



Mission Trip Leader Checklist

International

Travel & Important Documents

- ☐ Ensure all team members have their original passport with an expiration date no sooner than 6 months after the mission trip ends.
- ☐ Book flights and ensure all tickets match the passport name exactly.
- ☐ Remind minors who are traveling without parents they will need a "permission to travel abroad" letter to get through Customs & Immigration. We've provided an example to give to parents on your MyMission Trip page on the EM website.
- ☐ Make 2 copies of all passports; one copy to leave in the U.S. and one copy to carry with you. If someone loses a passport or there is an emergency, it's nice to have a copy readily available.
- ☐ Update your arrival time and flight information on your MyMission Trip page so the EM field staff know when to expect you.
- ☐ Know the baggage policy of your airline and communicate any guidelines to your team (i.e. weight restrictions, size limits)
- ☐ When applicable, apply to purchase visas for your group. This information will be available in the "Travel Details" section on the Trip page of your MyMission account if needed for your location.

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

- ☐ Reference the CDC (Center for Disease Control) website for immunization recommendations & requirements for your location.
- ☐ Have a list of all major allergies or medical conditions on your team. (You must notify EM of these concerns via MyMission at least 30 days before your trip begins.)
- ