

Checklist 1: First Steps

[what to do after you've registered]

Check out the Servant Life Trip Resources

This is your online information hub. Things you will find here will be helpful as you get started! Fundraising ideas, planning timelines, and more. <http://servantlife.com/mission-assist-resources>

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.)
- Encourage your team to start fundraising

Consider having a plan to help your team with fundraising

The Trip Resources page (www.servantlife.com/mission-assist-resources) 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)

Keep payment deadlines in mind!

- Airfare (*if booked through Servant Life*) is generally due about 45 days before your trip
- Checks can be mailed to PO Box 36307, Birmingham, AL 35236

