training—interviewing returned SMs, a training retreat, a class about cross-cultural missions, and more. The process takes time, but the process is there to make sure everyone is prepared for their mission experience.
1 START APPLICATION

- Have application meeting in SM office
- Complete GC forms:
  - Liability waiver
  - Beneficiary form

2 PASS 1ST SCREENING

- MyWWU forms
  - Application
  - Mailings
  - Travel
- MyWWU consent form
- Reference

3 PASS 2ND SCREENING

- All references
  - (1 pastor 2 professionals minimum)
- GC application
- Resume
- Passport copy
- Health certificate

4 FUNDRAISE

- Meet with finance manager
- Get letter approved
- Send letters (come get envelopes)
- Online fundraising (optional)

5 FINALIZE CALL

- Meet with missions chaplain
- Submit where you want to serve

6 TRAINING

- Cross Cultural Ministries class (spring quarter)
- Outgoing SM retreat
  - SM vespers
  - Community Service
  - Observations
  - Immunizations

WEBSITES YOU’LL NEED

mywwu.wallawalla.edu
adventistvolunteers.org

DEC. 15
Application deadline for $300 scholarship

JAN. 15–20
Global Citizenship Week

MAR. 16
Application Deadline for $200 added fee

MAY 4–5
Outgoing SM Retreat

MAY 18
SM Dedication Vespers

MAY 22
SM Teacher Seminar

MAY 31
SM Island Dinner
1. ONLINE APPLICATIONS

There are two main sections of the application that must be completed: the WWU application and the General Conference application. To start an application, contact the Student Missions office.

SCREENING COMMITTEE

Once the application is complete, it will be reviewed and voted to pass or postpone service depending on qualifications. Our goal is to find students a place to thrive.

2. FUNDRAISING

The best way to cover the costs of a trip is to fundraise. The financial support from others is a blessing, and so is the encouragement that comes from knowing a long list of people are thinking of and praying for a student. The most successful method of fundraising is writing letters. A sample letter is included in this pamphlet. It’s meant to be personalized but not completely rewritten as some of the technical language is important for legal purposes. We recommend sending out at least 75 letters, and we’ll even give you 5% toward your fundraising goal if you send at least 100 letters. We provide prepaid return envelopes to include in your mailing. It has been our experience that churches and their members like to support missions, and when it’s someone they know in one way or another, they’re even happier to give. Furthering Christ’s kingdom on this earth really is a group effort; it shows in a real way through fundraising.

3. SCHOLARSHIPS

The Student Missions office has both travel scholarships and tuition scholarships. Travel scholarships help toward fundraising. Tuition scholarships apply after a student has returned. Talk to someone in the Student Missions office for more details about scholarships and their requirements.
4. FINALIZING A CALL
After passing the WWU Screening Committee, a student will meet with the missions team to start finding which call is the right call. Finding a location begins with students identifying their passion for service. If the passion is teaching, or kids, or evangelism, we can work with that to try to find an available location that fits. Usually students identify three or more preferences and submit their application for those calls, like submitting a resume for a job. The people at the location then decide whom they’ll accept.

5. TRAINING
The final steps of the application process involve training. Every student missionary is required to take a Cross-Cultural Ministries class, offered at WWU in the spring (RELM 233). Also, the first weekend in May is an annual Student Missions outgoing retreat, a weekend where all those preparing to go meet, worship, and learn about what’s to come. Besides these events, student missionaries that have returned to campus are a great resource.
HEALTH & SAFETY

We care about each student’s safety—probably more than they do. There are a lot of risks involved in the student missionary experience. However, many serious incidents can be averted with some basic knowledge and its simple application. The following are steps required to help ensure your experience is safe:

HEALTH CERTIFICATE
Previously mentioned in the application process, this is like a physical checkup completed by a licensed medical professional. This can be completed at the University Clinic or a personal health provider.

