



# VISION TRIP POLICY GUIDE







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# VISION TRIP GOALS



## FOSTER GROWTH

for employees and their families



## ENHANCE RELATIONSHIPS

company-wide and with friends around the world



## CREATE OPPORTUNITIES

to learn and experience the impact of our partners



## CONNECT AND ENGAGE

with what God is doing around the world

# ELIGIBILITY

Vision trip participation is provided for permanent full-time team members and is an opportunity to foster growth for team members and their families, team build, and experience the impact of our ministry partners. To be eligible to sign up for a trip, the dates of the trip must be after the team member's one-year Company anniversary date.

Receiving additional paid time off and having all or part of the vision trip expenses paid for by the Company is a benefit to working for Betenbough Companies, PBC and subsidiaries (hereafter referred to as the Company) and not a guarantee or a contract. The board of directors reserves the right to withdraw this offer in its entirety or to decline to pay for or extend vacation time for a participant on a vision trip.

For an employee who is eligible to attend but has an ineligible employee spouse: You can both attend the trip; however, the ineligible spouse will have to use their own paid time off or non-paid days for the trip, pending their leader's approval. The ineligible spouse will follow the eligible spouse's payment plan for all future trips.

## **ALL PARTICIPANTS MUST COMPLETE THE FOLLOWING TO SIGN UP FOR A VISION TRIP**

- 1** Review policy guide, congratulations you are doing this step now!
- 2** Secure passport – Have a passport valid for at least six months after your desired trip's departure. If your passport expires within six months of your desired trip, you will need a new passport before you sign up.
- 3** Have your leader submit the trip approval form.
- 4** Create Managed Missions profile and submit online vision trip application (separate application for each traveler).

## **AFTER TRIP FINALIZATION:**

- 1** Pay a \$100 deposit for each person to confirm spot on the trip roster. If your trip is 100% covered or you have GoBucks to cover your portion of the trip, your deposit will be refunded. For all other trips, the deposit will be used towards your trip cost.
- 2** Within one week of trip confirmation, upload a copy of your passport to Managed Missions. If you do not submit a copy of your passport, you could forfeit your spot on the team.
- 3** Submit a vision trip paid time-off request through the employee support system.

# FINANCIAL PLAN

## COMPANY COVERS

**1st Trip** | 100% of trip costs paid by the company (including paid time off, training/team meeting travel reimbursement (regional), travel expenses including meals, visa and vaccine reimbursement\*).

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**2nd Trip** | 90% of trip costs paid by the company (including paid time off, training/team meeting travel reimbursement (regional), travel expenses including meals, visa and vaccine reimbursement\*).

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**3rd & Subsequent Trips** | 75% of trip costs paid by the company (including paid time off, training/team meeting travel reimbursement (regional), travel expenses including meals, visa and vaccine reimbursement\*).

\*The Company will reimburse vaccinations and trip medication costs if they are required by the country or are highly recommended by the ministry partner. All other vaccinations will be considered voluntary and will not be reimbursed by the Company.

## PARTICIPANT COVERS

Obtaining passports.

Providing tips as needed throughout the trip and donating towards service project supplies (estimated at \$100-\$200 per family).

Spending money for snacks and souvenirs during the trip. Additional Travel health insurance (if desired).

Any and all extensions costs including additional transportation, lodging, meals and entertainment.

## EXPEDITING PASSPORTS AND VISAS

The participant will be financially responsible for expediting a visa or passport if:

- The due date is missed to turn in passports, visa paperwork and/or other needed documents to the Employee Experience Team.
- The participant sent incorrect visa information to the Employee Experience Team.

# VISION TRIP TRAINING AND MEETINGS

## VISION TRIP MEETINGS

There will be at least 2 meetings prior to your vision trip. All meetings are mandatory for employees. Guests are required to attend the 2nd meeting in person unless they live a considerable distance (4+ hour drive) from the home office. In this case, the guest will be required to participate via Zoom.

## VISION TRIP TRAINING

1st time travelers will be required to attend 1st time travelers training. Trainings will be offered at the beginning of the year. Failure to attend this training could result in forfeiting your spot on the team. Additional trainings may be required for all trips depending on the needs of the ministry partner.

# CANCELLATION POLICIES

**AVERAGE EVENT COST PER PERSON** | Review website for estimated costs

**CANCELLATION FEE** | Calculated per participant

- From the time trip has been confirmed to 120 days from your trip- \$50 cancellation fee and/or any non-refundable amounts already paid for you and your guests. As the Company incurs costs, the employee is responsible.
- 120 days from trip to 60 days from your trip- \$100 cancellation fee and/or any non-refundable amounts already paid for you and your guests. As the Company incurs costs, the employee is responsible.
- 60 days from trip up to departure- \$150 cancellation fee and/or any non-refundable amounts already paid for you and your guests. As the Company incurs costs, the employee is responsible.

This includes, but is not limited to, visas, vaccinations, airline deposits or tickets, airline change and/or cancellation fees, travel agency fees, and money paid directly to the non-profit organizations. Participants will have six months from the date of cancellation to pay back the amount. After that time, the Company will begin deducting payments out of each paycheck until the balance is paid in full.

If an employee willfully chooses to terminate their employment, they will be required to reimburse any cost that the Company is unable to get refunded upon leaving the Company. If funds are not reimbursed at that time, the Company reserves the right to withdraw any incurred fees from the employee's final paycheck.

## GUESTS

The Company will cover the designated percentage of the cost for the employee, as well as his/her spouse and children, OR one guest.

