



Submit all required information and forms to the Worldwide Office.

Pre-Trip Planning:

- _____ Prepare trip brochure/flyer (with help of Worldwide Office)
- _____ Plan two trip informational meetings (with help of Worldwide Office)
- _____ Advise prospective team members to meet with Worldwide Pastor or others as designated
- _____ Advise prospective team members who are not yet Wooddale members to sign up for *Getting to Know Wooddale* class (dates can be provided by Worldwide Office)
- _____ Schedule training dates, times, and rooms through Worldwide office
- _____ Schedule retreat date and meeting place
- _____ Order and pick up support cards from Worldwide Office (approx. 50/person)
- _____ Submit information to Worldwide Office for travel health insurance for any prep trips you may take.

Trip Preparation and Training Sessions:

- _____ Submit list of all approved trip participants
- _____ Submit team training schedule
- _____ Determine and have a trip financial administrator approved
- _____ Confirm status of passports (if applicable) (www.travel.state.gov)
- _____ Apply for visas (if applicable)
- _____ Determine immunization needs (www.cdc.gov/travel and missionary in location)
- _____ Purchase travel tickets
- _____ Make lodging arrangements
- _____ Develop/modify packing list
- _____ Arrange transportation to airport
- _____ Submit signed and **notarized Trip Release of Liability** for each team participant
- _____ Submit signed **Code of Conduct** for each team participant (included in application)
- _____ Submit information to Worldwide Office for travel health insurance (list of team participants, including date of birth and dates of travel for each participant)

- _____ Submit copies of passports for each team participant--make sure they are signed (scan and e-mail to yourself and to Kathy.emrson@wooddale.org)
- _____ Schedule send-off
- _____ Schedule ministry report date and room within 1 month of return

Prior to Leaving:

- _____ Submit emergency contact list for all team participants
- _____ Submit finalized trip itinerary including contact information while in-country
- _____ Submit Wooddale Vehicle Storage Information Slip for each car that will be left in Wooddale's parking lot (if applicable)
- _____ Pick up Wooddale's international phone (if applicable)
- _____ Submit copy of training manual (hard and/or electronic)

Post-Trip Follow-Through:

- _____ Confirm ministry report date
- _____ Clarify/confirm room and refreshment needs for ministry report
- _____ Schedule dates and rooms for team debrief and follow-through meetings
- _____ Debrief re-entry with team, discuss "The Next 51" together