

I. WILL.  
BE. THE.  
CHANGE.

I. A. M. A.  
STUDENT.  
MISSIONARY.

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M I S S I O N S  
LA SIERRA UNIVERSITY

# I WILL BE THE CHANGE.

## INTRODUCTION TO STUDENT MISSIONS

*"Be the change that you wish to see in the world."*  
- Mahatma Gandhi

It was 1962 when a handful of La Sierra University students made the decision...it was time to make a difference. So, they decided to be the change. After much prayer, and with an unwavering heart, the students began an international campaign to create what we now call the Student Missions Program.

We're proud that Missions began right here at La Sierra. And, in the over 50 years since it's creation, more than 20,000 college students (just from the US) have dedicated a year of their lives to missions service...to teach young minds, to feed the hungry, to care for the marginalized...to change the world.

The world needs change. The world needs you. On behalf of the La Sierra Missions Family we thank you for taking the first step in changing your world...and your life!

We know God has already equipped you with everything you need to succeed. We're here to help you with the human aspects...(the paperwork!)

Big breath. You can do this. We're all here for you.

*- Your Missions Team*



**Student Missions**  
at La Sierra University  
4500 Riverwalk Pkwy.  
Riverside, CA 92515

**Missions Staff**  
Email: [missions@lasierra.edu](mailto:missions@lasierra.edu)  
Office: (951) 785-2090 opt. 3  
Cell: (951) 237-4224  
Fax: (951) 785-2199

[www.lasierra.edu/missions](http://www.lasierra.edu/missions)

# CHECKLIST



<b>STEP 1</b>	<b>Contact Info Form</b>
	Go to <a href="http://www.lasierra.edu/missions">www.lasierra.edu/missions</a> and click on "Apply Now!" Complete the "Contact Info" form. (A Missions representative will be in touch with you for additional information.)
<b>STEP 2</b>	<b>University Clearance</b>
	From the "Apply Now!" page, click on "Missions University Clearance Application." (LOG IN TO YOUR OrgSync ACCOUNT)
	After you submit the Clearance Application, please: Register for a Screening Committee date (on the website) Complete your FAFSA Make an "SM Appointment" with the SFS Counselor, x2175 Make an "SM Appointment" with Counseling Center, x2011 International Students: Make an appointment with OIS
<b>STEP 3</b>	<b>Application Packet</b>
	Complete & upload the following forms to your OrgSync online application (LOG IN TO YOUR OrgSync ACCOUNT) Consent Form for Release of Confidential Information La Sierra Media Release Form La Sierra Liability Waiver Release Form GC Beneficiary Information GC Release of Liability Resume La Sierra Transcript (Unofficial...from Self-Service) Passport Copy \$500 Non-refundable Deposit Receipt (Pay at Bursars: Acct #: 80007-24050) Complete & submit the following documents to Missions: Two Add/Drop Forms Fundraising Letter Service Learning Application (*to Service Learning) Health Certificate
<b>STEP 3B</b>	<b>References</b>
	Send the form found online to 5 individuals (pastors/teachers/employers). Completed forms will come automatically to Missions)
<b>STEP 4</b>	<b>Organization Applications</b>
	Once you have been cleared by the University, you may need to complete additional requirements with the specific organization you are applying to work with. Please visit their website for more information.
<b>STEP 5</b>	<b>Final Instructions</b>
	Register for Spring Quarter Missions: Nuts 'n Bolts (Add/drop form included) Attend Outgoing Retreat & Dedication. (See calendar on website for dates). Interview with an SM/professional from the intended country. Purchase ticket Complete "Flight Info Doc" (On Missions "Apply Now!" page) Visa application process (If applicable) Immunizations (If applicable) Register with the US State Department Obtain Final Clearance from the Missions Director

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## Basic Requirements

If you are applying to be a volunteer and want to serve in a position for a term of one year or longer, you must meet the following criteria:

- Be at least 18 years old (or get approval from the Missions Director) and completed at least one year of college by the beginning date of service.
- Maintain a GPA of 2.5 or higher at the time of application.
- Be in good standing with Student Life (no worship or citizenship probation counts on file)
- Have completed any and all pre-foundational course requirements (006, 007 classes, etc.)
- Is abide by the University Code of conduct as outlined in the Student Life Handbook while at home and abroad
- Addends the required courses (see "Classes" for more info)
- **\*\*Is willing to be a missionary...**and serve where needed. We are not looking for students who only want to do medical positions or just visit a new country, etc...but *young adults* that take *initiative* and *will* serve and make a difference.
- **\*\*Has a commitment to communication:** With your Missions Department at home and with the locals abroad.
- **\*\*Is responsible.** Will respond to emails, be proactive in completing assignments, is prepared and on-time for appointments, strives to be a problem-solver and actively seeks out ways to help others while sharing Jesus.

