



Submit all required information and forms to your trip leader.

Pre-Trip Planning:

- Submit trip application to your trip leader or the Worldwide Office (include a check for the trip deposit)
- Schedule a time to meet with the Worldwide Pastor or the pastor leading the trip
- If not yet a Wooddale member, sign up for *Getting to Know Wooddale* class
- Add training dates to your personal calendar
- Add retreat date to your personal calendar

Trip Preparation and Training Sessions:

- Send out prayer and support letters
- Confirm status of your passport and apply/renew as needed (if applicable) ([www.travel.state.gov](http://www.travel.state.gov))
- Get photos for visa (if applicable)
- Make appointment with travel clinic for needed immunizations ([www.cdc.gov/travel](http://www.cdc.gov/travel))
- Submit signed and notarized Release of Liability
- Submit signed Code of Conduct (included in application)
- Provide date of birth and dates of travel for travel health insurance
- Submit passport to your leader so he/she can make copies (make sure it is signed) or scan and e-mail to self and trip leader
- Prepare your personal testimony/story
- Prepare for team devotions
- Complete assigned ministry preparation
- Add ministry report date to your personal calendar

Prior to leaving:

- Submit Emergency Contact information
- Provide trip itinerary including contact information while in-country to family/friends
- Submit Wooddale Vehicle Storage Information Slip if you will be leaving your car in Wooddale's parking lot
- 80% of support must be raised prior to leaving to go on trip without a special exception from the Worldwide Pastor

Post-Trip Follow-Through:

- Add dates for team debrief and follow-through meetings to your personal calendar
- Read and put into practice "The Next 51"