

Mission Trip Preparation Form:

Country:

Dates:

Potential Travelers:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Ticket Cost and Flight Information:

Immigration issues:

1. Passport required? Visas?
2. Expiration dates on passports, some countries will not allow use if within six months of expiration.
3. Is the visa date written out or if just numbers, is that the system they use. 10/8/04 versus 08/10/04.
4. Are passports/visas copied in case of loss of original and in a safe place?

In Country Contacts:

1. Travel Agent:
2. Translators: Names pre-trip and plan B when they are not capable to share the Gospel.
3. Lodging:
4. I.M.B. contacts:
5. In Country Transportation:
6. Medical facilities and methods of payment.
7. Safety issues. Everything from water, to dress, to hand gestures, etc.

During travel:

Have everyone wait at end of loading ramp and present tickets and documentation before they leave that area or you cannot re-enter airline. Let them know this will happen each leg of the flight and drill in their heads to have that in hand before they leave their seats.

Policy for lost persons or in confinement/hospital. Univ. of Miss. Chester Quarles is a hostage negotiator with a Christian non-profit.

Trip Goals for team (clearly written out by host), individual:

Things to Bring:

Pre-trip Training dates:

Other Issues:

1. Deposit amounts and dates due
2. Booking Flights before payments.
3. Passports/Visas.

4. Full payment due in advance or when.
5. Vaccinations required, needed.
6. Anyone on medication.
7. Safety rules.
8. Daily rendezvous points and times.
9. Contact persons in U.S. for each traveler and relationship.
10. Receipts policy for reimbursements.
11. Plan B
12. Plan C
13. Qualifications for going (age limits, emotional issues, health issues, etc)
14. Policy on last minute people who do not make the trip.
15. Journals and debriefing times.
16. Team notes on what worked well to do next time and why, what did not work as well and how to improve next time.
17. Currency exchange, when and how much to have.
18. Beggar policy.
19. Dominant religion at site and how to best share with them.
20. Any local followers of that religion that team can practice with pre-trip.
21. What can we not do at the request of the missionary for his safety?
22. Who can we talk to that has been there recently on a short term trip?
23. Does everyone have a map and contact numbers to call if separated? Name of hotel, guest house etc. Written in native tongue to show a taxi driver.