- If an employee chooses to bring their spouse and children (children 22 and under at time of sign up), they will be covered at the same designated percentage as the employee. If all the employee's children cannot attend, they cannot bring someone else in their place as a substitution.
- If an employee chooses to bring one guest, they will be covered by the Company at the same percentage as the employee.
- Guests are expected to uphold the same company core values and expectations. Our core values are Unity, Growth, Excellence, and Generous Stewardship.
- We are committed to being a drug, alcohol, and tobacco-free business. Our heart is to keep anyone from temptation who might be struggling with an addiction. This policy also applies to vision trips. We encourage all guests to join us in this commitment.
- All vision trip participants are expected to follow any additional guidelines stipulated by our ministry partners. This could pertain to sleeping arrangements, dress code, etc.

Additional guests may be allowed to attend a vision trip; however, the Company will fill the vision trips with employees and their spouse and children OR one guest first.

Additional guests will be responsible for 100% of trip costs. If there is still availability on the vision trip, then a lottery drawing will be done with additional guests that are interested in attending (depending on the number of spots available).

The employee's guests are their responsibility. They must provide each guest with all necessary paperwork and collect all necessary payments. If a guest cancels their trip, the employee is held responsible for paying the company back for non-refundable costs.

Guests under 18 years of age are only allowed to participate if a parent/legal guardian is accompanying them. If both parents are not accompanying them, then the parent not accompanying will be required to sign a statement of consent. Guests under 18 years of age are required to travel round trip with their parent/legal guardian. No guardian transfers will be approved.

# SAFETY & HEALTH INFORMATION

Participants are provided with information regarding safety tips and health concerns. This information is not conclusive and further research is the responsibility of the participants. Any risks that may result from international or domestic travel are the responsibility of the participant. Vision trip participants must continue to exercise good judgment and discretion throughout the duration of the trip and adhere to all Company and vision trip policies. No drugs, tobacco, or alcohol are allowed on any Company trip. Participants are expected to obey all laws within the countries they are traveling to and be mindful of cultural customs and practices.

Participants are encouraged to check all travel advisories put out by the United States government concerning the countries they are traveling to. If a major conflict or security-related event occurs near the place where participants will be traveling (between the time they signed up for the trip and when they depart) that causes them to fear for their safety, participants may request a cancellation due to safety concerns. The situation will be reviewed by leadership to determine the need or amount to be paid back to the Company. However, if no major conflict or event has triggered that shift, participants will still be fully responsible for cancellation. Vision trip participation is completely voluntary and regardless of financial responsibility, they are always free to cancel their trip if they're concerned for their safety.

**The Company's priority is to ensure every participant receives needed medical care while on a vision trip. Accordingly, for international trips, the Company will provide travel health insurance for minor and major medical expenses for employees and their guests. If there is a medical event, communicate with your Vision Trip leader and ministry partner immediately, so the injured party can receive appropriate care.**

## 60 AND 30 DAY TRAVEL ASSESSMENT

60 and 30 days before each trip, we will assess the travel viability of the upcoming trip. This will include all trip details, travel restrictions, and transportation. All participants will be informed if changes to travel are necessary or if a cancellation occurs.



# GOBUCKS

GoBucks are rewards employees can earn throughout the year and use to help cover the base cost of their Vision Trip. The goal of GoBucks is to make these trips as financially accessible as possible.

GoBucks are tracked in an online system, where employees can view their current balance. GoBucks may be used toward the base cost of a Vision Trip for the employee and their guest(s).

Note: GoBucks cannot be used for upgrades or trip extensions.

## ROOMING AND ACCOMMODATIONS

During your vision trip, you'll stay in safe, clean, and appropriate accommodations arranged for the team. These accommodations can vary from trip to trip, depending on the ministry partner and the unique needs of each trip.

By joining a vision trip, you agree to follow the guidelines set by the ministry partner, including room assignments.

While we do our best to keep everyone comfortable, we can't guarantee specific room arrangements or amenities. For example:

- On some trips, you may stay in hotel rooms; on others, you may stay in dorms with shared bathrooms.
- Some places may have air conditioning; others may not.
- In some cases, you may share a room with your guests; in other cases, travelers of the same gender may share rooms.
- Sometimes you'll stay in one location for the entire trip; other times, you may move between different accommodations.
- The company does not permit unmarried couples to share the same room during business-related travel.\*

*\*In cases where the couple has been in a long-term committed relationship, exceptions may be considered. Please contact Employee Support with any questions.*

We'll cover the details of your trip's accommodations during team meetings. If you have any questions or concerns before signing up, feel free to contact The Employee Experience team for more information.

# CLOTHING AND ATTIRE

On your vision trip, you will travel to places with different customs than your own and work with ministry partners who live within this cultural context full time. Our heart is to honor our ministry partner and the culture by keeping modesty in mind when selecting clothing for your trip. As a representative of Betenbough Companies, we ask that you wear clothing that abides by the following standards during your vision trip:

## LADIES AND GIRLS

Comfortable shorts, pants, shirts, tank tops, and dresses (when appropriate) should be worn on Vision Trips. Shorts and skirts should be a minimum of 5-inch inseam or longer. Shirts should not be low cut and should cover your entire midriff area. Tank tops should be 2 inches wide or larger and cover your shoulders. Leggings must be worn with shirts or tops that provide full coverage of the backside. Bathing suits should be modest and full coverage. Some ministry partners may have additional requirements in regard to clothing; these specifics will be shared in your team meetings.



## MEN AND BOYS

Comfortable shorts, pants, shirts, and tank tops should be worn on Vision Trips. Shorts should be a minimum of 7-inch inseam or longer. Shirts should not be low cut. Tank tops should be 2 inches wide or larger and cover your shoulders. Bathing suits should be modest and provide full coverage. Some ministry partners may have additional requirements in regard to clothing; these specifics will be shared in your team meetings.

