




TEAM LEADER DOCUMENT CHECKLIST

	Documents That Must be Submitted to STW Team
	Mission Trip Applications for all team members
	Medical Consent Form for all team members
	Release of Liability & Policy Agreement for all team members
	Copy of every person's Passport (photo page only)
	Copy of every person's Visa (if required)
	Itinerary & E-tickets for all team members
	Additional Documents Needed
	Trip Medical Insurance (We will purchase for you)
	Prayer Guide (To hand out to supporters, friends, and family)
	Request Cash Advance (Email lauraa@occ.org 3 weeks before trip)
	Cash Advance Worksheet (Return along with left over money after trip)
	Signed Team Covenant (A platform to confront any negative behavior)
	Itinerary & Contact Information Form (To hand out to family members)

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