Make an IMPACT

LEADER CHECKLIST

(PRAYING PELICAN TRIP)

NORTH COAST IMPACT

TRIP NAME_____TRIP DATES _____

10 months Out _____

- [ ] Dates for trip, if dates have not already been set by Mission Team (Based on Praying Pelican and team leader availability)
- [ ] Begin to recruit team co-leaders

8 months Out _____

- [ ] Communicate with Praying Pelican leadership ask about project ideas and cost in-country
- [ ] Begin to recruit team members personally

6 Months Out _____

- [ ] Secure training & meeting dates (at least 1st interest meeting)
- [ ] Create leader profile on Praying Pelican website
- [ ] Interested team members complete application
- [ ] Review team member applications and approve for trip
- [ ] Check with Trip Coordinator to confirm details for team registration
- [ ] Broaden recruitment

5 Months Out _____

- [ ] Trip registrations begin and non-refundable deposit ($500) from team participants
- [ ] Add registered team members to travel company reserved flights
- [ ] Fundraising pages ready for team
- [ ] Fundraiser brainstorm & dates
- [ ] Fundraising letters

4 Months Out _____

- [ ] 1st payment due
- [ ] Passports in process for any team members needing one or with expiration less than 6 months of trip
- [ ] Visa (Do you need one and how long does it take?) Y/N _____

3 Months Out _____

- [ ] 2nd payment due
- [ ] Team members recruit prayer partners
- [ ] Share Cultural Sensitivity Info: culture, language, customs, laws
- [ ] Vaccinations (Who needs what: check with your doctor)
- [ ] Finalize team
- [ ] Familiarize team with basic expressions of language for country of travel

2 Months Out _____

- [ ] 3rd payment due
- [ ] Develop leaders within the team
- [ ] Check in on fundraising with team members
- [ ] Distribute packing list and packing tips documents with team
- [ ] Remind team members to complete required forms on Praying Pelican website
- [ ] Collect necessary items for trip (sports equipment, teaching supplies, gifts for the Host, etc.). Try to get these donated

30 Days Out _____

- [ ] Final payment due
- [ ] Confirm all trip details including rides to and from airport with Trip Coordinator
- [ ] Room assignments/buddies
- [ ] Confirm that team members have completed required forms on Praying Pelican website
- [ ] Determine if currency for in country is needed
- [ ] Schedule post trip debrief meeting

Final Week _____

- [ ] Packing party
- [ ] Partner prayer connection

Post Trip _____

- [ ] Debrief meeting/picture sharing
- [ ] Thank you to supporters (consider get-together with them)
- [ ] Thank you to hosts
- [ ] Three months post trip, recommended team get together