

Checklist for Teams

Group Name _____

Contact Name _____

Project to Visit _____

Dates of Visit _____

Item		Completed
1.	Receive the initial informational materials	
2.	Decide which country you want to visit and confirm with Arms of Love	
3.	Receive the travel schedule for the upcoming year	
4.	Determine the best date for your group	
5.	Arms of Love will confirm the dates with our national staff	
6.	Arms of Love will send you the Leader's Trip Information Packet	
	*Team Information Form	
	*Volunteer Information Form (one for each team member)	
	*Potential Team Activities	
	*Construction Projects	
7.	Schedule conference call with AoL Team Coordinator	
8.	Send initial Team Information Form and Potential Team Activities Form to AoL Team Coordinator to create tentative schedule during conference call	
8.	Begin recruiting your team	
9.	Set team meeting and prayer schedule	
10.	Ensure team members have valid passports: (verify 6 months before departure)	
11.	Ensure team members have necessary vaccinations (see recommended list)	
12.	Begin team and individual fundraising	
13.	Reserve airline tickets and send your AoL Team Coordinator your flight information	
14.	Work with your team to develop your crafts and curriculum for the kids	
15.	Send updated Team Information Form, Volunteer Information Form (one for each team member), Construction Projects form and any activities schedule changes to AoL Team Coordinator	
16.	Get on the plane and go!	