



PLAN WISE MISSIONS

trip planning checklists & helps

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SECTION 1

LEADERSHIP CHECKLISTS



— OVERVIEW OF ROLES & DUTIES —

Team Leaders (TLs)

The team leaders work together to encourage and equip the short-term missions team spiritually, mentally, emotionally, and physically for successful field service and ministry. Together they lead the trip, maintain the team's spiritual focus and Godly character, bring the team into unity and agreement, and guide team members through a positive missions experience.

Team leaders share the responsibility of recruiting team members, executing fundraisers, casting vision, building team unity, setting goals, making decisions, conveying trip information, developing students, and training the team.

Under the direction and supervision of the Campus Ministries Missions Director, team leaders provide big-picture coordination for all aspects of the trip which includes coordinating logistics with the host missionary and the team and overseeing all administrative functions of team preparation, travel, and trip planning. Team leaders should be in constant dialogue with the missionary host and participants on all planning details.

How Co-Team Leaders Work Together

- Team leaders work in harmony with each other to divide responsibilities and tasks among one other and to delegate assignments to team members as needed in order to reach team goals and objectives.
- Disciple, unify and care for the team
- Convey information to team members
- Share the goals and the vision
- Recruit and develop students
- Prepare and execute fundraisers
- Train team for ministry and ready them for cross-cultural experience

Host Missionary

- Coordinates with the Missions Director & trip leaders to secure all ground logistics.
- Sets up all ground logistics (hotel, transportation, meals).
- Provides the team leader with options for potential ministry opportunities.
- Arranges opportunities to see and experience the local culture.
- Provides the team leader with scheduling options and helps draft the daily schedule.
- Helps the team leaders facilitate money exchange and expenses.

— RELATIONAL EXPECTATIONS —

Relating with Your Missionary Host

- They are there to give oversight and direction to the team
- They are experienced and understand the culture and fieldwork
- They are to be respected and listened to when they give direction
- They do not always need to explain why they do certain things
- They are very busy and carry many responsibilities
- They are human just like you! Don't judge but have grace for them
- Take an interest in their family
- Pray for them!

Relating with Team Members

- Put Christian love into practice
- Give space for different personalities, gifts and perspectives
- Don't play favorites
- Take care of and watch out for each other
- Be careful how you tease each other
- Always reach out to include and support each other
- Pray for each other
- Keep confidence with sensitive information
- NEVER, NEVER MAKE OR SPREAD GOSSIP.

Relating with Team Leaders (TLs)

- Help your team understand that your job is busy
- Help your team understand that you need their support
- TLs must lead first and be a friend second
- TLs must back each other up
- TLs must work together & communicate with each other
- TLs must always anticipate what is next

Relating with Nationals

- Be courteous at all times
- Do not make commitments or promises
- Do not give money directly. Give through the missionary
- Do not judge, make fun of or talk badly about them
- Be aware of and respect their customs and ways of doing things
- NEVER FLIRT OR FALL IN LOVE WITH NATIONALS!

Relating with the Opposite Gender

- Don't seek to be alone with the opposite gender
- Do not flirt or overly tease
- Be careful how close you sit with the opposite gender
- Be careful how you touch the opposite gender
- Don't get romantically involved!
- It's always a bad idea because:
- You see the person in an unnatural setting.
- You will get your priorities out of order without fail.
- You distract yourself from your missional purpose in going.
- You distract the other person from their missional purpose in going.
- It's unfair to the team and out of bounds in the host culture.

— TEAM LEADER DUTIES CHECKLIST —

Recruit Your Team

- Communicate & promote your trip details.
- Recruit your team and start connecting.

Plan Your Team Meetings

- Schedule weekly team meetings to prepare for your trip.
- Plan out your team meetings and follow an agenda for each meeting.
- Work through the TEAM MEETINGS CHECK LIST.
- Keep team meeting attendance.

Support Letters / Team Fundraisers

- Send out support letters as soon as possible.
- Raise funds through spreading the word on social media.
- Plan team fundraisers.
- Encourage team members in individual fundraising.

Team Bonding & Building

- Plan fun bonding times with the team.
- Share your personal testimony with each other.

Plan Your Trip

- Be the expert on your trip planning details to help address the team's questions/needs.
- Communicate regularly with your host to work through the TRIP PLANNING CHECKLIST.
- Communicate regularly with church leadership if trip plans and/or details change.
- Set the goals for the trip and make planning choices to reach those goals.
- Keep the team on track with all logistical imperatives necessary for travel, safety, and onsite ministry.
- Maintain team records, meeting notes, trip paperwork, forms, & travel documents
- Plan the trip daily schedule.
- Be sure to schedule a minimum 2-hour team debriefing in country on the last day.

Prepare Your Ministry

- Know all ministry venues and sites you will be attending and/or ministering in
- Brainstorm ministry activities your team can prepare to share during scheduled venues.
- Prepare for arrival and prepare your ministry!!!

Pastor Your Team

- Pastor your team! Address and resolve issues & conflicts quickly
- Pray, worship and study the Word together
- Maintain the spiritual climate of your team
- SPEAK GOD'S WORD OVER THE NATION!

Lead On the Field

- Lead daily connection times with the team while on the field. **A MUST.**
- Always be “reading the participants” to see how they are processing their experiences and help draw out dialogue and make critical applications.
- Keeps receipts and submits an expense report upon return.

Due After Your Trip

- Inform those who need to know how your trip went.
- Share video footage and photos from your trip. **WE NEED IT!**
- Plan a team reunion.

— PASTORING YOUR TEAM CHECKLIST —

Disciple Your Team

- **Team leaders must lead their team spiritually!**
Pastor your team beyond team meetings, devotions and pep talks.
- **Team leaders must place discipleship as the top priority.**
You may get the team into the nation; but will they be ready spiritually for the demands and spiritual attacks that are coming their way? Make an intentional effort to grow your team spiritually.
- **You must lead in prayer**
This may seem obvious. But if you forget this one thing, your team will not be ready spiritually to handle a mission trip.
- **You must lead in personal preparation**
If you aren’t consistently in the Word and growing yourself, you will be unprepared to lead your team in spiritual growth.
- **You must lead in communicating what God is doing**
You must clearly communicate what God is showing you in the Word.

Practical Advice:

- Go through the Bible (topical or book by book)
- Pray for your team and with your team
- Share with them what God is doing
- Leave time for testimonies in your meeting
- Attend weekly prayer meetings
- Lead them in devotions
- Hear their problems and counsel small issues
- Understand their needs

Lead in Spirit-Empowered Ministry

- Practice hearing how God may be speaking
- Pray for and step out in the spiritual gifts

- Memorize key scripture verses to use during ministry
- Believe God for all things!

Team Building

- Find creative ways to foster community before the trip
- Spend time together & have fun!
- Find ways to foster community while on the trip
- Always be at the work of encouraging & connecting!

Maintaining Unity & Trip Focus

- Keep your team on mission
- Keep your team focused on the spiritual. Pray together.
- Keep your team focused on the ministry / mission of God
- Keep your team focused on unity with each other. Establish fair principles acceptable to all.
- Deal with distractions right away
- Take turns talking and listening respectfully to teammates.
- Address conflict right away. Apply God's Word concerning conflict resolution – Matt. 18
- Address inappropriate conduct and attire right away

Positive Delegation

Delegation is your friend: less stress, more inclusion, happier members, stronger results.

- Be aware of the gifts and capacities of your team members
- Be aware of preferences, needs, limits, reservations, personality etc.
- You don't always get to do what you prefer
- Everybody should get involved and help
- Express appreciation and gratitude!!!

Caring for Your Team

Stay attuned and aware of the condition of your team:

- Spiritual condition
- Physical condition
- Conflict among team members
- Complaining
- Distracted team members
- Inappropriate conduct

Be Watching For:

- Change in Behavior
- Undue fatigue
- Withdrawal
- Ministry hesitation
- Over familiarity with nationals
- Not eating
- Frequent bathroom visits

Minister to Your Team:

- Encourage, empower and nurture your team
- Everyone helps everyone succeed!

SECTION 2

TEAM PREP CHECKLISTS



— TEAM MEETINGS CHECKLIST —

Purpose of Team Meetings

Your team meetings are absolutely essential to building and preparing a successful team and trip. Team meetings are for the purpose of preparing for overseas travel and ministry, executing fundraisers, cultivating spiritual readiness, fellowship and team bonding, and prayer.

How Many Meetings & When They Occur

How many meetings and how often they occur will depend on what the team will be involved in onsite and how much preparation they need. Meetings can occur approx. once a week for the duration of trip preparation period. Typically, 8-10 meetings would be sufficient.

Get Organized

- Keep team leader binder (this will be your trip binder too!)
- Know your team meeting dates AND your TL leadership meeting dates
- Have your team member contact info (cell & email)
- Set team goals and keep track of progress
- Follow-up on team activities and projects.
- Set up a group (Facebook or other platform) to facilitate all trip details and communicate info.

Communicate Trip Details Such As:

- Countries & Missionaries Visiting
- Trip Forms & Travel Documents
- Country Entry/Exit Requirements
- Daily Schedule & What to Expect on the Ground
- What to Pack & Dress Attire
- How to Handle Money
- Cultural Context & Customs
- Flight Itinerary & Airport Info
- Immunizations
- Travel Insurance
- Emergency Contact Info
- Emergency Contact Info

Planning Your Team Meetings

- **Make a Meeting Calendar** - map out agenda items to cover in each meeting.
- **Write an Agenda for Each Meeting** – follow the sample below.
- **Give Notice of Meetings** – remind your team of team meetings.
- **Keep an attendance record** of who is present and who is absent.
- **Manage Your Time** – stay on track with your agenda items.
- **Take Notes** – This helps keep track of items to do, doing & done.
- **Work on any Projects** - stay on track with any projects associated with the trip.
- **List Action Items** – List action items & review progress in next meeting.
- **Follow Up** – Delegate assignments and follow up!

Delegate Team Responsibilities

- Get everyone involved. Don't leave anyone out

- Everyone brings skills and talents to the team. Find ways to use them!
- Make a list of team jobs during the trip planning process and while on the field.

Important Reminders

- Don't be all business
- Take an interest in each team member
- Stay focused on important topics
- Make handouts if needed
- Maintain the unity of the team
- Maintain the spiritual climate of the team
- Address issues & conflicts quickly

Typical Team Meeting Themes

- Team meeting expectations.
- Fundraising and how to write a support letter.
- Establishing the right team culture.
- Ways to develop team bonding (activities, projects, outings etc.)
- Spiritual readiness.
- How to prepare/write and share your personal testimony.
- How to share your faith in culturally appropriate ways.
- Understanding culture, cultural sensitivity, cultural dos and don'ts.
- Travel logistics and what to pack.
- Emergency protocol, contingency plans, and insurance info.
- Health, safety & security issues and protocol.
- How to have a quality debrief and re-entry

— SAMPLE TEAM MEETING AGENDA —

Attendance

- List who is present and who is absent

Opening

- Quick greetings
- Team health check-in – how are we doing? Spiritual, relational, team dynamic, unity, bonding (10min)
- Announcements / Praise Reports
- Devotional / Prayer Time (10min)

Progress Reports

- Fundraising progress
- Trip planning progress
- Ministry planning progress
- Delegations and assignments (5-10min)
- What needs to be done and when is it to be done by?
- Who needs to do what?
- What needs to be turned in and when?

Team Training & Ministry Prep

— CREATING TEAMWORK CHECKLIST —

By Dr. Wayde Goodall, D.Min

Trust

Trust is the emotional glue that binds teams together.

Three Elements of Trust:

1. Consistency – time after time they see you respond in a consistent way.
2. Loyalty – Defend members of your team, check the facts, and assume the best until there is evidence that is contrary.
3. Delegation – Give tasks and ministry away. This says, “I trust you.”

Economy of Energy

You can't run at full speed all the time.

How to Save Energy:

1. Anticipate energy drains: personal, seasonal, emergency etc.
2. Allow for flexibility whenever it is possible.
3. Take time to do some “fun” relational things. “A relaxed attitude lengthens a man's life” Prov. 14:30

Affirmation

Everyone needs affirmation so give it away as often as you can!

Ways to Give Affirmation:

1. Value other people's ideas
2. Appreciate the uniqueness that people bring to the team
3. Commend team member's efforts
4. Praise team member's loyalty and commitment

Management of Mistakes

Mistakes happen and they must be managed well.

Constructive Ways to Manage Mistakes:

1. Bad attitudes must be corrected
2. Lack of participation and follow-through must be addressed
3. Correct in private.
4. Confront in a way that is constructive and ask how you can help them.
5. Always give grace but lovingly be firm in what is right for the health of the team.

Weekly Team Meetings

Check-in weekly to get progress reports and stay on track with common goals.

Things to Check in on:

1. What assignments are we currently working on?
2. How have we made progress?
3. In what areas are we having difficulties? How can we overcome those challenges?
4. What area are we having success in? What are we thankful for?
5. Who have you met with and what was the outcome?
6. Where do we need to make decisions?
7. What new assignments do we need to start on?

Open Report

Open communication is the cornerstone of great teamwork. Proverbs says, “Reliable communication permits progress.”

Things that Destroy Good Communication:

1. Presumption – False assumptions can be fatal to a team.
2. Impatience – Don’t be more interested in what you want. Listen first. Then lead. Leadership begins with listening.
3. Pride – When you think you know it all – all you are is defensive.

Recognition & Reward

The more credit you give to others the more you develop a team spirit. “Give honor and respect to all those to who honor and respect is due.” Romans 13:7

Keep Learning!

All leaders are learners. The moment you stop learning that’s when you stop being a leader. Proverbs 18:15: “The intelligent man is always open to new ideas, and he looks for them.”

