

PRE-FIELD

4-6 MONTHS BEFORE DEPARTURE

Date Due	Completed
___ Prepare trip proposal for approval	<input type="checkbox"/>
___ Determine trip requirements	<input type="checkbox"/>
___ Publicize trip and screen applicants	<input type="checkbox"/>
___ Collect necessary paperwork (make separate checklist)	<input type="checkbox"/>
___ Track accomplishment of trip requirements	<input type="checkbox"/>
___ Distribute fundraising information	<input type="checkbox"/>
___ Track team support progress	<input type="checkbox"/>
___ Schedule team meetings/training	<input type="checkbox"/>
___ Purchase airfare	<input type="checkbox"/>
___ Communicate with host as needed	<input type="checkbox"/>

1-2 MONTHS BEFORE DEPARTURE

___ Conduct team meetings/training	<input type="checkbox"/>
___ Send funds to the field	<input type="checkbox"/>
___ Register team on State Department website	<input type="checkbox"/>
___ Purchase insurance for team	<input type="checkbox"/>

1-2 WEEKS BEFORE DEPARTURE

___ Begin Spiritual Journal	<input type="checkbox"/>
___ Church commissioning Service	<input type="checkbox"/>
___ Update prayer team by phone and/or email	<input type="checkbox"/>
___ Arrange transportation to/from airport	<input type="checkbox"/>
___ Emergency Contact Information distributed	<input type="checkbox"/>

ON-FIELD

Date Due	Completed
___ Communicate daily with host	<input type="checkbox"/>
___ Track funds/expenses	<input type="checkbox"/>
___ Daily team debriefing meeting	<input type="checkbox"/>
___ Conduct trip debriefing/individual evaluation forms	<input type="checkbox"/>

POST-FIELD

2-4 WEEKS AFTER RETURN

Date Due	Completed
___ Complete post-trip evaluation form	<input type="checkbox"/>
___ Follow-through with host	<input type="checkbox"/>
___ Church mission team report	<input type="checkbox"/>
___ Conduct post-trip follow through meetings	<input type="checkbox"/>