

# Timeline/Schedule for Mission Trips

	<u>Before team is assembled</u>	150 days <u>Team Mtg #1</u>	120 days	90 days <u>Team Mtg #2</u>	45 days <u>Team Mtg #3</u>	30 days	15 days <u>Team Mtg #4</u>	<i>Each Day</i>	30 days after <u>Post trip meeting</u>
<b><u>Team should (before each meeting/day):</u></b>	Pray	Party	Do a fund-raiser	Apply for Passport	Decide what additional supplies your team will take	Get Immunizations	Party	Stories of the day - good/bad	Team party
		Decide on fundraiser(s) & leader	Write letters to friends & family	Share your "Story"	Apply for Visa(s) (if needed)	Pray	Address cross-cultural considerations	Plans for next day	Submit pictures and "reports" to leader
		Sign Code of Conduct	Write "Your Story"	Pray	Confirm roles each member will play	Have 100% of funds "DROP DEAD"	Pray	Pray	Pray
		Sign Waiver & Release	Pray	Have 50% of funds DROP DEAD	Cultural study (each person a diff. topic)				
		Fill out Mission Trip Application			Review luggage requirements				
		Pray			Pray				
					Have 80% of funds "DROP-DEAD"				
<b><u>Team Leader should (before each meeting/day)</u></b>	Develop with GM trip objective, outline, budget	Get 10% deposit		Distribute preliminary itinerary		Confirm all Passports/ Visas/ Immunizations complete			Submit pictures and "reports" to ABC
	Confirm Spiritual Dev. Leader	Confirm team members							
		Explain trip objective, outline, budget							
		Select Logistics Leader (if any)							
		Distribute Manual							
<b><i>Logistics Leader (if team has one)</i></b>		Explain Passport/ Visa/ Immunization process	Check on passport/ visas/ immunizations		Confirm accommodations	Buy airline tickets	Distribute final itinerary emergency numbers, flights, lodging, etc.	Plans for the next day	
		Explain funds needed and when			Get ABC/Brotherhood "Mission" Insurance				
<b><u>Spiritual Development Leader should:</u></b>	Pray	Pray	Refer optional books for study	Pray	Pray	Pray	Pray	Devotions	Pray
			Pray	Address On-site devotions	Address Conflict Resolution				