Things to Remember about Leadership:

1. You don’t have to know it all to be a good leader.
2. Lean into the collective wisdom of the team.
3. Collaborate together and learn from each other.
4. Ask for help if you don’t know something or go find it out.

Teamwork is Something We Do Together!

Leadership is a journey. It is about taking responsibility for the vision, equipping the team with what they need to accomplish tasks and meet goals (information, knowledge, encouragement, etc.), getting people involved in the process, and having fun along the way!

“For as the body is one, and has many members, and all the members of that one body, being many, are one body: so also, is Christ.” 1 Corinthians 12:12

- It is possible to do a job alone
- It is possible to do missions and ministry alone
- But doing it alone limits the work from growing. It only guarantees smallness.
- Doing the job alone will wear you out. Delegation, empowerment & accountability is the key to growth.
- The TEAM needs to say goodbye to doing things in an independent way and learn and work at being integrated into the greater whole.
- What the TEAM produces as a whole is greater than any one person alone.
- The TEAM becomes single-focused – not different people and different agendas, doing their own thing.
- The TEAM has many different talents cultures, backgrounds, and educational training – but are united in what they do.
- UNITY does not mean that everyone agrees all the time.
- UNITY means that the TEAM (body) is united in action – and in passion for a common cause.

—VICTORIOUS IN SPIRITUAL WARFARE—

Why We Stand Against Spiritual Warfare:

2 Cor. 2:11: In order that Satan might not outwit us. Do not be ignorant of the devil's schemes.

Eph. 6:12: Our "struggle" (hand-to-hand combat) is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world, and against the spiritual forces of evil in the heavenly realms.

- The devil has a portfolio of schemes against us
- Do not overestimate or underestimate the devil. Be Strong in the Lord.
- Diablos: Noun form of the verb that means to "lie and slander"
- "The devil cannot make a good person bad, but a flawed person worse. He plays with what is already in you. - Timothy Keller
- The devil stimulates what is already in your heart through temptation and accusation.
- TEMPTATION: The devil gets you to have too high a view of yourself. Satan tries to hide God's holiness and leads us to sin
- ACCUSATION: The devil gets you to have a too low and worthless view of yourself. He plays up God's holiness and hides God's love for us.

John 10:10

The thief enters only to steal, kill, and destroy. I came so that they could have life—indeed, so that they could live life to the fullest.

1 Peter 5:8-9

Be clearheaded. Keep alert. Your accuser, the devil, is on the prowl like a roaring lion, seeking someone to devour. 9 Resist him, standing firm in the faith. Do so in the knowledge that your fellow believers are enduring the same suffering throughout the world.

How to Stand Against Spiritual Warfare & Walk in Spiritual Victory:

Spiritual Weapons

Using Spiritual Weapons | 2 Corinthians 10:3-5

3 Although we live in the world, we don't fight our battles with human methods. 4 Our weapons that we fight with aren't human, but instead they are powered by God for the destruction of fortresses. They destroy arguments, 5 and every defense that is raised up to oppose the knowledge of God. They capture every thought to make it obedient to Christ.

Putting on The Armor of God | Ephesians 6:10-18

Use The Word of God

The Written Word is Life | Matthew 4:4

Jesus replied, "It's written, People won't live only by bread, but by every word spoken by God."

The Written Word Reveals the Heart | Hebrews 4:12-13

12 because God's word is living, active, and sharper than any two-edged sword. It penetrates to the point that it separates the soul from the spirit and the joints from the marrow. It's able to judge the heart's thoughts and intentions. 13 No creature is hidden from it, but rather everything is naked and exposed to the eyes of the one to whom we have to give an answer.

The Spoken Word | Luke 4:12

Jesus answered, "It's been said, don't test the Lord your God."

The Prophetic Word | 1 Timothy 1:18

Timothy, my child, I'm giving you these instructions based on the prophecies that were once made about you. So, if you follow them, you can wage a good war

Clean Heart & Repentance

Psalms 24:4-6

Who may ascend the mountain of the Lord? Who may stand in his holy place?4 The one who has clean hands and a pure heart, who does not trust in an idol or swear by a false god.5 They will receive blessing from the Lord and vindication from God their Savior.6 Such is the generation of those who seek him, who seek your face, God of Jacob.

2 Corinthians 7:10

Godly sorrow brings repentance that leads to salvation and leaves no regret, but worldly sorrow brings death.

Submission & Humility

James 4:6-8

6 But he gives us more grace. This is why it says, God stands against the proud but favors the humble. 7 Therefore, submit to God. Resist the devil, and he will run away from you. 8 Come near to God, and he will come near to you...10 Humble yourselves before the Lord, and he will lift you up.

Obedience

Deuteronomy 10:12

[Fear the Lord] And now, Israel, what does the Lord your God ask of you but to fear the Lord your God, to walk in obedience to him, to love him, to serve the Lord your God with all your heart and with all your soul,

John 14:23

Jesus replied, "Anyone who loves me will obey my teaching. My Father will love them, and we will come to them and make our home with them.

2 John 1:6

And this is love: that we walk in obedience to his commands. As you have heard from the beginning, his command is that you walk in love.

Faith

1 John 5:4

because everyone who is born from God defeats the world. And this is the victory that has defeated the world: our faith.

Walking In the Spirit & In the Light

Galatians 5:16

16 I say be guided by the Spirit and you won't carry out your selfish desires.

Ephesians 5:8-11

8 For you were once darkness, but now you are light in the Lord. Live as children of light 9 (for the fruit of the light consists in all goodness, righteousness and truth) 10 and find out what pleases the Lord. 11 Have nothing to do with the fruitless deeds of darkness, but rather expose them.

Walking In Unity

Unity of the Body of Christ & Unity of Gifts | Ephesians 4:1-7

4 Therefore, as a prisoner for the Lord, I encourage you to live as people worthy of the call you received from God. 2 Conduct yourselves with all humility, gentleness, and patience. Accept each other with love, 3 and make an effort to preserve the unity of the Spirit with the peace that ties you together. 4 You are one body and one spirit, just as God also called you in one hope. 5 There is one Lord, one faith, one baptism, 6 and one God and Father of all, who is over all, through all, and in all. 7 God has given his grace to each one of us measured out by the gift that is given by Christ.

Walking In Love

Love One Another as Bond of Unity | Colossians 3:12-17

12 Therefore, as God's choice, holy and loved, put on compassion, kindness, humility, gentleness, and patience. 13 Be tolerant with each other and, if someone has a complaint against anyone, forgive each other. As the Lord forgave you, so also forgive each other. 14 And over all these things put on love, which is the perfect bond of unity. 15 The peace of Christ must control your hearts—a peace into which you were called in one body. And be thankful people. 16 The word of Christ must live in you richly. Teach and warn each other with all wisdom by singing psalms, hymns, and spiritual songs. Sing to God with gratitude in your hearts. 17 Whatever you do, whether in speech or action, do it all in the name of the Lord Jesus and give thanks to God the Father through him.

Ministry

The Anointing of God | Isaiah 61:1-2

The Lord God's spirit is upon me, because the Lord has anointed me. He has sent me to bring good news to the poor, to bind up the brokenhearted, to proclaim release for captives, and liberation for prisoners, 2 to proclaim the year of the Lord's favor and a day of vindication for our God, to comfort all who mourn,

Resting in Jesus' Authority | Matthew 28:18-20

18 Jesus came near and spoke to them, "I've received all authority in heaven and on earth. 19 Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to obey everything that I've commanded you. Look, I myself will be with you every day until the end of this present age."

Your Testimony

Revelation 12:11

They triumphed over him by the blood of the Lamb and by the word of their testimony; they did not love their lives so much as to shrink from death.

Prayer

Ephesians 6:18

And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people.

Colossians 4:2

Devote yourselves to prayer, being watchful and thankful.

Pray in the Spirit to Build Yourselves Up | Jude 20

But you, dear friends, by building yourselves up in your most holy faith and praying in the Holy Spirit

Pray In the Spirit When You Don't Know What to Pray | Romans 8:26-27

26 In the same way, the Spirit helps us in our weakness. We do not know what we ought to pray for, but the Spirit himself intercedes for us through wordless groans. 27 And he who searches our hearts knows the mind of the Spirit, because the Spirit intercedes for God's people in accordance with the will of God.

Praise & Worship

Psalms 149

Praise the Lord.

Sing to the Lord a new song,

his praise in the assembly of his faithful people.

²Let Israel rejoice in their Maker;

let the people of Zion be glad in their King.

³Let them praise his name with dancing

and make music to him with timbrel and harp.

⁴For the Lord takes delight in his people;

he crowns the humble with victory.

⁵Let his faithful people rejoice in this honor

and sing for joy on their beds.

⁶May the praise of God be in their mouths

and a double-edged sword in their hands,

⁷to inflict vengeance on the nations

and punishment on the peoples,

⁸to bind their kings with fetters,

their nobles with shackles of iron,

⁹to carry out the sentence written against them—

this is the glory of all his faithful people.

Praise the Lord.

Isaiah 61:3

and provide for those who grieve in Zion—

to bestow on them a crown of beauty

instead of ashes,

the oil of joy

instead of mourning,

and a garment of praise

instead of a spirit of despair.

They will be called oaks of righteousness,

a planting of the Lord

for the display of his splendor.

SECTION 3

TRAVEL PREP CHECKLISTS



— TRIP PLANNING CHECKLIST —

A Word to the Wise

There are many critical details when planning an overseas trip. Any number of issues can occur. Make no assumptions. Read everything. Plan ahead. **Complete all questions in checklist!**

Trip Set-Up

Establish the Trip

- Countries Visiting
- Trip Dates are Confirmed
- Host Organization & Missionary Contact Info Is Gathered
- Team Member Contact Info is Gathered

Financial Logistics

Trip Budget

- Establishes the trip budget
- Communicate the trip budget to team leader & host missionary
- Coordinate how trip funds will be facilitated with the host missionary.

Handling Money

- What is the country currency?
- What is the best way to bring money and pay for team expenses?
- Are credit card's acceptable?
- Are ATMs readily available?
- Is currency exchange available?

Trip Registration

Trip Forms & Registration

- All team members have fully completed Missions Trip application
- If applicable, trip registration forms with host organization are completed and turned in
- Collect a copy of passport ID page for all travelers
- Collects a copy of driver's license for all travelers

Travel Logistics

Flight Information

- Plan and purchases flights & distribute the itinerary.
- Thoroughly review flight information. Make note of layovers, departing times etc.
- Coordinate the time to meet at the airport on the day of departure.
- What is the baggage allowance for your domestic flight carrier? Are there any fees?
- What is the baggage allowance for your international flight carrier? Are there any fees?
- Review airport pick-up details with host missionary

Insurance & Emergency

- Purchases travel insurance
- Distribute insurance info to the team.
- Create an emergency contact sheet and distribute to team members.

Entry & Exit Requirements

Passport & Customs (www.travel.state.gov)

- Do all team members have a valid passport (must have 6mo validity beyond travel dates)?
- Outline all of the entry & exit requirements for your country.
- Communicate any customs instructions to be aware of.
- Prep the team on their statement for the purpose of your visit for going through customs.

Visa Information (www.travel.state.gov)

- Outline any visa requirements needed to enter the country.
- Facilitate the process of obtaining a visa if it is required.
- **FULLY UNDERSTAND YOUR VISA REQUIREMENTS AND ALL NEEDED SUPPORTING DOCUMENTATION.**

Currency Information (www.latatravelcentre.com)

- Outline any currency rules for entering and exiting the country:
- Airport tax / security fee / embark tax upon exiting the country
- Currency import/export rules
- Rules for importing/exporting purchased goods

Immunizations (www.cdc.gov/travel/)

- Outline any required immunizations to enter the country and recommended immunizations

Ground Logistics

Transportation

- Will team use a rental van?
- Will the team use public transportation (taxi, bus, train, boat, charter)
- Will the team need an in-country flight?
- Does the team need to pay for any ground transportation in advance?

Housing

- What type of housing will the team stay in? (hotel, host home, missions housing etc.)
- Name of housing/hotel, address and contact info
- Is there air-conditioning?
- Is there a complimentary continental breakfast at the hotel?
- Is there a hotel restaurant?

Meals

- How will meals work? Will the team be eating out most of the time?
- Will the team have any prepared meals?

Environment & Health

- What is the weather like?
- Are there any environmental cautions or food & water cautions?
- Are there any necessary health items to bring?

Safety (www.travel.state.gov)

- Are there any significant safety issues or risks to be aware of?
- How can the team avoid potential safety issues?

Ministry

- What ministry activities and projects you will be doing?

- Plan out a detailed daily activity & ministry schedule.
- What ministry items do we need to bring and/or purchase onsite (if any)?

Plan Daily Schedule

Plan the Day of Arrival. First Day/Night of Arrival is Spent:

- Getting everyone settled into the first night of lodging
- Have a team meeting to make thorough introductions and explanations.
- Eating an early dinner getting to bed early to rest up for ministry.

Plan a Daily Team Connection Time

Plan Daily Ministry Activities and a Fun Day

Plan a Final Team Debriefing While Still in Country

Plan the Day of Departure. The last day is spent:

- Packing (make sure everyone has their passport)
- Get a list of expenses and all receipts from host missionary (if they are keeping track)
- Exchange foreign currency back to U.S. (can do that at airport)
- Check on flight status. Know when you need to be at the airport
- Arrange transportation to the airport

Dress Attire

- What is the dress code for guys & gals for ministry activities, sightseeing, and church?

Cultural Expectations

- Tell us about the people we will be working with.
- What are the cultural expectations and customs to be aware of?

Before Departure

Trip Funds

- Review how to handle money & receipting protocol with team leaders.
- Distributes trip funds to team leaders a couple days before departure.

