

Team Member Checklist

Fill out the checklist as you complete the steps to prepare for your trip. The trip leader will review the checklist with you and may specify steps that do not pertain to your trip. Notify your trip leader if you hit any snags.

Team Member Name	
Trip Name	
Trip Dates	
Trip leader, phone, email	

Pre-Field Paperwork

- Global Impact Application Forms** (All forms completed)
 - Trip Application Form
 - Medical Information Form
 - Liability Release Agreement
- Passport**
 - Valid for **6 months** after trip. Contains at least 2 pages for visas.
 - Copy of passport** to trip leader
- Visa** for country visiting in passport (not required for all countries)
 - Visa Application Completed
 - Two 2" x 2" passport type photos for visa provided (not required for all countries)
 - Visa received
 - Copy of Visa** given to trip leader
- International SOS Medical Trip Insurance** purchased
- Immunizations** completed
 - Tetanus (Required)
 - Check with trip leader for remaining vaccinations
 - Typhoid (Recommended)
 - Hepatitis A (Recommended)
 - _____ Started _____ Completed
 - Hepatitis B (Recommended)
 - _____ Started _____ Second _____ Completed

Ministry Partner Development

- "Namestorm"** list completed to raise financial and prayer support. (Due at Training Session 1)
- Ministry Partner Development letter written and approved** by trip leader
 - Includes deadline for response
 - Response mechanism included (self-addressed envelope, preferably stamped)
 - Clear indication how to make out check and where to send it

- Ministry Partner Development letter mailed** 6 weeks before departure (4 weeks at most).
- 50% of support raised (\$_____). Date achieved: _____
- 100% of support raised (\$_____). Date achieved: _____

Ministry Skill Check-off

- Gospel Tract (ex: Four Spiritual Laws or “May I Ask You a Question?”)
 - memorized** all written text including Scripture references
 - practiced sharing** the gospel tract with at least 3 people (including training meetings)
 - shared the booklet** at least once in a real ministry environment
 - read the supplement** “Using a Gospel Tract”
 - demonstrated you can **share the material without** having a copy of the booklet
- Personal Testimony
 - wrote** your personal testimony
 - gave your trip leader** a copy of your testimony
 - verbally delivered** the testimony you wrote and turned in
 - the verbal testimony was between **2 - 4 minutes**
 - the testimony includes a **clear explanation of the gospel** (i.e. not vague or unclear about how you trusted Christ)
 - testimony meets any security guidelines given by the trip leader

Trip Ministry Activity Preparation

This section applies to team members in charge of organizing an activity at the destination. For example: Vacation Bible School, seminars for professionals, or English classes.

- You have activities to prepare and deliver during trip
 - completed outline for activity. Date achieved: _____
 - prepared all materials for activity. Date achieved: _____
 - presented the activity to team members to practice and evaluate during a training session
 - provided trip leader with an electronic copy of activity materials to be sent to team in country for translation.
 - have both a hard copy (paper) and an electronic copy (thumb drive, CD) of the activity

Security Guidelines

- Read **Error! Reference source not found.** You understand and will abide by these.
- Memorized the “code words”

Team Participation

- You have an assigned role during the trip
- You are prepared to give a devotional during the trip