



Dear Parents and Mission Fish,

On [Date], our youth group will journey to [location] for our annual year-end mission trip. We will depart on [insert date] and will return on [insert date]. *Sample description:* During our Monday through Friday work week, we will be working on one of three projects: painting and restoring a church, building a basketball court next to the church or making renovations on low-income housing for those in need. In our spare time, we will explore [location], meditate on the beach enjoying sunrises and sunsets, and take time to have fun together as we reflect on this unique and wonderful opportunity.

Given the nature of this trip we have a “zero tolerance” policy regarding the healthy conduct and behavior of Mission Fish participants. If your child does not conform to the rules and expectations given by the group leaders he/she will be sent home immediately at your expense. Please review the Behavioral Contract with your child and discuss with them the importance of adhering to these policies.

Because we need to secure the lowest possible airfare for the trip, we need a firm commitment from your child and payment for the trip no later than [date]. I have enclosed the Mission Trip Medical History/Release form. Please fill this form out *completely*, attach any additional relevant medical information and return it to the church with the [insert amount] trip fee payment no later than [date].

Sample text if traveling internationally: There are no required immunizations for travel to Belize, but it is suggested that you talk to your doctor or local Health Department about the following "recommended" immunizations for your child: Tetanus-Diphtheria, Hepatitis A, Hepatitis B, Rabies, Typhoid, Measles. Ideally, the shots should be given 4-6 weeks prior to travel, so please mark your calendars if immunizations are needed.

As we get closer to the trip, I will provide more detailed information, important contact information for us while we are in [location], and a complete packing list for the trip. In the meantime, please do not hesitate to contact me if you have any questions.

In Christ’s service,



Mission Trip Invitation Letter to Parents and Youth

Example of a mailing to parents and youth inviting participation in a mission trip.



SAMPLE TRIP INVITATION LETTER TO PARENTS AND YOUTH

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