Trip Binder

- Place team member medical authorization forms in the trip binder
- Place insurance information in the trip binder
- Place emergency contact list and protocol in the trip binder

Immunizations

- Get needed immunizations at least 4 weeks before departure (www.cdc.gov/travel/)

Packing

- All necessary travel documents are packed
- The proper clothing according to the host missionary's dress code is packed

Upon Return

After Trip Follow-Up

- Send thank you notes to your team and host missionary.
- Turn in expense report, left over money & all receipts to the campus ministries office.
- Turn in all copies of team member documents to campus ministries for shredding.
- Distribute & collect post trip survey
- Email a report of trip to the NU Missions Director & student missions director.
- Share pictures & video

— ENTRY & EXIT REQUIREMENTS CHECKLIST —

YOU MUST FOLLOW THIS FORM OR YOU COULD FACE ENTRY/EXIT ISSUES!

For specific country entry and exit requirements and safety information, visit the U.S. State Department Bureau of Consular Affairs website: www.travel.state.gov

Country: _____

What Travel Documents Are Required? (travel.state.gov)

Passport

- List the passport expiration date requirements for each country visiting.
- Do the countries you are visiting require that the passport be carried with you at all times?
- Do the countries you are visiting require that you bring extra passport photos?
- Passengers should be careful to see that their passport is properly stamped AND REFLECT THE ACTUAL DATES OF INTENDED STAY before leaving the immigration counter.
- Always take 2 passport-size photos with you when you travel.
- Because of the frequency of theft, carry a photocopy and leave the originals in a safe place. If possible, carry a photocopy of your passport after it receives the entry visa stamp.
- If lost or stolen, contact the U.S. Embassy or consulate to replace it. If possible, obtain a police report.

Visa

- Is a tourist visa required to enter the countries I am visiting?
- Must the visa be obtained in advance, or can it be obtained on arrival? (List instructions)
- Are there any non-U.S. citizens on the team? If yes, they may have different visa requirements to enter the country. What are their visa requirements? To find out you will need to visit the embassy website for your destination country.
- **Here is a Recommended Visa Processing Website:** www.traveldocs.com

Embassy

For example, Let's say you are visiting Thailand: GOOGLE SEARCH: "Thailand Embassy USA." This will give you the website for the Thailand Embassy located in the United States (Usually in DC or NY)

Other Documents or Instructions?

- What are the entry requirements for non-U.S. citizens traveling in my group?
- Does the country visiting require any other special documentation or other entry/exit instructions?

What Immunizations Are Required? (cdc.gov/travel)

- Make note of any required immunizations to enter the countries you are visiting.
- List the recommended immunizations for the countries you are visiting.

What Customs Rules Are Required? (iatatravelcentre.com)

- List any customs instructions.
- List any currency rules, import rules, and export rules
- Is there an airport tax to be paid upon departure?

What Is My Contingency Statement Re Purpose of Visit?

If traveling to a sensitive country, you need a short but truthful statement declaring the purpose of your visit when you pass through customs that does NOT reveal that you are a missions team or coming to work with a missionary. **Example Statement:** "I am traveling with a group to do some cultural learning."

— TRIP BINDER CHECK LIST —

THE FOLLOWING HARD COPY ITEMS SHOULD GO IN YOUR TRIP FOLDER
(AND MAKE AVAILABLE TO VIEW ONLINE VIA DROPBOX OR OTHER PLATFORM)

Make one master travel document with the following items in it:

Travel Logistics

- Flight Itinerary
- Country Entry/Exit Requirements Summary
- Travel Documents Checklist
- Special Customs Info (if applicable)

Ground Logistics

- Hotel/Lodging Info
- Transportation Info
- Important Notes & Correspondences

Daily Schedule

- Daily Schedule
- Ministry Prep Information
- Important Notes

Insurance & Safety Info

- Insurance Information
- Medical Authorization Forms for Team Members
- Emergency Contact List
- Other Safety Info as Needed

Team Debrief

- Team Debriefing Info & Questions

Make a simple money packet with the following items in it:

Money Packet

- Trip budget
- Receipt keeping instructions
- Receipt logs to log daily receipts
- Small notepad & pen to jot down expenses on the go
- Large clasp envelope and paperclips to keep receipts organized
- Small receipt book

— TRAVEL DOCUMENTS CHECKLIST—

ALL TEAM MEMBERS ARE TO HAVE THE FOLLOWING DOCUMENTS TO TRAVEL ABROAD.

Trip Registration Forms to Complete

- Team Member Application
- Assumption of Risk Form
- Medical Release Form
- If Under the Age of 18 – Notarized Minor Parental Consent Form
- Host Organization Paperwork (If applicable)
- Completed Background Check

Travel Documents to Take with You

- Passport (Must have 6 months of validity beyond the dates of travel)
- Valid Driver's License
- If not a U.S. Citizen – U.S. Visa, Green Card or other approved travel document
- Extra Passport Photo
- Photocopy of Passport ID Page
- Flight Itinerary and Boarding Pass
- Required Documents to Enter Each Country Visiting (see list below)

Documents That May Be Required by a Country

- If required, Visa
- If required, I Have Applied for a Visa in Advance of My Travel
- If required, I Will Get a Visa Stamp on Arrival
- If required, I Have My Visa on Arrival Fee in Cash (Crisp New Bills)
- If required, Certified Birth Certificate
- If required, Proof of U.S. Residency
- If required, Letter of Clearance
- If required, Proof of Return Travel (Official Travel Itinerary)
- If required, Proof of Traveler's Insurance
- If required, Proof of Hotel Booking

Fees That May Be Required by a Country

- If required, I Have My Airport Tax in Cash (Crisp New Bills)
- If required, I Have My Exit Fee in Cash (Crisp New Bills)

Immunizations That May Be Required by a Country

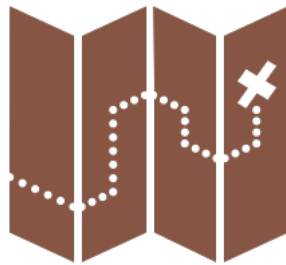
- If required, Yellow Fever Vaccination Book
- If required, Record of Other Required Immunizations

Team Leader Should Bring Team Documents

- Emergency Contact List
- Medical Release Forms
- Insurance Information
- If Applicable, Visa on Arrival Fee for Team in Exact Cash
- If Applicable, Country Exit Fee for Team in Exact Cash

SECTION 4

DAILY SCHEDULE & MINISTRY



— PLANNING THE DAILY SCHEDULE — CHECKLIST

Make Team Assignments

Finances

- Team Money Holder & Pays for Trip Expenses (Usually Its a TL)
- Team Receipt Keeper (Usually Its a TL)

Media

- Team Photographer
- Team Videographer

Worship

- Leading a Devotional
- Leading Prayer
- Leading Worship

Final Debrief

- Team Debrief Note Taker / Transcriber

Airport Check-in Time

- Communicate the airport check-in time and airline to the team for the day of departure
- Make sure everyone has their passport and documents that may be required to enter the country

Plan the Day of Arrival

- Plan the day of arrival.
- Communicate your arrival time and where to meet with your host. Get their cell with country codes
- Exchange money at the airport. You likely will not have another time to do it easily
- Buy water and snacks before leaving the airport. You will need it right away
- Get everyone settled into the hotel / lodging. Get refreshed, change clothes if needed
- If you arrive early enough, plan an orientation with the host for introductions and explanations
- Eat an earlier dinner to get to bed early to rest up for ministry

Schedule Morning Team Connections

- Schedule at least 15 minutes daily for team connection. More time is always better.
- This is a time for a short devotional and orienting the hearts of the team
- This is a time to review expectations for the day

Daily Ministry Venues & Activities

- Plan daily ministry activities with your host - It's a balance! Build in times of rest. Fill in dead space
- Make sure you bring appropriate clothing, gear, supplies fitting for each venue

Evening Team Connections

- Schedule in 15-30 minutes evening team connection
- This is a time for the team to debrief and share their thoughts, heart, and insights for the day

Site Seeing / Fun Outing

- If time permits, plan a site-seeing outing towards the end of the trip

Final Team Debriefing

- This must take place on the last full day of the trip in country as a part of the course grade.
- Schedule a minimum of 2 hours in a private and distraction-free location to debrief.

Day Before & Day of Departure

- Pack up and make sure everyone has their passport
- Get a list of expenses and all receipts from the host missionary (if they are keeping track)
- Check on flight status. Must arrive at the airport 3 hours early for international flights
- Arrange transportation to the airport
- At the airport before going through security, exchange foreign currency back to U.S.
- Thank your hosts (bring a card and/or a small gift)

— PLANNING EFFECTIVE DAILY DEVOTIONS —

Designated Time

- Plan a daily worship & devotion time
- You have a time limit.
- Start on time, end on time.

Your Audience

- You are speaking to your peers.
- Spiritual maturity of team members.
- Be sensitive to team members' faith background.

Personal Preparation is Fundamental

- Pray and read your Bible consistently! A full heart is better. positioned to be ready.
- Keep your ears and heart open the days beforehand.

It's Not a Sermon

- Three points are NOT necessary.
- Preaching is not the assignment.

Address Current Circumstances

- You need help for the day.
- Be relevant.

Be Creative

- Use your surroundings.
- Keep your eyes open for local illustrations.
- Look for Applicable Object lessons. Learn from the Culture

Be Real and Be Yourself

- Let your personality come out.

When Choosing Someone for the Devotion

- The team leaders don't always have to give the devotion.
- Team leaders should choose team members who have a servant's heart.
- An individual who is a full participant in activities.
- It doesn't have to be a super-spiritual person.
- You don't have to have a lot of charisma. Just be yourself and be genuine.

— PLANNING YOUR ONSITE MIINISTRY —

Always check with your host for ministry responsibilities, expectations, and how to best contextualize your approach to fit the cultural context.

Potential Ministry Ideas

Kids VBS Program

One option for your team may be to hold a Vacation Bible School program. Your Missionary will let you know if this is a ministry you should be prepared for. If you, you should also bring all your supplies with you to ensure that the VBS program is a success. Use an established or well-crafted curriculum. (Determined by missionary).

Children & Youth Ministry

It's helpful to bring some sort of children's ministry tool, such as balloons, games, music, object lessons, short ministry programs, puppets, clowns or bracelets. This will help you overcome language barriers and connect with children on a personal level.

Other Ministry Ideas

- Meaningful & Memorable Crafts & Art Projects
- Skits / Dramas / Human Videos
- Music & Worship
- Sports & Games
- Learning Clinics. Teach them How! (Music/Worship Songs, Sports, Art or Handy Craft, Drama/Human Video).

Small Group Activities

- Group Games
- Team Building Exercises
- Spiritual Reflection Exercises (Get in Groups)
- Fun Get to Know You Icebreaker Questions for Small Groups
- Short Story / Illustration Discussion & Reflection Time

Prayer Walks

Prayer walks may not seem as glamorous or even as effective as other types of ministry. But prayer is the most **powerful** tool we have on the mission field. Prayer walks give your team an opportunity to call God with one voice to move in a particular area or against a particular prevalent issue. Encourage team members to press into God and cry out for the people in your host country. You may lead them through topical prayers or have them pray a particular verse. Your team may not see the results right away, but God is faithful to answer prayer. This is a great ministry to practice in your hometown before the trip, so your team is comfortable with it on the field.

Service Projects and Work Crews

Work crews are another important aspect of a mission trip. Teams can be a tremendous resource to missionaries and nationals. It can create opportunities for connections during work, but also creates facilities the missionaries will use for future ministry.

Health Care Support

Some trips include assisting in holding medical clinics. You may be asked to do a variety of things that may be mundane or out of your team member's comfort zone. Encourage your team to meet people's physical needs while also taking any opportunity to pray for them.

Visitation & Conversation Ministry

Personal Visits Can Be Very Meaningful! You Can Visit such as Homes, Hospital, Orphanage, University or School, Ministry Sites, On the Street etc. The idea here is to extend genuine compassion and care and to cultivate good conversations that center on meaningful dialogue. Listening is the key to asking good questions that open up the conversation and allow the other person to share their story, what is important to them, what they value, how they see the world, what they believe etc. For this ministry to be effective you can't push the conversation or have an agenda. Simply listen and ask good questions!

Door-to-Door Prayer Ministry

Door-to-door ministry can be both uncomfortable and powerful. Your team will step into people's homes and ask to pray for them.

- Before the team members disperse, give them instructions to ask the people they encounter if they can come in. Tell them not to express pity or to cry if they encounter difficult living conditions or situations.
- Treat them and their home with respect.
- Have the team ask the host questions and smile.
- Ask them if there is anything you can pray for them for.
- Tell the team not to force anyone to pray. If the person looks uncomfortable, keep it brief and depart with thanks.
- Have team members avoid talking about themselves or preaching a sermon. This is about the person you are praying for.
- Have participants pray with their eye on the leader while being sensitive to Holy Spirit.

Distribution Ministry

- Food and Clothing Distribution / Health and Toiletries Distribution

Church Service or Street Outreach Event

Sample order of service for a street outreach:

- **Music:** Have lively music playing to draw a crowd while your team is out promoting the rally.
- **Introduction:** Have a national introduce your team and your purpose.
- **Icebreakers:** Have your team perform one or two funny dramas to engage the crowd. You could also play a game here or sing a song.
- **Human video or serious drama:** Pick a drama with a message.
- **Testimony:** Have someone from your team give their testimony.
- **Human video or serious drama:** Perform a second serious drama. This should be your best drama with the most powerful message.
- **Wrap up:** Have a national give a short wrap-up and refer people to a local church or ministry.
- **Altar call or prayer:** Offer people a chance to accept Christ or to have your team members pray for them.

