

Baylor Missions 2018-2019 Proposal Sample

This is a sample completed proposal. Please note that your proposal may look entirely different depending on your trip details. If you have any questions, please email Jill_Hatcher@baylor.edu.

Before you begin:

- Review the Team Leader Manual and [Team Leader Covenant](#) (baylor.edu/missions/covenant)
 - Watch the training video: baylor.edu/missions/proposal
 - Confirm dates of travel with your partner before submitting them for use by travel agent at this [link](#)
 - Prepare a general itinerary plan including location addresses and contact information
 - Gather Business Office Contact Information for all partners, vendors, etc.
 - Have team commitments from and contact information for both Team Leader #1 and #2
- *All International Teams and some Domestic Teams (Domestic teams with more than 20 participants) are required to list two leaders at the time of the proposal.

Section One Notes: Be sure to enter departmental information correctly and notify your contact in advance. This response directs your proposal for approval. If it is not approved by mistake, a new proposal will be required.

SECTION ONE: GENERAL TRIP INFORMATION

1. Team Leader #1 Name-- Faculty/Staff Member(s) Making Proposal: [Betty Baylor](#)
2. Team Leader Employment Status
Select One:
 - Full-Time, Exempt (Exempt from overtime pay) ✓
 - Full-Time, Non-Exempt (May receive overtime pay)
 - Part-Time
 - Graduate Student
3. Team Leader #2 Name-- Faculty/Staff: [Bobby Baylor](#)
4. Team Leader #2 Employment Status
 - Full-Time, Exempt (Exempt from overtime pay)
 - Full-Time, Non-Exempt (May receive overtime pay)
 - Part-Time ✓
 - Graduate Student
5. Involved Department(s) or Student Organization Name: [Baylor Spiritual Life](#)
6. Name of Mission Team (City/Country + Department(s) or Student Organization Name or Mission Emphasis) [Peru Missions Business Explorations](#)
7. Course(s) Name [None](#)

Departmental Information

1. **Contact Phone:** 254-710-1111
2. **Academic Chair/Dept. Manager** Rebecca Kennedy
3. **School/Division** Student Life
4. **Will Academic Credit be earned during this trip?** No

*Student Organizations will not use Team Leader's Departmental information. Instead, use: Matt Burchett, Student Learning & Engagement, 254-710-2371

Section Two Notes: Do not submit if you have not confirmed your dates with your partner. Be sure to include all cities and countries where you visit and/or stay, including your excursion.

SECTION TWO: GENERAL INFO CONTINUED

1. **I have read and agree with the Mission Team Leader Manual and the Missions Covenant (*Can be found here:* baylor.edu/missions/covenant)** Yes
2. **Team Leader #1-- F/S Trip Leader's Contact Information (*Name, Email, Cell Phone number, and Department*):** Betty Baylor, Betty_Baylor@baylor.edu, 254-777-7777, Spiritual Life
3. **Team Leader #2-- F/S Trip Leader's Contact Information (*Name, Email, Cell Phone number, and Department*):** Bobby Baylor, Bobby_Baylor@baylor.edu, 254-888-8888, Marketing-HSBusiness
4. **Describe structure of program leadership, roles and responsibilities (to include primary and alternate leadership, and experience of leadership):** TL#1 will coordinate logistics and financial management; TL#2 will manage the project, student training and communication with partner
5. **Of program leadership, who will be receiving the cash advance on behalf of the team and accepting financial responsibility? (Full-Time, Exempt Employees Only per University policy)** Betty Baylor
6. **Proposed Semester and Year:** Spring Break 2019
7. **Proposed Departure Travel Date:** (Day you leave Waco) Sat, March 9th
8. **Proposed Returning Travel Date:** (date you return to Waco, not necessarily the day you'll leave trip destination) Sat, March 16th
9. **All Destination Cities and Countries:** Peru: Lima, Collique and Cuzco

10. Please indicate the number of times you have personally been to this location and worked with this partner before (whether with a BU Missions team or other group). #1=15 trips; #2=1 trip

Section Three Notes: This section has been abbreviated from previous years. A follow-up meeting will be requested by Jared Bickenbach, Assistant Director of Emergency Management and Global Preparedness, to review your country information and answer any questions you may have after accessing the online information provided.

SECTION THREE: INTERNATIONAL TRIP RISK MANAGEMENT (International Trips Only!)

Is this an international mission trip? If yes,

1. Select the Security Rating = 3

Instructions:

<https://secure.worldcue.com/UserManagement/plannerLogin/redirect.htm?username=baylorplnr> Go to "Location Intel" tab, Search by Country. When on country page, in the right column 1st box "Security Rating", look at the overall Security Rating (should be 1-5 or NR)

2. Select the Medical (HSAR) Rating = 3
from

<https://secure.worldcue.com/UserManagement/plannerLogin/redirect.htm?username=baylorplnr> Go to "Location Intel" tab, Search by Country. When on country page, in left column 3rd box down "Destination Intelligence" under Health click "Health considerations for individuals in X country". It will prompt a pop-up window. Look for: "Health Security Assessment Rating (HSAR)" Country name: HSAR # (1-5)

3. A risk assessment meeting is required before proposals will receive approval by the initial reviewer from BU Missions. Will you agree to respond in a timely manner to a follow-up request with the Assistant Director of Emergency Management and Global Preparedness to review security and risk details? Yes

Section Four Notes: Please provide as much detail as you have available to you at the writing of this proposal. In particular, include business office contacts for vendors so that you will not have to submit that separately. Be sure to take time to respond fully to the Marketing and Recruiting Strategy items which will be used to build your trip page on the Missions website.

