

# START TO FINISH PLANNING TIMELINE

TRIP: \_\_\_\_\_

DATES: \_\_\_\_\_

LOCATION/PROJECT: \_\_\_\_\_

## OTHER IMPORTANT INFO

Agency and Point Person Contact Info: \_\_\_\_\_

Travel Agent and Phone Number: \_\_\_\_\_

Travelers Insurance Contact Options:

- HRH Financial (800) 290-4195
- Insurance services of America: [www.missionaryhealth.net](http://www.missionaryhealth.net)
- Travel insurance services: [www.travelinsure.com](http://www.travelinsure.com)

## 9 – 12 MONTHS BEFORE

- Spend ½ day on a solo reflecting on the leadership and world questions posed in the Think Big section
- Research various youth-friendly mission agencies (field partner) and determine the trip best for your group
- Contact agency or field partner to establish relationship and gather information they provide on logistics, ministry planning, and parent-signed documentation
- Confirm due dates for team deposits
- Get trip on the youth and church calendars
- Email a “save the date” message to parents, students, and potential leaders
- Begin recruiting key student leaders and adults by talking about your excitement for the trip

## 7 – 9 MONTHS BEFORE

- Edit the Info Packet in Part 2 of this resource to match your trip (include any forms for signing from the host agency)
- Contact travel agency for flight options and preliminary pricing
- Develop a more detailed budget
- Get trip information on web and at displays
- Keep recruiting key students and leaders
- Find student or leader to film and edit trip
- Hold first information meeting
- Continue intermittent contact with field partners to develop your relationship, but be careful not to appear too needy at this point

## **6 MONTHS BEFORE**

- Hold second information meeting
- Create schedule/plans for:
  - Applications due and cut-off date
  - Training meetings (need to meet at least seven times)
  - Payment schedules
  - Reunion party
- Ask five people to pray for you as the leader during this process
- Request airline space
- Confirm documentation needs for travel (passports and visas)
- Find out inoculation needs by browsing [www.cdc.gov](http://www.cdc.gov)

## **5 MONTHS BEFORE**

- Hold first training meeting (you may need to repeat material from the information meetings as well as launch into new material)
- Hold a parents meeting to cast vision and address questions
- Meet with any prospective team members you don't know
- Collect applications and deposits
- Determine who will help you with the logistics of the paperwork and make a plan with them
- Select team members and contact students who were not invited to be part of the team
- Apply for passports
- Have students visit doctors and dentists
- Send Parent Communication #1 (in Part 2 of this resource)
- Confirm logistics with field partners
- Begin team fund-raising events (including personal prayer and support letters)

## **3 – 4 MONTHS BEFORE**

- Finalize project and trip details with field partners
- Confirm lodging, ground transportation, and schedule
- Confirm that all participants have passports
- Apply for visas (recommend that you do this as a group)
- Confirm that all participants have begun or completed necessary inoculations
- Continue team support-raising
- Plan and calendar trip reunion date
- Send Leader Communication #1 (in Part 2 of this resource)
- Check students' support with first funding deadline (25%)
- Hold Training Meetings 2 & 3
- Delegate trip responsibilities to adult and student leaders

## **2 MONTHS BEFORE**

- Take ½ day solo to connect with God in a deeper way prior to leaving
- Reconfirm project, team size, and details with field partner
- Purchase and ship project materials if applicable. Your team can also check a second bag for ministry supplies that you take as a team
- Second funding deadline (50% of total should cover airline tickets)
- Book airline tickets
- Hold a Leader's Training Meeting
- Hold Training Meetings 4 & 5
- Order printed materials, supplies, etc. related to your ministry project
- Send Leader Communication #2 (in Part 2 of this resource)
- Send Parent Communication #2 (in Part 2 of this resource)

## **1 MONTH BEFORE**

- Take ½ day solo to connect with God in a deeper way prior to leaving
- Hold Training Meetings 6 & 7
- Distribute in-country emergency contact phone numbers and itinerary to team members (email it also to parents and post it on your website)
- Confirm prayer support for each participant
- Complete support-raising (100% in by two weeks before)
- Confirm commissioning date with senior church leadership
- Designate who will be the church emergency contact
- Get medical and travelers insurance through one of the suggested agencies listed (make sure you have evacuation/medical/cancelled ticket insurance)

## **2 WEEKS BEFORE**

- Take ½ day solo to connect with God in a deeper way prior to leaving
- Final funding deadline
- Complete the training and ministry prep
- Divide and handout ministry supplies for team members to pack
- Confirm and collect any forms not turned in
- Create team and logistics notebook (bring a few copies and leave one copy with church contact person). Notebook contents:
  - Copy of itinerary and field emergency contact information
  - Copy of tickets
  - Copy of passport and visa page for each participant
  - Consent for treatment and international travel (originals go with you, copies stay)
  - Emergency contact information for each participant
- Do check request for cash to take on trip
- Set time and place for meeting/departure
- Organize transportation to and from the airport

- Send Parent Communication #3 (include the reunion date)
- Send Leader Communication #3
- Hold Training Meeting 7 – Dessert and Commissioning Night with parents and supporters

### **1 WEEK BEFORE**

- Commission team on Sunday during service
- Set time and place of meeting for departure (make sure team knows if it is AM or PM)
- Confirm all airline tickets and travel documents
- Collect necessary monies from finance department

### **DAY OF DEPARTURE**

- Be sure all team members and luggage are at the airport ready for check-in at least three hours (for international) or two hours (for domestic) before departure
- Confirm all luggage has ID both inside and outside
- Pray together
- Keep students with you and under tight supervision on the front side of getting to the gate

### **ON THE FIELD**

- Have orientation time with local personnel
- Establish daily schedule, including individual devotions and team debriefs
- Hold team devotions and worship
- Work and serve hard
- Get to know nationals and missionaries
- Reconfirm departure flight at least 72 hours in advance

### **LAST DAY TOGETHER ON THE FIELD**

- Debrief and relax together
- Challenge students to make the experience a regular part of their lives

### **1 WEEK AFTER RETURNING**

- Email students reminding them of the normal experience of trip letdown and that you will be together soon at the reunion
- Have a cleaning party to clean, pack, and put away any supplies used and returned

## **2 – 3 WEEKS AFTER RETURNING**

- Write up trip report to send to elders, senior pastor, and your own personal supporters
- Turn in receipts and cash reconciliation to finance department
- Check on video edits
- Hold Reunion Celebration with team, parents, and supporters
- Write thank-you notes to host organization and/or national workers
- Send thank-you email to adult leaders
- Set up one-on-ones with potential students and adult leaders for follow-up
- Take an extra personal day off to reflect, rest, and renew your own heart