Sharing Testimonies

It is important to train your team on how to give their testimonies before your trip. Make sure they are concise and to the point. Have your team members practice telling their stories.

Preaching or Short Devotional

Preaching on the mission field is different than preaching to a church. Keep in mind that you are often addressing unbelievers who may know little about God. Avoid Christian jargon and preach on one basic thought. Make sure the examples and illustrations are those that the locals can relate to. Do not come across as political or as though you are pushing American ideas or philosophy. Never attack another denomination or religion. Topics to consider when presenting the Gospel include: the issue of death, and the three questions of life (where did I come from, why am I here, where do I go when I die). Other topics include: peace and joy, or God's creation of you and purpose for each of our lives.

Altar Call

An altar call is your team's chance to ask anyone in attendance if they're ready to accept Christ. It's also a great way to have your team reach out and pray for people. During dramas, other ministry camps, etc., instruct team members to pray and scan the crowd for individuals whose hearts seem to be open. During the altar call, have team members go out and pray with those who responded. Team members often need a little encouragement to step out, but once they do, it makes an impact on both them and the people they pray for.

Follow-Up

If possible, try and have material ready to distribute to those who gave their hearts to Christ. You can receive this material from the missionaries or local church. If printed material is not available, refer people to the missionary's church or an area church they can connect with.

A Final Word:

Keep in mind that the ministry on the field will likely constantly shift and change. Your job is to be prepared for anything while keeping in mind that you may end up doing something different than you expected. If an event falls through, make ministry happen. There are hundreds of ways and methods to minister. Above all, please keep in mind that we are there to assist the missionary in their ministry without our own agenda. Do whatever will help them, even if it means cleaning toilets. **Encourage your team to step into ministry with a servant's heart and a willingness to step out of their comfort zone to participate in God's mission.**

SECTION 5

CULTURAL READINESS CHECKLISTS



— CROSS-CULTURAL SENSITIVITY —

By Dr. David Thomas

1. Paul had a goal, the same goal Jesus had (1 Cor. 9:19-23; 2 Cor. 8:9):

Win people to Christ to make them “rich.” Everything else must be submitted and secondary to that goal.

2. Reaching that goal requires us to relinquish our rights.

The highest knowledge is not to understand & exercise our rights, even our rights in Christ, but to give them up. This is the context of 1 Cor. 9:8-10.

- Americans are culturally pre-disposed to stand on their own rights, and to assume without question that their own right to action and (above all) speech takes precedence above everything else.
- I want to gently but firmly inform you that the highest expression of your faith, of imitating Jesus, is to renounce the very rights that even Jesus paid for you to have.
- Jesus paid with His blood for you to be rich. Now you are volunteering to become poor for a time to win some, so they would be rich.
- THE GOOD YOU DO IS QUICKLY NULLIFIED IF YOU TURN AND REFUSE TO LAY DOWN YOUR RIGHTS IN THE NEXT MOMENT WHEN IT COUNTS THE MOST.

3. The goal of reaching people and the willingness to surrender rights and serve must have the “feet” of practical (and sometimes uncomfortable) application. It wasn’t comfortable for Jesus to leave the riches of heaven and be born in a stable, walk around and be maligned, then die on a cross. But He did it to become like us, to breach a divide and serve in a way we could receive, so He might win us.

4. It wasn’t comfortable for Paul to “become all things to all men”—but he did it to save those he could, knowing he couldn’t save them all.

5. Again, your trips will be short. The best way to address this is attitude.

If you go in doing this as an adventure to broaden your own educational experience or whatever else, you go in at a disadvantage. No one is a successful servant of Christ by accident. You have to be intentional.

6. If, however, you go in doing these things as an expression of love and devotion to Christ, and you keep a submitted spirit to your host missionary, team leader and coach IN SPITE OF IMPERFECTIONS, God will be able to use you.

These principles will have a local and team-specific application particular to the context for each group of which your host missionary will brief you on.

1. Globalization & Global Shift in Christianity

It’s A Smaller World Today

Trade, Travel & Communication: These factors lead to more awareness, and exposure. Paradoxically can increase interest and a sense of connection and also lower the “awe” factor.

Global Shift in The Church

Around 20 years ago the “center” of the Global Church (in terms of population and activity) shifted South and East. This means more Christians are empowered, active, and leading (both as thinkers and missional practitioners) in what was previously considered “Third World” and mission field territory.

Treat Local Christians with Respect

- We are their guests.
- We are increasingly in the minority globally.
- Local Christians have things to teach us. Humility is in order.
- We DO NOT go to impart superior knowledge but to listen and serve.

2. Conflicts & Assumptions Regarding Short-Term Missions

Common Assumptions

- **Our Assumptions:** This trip is a season in our life—perhaps an emotional and spiritual high combined with a time to see and experience new things. “Quasi-tourism.”
- **Their Assumptions:** You coming is a statement, a promise, a snapshot of who we always are.

Watch What You Do & Say

- What you do and say can have a nearly permanent impact on the effectiveness of the trip and upon them in the future.
- Be careful of giving AND receiving gifts - Sometimes gifts can be seen as a promise (according to local culture) and receiving one may obligate you in a way you hadn't intended.
- Be careful regarding expressions of admiration—of people or possessions.
- Be careful of expressions of affection and love, especially between the sexes.
- Be careful of making any promises of contact, correspondence, etc.

3. Always Be Sensible!

Submit to your host!

- This will save you, them, and the nationals a lot of trouble.
- You are there to further the missionary's permanent work.

Abandon Self-Interests

- Abandon the self-interest & the self-determination that goes with being a tourist.
- If you have a tourist mentality you risk losing enjoyment as either a tourist or a missionary.
- If you have a submitted, sensible missionary attitude you likely will enjoy some things as a tourist along the way.

Don't Draw Negative Attention

- **Other Cultures Are Often More Conservative & Sensitive. These Can Draw the Wrong Attention:** Loners, Rebels, Big Talkers (i.e., boastful, crude, loud), Bantering and Excessive Joking, Flashy or Immodest Dressers, Big Spenders, Big Absence

The Only Way You Want to Stand Out Is

- Be a Submitted & Cooperative Servant
- Be concerned About God's Glory
- Be Supportive of the Host Missionary's Mission
- Be Supportive of Your Teammates
- Be Concerned About Reaching the Nationals

—SERVING ANOTHER CULTURE —

DOS & DON'TS

From the Book Cross-Cultural Servanthood by Duane Elmer

The #1 Goal of Short-Term Missions Is: To Do No Harm

- We are not entitled to anything. We don't go to "do our ministry" but to humbly and gratefully serve the work and efforts of the host missionary who have invited us as his/her guests. Remember, you are a short-term guest that will leave in two weeks, and they live there.
- We don't go to "get people saved" but to share our faith and how Jesus has changed us.
- We don't go to "fix problems," people or situations but to serve and bless.
- We don't go to "help" the poor and needy but to experience life with them. Not all poor are needy.
- We don't go to "give" money, gifts or other tangible things as these are not always a blessing.
- We don't go to "teach" anyone our superior knowledge but to share and learn together.
- We don't go to "correct" erroneous ways or thinking. We have no right to say what is "correct" as short-term guests in a culture that is not our own.
- We Go to **Love**. To **Receive**. To **Learn**. To **Serve**...In that Order.

Humility Is Culturally Defined

- The bible calls believers to humility but the way humility is expressed takes on a cultural face.
- Servanthood is culturally defined. How does servanthood look in their culture?
- Serving from the other person's frame of reference is deepest expression of incarnational love.

Put Your Cultural Perspective on Hold

- We cannot serve another culture from our cultural context. We must serve from their context
- We can only minister from our own cultural context. We can't serve someone we don't understand so we must listen and learn.
- Servanthood is about being aware of bias and setting aside our preferences and ways of doing things to see life from their perspective.

We Must Be Aware of Our Own Cultural Bias!

- Good intentions are not enough. Others can't see your motives, only your actions.
- Divesting yourself of your own culture in order to serve another culture is an intentional process.
- We must put our worldview and perspectives on hold in order to serve another culture.
- One of the hardest tasks in life is to divest ourselves of the culture we wear so comfortably.
- If you don't understand a cultural you will be irrelevant or perceived as an oppressor.

Jesus Modeled Cross Cultural Servanthood – Towel Missions

- We have a model of true servanthood in Christ - JOHN CH 13
- Jesus entered humanity and adjusted himself to meet humanity where they were at.
- The TOWEL – symbol of humility, obedience and ultimately suffering service.

Cross-Cultural Servanthood is a Progressive Process That Starts with:

Openness

- Openness with people different from yourself requires that you are willing to step out of your comfort zone to initiate and sustain relationships in a world of cultural differences.
- *Openness is the ability to welcome people into your presence and make them feel safe.*
- *Openness is directed towards people, others like us, & more importantly, others who are not like us*
- *Openness must be expressed in culturally appropriate ways, so others feel welcomed and safe in your presence.*

DON'TS

- Don't PROFANE others by dishonoring them with inappropriate "American" talk, actions, and behaviors.
- Don't JUDGE people, things, and cultural practices that are different, confusing or that you don't prefer.
- Don't CATEGORIZE people based upon their appearance, dress, and cultural practices.
- Don't equate DIFFERENT as NEGATIVE.
- Don't think in BLACK & WHITE. There are lots of shades of grey in every culture.

DO's

- HONOR all people who are in your presence (who are in earshot and eyeshot) at all times.
- Be HOSPITABLE in all things and at all times. Smile. Be kind, friendly, inviting, open, sharing etc.
- Be GRACIOUS in all things and at all times.
- Be a gracious RECEIVER as the first posture you take. Giving comes second!!!
- SUSPEND JUDGMENT by not coming to quick and negative conclusions. Just observe and process.
- Have TOLERANCE FOR AMBIGUITY. Be open and flexible in times and in matters you don't understand.
- Practice finding POSITIVE ATTRIBUTES about the people and their culture. Assume the best.

Acceptance

- *Before you can communicate acceptance, people must experience your openness – your ability to welcome them into your presence.*
- *Acceptance is the ability to communicate value, worth and esteem to another person.*

DON'TS

- Don't CATEGORIZE people. Example: She is not a "prostitute" but a person in prostitution.
- Don't reduce everyone as "NEEDY" and "POOR." Most people don't view themselves that way.
- Don't PITY people.
- Don't SEPARATE yourself from their culture. Participation shows acceptance.
- Don't be IMPATIENT with other cultures.
- Don't have a NARROW view of "right", "wrong", "different", "inferior", "superior."
- Don't be DOGMATICALLY RIGID (rigidity of beliefs, cultural traditions, personal preferences.)
- Avoid using EVALUATIVE LANGUAGE ("that's weird", "their roads are bad", "this food smells")
- At all costs DON'T COMPARE things to how things are back home!!!

DO's

- Be ACCEPTING of all people and all things you are presented with.
- PROTECT PEOPLE'S DIGNITY at all costs.
- View all people in all circumstances as people of VALUE & WORTH.
- Make an effort to LEARN THEIR LANGUAGE, even if it basic words and phrases.

Trust

- *To build trust others must know that you accept and value them as people.*
- *Trust is the ability to build confidence in a relationship so that both parties believe the other will not intentionally hurt them but will act in their best interest.*
- *True trust takes time and develops in small incremental steps.*
- *Trust must be built from the other person's perspective.*
- *Trust must be nurtured.*

DON'TS: Don't assume the ways American's build trust is the same in other cultures.

DO's: Ask your host missionary what the people in this culture do to build and maintain trust.

Learning

- *You can't learn important information from someone until there is trust in the relationship.*
- *Learning is the ability to glean relevant information about, from, and with other people.*
- *Learning about a culture does not mean we know a culture.*
- *Learning from people of other cultures is the greatest honor we can give.*

DON'TS

- Don't assume you have the RIGHT ANSWER(s).
- Don't view people of other cultures (in any situation) as having NOTHING TO TEACH YOU.
- Don't view people as HAVING LESS (educated, spiritual, economic, hygiene, infrastructure, housing, knowledge)
- Don't TALK TOO MUCH, and too loud.
- Don't TELL people of other cultures HOW TO DO IT.
- Don't speak on things with FINALITY and AUTHORITY. This does not allow for discussion.
- Don't assume you KNOW A CULTURE just because you studied about them.
- Don't REFUSE TO BE A LEARNER!
- Don't cause someone to LOSE FACE. Don't embarrass people of other cultures.

DO's

- ASK LOTS OF QUESTIONS!! Ask, ask, ask, ask. Be inquisitive of their culture. Always be learning.
- Talk less and LISTEN MORE. LISTEN FIRST.
- View all people you interact with as having something to TEACH YOU!
- Make all your interactions and ministry, DISCUSSION ORIENTED, not lectures.
- Always BUILD FACE & SAVE FACE.

Understanding

- *You can understand others until you have learned about them, from them and with them.*
- *Understanding is the ability to see how the patterns and pieces of another culture fit together in a way that makes sense to THEM and you.*
- *There is usually always a reason why they do the things they do and think the way they think.*

DON'TS:

- Don't assume just because you don't understand another cultures thinking or practices THAT IT IS RANDOM, ignorance, stupid, illogical or uneducated.
- Avoid ETHNOCENTRISM at all costs! (my culture is the best, we do it the best)
- Avoid EGOCENTRISM at all costs! (my way is the right way)
- Avoid PATERNALISM at all costs! (let me show you how to best do it)

DO's:

- Ask your host missionary what THE LARGE FRAMEWORK is for a cultures way of thinking and doing certain things.

- Again, DON'T COMPARE things to how they are back home (roads, sanitation, dress, punctuality, living conditions, workmanship, labor, food, driving patterns, smells, church services, leadership styles, decision making, conflict management, relationships, recreation, phone service, organization etc.
- SEEK TO UNDERSTAND their PERSPECTIVE.

