

Team Leader Checklist for Traveling

Essentials:

- Check for passports before departing for airport and when getting out of the van at airport
- Insurance cards for each team member
- NLAI Medical Release Form* signed by each team member (was part of the application)
- Cash – money for meals while traveling and spending money (split up spending money)
- Team Leader and each participant need copies of:
 - Passports
 - Itinerary/tickets (*Appendix 6.4* in your *Team Leader Handbook* has an example)
 - Emergency Cards** (each team member has to carry while in Guatemala)
- Travel Tips** (includes missionaries' Guatemalan phone numbers)
- NLCH Team Leader Handbook*

Other Items to Have:

- Any donations for NLCH and/or items requested by missionaries
- If applicable, letter for Guatemala Customs explaining why you are bringing items

General Information:

- Your team should mark all bags with a unique tag or ribbon for easy spotting at airport
- Also, be sure bags are labeled (inside and out) with name, address, and phone number
- Assign team members different duties (*Appendix 6.5* in your *Team Leader Handbook* has an example)
- For early flights, have a wakeup call partner for each team member

Items to leave with someone at home:

- Emergency contacts in Guatemala (*Appendix 4.8* in your *Team Leader Handbook* has info)
- Copies of passports
- Flight itinerary
- Copy of insurance information

*Other docs found on the *Team Leader* page on our website