

MISSIONS WEEK 2027 GUIDE

FEBRUARY 28 – MARCH 7





SCOTTSDALE CHRISTIAN ACADEMY

SCA Families,

Every year we approach Missions Week as if standing before a massive mountain about to be climbed. It is equally exciting, daunting, humbling, and a long path of many steps toward the summit. As a high school community, we are about to embark on this journey together which will culminate with every student being commissioned out for an entire week—stepping away from the normal rhythms of academic life and stepping into God's world.

During Missions Week we aspire to be the hands and feet of Christ in various pockets of the globe—places that often go unseen and among people who are overlooked, but who are deeply loved by God. Through this endeavor our hope is threefold:

Exposure – to witness God's Spirit at work. We believe God is alive and active in His world, continually working to redeem His creation. He has filled His world with diverse cultures, languages, and communities. Missions Week gives our students the opportunity to step outside their familiar environments and encounter God moving among new people and in new places. Through these experiences we are invited to *"taste and see that the Lord is good"* (Psalm 34:8).

Engagement - to participate in God's mission. As followers of Jesus, we are called not simply to observe what God is doing, but to take up our role in His story. During Missions Week students will roll up their sleeves and serve alongside local churches, missionaries, and ministry partners who have already been faithfully serving their communities—and who will continue to do so long after we leave. Whether through construction, children's ministry, disaster relief, evangelism, or other forms of ministry, students will have the opportunity to put their faith into action and participate in what God is already doing.

Equipping - to live as Christ's ambassadors. Scripture describes followers of Jesus as *"ambassadors for Christ"* (2 Corinthians 5:20). Missions Week helps students recognize and embrace this identity—not simply as something they practice once a year, but as a way of life. We desire students to return home equipped to embrace the opportunities for Kingdom work all around them.

All this to say, Missions Week is about more than the projects we complete, the places we visit, and the memories we make with friends. Moreover, it is an opportunity for our students to grow deeper in love with God, expand their vision of His kingdom, and spark the flame to follow Christ.

Let the journey begin!

Partnering with you in Christ,

Nick Barker

Director of Spiritual Formation

TABLE OF CONTENT

ABOUT SERVICEREEF

SIGNING UP / SIGNING IN

APPLICATION

AVAILABLE TRIPS BY GRADE LEVEL

TRIP PLACEMENT

PARENT CHAPERONES

ACCESSING FORMS, ONLINE PAYMENTS,
AND TRIP INFORMATION

INTERNATIONAL TRIPS

ADDITIONAL RELEASE FORMS

TRIP COSTS

MISSIONS NIGHT

TEAM MEETINGS

KEY DATES

MISSIONS WEEK 2027 GUIDE

This guide is intended to help students and parents navigate the Missions Week registration and preparation process from application to departure. It provides an overview of important dates, registration procedures, trip placement, financial responsibilities, required forms, and other key policies and logistics.

Because much of the Missions Week preparation takes place in the months leading up to the trip, families should review this guide carefully and refer back to it throughout the process. While we will communicate important updates and reminders along the way, this guide is intended to serve as a central resource for understanding what is expected of students and parents and for helping each family prepare well for Missions Week.

If questions arise that are not addressed in this guide, please contact Sherrie Lindquist, Missions Assistant, at shlindquist@scamail.org.

› SERVICEREEF

ServiceReef is the central online platform for Missions Week. It will serve as the primary hub for students and parents throughout the application, registration, preparation, and fundraising process. Once students are placed on a trip ServiceReef will provide a centralized location to complete required tasks, make payments, access trip information, and stay up to date on important details.

Students and parents will use ServiceReef to:

- View available trip opportunities and complete the general application.
- Complete required registration tasks, including release forms and other paperwork.
- Make trip payments and monitor account balances.
- Invite friends and family to financially support the student's trip through a personalized fundraising page.
- Access important trip information, including packing lists, flight itineraries, schedules, and other resources.
- Receive updates and communication related to their trip.

Students and parents should regularly check ServiceReef throughout the Missions Week preparation process. As trip details develop, additional information and required tasks will be added to the student's trip account.