Serving

- *You can't serve someone you do not understand.*
- *Serving is the ability to relate to people in such a way that their dignity as human beings is affirmed, and they are more empowered to live God-glorifying lives.*

DO's: Follow the steps above: Openness, Acceptance, Trust, Learning, Understanding

Watch Talk & Behavior

- The nationals are ALWAYS WATCHING you. Watch what you SAY and TALK ABOUT.
- The nationals are ALWAYS HEARING YOU. Watch your VOLUME.
- The nationals are ALWAYS INTERPRETING YOUR ACTIONS & BEHAVIOR so be modest and aware of how you act.
- Your talk, dress, actions, attitudes, behaviors will "TYPAFY ALL AMERICANS."
- Your talk, dress, actions, attitudes, behaviors will "TYPAFY AMERICAN CHRISTIANITY."
- **Are you leaving a good impression of Americans, American Christianity and ultimately of Christ?**

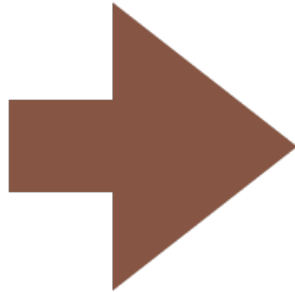
Most cultures are far more CONSERVATIVE than Americans.

- Dress conservatively
- Talk conservatively
- Don't be BOASTFUL
- Don't be CRUDE
- Avoid INSIDER conversations
- Don't be LOUD
- Don't DRAW ATTENTION
- Be kind, warm and inviting
- Be sensitive and aware how you are perceived
- Be an active LISTENER and LEARNER of their culture

Bring Glory to Christ in All You Say and Do at All Times
(even during rest times when you think they are not watching you!)

SECTION 6

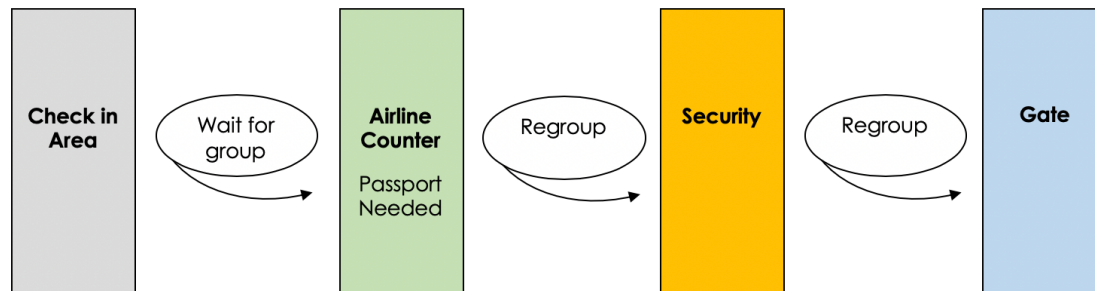
AIRPORT AND CUSTOMS CHECKLISTS



— GOING THROUGH THE AIRPORT —

Airport Check-In

For all international flights, arrive at the airport three hours earlier than the flight is scheduled to leave.



Designate someone to take up the lead and someone to take up the rear.

When you arrive at the gate, make a plan on whose staying to watch bags and whose going to walk around or get food and what time to be back at gate.

Domestic flights board 30min before departure.

International flights board 1 hour before departure.

1. **Regroup after Transport** - Gather all luggage and passengers after arrival at the check-in area. Be certain everyone has their own bags.
2. **Proceed to the Check-in Desk** – Have your passport and flight info on hand. Have your name on your bag and inside your bag before checking it. Hold onto your boarding pass. Keep ALL ticket stubs and luggage claim tickets.
3. **Regroup After Check-In.**
4. **Proceed to Security Area** – Show your passport and boarding pass before entering security. Shoes and belts will need to be removed. All metal objects should be removed from pockets. Take off your jacket and remove the computer from the carry-on. Have all liquids and creams in a one-quart Ziplock bag. Nothing in a container over 3 oz. Keep your boarding pass with you.
5. **Regroup After Security.**
6. **Proceed to the Gate as a Group** – Go as a group to the departure gate and then make a plan about any remaining time. Go in groups and watch the time! Be back at the gate at least 15 minutes before a scheduled boarding time. Board as a group.

— BAGGAGE CHECKLIST—

Baggage Tips

- Make sure you know your carrier's baggage requirements and fees for both your domestic flight and your international flight to avoid unexpected and costly fees!
- Place a name tag on the inside and outside of each piece of baggage.
- Keep all baggage stubs, making sure you have the right ones.
- Retain your baggage claim receipts for each piece of luggage you initially checked through as you will need to verify that all of your luggage has arrived with you.
- Check your baggage through to your final destination unless you have an overnight layover.
- Make a final check for items when leaving airplanes, cars, taxis, buses, or trains.

Baggage Requirements

Overweight baggage or extra baggage beyond the baggage limitations specified by the airline can run into the hundreds of dollars. Be sure to check all baggage requirements carefully for EACH airline carrier in your travel itinerary in advance of traveling so you will know when you arrive at the airport how you want the baggage checked through for your flight.

Overnight En Route

It is usually best to check your baggage all the way through to your final destination. However, if you have an overnight stay, you must take your baggage off the plane with you and recheck it when you re-board the plane. This is for security reasons. You are not permitted by airline regulations to check the baggage all the way through to the final destination if you are not going to accompany it on the flight. If you do take it off the plane, be sure you will not lose benefits that are granted you because you are on a long overseas flight.

If the plane should have some emergency enroute that requires you to overnight at the expense of the airline, follow the instructions of the airline personnel carefully. You and your baggage may be separated, because the baggage has been checked through and IS STILL IN THE HANDS OF THE AIRLINE. Hopefully, it will catch up with you or arrive at your destination at the same time you do.

Be sure to discuss the baggage check-through with your travel agent so you will know exactly what you will be permitted to do if you have a stopover anywhere enroute to your destination. Many times, the disadvantages of stopping over are so great it is much better not to do so. For example, if you are on the piece plan and have 70 pounds allowed, and you stop somewhere and have to take your luggage off the plane with you, when you re-board, you may be allowed only 44 pounds and be charged overweight for the difference between 44lb and 70lb.

Lost Baggage

Make sure all luggage is tagged for its correct destination. Keep all stubs. If a piece of checked luggage does not arrive by the time you do, go immediately to the airline ticket counter or baggage claim office and fill out a claim. Be sure you give instructions as to what to do with the luggage when it is found. Get the name and telephone number and email of the agent you talked to in case further communication is necessary. It is a good idea to have your name on the inside as well as the outside of each piece of luggage.

— CHANGING PLANES & MISSED PLANES —

Changing Planes to a Different Airline

When changing to a different airline, check in immediately at the corresponding ticket desk to determine the gate number, loading time, and to reconfirm your reservation. Sometimes this can be more complicated and make it easier to miss your flight so be sure you waste no time getting to your gate.

Changing Planes with Same Airline

When changing planes on the same airline, you can either check the connecting flight time and information yourself on the monitor or ask any airline agent in the terminal for the correct gate number. Proceed immediately to that gate so you do not miss the check-in for the flight. If time is tight between your landing and the connecting flight, you may miss your flight if you do not hurry.

Missed Flight – Fault of Airline

If you miss a connecting flight due to mechanical failure, weather, or other failure on the part of the airline etc., the airline is responsible for getting you to your destination, paying food and housing costs en route, and notifying those waiting for you at your destination. However, you will have to take the initiative to accomplish this. Your check-through baggage will probably remain with the airline and hopefully, it will get to your destination with you or soon thereafter.

Missed Flight – Fault of Passenger

If you miss a connecting flight, even though you were at the terminal on time, but you failed to report to the proper gate to board it, it will be your responsibility to get another flight, pay any costs including those required for staying overnight if needed, and for notifying those who were to meet you.

— LANDING CARD CHECKLIST —

As you are nearing the country which you are traveling, you may be given a card or paper by the flight attendant to fill out which must be given to a customs official upon arrival. In order to fill this out properly, you must know the following:

1. Passport Number/Proof of Citizenship.

If you have a passport, fill in the passport information such as: passport number, issue date, expiration date, and city shown inside the passport where it was issued or a U.S. consulate or embassy if the passport was obtained outside the U.S. If your proof of citizenship is a birth certificate, voter's registration card, or the like, fill in accordingly. B.C. means birth certificate.

2. Visa Status You Are Entering the Country With.

What you put on the card needs to match your visa status if you were required to have a visa. Following are some guidelines:

- If you are entering as a tourist, and the card asks the purpose of entering the country, enter "tourist" or "tourism." The purpose of the visit is to "site see and experience the local culture."
- If you are on a "visitor's visa," then the purpose will be "We are college students here to visit universities for cultural exchange as well as visit churches of our denomination."
- If on an entry visa, the purpose will be "short-term volunteer missionary." Give the missionary's name and address if the card asks for it.

3. Visa Issuing Agency

If you are getting a tourist card, the issuing agency is the airline. If you received a visa in advance the issuing agency is the consulate or embassy. If you are getting a visa on arrival the issuing agency is the airport.

4. Flight Number You Arrived on And the Date

5. The Port of Disembarkation.

This is the city of your destination. If you are traveling Seattle--Amsterdam--Delhi, the port of disembarkation is Delhi.

6. Port of Embarkation.

This is the last city on your departure from the U.S. If you are traveling Chicago—New York—Dakar, the port of embarkation is New York.

7. Address of the Place You Will Be Staying in The Country

You should have this info with you on the plane. If you don't, then at least put the city you are staying in.

8. Items You Will Be Declaring and Their Value.

If you are carrying \$10,000 or more in currency you must declare it on the landing card. Each person is allowed \$400 duty-free purchases.

9. Food Items You Are Brining into The Country.

Many countries check if you are bringing in meat, seeds or fruit. If so, you will need to list the food items you are bringing into the country. You may be stopped at customs for someone to review the food items before you are allowed to proceed. If they are disapproved, they will throw the food items away.

— ARRIVAL & CUSTOMS —

Arrival at Destination

Check for Belongings & Disembark the Plane.

Have Travel Documents Ready

- Passport
- Landing Card Properly Filled Out (Unless plane personnel collect these)
- Yellow Vaccination Card (if required)
- Travel Itinerary to Show Return Travel
- Any Other Document Required by Country
- Money for Tourist Card or Visa on Arrival (if required)
- Names, Addresses, and Contact Info of People to Contact Upon Arrival

If Getting a Visa on Arrival

- **Just before entering passport control (customs) look for a visa on-arrival kiosk**
- This is a small booth area where you can purchase your visa on arrival.
- You will need the exact cash for the visa fee. Rarely will they give change.
- The visa officer will stamp the visa in your passport.

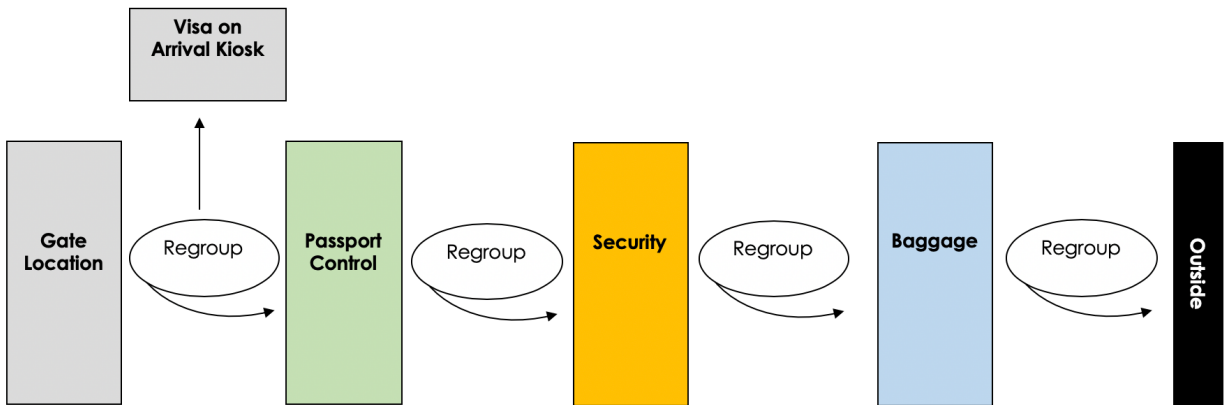
Go to Baggage Claim

- Go to baggage claim and collect check baggage
- Have your baggage claim checks or stubs handy if they are needed.
- Once you have your baggage, take all of it to the customs / passport control area

Go Through Passport Control (Customs)

- **Show Your Passport & Other Documents.**
You will be required, at some point, before you are allowed to leave the terminal, to show your passport and other documents as required by the country. Your passport will be stamped showing the date you actually entered the country. Take note of the date that you must exit the country, so you have no surprises. Don't take for granted that they gave you a certain amount of time, but make sure it is what you are supposed to receive or see if you will need to process something further to stay longer.
- **Follow the Instructions of the Customs Officials.**
They may tell you to open your luggage and bags for a full inspection. Place it on the counter and answer any questions they ask. Patience and courtesy are great virtues in clearing customs!
- **Be sure to keep all papers given to you! You will need it to exit the country!**
- **Some countries do not have customs formalities.** Go through the gate marked "nothing to declare."

Process to Exit the Airport



Each person must approach a customs officer individually at a customs booth.

You must show your passport (& visa or yellow fever card if required)

Commonly asked questions are:

Your full name
Occupation (Student)
Purpose of your stay
Name of place you are staying
Address & phone of where you are staying
Sometimes a payment is needed
Each person should have this info on a piece of paper or on their phone.

Your host will be waiting outside to receive you. In many airports they do not allow people into the baggage area. They must wait outside.