## Additional Information

- Each student missionary is responsible to raise the funds needed for their trip. We encourage every SM to write letters to family and friends, and to engage your peers in creative fundraising projects. You may begin fundraising as soon as you being your Missions Application. Donors will receive a tax-deductible receipt for their contributions.
- A passport is required for entry into all international ports. A visa may also be required, depending on the country of service. Passport pictures may be required for these items.



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## Classes

Students wishing to participate in the year-long Missions Program will be required to attend three courses (detailed below).

Though you will attend the summer intensive in the summer prior to service, you will be registered for the 6-unit EDCI course in the Fall you are out and for the 6-unit RLGN course in the Spring while you are gone.

Your student loans, if any, will be deferred for the year you are away...as long as you are registered.

The teaching University professor is responsible for all aspects of your coursework and grade. Please refer to them for any questions you may have during your Missions year.

The three courses that all student missionaries must take in preparation for their year out are:

- 1. MISS 101: Nuts and Bolts (0 units)**
  - Spring Quarter prior to service, Fridays, 1-4 pm.
- 2. EDCI 408: Teaching Student Missionary Prep (3 units)**  
**EDCI 409: Teach Student Missionary Fieldwork (3 units)**
  - Offered the last two weeks of June prior to departure
- 3. RLGN 306: Sociocultural Principles for Students (4 units)**  
**RLGN 306F: Field Experience in Cross-Cultural Service (2)**
  - Offered the last two weeks of June prior to departure



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## Student Missions Budget Calculator

EXPENSES	\$
<b>Missions Costs:</b>	
Missions Deposit	\$500
Visa* (processing & actual...if applicable)	
Passport* (new or renewal)	
Photos*	
Flight*	
Immunizations (if applicable)	
International Drivers License (if applicable)	
Food costs (if applicable)	
Physical	\$0 (@Health Services)
On-site Project costs (if applicable)	
Insurance	
<b>Academic Costs:</b>	
EDCI & RLGN courses (varies by year)	
<b>T=Total Expenses:</b>	

\*These costs vary depending on the **location** of service and the **amenities** they are able to provide.



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## Missions Scholarship

Student Missionaries who have satisfactorily completed a service assignment, for a minimum of 10 months, and the Missions Re-entry Requirements, are eligible for a \$2000 Missions Scholarship from the University.

Your Missions SFS Counselor will be informed of your eligibility once you've returned to school (if you return to La Sierra) and will place 1/3<sup>rd</sup> of the scholarship on your account each quarter you are actively completing the Missions Scholarship Requirements.

BEFORE YOU GO	
	Complete the Missions Application. Actively engage in all Nuts n Bolts Classes, Outbound Retreat, Dedication Weekend & Summer Intensive Courses
WHILE ABROAD	
	Email an update & pictures to the Missions Office every month
	Send Missions a 30 sec - 1 1/2 minute promo video each quarter
	Satisfactorily complete your monthly assignments for EDCI/RLGN
	Write a Missions story and submit it to Missions & the Criterion
ONCE YOU'VE RETURNED	
	Attend weekly Group Sharing meetings at the Counseling Center
	Attend the Missions Re-Entry Retreat & complete the Position Assessment Form
	Apply for and serve as a Freshman IGNITE Family Group Leader
	Serve on the Missions Staff & be responsible for all events Fall-Spring Quarters. Weekly staff meetings are required*
	Write a Missions Story and submit it to Insight Magazine



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## Fundraising

### How can I raise money for the Student Missions (SM) fund?

There are virtually endless ways to raise money for the SM fund!

- Ask. You're not begging for funds, but sharing your ministry goals!
- Share. Connect with your local church to do a Missions feature.
- Write. A fundraising letter to friends, family and professors\*
- Host. Plan a fundraising event with friends!\*\*
- Post. Get the word out there! Share your story, and need, on social media! (An online donation link is available)

### Letters

Write a fundraising letter! Three main sections: 1. What you are doing now in life, 2. Introduce your decision to serve as a Student Missionary, and 3. Invite them to be a part of your ministry! Email your letter to [missions@lasierra.edu](mailto:missions@lasierra.edu). We will print it off on University letterhead to lend you our support! (When you email, please indicate the number of copies you need. Letters will be available one week from the date you email us).

