



Team Leader Assignment Checklist

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"/>