University Clinic | (509) 527-2425

IMMUNIZATIONS
Once a call is finalized, it’s time to contact a health provider about immunizations. Typical immunization recommended for every country: hepatitis A and B, typhoid, tetanus-diptheria, MMR, and chickenpox. Each country is different and a doctor will have the best information about what’s needed. It’s important to take care of this ASAP after a call is finalized. Some immunizations take several weeks. Some may have adverse side affects to travel. We recommend all missionaries keep their immunizations booklet in their passport as they travel.
INSURANCE
Every student missionary is covered by Adventist Risk and Safety insurance. This coverage includes health, accident, repatriation, accidental life, and medical evacuation. This is a powerful tool that can get students out of tough situations. Adventist Risk and Safety work with local doctors to make sure students have adequate care and evacuate students if deemed necessary. It’s a reimbursement plan, so the student will need to pay the costs up front, keep the receipts, and file a claim for reimbursement.

GENERAL SAFETY
There are a few rules for general safety. First, don’t go out alone. Travel in groups with other SMs or people from the mission. Every incident that has happened to WWU student missionaries in the past has taken place when someone was either alone or out after dark, or both. Second, make sure to ask your local supervisor what is and what isn’t safe. Third, if feeling sick, communicate with other SMs, a supervisor, and us. It’s important to share the uncomfortable stuff—vomiting and diarrhea can leave a person dangerously dehydrated. Not telling anyone is the worst thing to do.

COUNSELING & TESTING
Along with each health certificate applicants must complete a Burns Inventory. This tests the mental health and fitness for mission service of each prospective SM. All follow up with these inventories will be managed by the counseling and testing office at Walla Walla University or with a certified professional chosen by the applicant.

Counseling, Testing, and Wellness | (509) 527-2147
STUDENT FINANCIAL SERVICES
We recommend that each student meet with a Student Financial Services officer to walk through the financial aspects of their year of service. Every SM must pay their school bill before departure.

FUNDRAISING
Each student is responsible for fundraising the amount needed for their specific call. All donated funds are allocated by the Chaplain’s Office. If the cost of the ticket, insurance, etc., exceeds the goal, we absorb the cost. Any excess funds raised go to assist the overall Student Missions program. That means the funds help other Student Missionaries go, and provide emergency aid as well as support student missionaries in the field. Checks should be made out to “Walla Walla University.” Donations can also be made online or in person. Funds donated are tax deductible. Students must fundraise for each trip. Money doesn’t carry over to other trips.

FINANCES

Each student missionary is responsible for covering the cost of their trip. Each call varies in airfare, stipend, and associated costs. To simplify the process, the Chaplain’s Office sets goals for each student missionary within the following ranges. The goal is based on location, length of service, date of application and other associated costs.

| 1) Independent calls | $5,500 |
| 2) General Conference calls | $3,500 |
| 3) Taskforce calls | $500 |

Costs typically covered with fundraising: airfare, one flight change fee, limited visa expenses, insurance, and living stipend, if applicable to the call.

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STUDENT MISSIONS FEE
Included in the flat fee of each call is a $500 Student Missions fee. This fee covers the following costs associated with the experience: registration for experiential credit, monthly mailings including campus publications and other support, outgoing/re-entry retreat, a prayer journal, and SM processing costs such as finance processing, telecommunications, and photocopying. It covers the nuts and bolts so that you can serve without worrying about what’s holding it all together.

INDEPENDENT CALLS
Independent calls require the student cover his or her own living stipend and insurance. Although costs vary, these add an additional $200–$300 per month of service to your fundraising needs; that’s why these calls cost about $2,000 more than a call where those costs are covered. Although these calls are not affiliated with the General Conference volunteer system, they are for reputable organizations such as Maranatha and Adventist Frontier Missions. All orphanage calls are independent.

REIMBURSEMENTS
Certain expenses involved in the SM experience can be reimbursed with fundraised money. Because of the tax-deductible status of the donations, only certain things are eligible for reimbursement. As a general rule, anything that’s sole purpose is “for the mission” can be reimbursed. This includes airfare costs to the mission and back, and visa fees up to a limit. This does not include personal travel or items such as clothing, vaccinations, or medicine. Additional items may be approved by the Chaplain’s Office Executive Committee upon request.