### Is it possible to receive a tax break for contributing to Missions?

Yes, all donors can receive a tax write-off for their donation to the Missions Program...in honor of you! Please contact us for a postage paid envelopes and donor information postcards. All checks must be made payable to La Sierra University.

### How Funds Are Processed

All donations need to be made out to *La Sierra University*, and accompanied by a Missions tax-slip. This slip enables the University's Advancement Dept. to mail the tax-slips back to donors and also helps to indicate that the funds were made in honor of you! (If your name is on a check or made out to you specifically, we can not process the donation).

Donations are all placed into the Missions Fund. This helps us ensure that everyone who wants to go on a Mission Trip can! If you surpass your fundraising goals, the additional money will go towards helping an SM applicant that has not yet met their goals or into the Missions Emergency fund.

\* Donation Letters are required.

\*\* SM's who have partnered with friends to host a pupusa party, dinner or some other personal fundraising event have made the most money...and had the best time doing it!!



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## Service Learning

4500 Riverwalk Pkwy.  
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(951) 785-2185

[service@lasierra.edu](mailto:service@lasierra.edu)

## Service Learning Credit

Student Missionaries who are serving abroad for a term of 10+ months may be eligible for 1-unit of Service Learning Credit. The requirements are as follows:

1) The portfolio **MUST** contain the following information:

- o Cohesive personal reflection essay 5-10 pages
- o Information relating to specific everyday activities during time of service (daily reflections).
- o Names, dates and details that exemplify the service experience.

2) At least an academic year of service outside of La Sierra University is required for portfolio consideration. A portfolio may not include any course Service-Learning experiences, paid service or internships, rather a personal service done outside of school and job requirements.

3) Service should teach applicant about the community and the people served. The service done should also affect the applicants view on the act of service. The portfolio reflections should represent these points.

The portfolio should be a cohesive representation of your entire time spent in service. The portfolio committee should be able to reconstruct the activities you participated in, your thoughts throughout your service time, as well as the development of your ideas on service throughout and at the end of your service. The finished portfolio should be turned into the Service-Learning Office by the beginning of Fall Quarter for those who wish to receive credit for graduation in June. Portfolios will be reviewed by the Portfolio Committee, commented on and returned to the Service-Learning Office in a timely manner. The Committee may request further information regarding some aspect of your service, in such case, you will need to revise and return your portfolio to be looked over again.



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SFS Office Use Only:

SM Name:	
ID #	
SM Year & Country	
SMS Counselor	

## Student Financial Services

<b>CHECK ONE</b>	<b>STEP 1: Complete FAFSA</b>
	I will file my FAFSA online Two weeks prior to Step 2
	I will NOT be filing a FAFSA for the following year
<b>CHECK ONE</b>	<b>STEP 2: Meet with Missions SFS Counselor</b>
	The RLGN & EDCI Mission Courses per unit is _____
	The total amount owed is _____
	I am a Cal Grant Recipient and need to defer acceptance for my term of service.
<b>CHECK ONE</b>	<b>STEP 3: Payment Agreement (SFS)</b>
	I will be using student loans to pay the entire amount of _____
	I will be using a combination of student loans and personal payments: <b>Student loans in the amount of :</b> _____ <b>(Monthly/one-time payment) of:</b> _____
	I am exempt from the Missions Courses as per my conversation with the Chaplain for Missions
<b>COMPLETE</b>	<b>STEP 4: Financial Agreement (SFS)</b>
	Monthly payments amounts (if applicable) will be _____
	First payment will be on _____
	<b>US Contact for Monthly Payments, if applicable, will be:</b> Name & Relation: _____ Phone Number: _____ Email Address: _____



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# I WILL BE THE CHANGE.