SECTION FOUR: LOGISTICS

1. Proposed Number of Students: 15
2. Proposed Number of Faculty: 1

3. **Proposed Number of Staff:** 1
4. **Proposed Number of Guests** (*this includes alumni & other non-Baylor participants*):
* ALL GUESTS MUST BE PRE-APPROVED BY BUMISSIONS 2
5. **Proposed Number of Minors** (*dependents/participants under the age of 18*): 0
6. **An approved budget is required before proposals will receive final BU Missions approval by the Assistant Dean for Spiritual Life and Missions. Will you agree to respond in a timely manner to a follow-up request from Baylor Missions Budget Coordinator to discuss details of contracts and budget planning?** Yes
7. **If you are working with another team/discipline/organization at Baylor, please identify.** (ie. Interdisciplinary team of engineering and social work) Spiritual Life and Marketing are working together; May reach out to School of Social Work.
8. **Host organization information** (Include Baylor or personal connections, address, phone, email, website link, and any other contact information): * Peru Nonprofit Org, 8888 Cuzco Way, Lima, Peru, website: peru@perunonp.org, facebook and Instagram links, US Office in Houston: 8888 Texas Way, Houston, Texas, 832-888-8888
9. **Proposed Itinerary** (Provide a general daily itinerary with logistic details to include locations and partners/contacts):
Day 1: Arrive and Acclimate, Tour city
Day 2: Attend Church at Union Church in Lima, Lunch at a restaurant, Visit site to set up project
Day 3-6: Conduct Project
Day 4-7: Visit Machu Picchu
Day 8: Return to Waco
10. **Please describe your planned community partnerships and projects in relation to the missional purpose of this trip:** * (Ex: Students will be shadowing local doctors and learning from local community leaders about nonprofit medical ministry in the context of rural poverty in Latin America.): Students will work with local experts to survey area and local business owners to begin research project that will inform students of nonprofit work in the context of global poverty in South America as it connects with nonprofit work in the US.
11. **Do you anticipate any long-term projects (beyond the time frame of your trip) that will require post-trip funding?** (For example, construction or well project; note that this will require additional approval process). No
12. **List all modes of transportation from Waco to Destination** (i.e. chartered bus, etc.): * Will need Missions to help reserve transportation for team to airport; fly to Peru

13. List all modes of transportation in destination countries/cities (i.e. commercial air, chartered bus, etc.) The partner will provide bus transportation for team; in-country flight needed from Lima to Cuzco

14. Describe your trip lodging: * We are staying at a hotel where TL #1 has stayed consistently over last 13 years in connection with the partner.

15. Meal plans (ie. Continental breakfast at hotel, bagged lunches, partner providing meals, etc.) *

Breakfast: free at hotel

Lunch: PBJ sandwiches, etc.

Dinner: Restaurants within walking distance of hotel

*note: will on debriefing excursion, lunch will be at restaurants

16. Describe any group excursions (Please provide detailed information as to locations, vendors and activity.) Trip to Machu Picchu, partner is making all business arrangements with vendors and will invoice us on one invoice. We will climb Machu Picchu, visit a llama farm, and zip line the Sacred Valley. Hotel Information: 2222 Llama Way, Cuzco, Peru

17. Is this a student organization trip? * If yes, answer the following: No

18. What is the name of your organization?

These are only required for student organizations to complete

19. Who is the faculty/staff advisor(s) for your organization? (name, title, email)

20. Are the faculty/staff advisors for the organization involved in planning this trip?

21. Will the faculty/staff advisors for the organization go with organization on this trip?

22. Who are the student leaders and what is their contact information?

MARKETING AND RECRUITMENT STRATEGIES

This information will be used to build your trip website. Please note that in this section, you are both describing and "selling" the trip to students.

1. Trip Snapshot (1-2 sentences that describe purpose, location and projects): * Join this team which will work with a non-profit that serves children and families just outside of Lima, Peru. You can make a difference and help to research and evaluate what type of technical school they should open as they begin to dream and make plans with land and funds already in place!

2. Trip Outcomes: Describe what you are hoping for your students to gain from this experience (You may also refer to Baylor Missions learning outcomes [here](#)): * Students will experience the Missio Dei and learn about using their vocation in God's Kingdom through their interaction with the nonprofit's founder and staff. They will see practical application

of business coursework in their participation on this project. We hope they will return inspired to honor God through their academic career and future vocation through both paid positions and volunteer opportunities like this one.

3. **Trip Promotion:** How will you be promoting and recruiting for this trip? * Visiting multiple colleague's classrooms with short presentations, Holding Interest Meeting Free Coffee Sessions, and have emailed some student organizations for an opportunity to share in their meetings
4. **Trip Marketability:** What is your target population of students? Are the projects you intend to offer marketable to multiple majors? (ex. Spanish majors; students interested in hunger relief, etc.) * This trip will mainly be business majors, however we also see a need for social work majors, Spanish language majors and public policy studies.

Section Five Notes: This section is only required of new team leaders who have never been a team leader for a Baylor Missions Team.

SECTION FIVE: FIRST TIME FACULTY/STAFF LEADERS

1. **Is this either team leaders first time leading a Baylor mission trip? If yes, please answer:**
2. **Describe your philosophy of missions:** *short response
Team Leader #2—I see missions as... (3-5 sentences)
3. **Please provide three references, including names, titles, e-mails, and phone numbers** (Preferably people who are familiar with your work at Baylor):
 1. Friend/Colleague/Student and their info
 2. Friend/Colleague/Student and their info
 3. Friend/Colleague/Student and their info