



Mission Trip Leader Checklist

Domestic/U.S.

Travel & Important Documents

- ☐ Find the address for the housing location in your MyMission account and don't forget the charger for your phone or GPS. Note: In rural locations, you may also want to print directions as cellular data can be unreliable on back roads.
- ☐ Update your arrival time on your MyMission account so the EM field staff will know when to expect you.
- ☐ Set a luggage limit for team members so you will have enough space for everyone.

Parent Communication

- ☐ Remind parents of drop-off and pick-up times.
- ☐ Give parents any relevant emergency contact numbers.
- ☐ Print a list of parent / guardian contact details to save for your own use, if needed.

Medical

- ☐ Have a list of any allergies or medical conditions on your team. Note: Please also make sure you have notified EM of these concerns through your MyMission account at least 30 days before your trip begins.
- ☐ Consider bringing a team medkit and over-the-counter medications (i.e. Tylenol, ibuprofen, allergy relief). EM will provide a basic medkit for each vehicle or worksite but cannot distribute medication to minors.