

WELCOME TO ETEAM! We are excited to have you as a part of our ETEAM family this year! It's exciting to think about all God has purposed to do both in you and through you as a result of your participation in our program. The time you spend training and serving on the field will undoubtedly change you in some way and we can't wait to walk beside you in that! Please review this packet carefully as it is an important piece of preparing for your experience with us this summer.

The Eagleton-Teens Equipped and Active in Missions (ETEAM) program is a high school student ministry of IM, Inc. This missions awareness project seeks to mobilize and enlist Christian high school students for future ministry. Its purpose is to provide Free Will Baptist youth an intense introduction to missions and hands-on, cross-cultural evangelistic experience. The ministry is designed to make an impact on you, your local church, IM, Inc. and the ministry on the mission field you will visit.

ETEAM consists of 3 segments: Training, field experience, and debriefing.

WHAT WILL I DO AT ETEAM TRAINING?

The ETEAM training week is the key element that makes this mission trip different from most other mission trips. When you arrive in Nashville at Welch College for ETEAM training week, come prepared for one of the most challenging weeks of your life. At IM, Inc., we believe that God leads in your life according to the knowledge that you have, and this is what the training week is all about. Our desire in ETEAM training is to help you see the big picture revealed in God's Word. He has a plan for all the people of the earth to know Him and desires that you play a vital role in that. IM, Inc. wants to help you develop a passionate love for God and find your role in missions. Another key purpose of ETEAM training is to enable you to work well together with the others on your ETEAM. To fulfill the great commission we need to learn how to work together for maximum effectiveness. In order to work well with your ETEAM members, you will be placed in challenging situations that will require you to accomplish tasks as a team and to give God the glory while doing so. ETEAM training provides the knowledge you will need to be most effective in ministry on your upcoming trip and the skills to unite with your team while working toward a common goal.

WHAT WILL I DO ON THE FIELD?

While on your field, you will be involved in ministries through music, mime, sharing testimonies, teaching, possibly some manual labor, among other tasks depending on the needs of IM Ministries on the ground. Your activities will be geared toward generating contacts for the church including adults and children. There is a possibility you will be visiting schools, teaching English, participating in VBS, community outreach, ect. Each of our field ministries work directly with IM, Inc. and ETEAM with a focus of partnering with and assisting in furthering their existing ministry. Your field will rely on you to be prepared spiritually, mentally, and physically to keep up the task at hand and move the ministry forward in tangible ways. You will experience hands on missions and see the work of IM missionaries at its core. As we near ETEAM, your field specific activities will be organized in depth by your field host. Please keep an open mind and heart for what God has for you and your team on the field. Keep in touch with your leader for more information about your field specific ministry.

WHAT WILL I DO IN DEBRIEFING?

When you get back from the field, you will go through a time of debriefing. This is our opportunity to minister to you by allowing your team to share your experience with us. You will have the chance to tell us as a team and as individuals what God has shown you during the trip. You will also have the opportunity to critique the ETEAM experience and tell us what you like and what you didn't like so we can make this experience better for those in the future. Your team will also prepare a presentation on what you did and experienced and present this at the Closing Ceremonies, the final stage of ETEAM.

FUNDING YOUR ETEAM EXPERIENCE

FUNDING GOAL

International Teams: \$3700

ETEAM Chicago: \$1600

What your expenses cover

TRAINING & DEBRIEF:

- Food & Lodging Expenses
- Training Supplies
- Training Instructor honorariums
- Transportation during training
- ETEAM Accessories (T-Shirt, Backpack, Waterbottle, etc.)
- Debrief Expenses

ON THE FIELD:

- Round-trip airfare from Nashville to your host field
- Transportation while on your field
- Field Logistical Expenses (food, lodging, electricity, etc.)
- Ministry projects on the field

OTHER EXPENSES:

- Miscellaneous unexpected items pertaining to your ETEAM experience
- Travel Insurance Policy
- Postage for ETEAM communications
- Pre and Post trip arrangements, and other office supplies
- Cost of ETEAM Leader

FUNDRAISING

A fundraising account has been set up for you at the IM, Inc. office. Follow instructions below on how to manage your account.

All money should be sent to your IM, Inc. account by the due dates assigned.

