

## KWBC MISSION TEAM LEADER CHECKLIST

<u>TO BE DONE</u>	<u>CHECKLIST ITEM</u>	<u>DATE COMPLETED</u>
Four Months Prior	Recruit Intercessor Prayer Team for Leader	
Three Months Prior	Initiate Travel Arrangements	
Three Months Prior	Identify Travel Documents Needed, Plan Itinerary	
Three Months Prior	Establish Trip Budget, Per Person Cost Established	
Three Months Prior	Set Financial Payment Dates	
Three Months Prior	Distribute Applications & Set Deadlines	
Three Months Prior	Team Members Apply for Passports, Visas, Start Immunizations	
Three Months Prior	Research, Refine and Provide Information on Missions Team Destination to Team Members	
Two Months Prior	Submit Applications to KWBC Missions Committee MC-1, MC-4 and MC-5	
Two Months Prior	Conduct First Team Informational Meeting. Select Prayer Leader and Photo Journalist for Team	
Two Months Prior	Obtain and Distribute Prayer Journals	
Six Weeks Prior	Collect Team Information (Names, Phone #s, U.S. Contact Information)	
Six Weeks Prior	Confirm Travel Arrangements and Tickets	
Six Weeks Prior	Apply for Trip Insurance for Team Members	
Five Weeks Prior	Team Information Distributed to All Necessary Recipients	
Four Weeks Prior	Inventory, Stock Needed Prescriptions	
Four Weeks Prior	Team Prayer Partners Selected	
Three Weeks Prior	Final Installment Payment to KWBC, Second Team Meeting, Packing Lists discussed	
Two Weeks Prior	Trip Supplies Confirmed & Purchased	
One Week Prior	Departure Details & Flight Itinerary to Team, Team Packing Items Distributed	
One Week Prior	Send Team Information to appropriate American Consulate	
One Week Prior	Team Commissioning Service	
After Trip	Debrief and Document, Finalize Expense Report (TOPS Form 1242), Return Unused Funds	
Two Weeks After Trip	Each Team Member submits Trip Participant Report (MC-7) To Missions Committee	
Four Weeks After Trip	Trip Leader Submit General Summary Report (MC-8) to Missions Committee	