

## LEADER'S CHECKLIST

- ☐ A passport with a hard copy and a digital copy of the passport
- ☐ Copy of "Group Travel Roster" in Managed Missions (this will have team members' medical conditions, emergency contacts, and passport info)
- ☐ Copy of flight Travel Reservations (in Managed Missions: one for each unique locator number)
- ☐ Copy of Welcome To The Boat Quiz. RESOURCES/ LEADER RESOURCES)
- ☐ Copy of AO Safety Protocols RESOURCES/ LEADER RESOURCES) Print and read on the plane
- ☐ Copy of Trip Insurance Roster and your insurance card (emailed to you from Mission Safe)
- ☐ 6 Sharpies
- ☐ Two rolls of light-colored duct tape for marking ministry bags
- ☐ 3 one-gallon Ziplock bags, a Ziplock bag for team passports/wallets
- ☐ Two small bottles of Lysol concentrate for chigger solution
- ☐ Contact the AO office immediately if any team member drops to avoid losing airfare and travel insurance credits

## DAY OF DEPARTURE

- **Use Travel Note #1** as talking points for each leg of your travel
- Please be the last of the team members on the plane to ensure the entire team has boarded
- **Use Travel Note #2** on the bus ride to the boat
- **Use Travel Note #3** at the first team meeting

## DAILY

- Prepare the team that the first day of ministry is always chaotic, but it will come together, and each day tends to be smoother.
- Morning devotional and evening share time
- Team ministry assignments
- Communicate with the lead translator about the best time for Rail Time, Jacare Hunt, and Swimming.
- Next to the last ministry day: **Use Travel Note #4**

## AFTER THE LAST MINISTRY DAY

- Condense checked bags, organize the closet, and make a supply replenishment list.
- Give the last day itinerary: souvenir shopping plan, purchase of hammocks/coffee/mugs/ laundry cut off, details for the last meal.
- Cover "Souvenirs, Dolphin Swim and Hotel Debriefs" in Travel Note #4 (when applicable)
- Passport & wallet return
- Collect tip (count with the lead translator and write the amount on the envelope)
- Last Devotional Day, **Use Travel Note #5 (usually not last day)**  
How to deal with emotions, respond to people, maintain the experience, and stay involved?
- Serve the Crew, Tip, Team Boat Photo, Sharpies for names on the boat ceiling
- Send stories to AO

## LAST BOAT DAY

- Remind the team to get chargers, laundry, and village shoes.
- Identify a location to leave donations (suggest under the 2nd level stairway or in a cabin)
- Ask the Boat Crew to bring water to the hotel if you booked the hotel.