Sometimes there is an officer at the gate who may ask to see your passport once again before exiting.

Once you go out the gate you can not go back into the baggage claim area.

Returning to USA

- **Reconfirm your flight with the airline in advance of your return home.**
- Many airlines also require a reconfirmation within 72 hours of the actual departure time.
- **Make sure everyone has their passport.**
- **Many international airports charge a nominal disembark tax** or airport security fee or customs fee when leaving the country. This is in addition to the price of your ticket.
- **If the customs official gave you a small paper when you first arrived,** you will need this to exit the country.

SECTION 7

SAFETY CHECKLISTS



— TRAVEL INSURANCE & EMERGENCY — CONTACT LIST

Purchase Travel Insurance

It is always prudent to purchase travel insurance when traveling abroad. When traveling it is always wise to find out if your personal property insurance covers you for loss or theft abroad. Even if your health insurance will reimburse you for medical care that you pay for abroad, regular health insurance usually does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate.

Emergency Contact List

Every team member should have an emergency contact list with them at ALL times. The list should contain all pertinent names, telephone numbers, addresses, and other key information that will assist in an emergency. **Team Members Should Take a Hotel Business Card** or write down the address and phone number and keep it with them in case of separation. You can get a taxi and return to the hotel.

- **Sponsoring Church Contact Persons**
- **Host Missionary Contact Info**
- **Travel Insurance Contact Info**
- **Travel Insurance 24/hour Assistance Contact Info**
- **Insurance Policy Info**

U.S. State Department / Overseas Citizen Services

While Overseas During Business Hours	1-202-501-4444
While Overseas During Non-Business Hours	1-202-647-4000 (ask for the duty officer)
Hotline for American Travelers:	1-888-407-4747
Passport Information:	1-877-487-2778

- **State Department's Role in a Crisis**
For information on what the Department of State can and cannot do to help during a crisis, please visit: http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html
- **U.S. State Department Travel Alerts & Info | www.travel.state.gov**
For information about travel safety, entry/exit requirements, local customs etc.

Find an Embassy or Consulate

The U.S. Embassy will always be in the capital city. The embassy can tell you if there is a U.S. consulate nearer to you than the embassy. To Locate U.S. Embassies and Consulates Abroad:

<http://www.usembassy.gov/>

http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

— EMERGENCY PROTOCOL —

Have All Medical Forms at All Times

The team leader is to have ALL medical information with them at all times. If you are in a sensitive area, it is recommended to have at least the name of the insurance company, policy number, and contact information available. It is also important to have the host missionary's contact information with the Team at all times.

When to Get a Doctor Involved

- Vomiting, diarrhea, high fever (more than 24 hours), Intense pain, dizziness

When to Call Your Emergency Response Center

- Any major illness, trauma or injury
- If you need medical attention
- If you need a medical evacuation
- Missing people, victim of crime or violence

When to Get the Police and U.S. Embassy Involved

- Loss of official documents, missing people, victim of crime or violence

When to Get the Missionary Involved - All of the Above

In Case of Injury, Major Illness, or Medical Emergency

If an emergency medical situation has occurred or a medical evacuation is necessary, your travel insurance 24/HOUR EMERGENCY HOTLINE should be your first contact!!! They are available with medical staff and interpreters to help determine next steps and quality care facilities for the insured. Even if the situation seems under control, ALWAYS contact your travel insurance to open a progress file. This will allow medical staff to monitor the situation with you as it unfolds. They will be in a far better position to respond quickly should the situation take a turn for the worst.

STEP 1: Notify Host Missionary

- The host missionary should be notified immediately and should be involved in making decisions to resolve the matter. The team leaders MUST through the direction and guidance of the missionary host as they will know the situation best.
- Whatever action is taken, the TEAM STAYS TOGETHER. There is no room for individual action.

STEP 2: Seek Medical Attention as Needed

- Locate the ill/injured team member's medical form and review any medical issues such as health conditions, prescription medications, and allergy information.
- Pay for medical expenses out of pocket and keep receipts to turn in to the insurance company after the trip for reimbursement. If no receipt is given, write one yourself by recording the date, type of service, and how much was spent.
- If the area hospitals or clinics in the country are not able or are ill-equipped to provide the medical care needed, call your trip insurance emergency response to speak with a medical professional.

- DO NOT SCHEDULE RETURN FLIGHTS without instruction from your travel insurance emergency response and host missionary.

STEP 3: Call the Insurance Emergency Response Center

- Have your insurance policy info (group & policy numbers) medical forms, ready.
- A travel insurance rep will give you specific instructions for what you need to do. They will assist you in assessing the situation, finding medical treatment, and arranging transport to the nearest medical facility. If needed, they will contact relatives in the U.S., banks, credit card companies, etc. to help you arrange for payment.
- If your trip insurance plan provides a medical evacuation and if it is needed, they will make those arrangements. In some cases, the travel insurance rep will need to consult with the attending on-site physicians. **All evacuation services must be arranged through your travel insurance rep. They do not pay travel expenses upfront. Expenses must be paid, and a claim filed later for reimbursement.**

STEP 4: Contact the Church and Then Contact Family

- Use the ill/injured team member's emergency contact form. The team leader is to work with the missionary host to inform the team member's emergency contact person as well as the sponsoring church contact person to apprise them of the situation.

STEP 5: Contact Your Insurance Specialist

- Inform them of the situation and what steps have been taken so far.
- File a claim with all itemized statements and receipts for medical expenses with the insurance company. Expenses incurred for injury or illness will be reimbursed according to the insurance policy once claims are filed and the deductible is met. Claims must be filed within 90 days of the onset of sickness or injury. Please see the complete policy, being mindful of benefits available and general exclusions.

— SENSITIVE COUNTRY PROTOCOL —

DO NOT INCLUDE THIS IN THE TRIP BINDER OR TAKE ON THE TRIP!

Sensitive countries are considered closed to the gospel. Spreading the gospel is restricted. Proselytization is not acceptable by authorities or people.

Use Generic Business Language

- | | |
|--|--|
| • Do not say “missionary” | say “ worker ” or “ cross-cultural worker ” |
| • Do not say “missions” “ministry” or “missionary” | say “ work ”, “ assignment ” “ activities ” |
| • Do not say “AGWM” or “AG” | say “ the company ” |
| • Do not say “church planting” | say “ CP ” |
| • Do not say “evangelism” | say “ EV ” |
| • Do not say “convert” or “Christian” | say “ Follower ” “brother” “sister” |
| • Do not say “Israel” | say “ Palestine ” |
| • Do not say “God/Jesus” | say “ Father ” “ Master ” “ Son ” |

What NOT to Communicate (Online & Onsite)

- DO NOT post religious terms such as *Christian, missionary, evangelism, or conversion*, etc.
- DO NOT make any “religious” association with a missionaries’ name on any website or Facebook.
- DO NOT post about any gospel activities or post the names of any worker on the field on the internet or on any social media.
- DO NOT upload any document or add any content to any website or Facebook containing information about a missionary located in a sensitive area such as their name, photo, location and ministry description. This includes a church or business website!
- DO NOT ask “religious” questions to your host on social media.
- Do not post or share e-mails of a missionary in a sensitive location on the Internet.

What You CAN Communicate (Online & Onsite)

- To talk about your ministry activities using terms such as “work”, “field work”, “assignment”, “field assignment”, “activities” etc.
- When referring to missionary personnel use terms such as “field worker”, “field personnel”, “cross-cultural personnel” etc.
- Feel free to ask the missionary host about daily life (their language, culture, friends, and neighbors).
- You can post about touristic or educational aspects of your trip

Statement Regarding Purpose of Visit (STS: Short but Truthful Statement)

In case of being questioned at customs or other places, or in case of an emergency when you must interact with national officials, make sure you have a pre-planned platform to describe the reason for your visit in the country without using religious terms. A good answer is one that is already prepared in advance and rehearsed so you can easily share this information when asked without faltering. Act like you know what you are doing! See “Purpose of Visit.” This is your short but truthful statement (STS)

- Once in country, your visa will be a tourist visa, so that is your identity as to why you are here.
- The way you are connected to all the people you will meet with is through the workers you are “friends with”. They are from your home, you all wanted to come see the great sites of these countries and decided to come visit.

- When asked why you are here, explain you are coming for tourism and education. Even when posting on social media, talk in terms of being a tourist. You are on a tour trip or a vision trip, or an educational trip but not a “missions trip.”

Don't Hide Your Faith

- No one needs to hide the fact that they are Christians. The nationals will expect that all Westerners are “Christian.” Your faith is okay as long as it is your personal faith.
- Do not use the M words... as long as everyone is careful with this, you will be fine.

Avoid Politics

- ALWAYS AVOID POLITICS!! Evade by saying, “sorry I don’t pay much attention politics.”
- If U.S. Foreign Politics comes up, AVOID THE TOPIC OF ISRAEL.
- NEVER Say anything bad about their political leaders or heads of state

Never Close the Loop

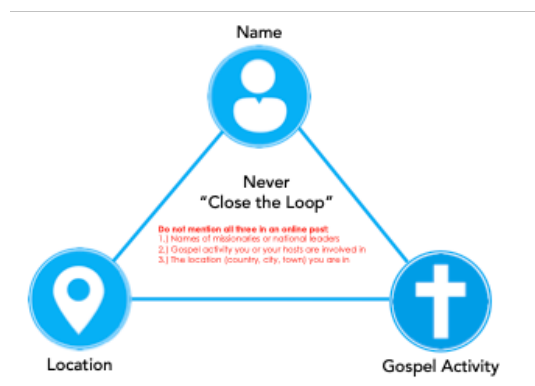
Do not post information online that “closes the loop.” Think of your Missionary assignment as three-fold in a circle. You can say any two combinations but not all 3 thus closing the loop.

(1) Your Name, (2) Your Country of Assignment, (3) Your Work Assignment. You do not want

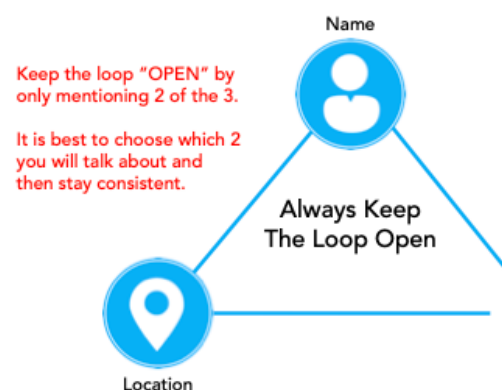
YOU NEVER WANT TO “CLOSE THE LOOP.” **DO NOT** use more than two of these three things on any form of social media. If you use all three, this is called “closing the loop.” This will reveal too much information and compromise your ministry and safety. You may use 2 of the items listed above online or with social media. But once you choose which two you will use, stick with it or you could accidentally “close the loop.”

- **Here is a BAD Example of a Status Update (This “closes the loop”):**
John Smith: “excited to spend the next two weeks doing ministry in Cairo, Egypt with Don and Amy Smith.”
- **Here is a GOOD Example of a Status Update (This does NOT “close the loop”):**
John Smith: “excited to spend the next two weeks in Cairo, Egypt with some friends learning about the culture”

Don't Close the Loop



Keep the Loop Open



The use of social media is generally acceptable while you are on the Field and in your Passport Country; however, you must remain general, not revealing names and locations. Do not close the loop at any time and always ask your host what they require.

Facebook

- You may “Friend” other missionaries on your field or other fields.
- Never use names of other workers or national believers in posts, updates, photos, or videos.
- Never use the words “mission” or “missionary.”
- You will need to keep a close monitor of your Facebook page(s) to ensure others are not tagging you closing the loop or using your name associated with the term’s “mission” or “missionary”.
- Do not tag any other missionaries or national believers in status updates, photos, videos etc.
- If your host has a Facebook page, please ask permission before you “like it”

X (Twitter)

- You may “follow” other missionaries
- Never X post the words: “mission,” “missionary,” or your host’s name or organization and activities.
- You will need to closely monitor your X account to ensure that others are not X posting you or replying to you using words that would close the loop at any time.
- You may X post or re-post other missionaries; however, you must never close the loop at any time
- Do not tag other missionaries in X posts at any time
- If your host missionary is on X, first gain their permission if you want to follow them.
- **BAD Example of a X Post:** “Tearing down the strongholds of Islam with @DSmith in Cairo.”

Blog

- Before posting a blog article get approval from your host, send it to him/her for him/her to review and approve before you go public.
- The words Mission and Missionary are not allowed to be used in the URL, Title or on any place or post in your blog.

Live Streaming

- If you share about your trip with any church or group, please kindly ask due to the sensitive nature of the host missionary’s work and for the protection of the Team currently working on the Field that they shut off live-streaming while you speak about your trip.

Video Recording

- If you take video footage of your ministry activities on the ground or hosts, do not post it on the internet.
- If you share about your trip with a church or a group and they record it, please request before your visit that they kindly do not post it online or via any social media.

— PERSONAL SECURITY PROTOCOL —

Barriers to Safety Preparation

- You already practice personal safety every day:
- Homes: doors, windows, lights, and other deterrents
- Cars: doors, valuables
- Purses/Wallets: safeguard in public areas
- Private Information: SSN #, credit card numbers, cell phones, laptops etc.
- Walking in Public Areas: evening/night, questionable areas, body language, **awareness**
- Personal beliefs are our greatest barriers. Our beliefs affect our attitudes and behavior:
- “Nothing bad is going to happen.”
- “Whatever happens, I’ll be okay.”
- “God will protect me because I’m on His mission.”
- “Bad things don’t happen to good people.”
- “People won’t hurt Americans.”

