

LEADER'S CHECKLIST

- ☐ Hard copy and digital copy of passport & visa
- ☐ In Managed Missions under ACTIONS export Team Data (this will have team members' medical conditions, emergency contacts, and passport info). **BE SURE TO REVIEW THE DIET RESTRICTIONS AND HEALTH CONCERNS.** The cooks need to know if they will need to know, and groceries are purchased in advance
- ☐ 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
- ☐ One roll of light-colored duct tape for marking ministry bags
- ☐ 3 one-gallon Ziplock bags, a Ziplock bag for team passports/wallets
- ☐ One small bottle 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.
- Schedule morning devotional leader and facilitate evening share time
- Review team ministry assignments and translators with the lead translator each day
- Communicate with the lead translator about the best time for Rail Time, Jacare Hunt, and Swimming.
- By day 2, review the last ministry day activities to plan ahead: **Use Travel Note #4**

AFTER THE LAST MINISTRY DAY

- Condense checked bags, organize the closet, and make a supply replenishment list.
- Cover the last day itinerary: souvenir shopping plan, purchase of hammocks/coffee/mugs/ laundry cut off, details for the last meal (**Use Travel Note #4**)
- Cover "Souvenirs, Dolphin Swim and Hotel Debriefs" in Travel Note #4 (when applicable)
- Passport & wallet return
- Collect the tip (count with the lead translator and write the amount on the envelope)
- Second to last day re-entry devotional: **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)