GIVING TO YOUR ACCOUNT

- **ONLINE**
 - Donations may also be made to your account online.
 - Go to <https://iminc.org/give/give-eteam/>
 - Find your student account
 - Enter billing information and donate!
 - This will be your only donation page, online profiles as provided in previous years will not be a part of your ETEAM 2021 experience.
 - To see your latest account total please contact our finance department at jacklyn@iminc.org or hanna@iminc.org.
- **CHECK OR MONEY ORDER**
 - Donors may give by check or money order made payable to: IM, INC.
 - NOTE: Each check must be earmarked to indicate students name and team to ensure the funds get credited properly (ex: Student Name, ETEAM Brazil 2021)
 - Mail checks to: 5233 Mt. View Road Antioch, TN 37013
 - All gifts are tax deductible. Please email caroline@iminc.org for more information.

Please do not send cash through the postal system.

FINANCIAL DUE DATES

One half of your amount to raise must be received in our office by **March 1, 2021** so that we can purchase airline tickets in proper timing. Once airline tickets have been purchased, you are responsible for that amount in full as airline tickets cannot be transferred or refunded.

The remaining half of your ETEAM funds must be turned in to IM, INC. by **May 3, 2021.** This date ensures that we have plenty of time to make final purchases on your behalf in time for ETEAM. Please take the days once your payment is made in full to continue to prepare for your ETEAM experience spiritually, physically and emotionally.

EXCESS FUNDS AND ACCOUNT OVERAGES

If a student raises funds in excess of the required amount, the student **cannot** request any overage for personal use to be distributed by IM, INC. staff at ETEAM. Any overages that require refund will need to be requested by the original donor (rather than the student) to the IM, INC. finance department. Any overage requests can be sent to Caroline Peirce at caroline@iminc.org. The donor may receive a refund of overages in the form of check to be issued by IM, INC. not the student missions department. Any refund overages that are not requested will be used towards the overall ETEAM program and extra ministry costs your team may encounter during ETEAM.

CANCELLATION

If a student cancels their participation in ETEAM 2021, tax-deductible contributions that have already been spent towards ETEAM purchases are NOT refundable. However, if a student cannot go due to a family emergency or a health emergency, any funds in their account can be held upon request for one year so the assigned member can participate with ETEAM the following year, minus current year expenses. **Students who drop out must understand they are required to cover all costs that have already been incurred on their behalf, including the cost of airline tickets if already purchased. There are no exceptions to this policy.**

OTHER IMPORTANT FINANCIAL INFORMATION

How do I get started raising money?

- One of the best ways to begin raising your money is by letting people know what you are doing and how they can support you. One idea is to search for sample fundraising letters online and edit them to fit your situation, then mail or hand to pastors in your district association and others who are interested in supporting you. Ask if you can present your ETEAM opportunity to local churches and request help with expenses. Other fundraising ideas can be found online or by talking with others who have had successful fundraising campaigns – Be creative!

Travel Insurance

- Each student will have an emergency medical, international health insurance policy taken out on them. This international policy is included in your ETEAM expenses. ETEAM staff will purchase and handle all aspects of obtaining and maintaining your international travel insurance. For details on what is covered by the provided travel insurance, please contact ETEAM staff.

NO Travelers Checks

- Traveler's checks can be impossible to cash in many places internationally. Even in large cities it is often difficult or impossible to cash them because of transportation challenges. We prefer that the students bring cash for personal spending money (nothing larger than \$20 bills). **Your host missionary will take care of exchanging your US**

dollars for the proper currency. In most cases this will be done once you are on the field to ensure the best exchange rate possible. If you have questions about how best to handle your money on the field, please contact your leader or field host.

NO Borrowing Money

- ETEAM students are not to borrow money from other ETEAM members, leaders or missionaries. In the case that a student is in need of extra funds, IM, INC. staff should be notified to assess the situation.

OTHER EXPENSES

These are expenses that you will need to pay for personally and are not covered by your fundraised funds.

- Toiletries (shampoo, body wash, towels, ect.)
- Bedding for training at Welch College (twin XL bed size)
- Snacks you may want during your time with ETEAM
- Souvenirs
- Anything you may need to purchase during your teams store trip before you leave for the field
- **We suggest you do not bring more than \$300 to cover your expenses during ETEAM**
- Your passport and passport photos
- Travel expenses to and from Nashville are the responsibility of the student
- In the case that a vaccination is required for travel students must make arrangements to receive the vaccine and cover the cost personally

DOCUMENTATION

1. PASSPORT – INTERNATIONAL TEAMS

ATTENTION: DO NOT mail passports through regular postal mail!

