

MISSION TRIP PLANNING CHECKLIST

- Scouting trip completed (if needed)
- Permission from sponsoring organization
- Fundraising
- Identify trip leaders/sponsors
- Complete list of participants
- Register trip with NAD Office of Volunteer Ministries at hesaidgo.org
- Short-term travel insurance for all participants
- Confirm all participants have received recommended immunizations
- Signed permission for minors
- Background screening for adult sponsors if minors are on trip
- Detailed travel itinerary
- Check State Dept. travel warnings
- Update and inform participants
- Check that all participants have appropriate passports and visas