MISSION TRIP CHECKLIST: (use information tabs on trip page to answer questions you may have)

- [ ] Reserve your spot on the team
- [ ] Fill out all forms (you will have email records when you submit each form)
    - [ ] Volunteer Application
    - [ ] Statement of Financial Responsibility
    - [ ] General Assumption of Risk and Release of Liability and Indemnity Agreement
    - [ ] COVID-19 Release of Liability and Indemnity Agreement
    - [ ] Code of Conduct
    - [ ] Permission to Photograph
    - [ ] Background Check - Ages 18+ Only (cost of this is responsibility of team member)
    - [ ] Child Abuse Clearance (PA residents only)
    - [ ] Passport - apply for a new passport or make sure yours is not expired and submit a copy to us
    - [ ] Minor Permission Letter - Under 18 Only (if applicable - Belize/Costa Rica only)
- [ ] Pay trip deposit (to allow us to begin planning your trip / making reservations on your behalf) *ASAP
- [ ] Confirm room upgrade if desired
- [ ] Book your flight (If part of a team, check with your team leader to know flight booking plans)
- [ ] Start fundraising (if raising money for trip cost) - send letters, etc.
- [ ] Visa? - not needed for all trips
- [ ] Vaccinations - contact travel doctor / visit CDC site 3 months before trip
- [ ] Check up to date COVID-19 requirements
- [ ] Pay trip balances
    - [ ] Deposit due: ASAP after sign up
    - [ ] 1st half of payment due: 90 days before trip
    - [ ] Final payment due: 45 days before trip
- [ ] Attend team meetings (if an individual joining a group BH will send out meeting links, if traveling with a group your team leader will inform you of any team meetings)
- [ ] Work through training booklet - use your teams webpage to answer any additional questions that may arise
- [ ] Pack
- [ ] Download Whatsapp or Facebook messenger to your phone if you plan on using it to talk to people at home
- [ ] Check your flights a couple of days in advance to make sure your times are still the same