

# Checklist 1: First Steps

[what to do after you've registered]

## Check out the Servant Life Prep Center ([servantlife.com/prepcenter](http://servantlife.com/prepcenter))

This is your online information hub. Key things to look for in the Prep Center:

- The Field Manual. Full of information to help you prepare for your trip
- Paperwork. Everything you will need your team to fill out (due 45 days before your trip).
- Trip Resources. A variety of items that may help you prepare for your trip.

## Hold an interest meeting or do a trip announcement

- Share trip location, dates, cost, and basic overview of the ministry
- Encourage students to apply for their passport sooner rather than later (if needed)  
(If flying internationally, it is vital to have a passport before booking airfare. Many teams book airfare 3 months before a trip, but you can save significantly on cost if you are prepared to book 5-6 months before a trip.)
- Review the Parent Guide content in the Field Manual in the online Prep Center
- Encourage your team to start fundraising

## Consider having a plan to help your team with fundraising

The Trip Resources page on the Prep Center can help with ideas! Here are a couple of our favorites:

- Send support letters to family and friends
- Sell t-shirts through Fund the Nations ([www.fundthenations.com](http://www.fundthenations.com))

## Going to need airfare for your trip?

Contact our team, and we'd love to help make this happen with our travel agent! We are often able to get humanitarian contracts with free checked bags.

## Important Dates to Remember

The Payment Plan can also be referenced in the online Prep Center.

- November 1: First **payment** (deposit) due: 25% of the trip cost (per person)
- January 1: Deposits are non-refundable
- January 31: Deposits are non-transferrable (last day to decrease)
- March 1: Second **payment** due: 25% of the trip cost
- 45 days before departure: final **payment** due (remaining balance + airfare); **paperwork** due
- Two weeks before departure: **trip box** arrives with t-shirts, devotionals, and more!
- Checks can be mailed to PO Box 36307, Birmingham, AL 35236

# Checklist 2: Turning the Corner

[make sure these things are on your radar]

## Begin finalizing your team

Later additions to your team will most likely be possible but you will want to have the bulk of your group in place to being working on airfare.

## Paperwork

Don't forget this is due 45 days before your trip (about a month and a half). Instructions and details can be found at the online Prep Center ([www.servantlife.com/prepcenter](http://www.servantlife.com/prepcenter)).

Hard copies of waivers must be mailed to P.O. Box 36307, Birmingham, AL 35246.

If you haven't done so already, please send us the Group Leader Agreement form.

## Passports

If your team has not applied for these already, it is important to do so asap for international trips.

## Airfare

Servant Life offers to book your airfare through our travel agent. The earlier we can work on your airfare, the more likely we will be able to secure better rates for your team. To do this, we need legal names (as they appear on passports) and dates of birth for each participant. Please email this information to [dlee@servantlife.com](mailto:dlee@servantlife.com), and we can get started on a quote.

## Immunizations/Shots

For shot recommendations for your area of travel, check out the "Trip Resources" page in the Prep Center online. It will link you to the CDC website for your country.

## Training Sessions

It will be important for your team to be physically and spiritually prepared. Check out the Field Manual and the Trip Resources page on the Prep Center for training session content.

## Important Dates to Remember

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## Contact with Missionaries

You should already have the general information about your trip (found in the Field Manual). In addition to this, the missionaries will contact you a couple months before your trip to talk more about your time with them. This will be a time to iron out specific ministry details and for them to start putting together your itinerary for the week. Look forward to hearing from them!

# Checklist 3: Almost There!

[getting your ducks in a row]

## These things should be in progress or completed by now:

- Secured airfare if flying
- Training sessions in progress or completed
- Paperwork in progress and mailed to Servant Life soon (due 45 days or 1.5 months before your trip)
- Paid 50% of trip cost and prepared to pay the remaining balance (due 45 days / 1.5 months before trip)

If you have not completed these things, please **contact us immediately** so we can move forward on the same page!

## Final Payment

- Due 45 days before trip
- Checks can be mailed to PO Box 36307, Birmingham, AL 35236

It is important this is on time so we are able to transfer funds to the missionaries on the ground!

## Paperwork

- Due 45 days before trip
- Can be accessed at [www.servantlife.com/prepcenter](http://www.servantlife.com/prepcenter)

## Mission Partner Contact

Your Mission Partner in the field should be contacting you soon. If you have not heard from them yet, let us know and we will help make that connection happen!

## Check your mail

Be on the lookout for your Servant Life Trip Box. These will be sent 3 weeks prior to your trip, however we cannot send them until we receive your paperwork and final balance (due 45 days before you leave). Boxes include the following items:

- Airfare tickets (if booked through Servant Life)
- International traveler's insurance policy (if traveling internationally)
- Paperwork binder for you to take with you on the trip
- T-shirts
- Servant Life country patch
- Wristbands
- Money to cover entry/exit fees (if applicable to your group)
- Interactive Trip Devotional (begins one week before your trip)

## Host a final team meeting

You have hopefully already been doing training sessions along the way, but also consider hosting one final meeting in order to commit time to prayer. If your team will be leading VBS or has any other preparatory responsibilities, use this time to work on those details!

# Checklist 4: Last Minute Details

[cross your t's and dot your i's]

## Airline luggage fees

Make sure you are familiar with what's free and what's not before you get to the airport. Check with your airlines – some have a free bag for certain international locations.

## Double check flight itinerary

- Confirm your tickets with the airline website to make sure nothing has changed
- Confirm that names on tickets match the names on passports for your group
- **Check in online** within 24 hours of your flight to ensure there are no issues

## Transportation to the airport

Is your group meeting at the airport or do you have a plan to get from the church to the airport?

## Cell phone

Will there be wifi where you are staying on the trip (double check with your mission partner) or do you need to take out an international plan?

## Customs

Prepare your group to go through Customs in the airport.

- Check the Field Manual for the address of where you will be staying in country. This will be needed for the customs form!
- Prepare your team to talk to a customs agent. Be able to explain why you are in that country. Don't be too direct; avoid saying you are there to share the gospel and win people to Christ (that doesn't come across well). Say you are there to visit a friend (the missionary), volunteer in the community, and see some of the sights of the beautiful country. If they don't ask questions, then don't tell!

## Exchanging Money

Check with your partner missionary to see when would be best to do this. Before leaving the U.S.? After arriving in their country?

## Trip Box

We will email you when this is in the mail to you! If not already, it will be to you soon! After receiving it, make sure you have all pieces needed for your paperwork binder.

## Consider planning a debrief session for after your trip

On the Prep Center under resources, you can find a document to help guide this time if desired.

## Have a great trip!

Remember to be positive and flexible– encouraging your team to do the same! Pray for the Lord to use your team in a powerful way.