STUDENT MISSIONARY SCHOLARSHIP
Every student missionary returning to WWU is eligible for a scholarship. The maximum scholarship is for those who serve at least seven months, reach their fundraising goal, and complete all the other necessary requirements stated in the application process. We highly recommend filling out the FAFSA as it will greatly improve chances of receiving scholarships, because many SM scholarships must be given to students with financial need.
$ FUNDRAISING IDEAS

**FUNDRAISING LETTER**
Make a list of 75–100 names to send a fundraising letter to:

a. Family (near or far)
b. Facebook friends
c. Former high school classmates
d. Former HS teachers
e. Parents of friends
f. Your and/or your parents’ Christmas card list
g. Current teachers/staff members
h. Everyone you have EVER known
i. Anyone you would invite to your wedding/graduation

**BAKE SALE**
- a. At your home church (you don’t have to be there)
- b. At school, to friends & teachers
- c. Mail orders for cookies

**CAR WASH**
Most gas stations or churches will let you use their lot.

**ONLINE FUNDRAISING**
Set up an account through the Student Missions office.

**MAKE APPEAL AT YOUR HOME CHURCH AND SUPPLY DONATION ENVELOPES**
Make a display on table or bulletin board if pastor approves.

**HOST AN OUTDOOR/INDOOR MOVIE NIGHT**
Establish a donation bucket.

**YARD MAINTENANCE**
Hand out fliers/exchange for donations/give reply envelope.

**NOTE:** People will often give more when they know it’s for a mission trip.
Dear family and friends,

I’ve been approved to participate in the Walla Walla University Student Missions Program, so I have decided to take a year out from my college studies to engage in service. I am told my year as a missionary will be challenging, rewarding, and the experience of a lifetime.

I have accepted this assignment in the Student Missions Program because I want to give my life to God for a year as I share His love with others. I am so excited about the possibility and now I am growing in God as I face the fund-raising challenge.

There are several costs associated with this experience: travel costs, visa costs, mailing costs, living costs while I’m out, and the list goes on. Each year, the student missionaries are required to raise the money needed. We do that by working in the community for donations, asking for donations from mission supporters, working with our local churches for help, and by earning as much as we can in addition to the money given. The funds are used to get us to our location, make sure we’re cared for while we’re there, and then bring us home. A portion of the fundraised money ($500) goes toward training and support offered through the SM Office. Any excess funds I raise help other SMs to go, provide emergency aid, as well as help support SMs in the field.

Will you consider joining me in this by giving as generous a gift as you’re able? Any amount you share will be deeply appreciated! Each of us has a goal of $3,500. (For self-supporting calls only: I have chosen a call that is so needy they cannot pay my stipend or insurance, so I will need to raise about $5,500 instead of the normal $3,500.) Donations will be deposited into the Student Missionary fund to help turn our dreams of being missionaries into the satisfaction that comes from serving others.

So that your gift can be tax deductible, please remember to make your check payable to Walla Walla University. Write your information on the flap of the envelope provided and mail your donation to the address below.

Student Missions
Walla Walla University
204 S. College Ave. | College Place, WA 99324

My name should NOT be written on the check. A receipt for tax purposes will be mailed to you.

I’m at a time when I can accept this opportunity and give this year of my life to God. I am asking you to share in the blessing by helping financially. I appreciate your prayers to help me face the many challenges I will face as I live away from family and friends, adjust to a new culture -- its people, food, and way of life -- and serve as an ambassador for Christ.

Thank you so much for your help. I’m delighted to have you share in this experience with me.

In His love and for His service,

Your signature here
Your typed name here

SAMPLE FUNDRAISING LETTER

Individually sign each letter.
If you personally write a few words, it helps so much. Any photos, maps, etc. that you can add to personalize helps, too.
Certain out-of-pocket expenses related to the student missions (SM) experience may be reimbursed to student missionaries from funds donated to their individual SM fund-raising accounts, up to the positive balance in the account at the time of the request for reimbursement.

Approved expenses shall include: airfare, visa fees, approved living stipend, and insurance. Expenses not approved for reimbursement include, but are not limited to: elective or personal travel, Introduction to Cross Cultural Ministries class, baggage fees, insect repellents, passport fees, items clearly for personal use or for the use of others, medications for health, special shoes or clothing, auto insurance premiums and fund-raising expenses such as postage, duplication of letters and envelopes. (Visa fees will be reimbursed as able with the remaining fundraising, once a student returns from their location and all other expenses are paid.)

