

# a checklist for organizing short term **MISSION TRIPS**

## nine - twelve months prior.

- Create a planning committee and designate a co-team leader.
- Determine dates and location of mission trip.
- Find out visas needed to enter country of mission trip.
- Search flight itineraries and contact travel agency.
- Establish a budget for the trip.
- Establish a per person cost.
- Contact the point of contact at the mission location to find:
  - *Type of Work*
  - *Transportation*
  - *Lodging & Food*
- Create Promotional Material (video, poster, social ads, etc).
- Announce trip to your local congregation and conference.
- Set deadline for applications.
- Collect nonrefundable deposits.
- Develop and implement a fundraising plan.
- Research the mission field (culture, health concerns, safety issues, etc).
- Create Information Packet.
- Schedule trip information meeting.

## six months prior.

- Apply for passports.
- Apply for travel visas.
- Purchase all travel fare.
- Purchase Trip Insurance.
- Investigate potential travel and health risk.
- Arrange lodging, materials, food payment.
- Coordinate Translators.
- Have all participants sign contract.
- Develop mission trip team rules.
- Make Itinerary for the mission trip.
- Assess fundraising plan.
- Written notarized letters due for minors traveling without parents.
- Give Excuse absence letters to participants.

## three months prior.

- \_ Develop travel tips, packing lists, prohibited items, baggage restrictions.
- \_ Get vaccinations (if needed).
- \_ Check all passports, visas, minor consents, and contracts are turned in (check expiration dates, and signatures on passports and visas).
- \_ Collect final payment for trip
- \_ Meeting with participants on the role of each person in the trip, regarding rules, culture, ministry activities, etc (include disclaimers).
- \_ Introduce them to journaling.
- \_ Plan for post trip follow up/debriefing.
- \_ Coordinate the donations to be taken.
- \_ Arrange the materials needed to be taken for mission trip.

## one month prior.

- \_ Arrange communication options (cell phone company for international calls).
- \_ Check on flight status.
- \_ Communication with person of contact for details on transportation, hotel, food, materials, permission of local site, etc.
- \_ Communication with participants on what to pack, be prepare on what they will be doing on arrival.
- \_ Organize sleeping arrangements
- \_ Organize morning and evening worships.
- \_ Create a prayer team that will be praying for the participants.

## one week prior.

- \_ Conduct a team meeting.
- \_ Organize all donation bags.
- \_ Transportation to and from airport.
- \_ Remind team of prayer and journaling.
- \_ Remind everyone to bring OTC medicine, and start taking vitamin C.
- \_ Print all participant information, copy of passports and visas, itineraries, flight, hotel, insurance, etc.

## one month prior.

- \_ Post trip follow up/debriefing meeting.
- \_ Testimonies about trip to the church.
- \_ Write thank you letters to donors.



More details and information available at  
[txyouth.com/missiontrips](http://txyouth.com/missiontrips)