



# WHAT TO INCLUDE IN YOUR TEAM LEADER NOTEBOOK

Put two notebooks or packets together, one to take with you and one to leave with the Missions Department. Both notebooks should contain:

- Team Picture
- Team list, with contact information of nearest relatives for each person, and also including:
  - Medical Release (keep actual form, give copy to Missions Dept.)
  - Copy of Passport picture page
  - Copy of Visa info (if applicable)
  - Copy of Immunization Card (if applicable)
  - Affidavit of Minor Travel (if applicable)
- Flight information: including copies of airline tickets, whether paper or e-ticket
- Itinerary and Schedule
- Copy of Emergency Traveler Insurance Info
- Emergency Contact Numbers (in-country host, missionary, travel agent, embassy, mission department cell numbers)
- Customs form information (destination address, etc)
- One blank copy of your team covenant, in case of confrontation

In addition, your notebook should include:

1. \*Team List Form, which includes names, phone numbers and check list of requirements:
  - Application
  - Assessment
  - Deposit (\$350)
  - STM training
  - Reach training
  - Medical Release Form
  - Copies of Passport picture page & Visa, if applicable
  - Also note name and phone # of driver who will transport team to airport
2. \*Team members' fund-raising: keep track of each person's donations as they come in and notify Missions Dept. of progress weekly
3. \*Packing list for individuals -- because team members are always asking!
4. Packing list for all team suitcases -- what's in them, and who they go to
5. Map of country and/or city of destination
6. Logistics/Policy factsheet: "Money Matters and Contact Numbers" re transportation, airport, lodging, food, team & ministry expense info, etc.
7. Receipt book
8. Ministry plans
9. Evaluations: Self and Trip, to be handed out on plane. Collect Trip Eval at layover or end of flight, and hand in to Missions Pastor; Self-evaluations are for personal use for debriefing.

*\*These forms may be left at home before your departure, but the rest should stay with you daily while on your trip.*