




TEAM LEADER DOCUMENT CHECKLIST

Team Leader's Name(s): _____

Mission Trip: _____

	Date Completed	Tasks
		Documents That Must be Submitted to STW Team
		Team Registration Form (VERY IMPORTANT to submit ASAP)
		Trip Info Sheet (This is for you to use to recruit, we also need to advertise.)
		Mission Trip Applications for all team members
		Medical Consent Form for all team members
		Release of Liability for all team members
		Discipline Agreement for all team members
		Copy of every person's Passport (photo page only)
		Copy of every person's Visa (if required)
		E-tickets for all team members (Bring hard copies with you)
		Itinerary & Contact Information Form (To hand out to family members)
		Signed Team Covenant (A platform to confront any negative behavior)
		Additional Documents Needed
		Trip Medical Insurance (We will purchase for you)
		Prayer Guide (To hand out to supporters, friends, and family)
		Cash Advance Request (Email lauraa@occ.org 3 weeks before trip)
		Cash Advance Worksheet (Return along with left over money after trip)

NOTE: PLEASE BRING COPIES OF ALL ITEMS IN BOLD ON TRIP WITH YOU!