Each ETEAM student must obtain their own passport. Here's how to apply:

- Please take your birth certificate, \$145 and **TWO** passport photos (you can get these taken at CVS, Walgreen's, Office Depot, etc.) to a main post office or a federal building to get a passport application (You can also download a passport application at www.travel.state.gov/passport.)
- Please fill out the passport application and **sign it in their presence at the Post Office or Federal building.**



- When you receive your passport, **SIGN IT EXACTLY AS IT IS TYPED ON YOUR PASSPORT, INCLUDING FULL MIDDLE NAME IF TYPED ON YOUR PASSPORT.**
- Please mail your **SIGNED** passport to IM, INC. by certified or registered mail (Fed Ex, USPS Priority Mail, etc). **DO NOT MAIL YOUR PASSPORT THROUGH REGULAR, UNTRACKED POSTAL MAIL!!** If you are using FedEx or UPS, you will need to mail it to our physical address: 5233 Mt. View Rd. Antioch, TN 37013 You will receive your passport back the day you leave for your field in Nashville. If you have any questions, please call or email ETEAM staff. **YOUR PASSPORT MUST BE TURNED IN TO IM, INC. OFFICES BY APRIL 1ST.**

NOTE: If you have not yet applied for your passport, please do so **IMMEDIATELY.** This process can take up to 3 months due to new passport regulations along, so please apply right away.

2. STATE ISSUED I.D. CARD – TEAM CHICAGO & TEAM ST. CROIX

Each ETEAM student traveling to a U.S. location must obtain his/her own state issued ID. Here's how to apply:

- In the instance that you don't have a driver's license, your local DMV is able to issue you an official state issued ID at low cost
- Check your local DMV for more information and details
- Please mail or scan a copy of your ID to IM, INC. offices by April 1st.



3. Medical Release Form

The Medical Release Form (APPENDIX 1-A) is a four page document that must be **completed on both sides and NOTARIZED.** This must be submitted to IM, INC. by April 1st. These documents will be mailed to your home address but may also be found online at <https://iminc.org/go/e-team/>.

4. Permission to Travel Form

The Permission to Travel form (APPENDIX 2) must be signed by **both parents** or guardians and **notarized.** This must be in the IM, INC. office by April 1st. Your team leader will have this while you are traveling to assist in your passing through international customs.

IMPORTANT DATES

DATES FOR ETEAM

June 10, 2021 - June 30, 2021

On the **afternoon** of June 10th, ETEAM students may begin to arrive between **2:00 – 5:00 PM** to register on the campus of Welch College in Nashville, TN. **Please** do not arrive any earlier than 2:00 pm as staff and leaders will still be preparing for your arrival. Students who are flying in must submit flight information in advance to the ETEAM staff. Please email your itinerary to Hanna Mott and your leaders. An ETEAM Staff member will pick students up from the airport, if no notification of your arrival is received and documented through ETEAM you will not be picked up from the airport. If you are flying into Nashville, please keep in mind that you may arrive early on June 6th, **HOWEVER** communication with ETEAM Staff about your arrival to ETEAM staff is crucial. Registration ends at 5:00 PM. Dinner will only be provided for the students who fly into training prior to opening services. Other students, families, youth pastors, youth sponsors, etc. will not be able to participate in the meal unless it has been previously arranged with ETEAM Staff. There will be an opening service at 7:00 pm at Welch College's auditorium. Please look for upcoming information on who we be included in opening services, due to COVID-19 regulations. Family and friends will be able to see their students again after the final debriefing is over on June 30th. Please ask family and friends to respect the debriefing process and do not arrive before the designated time on June 30th.

The week of training ends on June 16th, and all ETEAM members will fly to their destination on June 17th. ETEAM members will be on their field of ministry and will fly back to Nashville on June 29th. Once ETEAMs arrive back in Nashville, they will have a time of debriefing and closing ceremonies. Debriefing and closing ceremonies will be over on the evening of **Wednesday, June 30th**. Please look for updates on how we will handle closing services this year due to COVID-19 restrictions. We do ask that ALL guests refrain from being at the airport during team arrival and departure. This makes the process much more difficult for students. Parents may pick up their students upon conclusion of the closing ceremony or the following morning, please communicate with your leader if you will be in the dorms on the 30th. Students who are flying home must schedule their return flights for the **morning** of Thursday, July 1st.