**Records Office**  
4500 Riverwalk Pkwy.  
Riverside, CA 92515  
(951) 785-2006  
[registrar@lasierra.edu](mailto:registrar@lasierra.edu)

## Missions Course ADD Form

### To Add Courses:

- a) Fill out the form completely, with signature. OR,  
  - a) **register online & skip steps "b" & "c"**
- b) Secure the signature from the Dean/Advisor of your program
- c) Return this form to the Missions Office

***\*You must register for this course during the SPRING QUARTER prior to your year of Mission Service.***

LAST:	FIRST:	MI:	STUDENT ID#:

CRN #	SUBJECT	COURSE #	TITLE	CREDITS
	MISS	101	Missions: Nuts and Bolts	0



STUDENT SIGNATURE	DATE

DEAN/ADVISOR SIGNATURE	DATE

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 Riverside, CA 92515  
 (951) 785-2006  
[registrar@lasierra.edu](mailto:registrar@lasierra.edu)

## Missions Course ADD Form

### To Add Courses:

- a) Fill out the form completely, with signature
- b) Secure the signature from the Dean/Advisor of your program
- c) Return this form to the Missions Office

***\*You will be registered for this course during the FALL QUARTER of your year of Mission Service.***

LAST:	FIRST:	MI:	STUDENT ID#:

CRN #	SUBJECT	COURSE #	TITLE	CREDITS
	EDCI	408	Teaching Student Missionary Preparation*	3
	EDCI	409	Teaching Student Missionary Fieldwork*	3

STUDENT SIGNATURE	DATE

DEAN/ADVISOR SIGNATURE	DATE



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 (951) 785-2006  
[registrar@lasierra.edu](mailto:registrar@lasierra.edu)

## Missions Course ADD Form

### To Add Courses:

- Fill out the form completely, with signature
- Secure the signature from the Dean/Advisor of your program
- Return this form to the Missions Office

***\*You will be registered for this course during the SPRING QUARTER of your year of Mission Service.***

LAST:	FIRST:	MI:	STUDENT ID#:

CRN #	SUBJECT	COURSE #	TITLE	CREDITS
	RLGN	306	Sociocultural Principles for Students in Cross-Cultural Service*	4
	RLGN	306F	Field Experience in Cross-Cultural Service*	2

STUDENT SIGNATURE	DATE

DEAN/ADVISOR SIGNATURE	DATE



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## Consent Form for Release of Confidential Information

I authorize the following departments/offices to exchange information regarding the contents of my Missions file as deemed necessary by the Missions Department.

INITIAL	DEPARTMENT / OFFICE
	Office of Student Life
	Office of Admissions
	Student Financial Services
	Health Services
	Counseling Center
	Office of Spiritual Life
	Registrar's Office
	Marketing/Public Relations
	Office of the Provost/President
	International Student Services (if applicable)
	Parent(s)/Guardian

SIGNATURE	DATE



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## Public Relations

4500 Riverwalk Pkwy.  
Riverside, CA 92515  
(951) 785-2001  
[pr@lasierra.edu](mailto:pr@lasierra.edu)

## Missions Media Release

By signing this La Sierra University Media Release document, you allow University personnel (including the Missions Office staff) to repost/broadcast images, writings and media found in public venues and social sites pertaining to your Mission assignment abroad, as well as media you have submitted to the University departments.

I hereby grant Missions: La Sierra University permission to interview me and/or to use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Missions: La Sierra University, in perpetuity, and for other use by the University. I will make no monetary or other claim against La Sierra University for the use of the interview and/or the photograph(s)/video.

PRINT FULL NAME

SIGNATURE

DATE

PHONE NUMBER/EMAIL ADDRESS



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## Service Learning

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(951) 785-2185

[service@lasierra.edu](mailto:service@lasierra.edu)

## Missions Service-Learning Waiver Application

Return to the Service Learning Office

PRINT FULL NAME

LSU ID#

PHONE NUMBER

EMAIL ADDRESS

PERMANENT ADDRESS

MAJOR & EXPECTED GRADUATION DATE

PLACE OF SERVICE & ACTIVITY

SIGNATURE

DATE



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## Risk Management

4500 Riverwalk Pkwy.

Riverside, CA 92515

(951) 785-2102

[risk@lasierra.edu](mailto:risk@lasierra.edu)

## Waiver of Liability and Assumption of Risk Agreement

NAME OF EVENT/PROGRAM	FACULTY/STAFF/GROUP LEADER
Year-long Student Missions Program	Linda Biswas & Andrew Pedersen
NAME OF PARTICIPANT	ID#
LOCATION	TRAVEL DATES

It is my desire to participate in the above-identified Program (the "Program") offered by La Sierra University ("University"). As a precondition to participating in the Program, I have read the following Agreement (the "Agreement") and agree to its terms.