By special request, certain additional items may be approved on a case-by-case basis by the Chaplain’s Office Executive Committee. These may include, but are not limited to: health/accident/life insurance if not provided by volunteer organization, equipment and supplies to improve the SM’s duties, up to a maximum of US $200. These items may include such things as playground equipment, school and classroom supplies, classroom furniture; however, a request for supplies and/or equipment to improve the volunteer’s service location must be accompanied by a letter from the SM’s supervisor documenting the need for the specific items. Other expenses to be considered include a living expense stipend (may be $50 - $200 per month depending on need and region of service) in cases where the host organization provides no stipend or the provided stipend is documented to be erratic or inadequate. The usual standard personal stipend is $100 without documentation that more is needed.
Additional emergency expenses may be provided on a case-by-case basis with the full support of the student missionary in mind. This may include emergency money in such cases when the SM has had money stolen or lost. Other cases may include funds for emergency medicine and doctor visits. Extreme cases may include expensive telephone calls, airfare to/from a funeral of a family member, and even airfare for a WWU faculty/staff member or parent to travel to the location of service in a case of a safety/health or any personal liability issue. From time to time the Associate Chaplain will make these decisions and the Chaplain’s Office Executive Committee will review these expenses.
**What is a call?**
A call is another name for a student missionary assignment. A call is a commitment to a job and a location of service. It may be teaching, orphanage caretaking, ministering, deaning, youth pastoring, or filling a need wherever you are.

**What does “taskforce” mean?**
“Taskforce” refers to mission calls within the United States, including Alaska and Hawaii.

**How do I choose a call?**
This process begins by praying for guidance. Working with the SM office staff to break the process into smaller steps also makes the process more manageable. Stop by the Chaplain’s Office and we can discuss the exciting task of deciding where in the world you can go!

**Where can I find calls?**
Explore www.hesaidgo.net. Many calls have stipends and are supported by the General Conference of Seventh-day Adventists. Browse available calls and be sure to check often; they are always adding new calls.

**Can I do something other than teaching?**
Most calls outside the U.S. are teaching, either elementary, high school, or tutoring various ages. These calls offer structure and usually a living stipend. But these aren’t the only positions available. There are also positions for assistant pastors, orphanage caregivers, English tutors, assistant deans, teacher aides, maintenance workers, librarians, office assistants, and hospital assistants. Specific calls can be created personally but only for students who get their application done well in advance.

**Where are common locations for student missionaries?**
Probably one of the greatest needs is the Central Pacific islands (Palau, Pohnpei, Majuro, and more). There are 120 openings here alone so this is one of the greatest needs and offers some of the most rewarding positions. Other current common locations are Thailand, Poland, Malawi, Cambodia, Ukraine, and Ecuador.
What does it cost to be a student missionary?
There are three types of calls: taskforce, General Conference calls, and independent calls. Taskforce calls need $500. General Conference calls, where insurance and living stipend are provided, need $3,500. Independent calls need $5,500 to cover living expenses and insurance.

What’s the best way to fundraise?
The most successful fundraising method is sending approved SM letters to friends, family, and acquaintances. We recommend sending at least 75 letters. This process usually takes two to five months to raise the full amount. There are many other ways to fundraise as well.

What happens to my school loans?
When you complete the SM application and are approved for a call, you are registered for the experiential program as a WWU student; therefore, loans are deferred the same as any other student. Graduates do not qualify for this, but there are other ways they can hold their loans. Students must attend WWU the quarter preceding their service to qualify.

What about a passport?
If you are going anywhere except the 50 states, you will need a passport. If you need to apply for a passport, allow several months for processing.

Many students already have current passports. However, we ask for a scanned copy of your passport so we can check to be certain it is valid for your trip. Please note that U.S. citizens must have a passport that will not expire for at least six months after their return date.

What about immunizations?
First we advise you to check with your health professional or WWU Campus Health and Wellness office. Upon being accepted to a call, it is important to check and make sure you have all the immunizations for your location! The Center for Disease Control and Prevention website, cdc.gov, is a great place to check for recommended and required immunizations.

How does WWU support me while I’m gone?
Along with sending regular packages, e-mail, and support, we manage the business details involving flights, finances, and registering for experiential credit. We’ve even gone as far as flying a parent to a student in crisis for needed support.