Personal Things that Can Happen

- Missions involve risk and personal things can happen such as:
- Sickness
- Illness back home or family emergency
- Someone gets hurt
- Using the insurance
- Someone gets lost
- Loss of personal documents (Passport, travel docs, credit cards, money, belongings etc.)

Personal Security

- **Don’t publicize your travel plans** to anyone other than your missionary host and designated persons stateside. Leave contact numbers with appropriate mission personnel.
- **Stay in groups** or in twos at all times and never go off alone! Check with locals or host about unsafe areas, things to be aware of, and what to do if one gets lost.
- **Do not go out at night** without people you know.
- **Purchase anti-theft accessories** or special clothing to hide your passport, money, or credit cards.
- **Keep valuables out of sight** and luggage close at hand. If carrying a handbag, keep it in front of you, closed, with the fastening toward your body. Keep a wallet in your front pants pocket.
- **Don’t wear excess jewelry**. Reduce wallet and purse contents.
- **Be very careful when using calling cards and ATMs**. Look for people observing your card or your fingers as you dial your code. Avoid being heard giving the number to local telephone operators. It is good to stand at ATM machines with another team member facing the people around while the other one gets money. Don’t make it obvious what money you are getting out or where you are putting it on you.

Personal Security in Hotels

- **Do not entertain strangers in your hotel room**. Meet visitors in the lobby.
- **Be alert to overly friendly locals** who may have criminal intentions. They may offer to take you to a "special" restaurant. Their ruse may be to offer drugged refreshments.
- **Never leave valuables** in your hotel room exposed or unattended, even in a locked suitcase.
- **Place valuables in a hotel safe** or deposit box--money, jewelry, airplane tickets, credit cards, passport etc.
- **Familiarize yourself with escape routes** in case of fire or other catastrophe.

- **Lock your door** and use the door chain or bolt lock whenever you are in your room. Use the door viewer (peephole) before opening the door to visitors.
- **Do not discuss your room number** while standing in the lobby or leave your room key on the restaurant table.
- **Keep your room neat** so you will notice disturbed or missing items quickly.
- **Do not get on an elevator** if there is a suspicious-looking person inside.

Safety on the Street

- **Always be alert and observant!**
- **Never go anywhere alone!** Avoid if possible areas where you may be more easily victimized.
- **Avoid public demonstrations** and civil disturbances. Keep a low profile and avoid loud conversations or arguments.
- **Avoid scam artists** by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
- **Beware of pickpockets.** Keep money out of sight. Never lay anything down. Don't put valuables in your back pocket. They often have an accomplice who will:
 - jostle you, ask you for directions or the time, point to something spilled on your clothing, or distract you by creating a disturbance.
- **Beware of groups of vagrant children** who could create a distraction to pick your pocket. Also, be careful giving money to beggars as you could end up with a big crowd demanding something from you.
- **Wear the shoulder strap** of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse snatchers. Let go if your bag is snatched.
- **While some shop** others should watch.
- **Make a note of emergency telephone numbers** you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
- **If you are confronted,** don't fight back -- give up your valuables.

Safety on Public Transportation & Ride Share

- **Only take taxis clearly identified with official markings.** Beware of unmarked cabs.
- **Stay together while waiting** as well as when boarding and exiting. TL at head, TL at tail.
- **Do not place your belongings** or bag under your seat. Keep it in your lap or with your hand on it.
- **If you see your way being blocked** by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.
- **Do not accept food or drink from strangers.** Criminals have been known to drug food or drink offered to passengers.
- **Do not be afraid to alert authorities** if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

Safety Handling Money

- **Avoid carrying large amounts of cash.** If you are using traveler's checks change your checks only as you need currency. Countersign travelers' checks only in front of the person who will cash them.
- **Do not flash large amounts of money** when paying a bill. Make sure your credit card is returned to you after each transaction.
- **Deal only with authorized agents** when you exchange money.
- **Avoid acquiring large amounts of foreign currency.** A small percentage is often lost in exchanging.

Lost or Stolen Possessions

If your possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation of what happened. After reporting missing items to the police, report the loss or theft of:

- Travelers' checks to the nearest agent of the issuing company
- ATM or Credit cards to the issuing company
- Airline tickets to the airline or travel agent
- Passport to the nearest U.S. embassy or consulate

Avoiding Legal Difficulties

- Make sure all prescription medication you bring is in their original bottle. Do not purchase any prescription drugs in large quantities.
- Do not take photos of security-related institutions, such as police and military installations, government buildings, border areas, and transportation facilities. If you are in doubt, ask permission before taking photographs

— FOOD, HEALTH & ENVIRONMENTAL SAFETY —

Country-Specific Vaccines That May be Recommended or Required

- Hepatitis A
- Meningococcal
- Typhoid
- Rabies
- Japanese Encephalitis
- Yellow Fever (Required to Enter Some Countries)
- Polio (Required to Enter Some Countries)

Malaria Prevention

- Check for which type of anti-malaria medication you need: www.cdc.gov/travel. The most common drugs are Chloroquine, Malarone, Mefloquine, and Doxycycline.

Sun Exposure

- Use sunscreen with at least 15spf (30-50 is recommended)
- Wear hats to keep sun off the face
- Cover exposed skin in extreme heat
- Use sunglasses to prevent eye damage
- Stay hydrated

Cold Exposure

- Take adequate clothes and shoes
- Keeping the head warm saves body heat
- First aid for frostbite:
- Slow Warming
- Put the affected area in warm water not hot water
- If not water, layer in coverings
- Do not rub with snow or other cold objects

Mosquitoes, Ticks, Insects

Dusk to dawn is the most common time for malaria-bearing mosquitoes. Use screens and nets soaked in permethrin. Use insect repellent on exposed parts of the body with at least 30% Deet. Cover exposed parts when outside. Wear long pants and high shoes in wooded or weedy areas. Do tick check on “partner”!

Protect Feet

Creatures like to get into feet. Wear closed shoes to prevent parasites and jiggers. Treat blisters and sores immediately. Take flip flops to wear in the shower rather than enter bathrooms with bare feet especially if in housing with families or public places.

Swimming

Be wary of where you swim. Local bodies of water often contain harmful parasites which enter your body through the skin. Deadly snakes are often there too! Also, remember, what you recreate in, others may defecate in!

Animals

Consider any animal on the loose, rabid. Cats transmit more rabies than dogs. Bites can transmit other diseases besides rabies. Monkeys are dangerous. Don’t pet them! Beware of rodents.

Drinking Water

Provide for pure drinking water. This can be by boiling, filters, or chemical. Freezing doesn’t kill all parasites. Don’t use ice that isn’t made with filtered water. In most places, bottled water is readily available and a good way to have safe water. Stay hydrated!

Safe Food

Whenever possible eat what has been given to you. Do not refuse simply because you don’t like it. Be courteous. Eat safe food. Keep food hot, keep it cold, but don’t keep it long. If you are eating in outdoor places and not sure about the cleanliness, try to use food has been boiled before receiving it or that is very hot.

DO NOT EAT:

- Creamy desserts left out of the fridge.
- Meat or fish undercooked
- Fruits you can’t peel
- Raw vegetables you can’t disinfect
- Strawberries
- Melons sold by weight

Poultry

Also cautious of poultry. Avoid direct contact with poultry, including chickens, ducks, or geese that appear to be well – farms, or markets. Avoid touching surfaces contaminated with poultry feces or fluids. Wash your hands frequently or use alcohol hand sanitizers. Do not eat undercooked eggs or poultry that is pink.

Health Precaution Information

For information on health precautions while traveling abroad, please visit the following websites:

- **U.S. State Department:** For information about travel safety, entry/exit requirements, local customs etc. http://travel.state.gov/travel/tips/health/health_1181.html
- **The Centers for Disease Control and Prevention:** For information on vaccinations and other health precautions: <http://www.cdc.gov/travel>
- **Further health information for travelers is available at** <http://www.who.int/ith>

SECTION 8

DEPARTURE CHECKLISTS



— FINAL THINGS TO DO LIST—

Travel Documents to Bring on the Plane

- Bring your passport
- Pack a scanned copy of your passport bio page
- Bring your yellow fever card if it is required to enter the country
- Bring other docs that may be required to enter the country
- Bring an official flight itinerary
- Bring information to complete your landing card on the plane before arrival

Immunizations

- Make sure your routine vaccinations are up-to-date
- Get vaccinations at a local travel clinic in your area. Google “Travel Clinics” and locations will appear.

Call Bank, Bring Money & Cell Data

- If bringing a credit card, inform card company of travel dates & all travel locations
- If desired, purchase a 30-day international data plan for calling, text, and data
- Bring some cash for souvenirs (clean, unmarked, crisp bills is the best)

Apps to Download

- | | |
|------------------|--|
| • WHATS APP | Team members with cell data can easily text or call each other |
| • CALCONVERT APP | Money conversion app |
| • PASSPORT APP | App to expedite entering US customs |
| • DROPBOX | To view/access travel info online |

Electricity/Voltage

- If needed, buy a country plug adaptor for your destination.
- If using a shaver or hair dryer you need a voltage converter.

Check Baggage Allowance

- Double-check the baggage limit. Usually its 1 checked bag, 1 backpack, 1 small personal bag

Stateside Contact

- Give a copy of your team’s final Master Travel Doc to your family
- For travel alerts go to: www.travel.stat.gov

Review All Trip Details

- TL should do a review of all details with the host and convey to the team
- Gather any needed supplies to bring for ministry or work

Other

- Arrange an airport pick-up time and location with your host missionary
- Bring a thank you card(s) for your host missionary
- Bring team debriefing questions, pen, and paper to record notes, or a laptop

— WHAT TO PACK CHECKLIST —

Clothing

Follow Your Host's Dress Code

Your host missionary may require a certain dress code for where you will be visiting. It will be important to fully adhere to the prescribed dress code.

Avoid Becoming a Target

Do not dress in a way that could mark you as an affluent tourist. Expensive-looking jewelry, trendy clothing or electronics can draw the wrong attention.

Do Not Bring Provocative Attire

Many countries are very conservative and certain attire can be offensive and hinder your witness. This is NOT an occasion to “look hot” or be trendy. Discuss with your host missionary what clothing to bring. Ladies should not bring low-cut shirts, short shorts, too-tight of shirts or pants, spaghetti strap tank tops, halter tops, tube tops, belly shirts, super low-rise pants, see-through garments (double check when the sun shines on them) etc.

Travel Light!!!

- You can move more quickly, less tired, and more likely to have a free hand.

General Items to Pack

Travel Documents

- Passport
- Travel Itinerary

Money

- Cash – Bring some cash for places that don't have credit/debit available
- Credit/Debit Card – Many places will have credit/debit available.

Electronics

- Voltage Converter w/ Country Adapter Plug(s)
- Phone & Charger
- Camera If Needed
- Travel Alarm If Needed
- Laptop or Tablet if Desired

Travel Gear

- Cross-body Bag or small backpack if desired for site-seeing
- Money Belt/Passport Holder
- A backpack for a short overnight stay
- Small Flashlight (if needed)
- Watch
- Plane Comforts: Sleeping Eye-Mask, Earplugs, Neck Rest
- Small umbrella for sudden rain (if desired)

Toiletries

- Personal Toiletries
- Camping Toilet Paper (you may need this at times)
- Hand Sanitizer and Wet Wipes

Medicine

- Prescribed Meds in Original Bottle
- Vitamins & Supplements as Desired, Melatonin to Help w/ Jet Lag
- Bug Repellent or Sawyer Family Lotion

Work Clothes

- Work Boots
- Work Gloves
- Expendable clothing to get dirty
- Cotton long-sleeved shirt if working long hours outdoors

Travel Documentation (See Check List)

Key Travel Documents

WHEN ON THE PLANE, HAVE ORIGINALS ON YOUR PERSON & COPIES IN YOUR CARRY-ON: Boarding Pass, Passport, Extra Passport Photos, Yellow Fever Card (if required), Emergency Contacts List, Medical Clearance Letters (if required), Other Documents (if required), Insurance Information

Checked luggage is not necessarily safe. It can be lost, stolen, or searched. Once at the hotel, place your passport and copies in a separate but safe place such as the originals in a hotel safe and copies on your person as you are out and about or both originals and copies in the hotel safe. Some countries will require you to carry a copy on you at all times. You must find out if this is the case for your country.

Anti-Theft Bag/Money Pouch

The safest place to carry valuables is in a pouch or money belt worn under your clothing either around the waist or neck. Carry the minimum number of valuables. Avoid handbags, fanny packs, and outside pockets that are easy targets for thieves. Inside pockets and a sturdy cross-body bags are safer.

Medicine & Prescriptions

Pack any medicines you need in your carry-on luggage (aspirin, vitamins, allergy medicine, prescriptions). To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug.

Money

Bring U.S. money for en route incidentals (food, visa-on-arrival or tourist card fees, tips, taxi and bus fare etc.) and for personal shopping and souvenirs. A good rule of thumb is \$50/week for incidentals in addition to souvenir money. Roughly \$100/week should be sufficient. For many countries bringing large crisp bills is easier to use but still bring some smaller bills and change as some places may not be able to provide change in U.S. dollars.

Some fees you may encounter en route to & from your country:

- Extra Baggage Charge (know your carrier's policies in advance)
- Overweight Baggage Charge (know your carrier's policies in advance)
- Visa-on-Arrival Fee (usually \$25 or so – check in advance and bring exact change.)
- Tourist Card Fee
- Disembark Airport Tax (If its needed)

Money Exchange

In many countries ATMs are not readily accessible and/or there are a limited number of vendors & retailers who accept credit or debit transactions. In this case, it will be necessary to exchange U.S. dollars to foreign currency upon arrival and exchange back to U.S. before returning home. Try to avoid exchanging money in the airport as they often charge the highest rate. If possible, work with your host to locate a reputable exchange office locally. Also, please note that many countries prohibit their currency from being exported out of the country, so it is wise to exchange any remaining foreign currency back to U.S. dollars before leaving the country.