ETEAM MINISTRY SCHEDULE

ETEAM TRAINING WEEK

June 10th 2:00 – 5:00 PM - Sign in/Registration
 5:30 PM – Dinner for Students who have previously flown into ETEAM
 7:00 PM – Opening Ceremonies

- ETEAM training begins and continues until you leave for the field

ETEAM Field Assignment – June 17th – 29th

For more information beyond this packet regarding your time on the field, please contact your leader or field host.

ETEAM Debriefing and Closing Ceremonies - June 29h – July 1st

Debriefing and Closing Ceremonies will conclude on the evening of Wednesday, June 29th. Closing ceremonies will be at Welch College at 6:30 PM. Final decisions regarding how closing will take place (with COVID-19) regulations in mind will come at a later date. Please be on the lookout for that information in your email inbox. Parents may pick up their students upon conclusion of the closing ceremonies or the morning of July 1st. Please sign out with your team leader before your departure from ETEAM. Students requiring flights home must schedule return home flights for the morning of Thursday, July 1st. Any students flying home after ETEAM concludes will be taken to the airport by ETEAM staff in plenty of time to make their flights. Please communicate your flight schedule with ETEAM staff as early as possible before training begins so arrangements can be made.

PRAYER TEAM

Form a prayer team of at least five people who will commit to pray for you and your ministry this summer. You will participate in many new and different situations as you participate with ETEAM. As you are developing your Prayer Team, also take time personally to pray every day for your upcoming ministry experience. When choosing a prayer team, be creative and come up with a list of prayer requests concerning your preparation and your ministry. Check with your field host and team leaders to find other prayer items directly related to your field and team. Creating a personalized prayer card to distribute to those who support you is a fun way to remind them to pray for you and your team!

PEOPLE TO KNOW AND CONTACT

- **Your ETEAM Leaders:** They will be with you in Nashville during the ETEAM training helping to prepare you for your summer ministry and will be your chaperones through the entire ETEAM experience. If you have not been contacted by your team leaders, please contact Hanna Mott for more information. Stay in touch with your team leaders in advance as they will have helpful information for you at times.

- **ETEAM Coordinator, Hanna Mott:** If you have any questions at any point throughout the ETEAM process, please feel free to contact the friendly ETEAM staff toll free (877) 767-7736 ext. 294 or (615) 760-6157 or by email at hanna@iminc.org.
- **Your Field Hosts:** ETEAM logistics on the field will be supervised and implemented IM, Inc. Missionaries and partners. Please follow the actions of your leaders when reaching out to your field host. Keep in mind much of the specifics of what you will be doing will on the field determined at a later point, so keep in touch with your host and your team leaders to find out more about what to expect.

HOUSING, LAUNDRY AND BAGGAGE

While in Nashville, you will stay in the dormitory at Welch College. While on the field, your housing will be determined by your host. For more information on specific arrangements please contact your leader. Males and females will always be sleeping in different locations.

Although this is a three-week trip, **EACH STUDENT NEEDS TO PACK ENOUGH FOR ONLY ONE WEEK.** Your ETEAM will do laundry once while in Nashville during the week of training, and possibly on more than one occasion while on the field. **Do not take more than what you need.** You are allowed **ONE** piece of checked luggage. Please make sure it has wheels, and keep in mind you will have to keep up with your own luggage during travel, so don't bring more than you absolutely need. A 26-inch suitcase WITH wheels is the best option. If you have questions regarding suitcase size or weight, you may contact ETEAM staff or your team leader. You will receive an ETEAM backpack as a carry on item. Airlines also allow for one additional personal item such as a purse or camera bag.



This is an **example** of an acceptable suitcase you can bring. **International flights require that your suitcase be 50 lbs. or less.** You may be asked to carry some things for the host missionary, so please pack light.

***A detailed packing list will be sent to you closer to training time.**

**Suggested suitcase size:
No more than 26" tall with extending handle and
functioning wheels**

DISCIPLINE POLICY

We do not foresee that we will have disciplinary problems throughout the ETEAM process. However, we must protect you as a student, the program, IM staff and partners on the field, and the denomination by saying that we reserve the right to remove a student from ETEAM at any time due to disciplinary problems. ETEAM rules are reasonable and disobedience to the rules will not be tolerated.

ETEAM reserves the right to bring any student back to their home at any time during the entire ETEAM experience at the student's expense if difficulties arise. Parents will be contacted immediately to make arrangements to pick up their student.

