



Within Reach Global

Short-Term Trips - Team Leader's Checklist

| Done | Item |
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| | Get the Within Reach Global information package (this checklist is part of this package - which should also have: 1. Short-Term Team Guidelines 2. Team Information Form 3. Volunteer Information Form) |
| | Begin building your team of at least three people |
| | Set team meetings and prayer meetings |
| | Begin team and individual fundraising |
| | Determine the best travel dates for your team |
| | Confirm dates with the Within Reach Global staff for approval |
| | Fill out the Team Information Form and send it to WRG Team Coordinator (1 form for team leader) |
| | Schedule a conference call with the WRG Team Coordinator to discuss possible or tentative team itinerary |
| | Make sure team members have valid passports (must be valid 6 months before departure) and visas |
| | Make sure team members have necessary vaccination for Hepatitis B (Note: This is recommended, not required) |
| | Reserve tickets |
| | Send your flight information to WRG Team Coordinator |
| | Send completed Volunteer Information forms 6 weeks prior to arrival (1 form per team member including team leader) |
| | Have the church/organization pray and send you out as a team |

You're ready to go!