Website: scamissions.servicereef.com/

› SIGNING UP / SIGNING IN

Parents can create a ServiceReef account to manage their student's information and oversee trip registration. A parent can also add multiple children to a family account and manage each student's profile.

To add a student to your family account:

1. Create an account using the parent's information and login credentials.
2. Sign in to ServiceReef and select **My Dashboard** in the top-right corner of the screen.
3. From the left-side navigation menu, select **My Family**, then select **Add Family Member**.
4. Enter the required information for your student and create the student's profile.
5. Each family member will have their own ServiceReef profile and login credentials. When creating a student's profile, do **not** select the option that allows the student to manage the household.
6. Parents can switch between family member profiles from the upper-right corner of the screen to help manage each student's account and complete required tasks.

What if a student has already created an account?

If a student has already created a ServiceReef account independently, **do not create a second account.** ServiceReef provides a process for linking an existing student account to a parent's family account. If this situation arises, contact Sherrie Lindquist (shlindquist@scamail.org) and she will assist in linking the parent and student accounts.

Important: Students should apply for Missions Week and complete their trip-related tasks under **their own student profile**, not their parent's account. Parents can use the family account to oversee their student's profile and help manage required forms, payments, and other trip-related tasks.

» APPLICATION

The Missions Week application will be open **Wednesday, September 16 through Thursday, October 8.**

Each student will complete one general application in which they will select their top three trip preferences. Students should prayerfully consider their choices and discuss them with their parents before submitting their application. Applications must be completed with parental guidance and approval.

» AVAILABLE TRIPS BY GRADE LEVEL

Trips are intentionally designed with different grade levels in mind. When determining which trips are available to students, several factors are considered including travel distance, overall trip difficulty, ministry opportunities, cultural context, and the developmental readiness of students at each stage of high school. Below are the trips available for each grade level.

More information regarding each trip can be found at scamissions.servicereef.com.

TRIPS	9TH GRADE	10TH GRADE	11TH GRADE	12 GRADE
Phoenix Day	✓	✓	✓	✓
Alabama	✓			
Mississippi	✓			
New Orleans	✓			
Hilton Head		✓	✓	✓
Puerto Rico		✓	✓	✓
Molokai		✓	✓	✓
Oahu		✓	✓	✓
San Jose		✓	✓	✓
Nicoya			✓	✓
Peru			✓	✓
Belize			✓	✓
Panama			✓	✓



➤ TRIP PLACEMENT

Once the application window closes, the Missions Placement Committee, comprised of school administrators and teachers, will prayerfully review applications and form trip rosters.

Placements will be made in the following order:

1. Seniors
2. Juniors
3. Sophomores
4. Freshmen

The placement process considers a variety of factors including student preferences, grade level, gifts and talents, foreign language competency, trip capacity, ministry needs, and overall team composition.

Once rosters are finalized, they will be posted in the High School Courtyard and uploaded by October 29.

No Trip Change Policy

Trip placements are considered final. Requests to change trips will only be considered in rare and exceptional circumstances and will be evaluated by the Missions Placement Committee. Students and parents should approach the application process with the understanding that placement on a specific trip cannot be guaranteed, and that trip change requests are unlikely to be accommodated.

➤ PARENT CHAPERONES

We are incredibly grateful for the many parents who desire to serve alongside our students during Missions Week. Parent involvement is a significant blessing to our teams and we value the experience, maturity, and support parents bring to our trips.

Most years we receive more parent interest than we can accommodate. While we will make every effort to include interested parents, completing a chaperone application does not guarantee a spot on a trip.

Our ability to include parent chaperones is influenced by several dynamics:

- Ministry site and project capacity
- Lodging limitations
- Transportation capacity
- Airfare availability
- Overall team size and composition
- Specific needs of each trip

Parents interested in serving as a chaperone can complete the general application through ServiceReef. Applicants will be placed in a chaperone wait pool and will be contacted if opportunities become available.

Additionally, parents selected to serve as chaperones should understand that the primary purpose of Missions Week is to serve the ministry partner and help lead and care for our students. Chaperones are expected to support the trip leaders, participate fully in the ministry activities, model a servant-hearted attitude, and help foster a spiritually healthy environment for students.