NOTE TO PARENTS

IN THE CASE OF AN EMERGENCY:

- Call the office of IM, Inc., 1-877-767-7736
- Contact Hanna Mott, ETEAM Coordinator directly
- Call or email the team leaders if other options do not work.
 - α **Please** only do this in the case of an emergency.

Please do not make it difficult for your student by attempting to call him/her, visiting the training site or coming to the airport. Doing so can create a strain on the relationship with the other ETEAM members and the ETEAM leader. All ETEAM members will be allowed a brief time for phone calls at the end of the week of training and upon arrival back into the US. Team updates will be posted on the IM, INC. website by the team members during their trip. Any phone calls made from the airport are at the discretion of the team leaders. Please stay alert to ETEAM social media pages to see when students depart from the U.S. and arrive back to the U.S. Students will be allowed to send post cards, but will not be able to use the hosts' computers. Please contact ETEAM staff if there is an emergency.

UPDATES FROM TEAMS

The teams will be responsible for placing updates on our website, www.iminc.org, throughout their time on the field, so you will be able to see periodic updates on your student's team by following the links to ETEAM updates. Updates will usually begin posting after the training week is completed. **Please note - The teams are responsible to post these updates. The ETEAM staff has no control over whether or not an update has been posted or over how often posts can be made. Since some fields will have limited access to internet therefore postings may not be as frequent. Please do not contact the ETEAM staff with questions about updates from the team.**

NO cell phones, computers, tablets, gaming devices, or ipods/MP3 players are permitted during the entire ETEAM experience. Cell phones are permitted during times designated by ETEAM staff to make phone calls to parents both before going and after returning to the US from their ETEAM destination.

CLOSING REMARKS

As we near ETEAM, your leader will connect you with your other teammates. It is a good idea to start joining in conversation with your team now to prepare for your ETEAM experience together this summer. Be sure you are remaining in contact with ETEAM staff, your leaders and missionaries to ensure clear communication in order to better prepare for ETEAM 2021.

ETEAM staff, field hosts, and your ETEAM leaders are working hard to make this an excellent and enjoyable learning experience for all. You have the responsibility to meet the requirements listed in this packet as a part of your ETEAM experience. Please do not feel overwhelmed, but it must be emphasized that **there can be no participation unless all documents and funds are in order**, so taking care of these quickly will help to make your mission trip a success.

Please save this and all other correspondence from IM, INC. staff for future reference. If you have questions, please call or email the ETEAM coordinator any time. We will be in regular contact with you through online avenues. Please make sure you are checking your email and ETEAM social media regularly and alert ETEAM staff and your leaders if your email address changes!

We are praying for you as you begin to prepare your heart and mind for ETEAM in June. We are thrilled to see your heart for the nations and eagerly anticipate your growth in the gospel as we journey together this summer.

TIMELINE AND CHECKLIST

Instructions: Please use this form as a guide to help you accomplish everything that needs to happen to make ETEAM possible. We will be sending emails and posting on our social media sites as other reminders of these deadlines, however this is your official notice regarding all deadlines. Thank You.

1. **NOW!**
Apply for your passport if you do not already have one. (See instructions in packet). This can take up to three months, so please apply right away!
2. **NOW!**
Set up your online ETEAM Profile: Follow the instructions in this packet for setting up your and then send the link to everyone you know! Post it on your social media sites, text it to your friends and family – get the word out!
3. **NOW!**
Form a prayer team: Five people who will commit to praying for you and the ETEAM ministry
4. **NOW!**
Write your leaders: begin corresponding about what you need to be working on. Also stay in close communication with the ETEAM staff and missionaries for important information. **Check your email regularly** for this! Also, keep an eye on ETEAM social media for deadline reminders.
5. **March 1**
One half of the required funds is due.
6. **April 1**
Passport due at IM, INC. – Don't forget to sign it first!

COPY of State Issued I.D. at IM, Inc. for ETEAM Chicago/St. Croix
7. **April 1**
Medical Release Form – MUST BE NOTARIZED
 Do not forget to include a copy of your insurance card.
8. **April 1**
The Permission to Travel Form: Appendix 2 – MUST BE NOTARIZED
 Must be signed by both of your parents or guardians and **notarized**.
10. **May 3**
The second half of the required funds is due.
11. **Don't Forget Spending Money** - We suggest not bringing more than \$300 US dollars to spend on the field. You will only be buying souvenirs and any extra snacks you would like. It's up to you how much you bring! Your missionary will help you exchange your money into your field's currency.