1. **Assumption of Risk.** I understand that participating in the Program entails inherent risks of physical injury, including but not limited to, the risks described. I have been given the chance to ask questions concerning the Agreement, and all such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Program, and hereby elect to voluntarily participate in the Program. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Program, unless caused by the gross negligence or willful misconduct of the University, its officers, trustees, agents, employees or volunteers (collectively referred to as the "University").

2. **Liability Release.** In consideration for the University allowing me to participate in the Program, I agree I will not sue the University and I release the University from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Program or while upon the premises where the Program being conducted, excepting those claims arising from the gross negligence or willful misconduct of the University.

3. **Indemnification.** I agree to indemnify and hold harmless the University from and against any loss, liability, damage or costs, including court costs and attorneys' fees, that the University may incur arising from my involvement in the Program, excepting those claims arising from the gross negligence or willful misconduct of the University.

4. **Physical Fitness.** I warrant that I am physically fit and in good condition that will allow me to participate fully in the Program. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Program. I understand the University has not made, nor will make, any investigation into my physical fitness or ability to participate in the Program, and the University is relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by my insurance incurred as a result of my participation in the Program.

5. **Medical Treatment Authorization.** I grant the University permission to authorize emergency medical treatment as it deems appropriate, and agree that such action by the University shall be subject to the terms of this agreement. I understand and agree that the University assumes no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

6. **Conduct.** I acknowledge and agree that this is a supervised program and that group standards must be observed. I agree to remain at all times under the supervision of the University and its agents and will comply with the University rules and instructions as well as local law and custom. I hereby waive and release all claims against La Sierra University and its agents related to my failure to cooperate with such supervision, comply with such instructions or my misconduct. I acknowledge and agree that the University shall have the right to enforce appropriate standards of conduct and that it may at anytime terminate my participation in the trip or attend activities for failure to maintain these standards or for any conduct which the University consider to be incompatible with the interest, harmony, comfort and welfare of others. I especially agree that if my participation is terminated for this reason or any reason related to my misconduct, my consent is hereby given for immediate transportation home at my own expense with no refund of program charges.

7. **International Travel:** I agree that participation in this program/activity or any specific phase of this activity, or use of any equipment, will be at my own

discretion and judgment based upon my own experience and competence. I hereby acknowledge that the University shall have authority to cancel or terminate the activity or travel in accordance with its policies or best judgment including cancellation in consideration of international or political developments and/or State Department travel warnings. I agree to stay in contact and register with the State Department by visiting this website at

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) so that I can receive directions if circumstance change in the part of the world I plan to enter. I understand that the University is not responsible to me for the refund practice of any particular vendor. Accordingly, I acknowledge the advice of the University that I purchase full coverage trip cancellation and trip interruption insurance for my financial losses in connection with any cancellation or termination.

8. **Itinerary and High Risk Activities.** I agree to follow the group itinerary as published and to refrain from such high risk activities as on or off-road

motoring, sky diving, rappelling, spelunking or bungee jumping.

9. **Intent** It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns, and personal representatives. I agree that this Agreement and any claim arising from my participation in the Program shall be construed in accordance with the laws of the state of California, without regard to its conflict of laws provision. The courts in Riverside County, California, shall be the forum for any lawsuits arising from the Program or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions of shall not be affected thereby.

10. **Photograph/Video/Interview.** I consent to interview(s), photography, videotaping and its/their release, publication, exhibition, or reproduction to be used for public relations, news articles or telecasts, education, advertising, research, inclusion on Web sites, fundraising, or any other purpose by the University and/or its affiliates. I release the University, their officers and employees, and each and all persons involved from any liability connected with the taking, recording, or publication of said interviews, photographs, slides, images, videotapes, or sound recordings. I waive all rights I may have to any claims for payment or royalties in connection with any exhibition, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, or other publication irrespective of whether a fee for admission or film rental is charged. I also waive any right to inspect or approve any photo, video, or film taken by the University or the person or entity designated it by it. I release and discharge the University and their affiliate(s) from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of the pictures, or in any processing toward the completion of the finished product. All negatives and positives, whether prints, video, film, or sound recording are the property of the University or the person or entity designated by it, solely and completely.

*In signing this Agreement, I acknowledge that I have carefully read this document. I understand it, and agree to be bound by its terms. I further acknowledge that I sign this Release Agreement voluntarily and I am at least eighteen years of age.*

SIGNATURE OF PARTICIPANT	PRINT NAME	DATE



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