Chaperones should also recognize that each trip has its own schedule, ministry philosophy, expectations, and boundaries. Flexibility, humility, and a willingness to serve wherever needed are essential qualities for anyone participating in Missions Week.

➤ ACCESSING FORMS, ONLINE PAYMENTS, AND TRIP INFORMATION

Once trip rosters have been finalized students will be assigned to their specific trip in ServiceReef. From that point forward, ServiceReef will serve as the primary place for completing required tasks, making payments, and accessing trip information.

Students and parents can access their assigned trip through My Dashboard, and then by selecting the assigned trip opportunity (for example, "Belize") to enter the trip's planning portal. From there, students and parents will be able to view:

- **Tasks** – A checklist of required registration items, including forms, waivers, and other paperwork that must be completed before departure.
- **Payments & Donations** – Make trip payments through ServiceReef, view payment information, and monitor the student's account balance. Each student will also have a personalized fundraising page that can be shared with family and friends who would like to support the trip.
- **Trip Information** – Access important trip details and resources including: packing lists, flight itineraries, schedules, and other information as it becomes available.

Students and parents should regularly check ServiceReef throughout the preparation process. Additional forms, trip details, and required tasks may be added as the trip approaches.

➤ INTERNATIONAL TRIPS

All students traveling on an international trip are required to have two essential documents:

1. Valid Passport

Students must have a valid passport for international travel. As Missions Week approaches, we will frequently check the travel requirements for our international trips and provide updates as they become available. With that said, many countries require a passport to remain valid for at least six months beyond the trip's return date.

2. International Travel Affidavit of Parental Consent

This document grants the adult trip leaders permission to travel internationally with students who are minors. The affidavit is available through ServiceReef and must be completed by all legal guardians and notarized.

➤ ADDITIONAL RELEASE FORMS

Because we work with a variety of ministries and organizations, some trips may require participants to complete additional release forms or waivers. While we make every effort to identify and distribute these forms as early as possible, some partner organizations may not provide their requirements until closer to the trip departure date.

If additional forms are required, we will communicate this information to parents as soon as possible. We understand the additional burden this can cause and thank you in advance for your patience and understanding.

➤ TRIP COSTS

The published cost for each trip covers most trip-related expenses but is not all-inclusive.

Included in Trip Cost

- Airfare
- Ground transportation
- Lodging
- All meals (except on travel days)
- Ministry project costs
- Ministry partner fees
- SCA tuition stipend applied



Not Included in Trip Cost

- Baggage fees
- Meals purchased at airport on travel days
- Additional snacks
- Souvenirs and gifts
- Additional costs on final-day excursions (TBD based on trip)

Refund Policy

Mission trip payments are non-refundable. However, when students are unable to participate because of an emergency or unforeseen circumstance, we will review the situation on a case-by-case basis and make every reasonable effort to recover funds from airlines, lodging providers, ministry partners, and other vendors. When possible, a partial refund may be issued based on the funds successfully recovered.

» MISSIONS NIGHT

Wednesday, February 3
6 – 7:30 pm • SCA Gym

This evening provides an opportunity for parents to learn more about their student's specific trip, review important travel information and protocols, and connect with trip leaders.

For students traveling internationally, parents will also be able to complete the required International Travel Affidavit of Parental Consent as notaries will be available on site to assist with the notarization process.

Please mark your calendars early and plan to attend this important evening. Our goal is to ensure every family feels informed, prepared, and confident as we approach Missions Week.

Missions Night is required for parents. Students do not need to attend.

» TEAM MEETINGS

Most of the team preparation will take place during the school day on Tuesdays during Advisory. This structure provides dedicated time for team leaders to build team unity, prepare trip projects, walk through travel logistics, and ensure students are ready for their trip. Team meetings will begin in December.

» KEY DATES

OCTOBER

- 8** Application Closes
- 29** Trip rosters announced

NOVEMBER

- 13** \$200 deposit due

JANUARY

- 8** 50% balance due

FEBRUARY

- 3** Missions Night
- 5** 100% balance due, all "tasks" completed in ServiceReef.