Miscellaneous Items

Using Debit or Credit

Many countries around the world accept debit and credit cards with the international visa or MasterCard logo. Using a debit or credit card can be a much easier purchasing process because your card company determines the exchange rate for you, and you don't need to worry about using foreign currency. If you bring a debit or credit card, then you MUST do the following:

- Bring only one and credit is the best. In the event it is stolen it can only be charged the established limit and you only have one card to cancel.
- Let your card company know your dates of travel so that they do not cut off your card services when they see an overseas charge appear on your account.
- Know your daily withdrawal or charge limit. Avoid charging over that limit while traveling. Americans have been arrested for innocently exceeding their credit limit.
- Ask your card company how to report the loss of your card from abroad and what number to call. The 1-800 number on the back of the card will NOT work from abroad.

Luggage Tags

Put your name, address and telephone and email on the INSIDE and OUTSIDE of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality. Bring a TSA approved luggage lock.

Cell Phones

Cell and data roaming can be very costly. Without a calling and data plan in place, it could cost you hundreds of dollars. Data is usually \$20/per megabyte. It is wise to call your mobile company to understand foreign rates and set up a calling and data plan before you travel. Another alternative is to pay to unlock your phone and purchase a country-specific sim chip to access the local rates in the country you will be traveling too. Beware, unlocking your phone may be costly as well!

Ministry Supplies

If you or your team will be bringing ministry supplies, it may be necessary to pack them in a separate piece of luggage or travel container. Depending on the airline policy, an extra luggage fee may be charged as well as a fee for surpassing a certain size and weight. It is best to plan ahead and inquire about these charges in advance of travel, so you are not surprised at the terminal.

Prohibited Travel Items

Please Review the Transportation & Security Administration Prohibited Items to Bring on an Airplane:

Travel Gear

- **Safety & Security** - Anti-theft bags, travel safe, locks etc.
- **Health & Water** - water purification
- **Personal Care** – travel toiletries, towels, washcloths, travel hair dryer, washing clothes etc.
- **Sanitation** – biodegradable toilet paper, wipes, port-o-potties
- **Bugs** – bug repellent, permethrin, bug nets
- **Electricity** - Converters & Adapters (Specific Country Plugs)
- **Sleep Products** – Travel pillows, blankets, clocks, sleep mask etc.
- **Language & Money** – Money converter calculator, picture translator, credit card calculator etc.

Packing Tips

- Travel as lightly as possible (one bag or duffel and a carry-on).
- Pack, and then go back and take out all that you don't really need.
- If your itinerary includes sports and sightseeing, bring tennis shoes.
- Bring one lightweight, long-sleeved top and slacks.
- Put any and all leakable items (shampoo, etc.) in plastic Ziplock bags.
- Check and double-check your packing to avoid leaving anything behind or over-packing.

What to Leave Behind

- Don't bring anything you would hate to lose.
- Expensive electronics
- Valuable or expensive-looking jewelry
- Irreplaceable family objects
- All unnecessary credit cards
- Social Security card, library card, and similar items you may routinely carry in your wallet.
- Electronics (if you don't need them leave them. These make you a higher target for theft)

Pre-Trip Reminders on Important Details

- Give phone numbers and itinerary to parents and/or friends.
- Pray and believe God for great things
- Do last-minute purchasing (clothing, film, etc.)
- Pack light, light, light
- Set your "Out of Town/Vacation" alerts on your cell phones/email/work voicemail etc.
- Pay bills in advance, get the pet-sitter, get a neighbor to check your mail, water plants etc.
- Do I have enough medications/supplies for the trip?
- Do I know the meeting time and place?

Giving Gifts

Gifts for the Host Missionary

It is a very nice gesture to give gifts to the people who hosted you and your team. These can be purchased as a group, or individually. Before giving anything away, find out from your team leader and local leadership where, when, and how it is best to distribute gifts. We encourage you to be generous but also wise. Clearly, giving a planned gift to a host family is encouraged. However, random gift-giving may create jealousy, envy, quarrels, etc. We want our influence to be positive in spiritual, physical, and emotional ways. Also, to show honor and respect to parents, if possible always ask permission before giving any gift to a child.

If you feel compelled to give a gift to your host missionary, talk with the NU Missions Director about it to form a plan.

Gift Ideas for Missionary Host

- A nice box of chocolates/candy for your host family
- Baseball caps
- Small and simple toys for little children
- Stationary for letter writing
- Photos of you with them
- Christian music
- Nice soaps/shampoos/etc.
- Hair accessories for little girls
- Friendship bracelets (you make them)

NEVER Give Money or Gifts Directly to Nationals. Ask Your Host What to Do.

This action often creates a dependency mindset among nationals towards Westerners and undermines the missionary's efforts to help and train nationals to be self-sufficient, self-sustaining, and self-propagating. If you desire to give a gift or money, you must always ask permission from the host missionary. If the host missionary is agreeable the gift is to be given through the missionary host.

— ONSITE TEAM LEADER DUTIES CHECKLIST —

Airport Departures

- Team check-in
- Go through security together
- Communicate the boarding time to the team

Airport Arrivals

- Money exchange
- Divide funds as needed
- Buy water and snacks for team
- Distribute snack per diem (if approved by campus ministries)

Expenses & Receipting

- Team treasurer is to pay for expenses. Get receipts for every and all transactions
- If applicable, give host team funds to pay for expenses and to keep receipts
- Handwrite receipts for all transactions where no receipt is given or obtained
- Maintain the receipt log daily & count cash on hand daily

Communicate To Team

- Communicate and lead morning team connections & devotionals
- Communicate and lead evening team debriefs
- Communicate the appropriate dress attire for the day to the team each day

Leadership Connections

- Routinely (often daily) team leaders should connect with the host for instructions/needs
- Team leaders should daily connect to review leadership items
- Team leaders act as the liaison between the host and the team

Caring For the Team

- Routinely check in on the condition, attitude, spiritual state, and health of the team
- Address and resolve issues and concerns quickly
- Make sure everyone is participating well and getting involved
- Delegate assignments as needed

Cultural Sensitivity

- Make sure the team is culturally sensitive and appropriate at all times
- Always check with the host about cultural appropriateness before doing something!
- Don't assume anything. Ask good learning questions. You don't want to offend by accident

Safety & Security

- No team member is to go off alone
- Team members are to ask before they leave or go anywhere
- Always check with your host before making any decisions to go anywhere or do anything

Final Debriefing

- Communicate and lead the final team debriefing
- Bring the debriefing questions
- Assign someone to take thorough notes by hand or on a laptop

Departure

- Double-check your departure time with the airport
- Collect receipts and receipt log (if host has this)
- Settle any bills that still remain outstanding
- Give thank you cards to your host
- At the airport exchange foreign currency back to U.S.

— TRIP RECEIPTING PROTOCOL —

Always Get a Valid Receipt

- Vendor Name & Address
- Date of Purchase
- Description of Each Item Purchase (include the quantity)
- Total Amount Paid
- Method of Payment

Credit Card Slips Are Not Valid Receipts

Credit card slips are not valid receipts unless all five items listed above are included.

Keep Receipts for ATM Withdrawals

Withdraw in small amounts as you need it. Obtain a transaction receipt. If no receipt, make an entry for the withdrawal and note the date and amount withdrawn (if in a foreign language, do your best to write down the figures displayed on the screen)

Keep Receipts for Money Exchanges

Keep the receipt the clerk gives you for the money exchange transaction. Enter this receipt into your receipt log by 1.) Making a debit entry for the amount of old currency you exchanged, 2.) Make an entry for a credit and the amount of the new currency you received.

If Partial Receipt or No is Given, or Lost Receipt

Handwrite the details as listed above. If you don't know the address just record the city and country.

Use Your Small Note Pad to Remember Things

Always have a small notepad handy while on the go. Write down every time money is spent or received in a notebook in order to remember odd or complicated transactions while on the go. Noting the details will help you log your receipt entries later.

Make Notes on Receipts

Receipts in foreign languages will be difficult to translate later. If the receipt is not readable, note the following on each receipt: VENDOR, PURPOSE, DATE, CITY & COUNTRY, # PEOPLE PAID FOR.

Money Exchanges

When you exchange cash at the airport they require a copy of your passport. Give them the funds. They will count it and draw up an exchange contract showing the U.S. amount you gave, the foreign cash you will receive, and a transaction fee. You sign this. They will give you a receipt. On average, you will lose at least 5-10% of the value of the cash exchanging from dollars to a different currency and back to dollars. You can bargain for higher exchange rates, especially if you are giving them \$100 notes or exchanging several thousand dollars at a time.

Emergency Reserve

Keep in sealed envelope and do not use except in a legitimate emergency which includes cash shortage for necessary ground expenses or medical emergency or medical supplies. – EMERGENCY DOES NOT INCLUDE PROJECTS, FUN ACTIVITIES, OR UNNECESSARY ITEMS THAT MAY BE DESIRED.

Do NOT Spend or Donate Unused Funds. They are to be returned.

Make a Separate Log for EACH Foreign Currency Used

- **BEGINNING BALANCE:** Write the full amount of U.S. dollars you received from Campus Ministries.
- **CREDIT COLUMN:** This is where you log how much is received (coming in)
- **DEBIT COLUMN:** This is where you write how much is spent (going out)
- **BALANCE:** This is where you add or subtract your debits & credits to track your cash on hand.
- **ENDING BALANCE:** This is the ending figure after adding & subtracting your expenses and is located at the end of the last column. Your ending balance should match the amount of actual cash you have on hand. If it is different you have a discrepancy somewhere.

CURRENCY: _____ PAGE _____

Date	Description	Currency	Credit (+)	Debit (-)	Balance

Entering Receipts into The Log

- Each Day, Enter all Receipts in the Correct Currency Log.
- Don't skip a day!!! It will make it extremely difficult to keep accurate records.
- Enter All Expenses Going Out AND all Money Coming In (Donations Given to You)
- Enter receipts in the receipt log in chronological order by date.
- Number receipts chronologically on the receipt and on the receipt log.
- Calculate the Total Remaining Each Day to Get Your Ending Balance

CURRENCY: U.S. DOLLARS					
Receipt #	Date	Vendor & What Was Purchased	Credit (+)	Debit (-)	Balance
		WRITE IN THE BEGINNING BALANCE >>>			\$5,850.00
1	5/22/13	McDonalds – Lunch for Team at airport		\$86.46	\$5,763.54
2	5/22/13	Joe's Crab Shack – Dinner for Team airport		\$75.43	\$5,688.11
3	5/23/13	Exchange \$5,000 U.S. to Euros		\$5,000.00	\$688.11

CURRENCY: EUROS					
3	5/23/13	Exchange \$5000.00 U.S. to Euros	5684.50		5684.50
4	5/24/13	Taxi Service		30.00	
5	5/24/13	Lunch & Dinner Supplies for Boat Ride		186.96	
6	5/25/13	Charter Boat		500.00	
7	5/26/13	Vanassio's Restaurant - Breakfast		138.30	

Money Exchange Transactions Are a Double Entry!!

Let's say you want to exchange \$1,000 U.S. currency for Euros:

1. Write an outgoing expense in the U.S. CURRENCY log as "Exchanged \$1,000 U.S. to Euros" and enter the amount in the debit column. You will give the exchange clerk \$1,000. The exchange clerk will process an exchange receipt showing the exchange information and will give you the new amount in foreign currency.
2. Write the foreign amount you received in the FOREIGN receipt log as a CREDIT. In the description write the same: "Exchanged \$1,000 U.S. to Euros".

Organize Receipts! Bundle Receipts Each Day with Paperclip

Checking Your Cash on Hand Each Day

After entering all receipts each day, your ending balance should be the amount of actual cash on hand.

1. **Count the remaining trip money in US Dollars.** Make certain the amount of U.S. cash you have left equals the ending daily balance in the U.S. Money Receipt Log.
2. **Count the remaining trip money in the foreign currency.** Make certain that the amount of FOREIGN cash you have left equals the ending daily balance in the Foreign Money Receipt Log.
 - **If it does not balance,** that means you did not enter at least one or more expenses into the ledger or you recorded an expense incorrectly. Think back through the day to figure out which receipt might be missing or improperly recorded.
 - **Calculating the difference** between the cash on hand and the amount of cash you should have will help you estimate roughly the total of the missing receipts.
 - **If Missing a Receipt, Hand Write One & 2 People Sign It**

Make a Separate Receipt Log for Credit Card Transactions

Log EACH currency charged via credit card separately as follows:

CREDIT CARD Receipt Log				
Date	Description of Transaction	Credit (+)	Debit (-)	Balance
	CHARGES IN U.S. DOLLARS			
5/21/13	Starbucks – Coffee for team		100.70	
	Taxi Service – For Team		58.00	
	Total Charges in US Currency		158.70	
	CHARGES IN BRAZILIAN REAIS			
5/24/13	Rancho Bufalo – Team Dinner		815.00	
5/25/13	Mercure Hotel Manaus		9,938.00	
	Total Charges in Brazilian Reais		10,753.00	
	Exchange at 2.158604 = \$49981.46US			

Remember to Exchange Foreign to U.S. Dollars at Airport Before Returning!

After Arriving Home:

- **Turn in Receipts, Logs, & Remaining Funds within 1 Week of Return**
After the trip, turn in all receipts, logs, and remaining funds within 1 week. 1.) All receipts 2.) Unspent funds in U.S. dollars and foreign 3.) U.S. and foreign receipt logs
- **The following items are to be turned into accounting:** Expense Report, Photocopies of all receipts, Receipt logs, Unspent funds.