

## Going on a Trip: Process Overview

1. Contact Pastor John Botkin if you have ANY questions or concerns about the process, trip experience, etc. ([john@providencebiblefellowship.com](mailto:john@providencebiblefellowship.com)).
2. Click the **Sign-Up for a Trip** icon on our website's main page ([providencebiblefellowship.com/rtim-trips](http://providencebiblefellowship.com/rtim-trips)). *Remember:* spots are limited and these trips are staffed on a first-come, first-serve basis. Please select your first and second choices.
3. After sign-up, you will receive a confirmation email from us. This is not a guarantee of travel, but tentatively holds your spot on our team.
4. Those who sign-up with our church must still **apply with Reaching & Teaching**. You can do this on their website (we will send you a specific trip link).
5. After approval by Reaching & Teaching, you should begin any needed **support-raising**. We suggest a multi-pronged approach: direct email, churchwide announcements, church gifts, social media appeals, gofundme page, etc.
6. This would also be a good time to talk with your primary care physician and make decisions on any immunizations you may need to get prior to the trip.
7. Shortly after approval, you will receive curriculum to look over in preparation. This will be followed by a virtual planning meeting with the other members of the team. *This meeting is mandatory.*
8. In the final two weeks before your trip, we encourage you to put together a **prayer guide** (or use the one from PBF). This should be given to friends, family, your local church, and anyone who supported you financially.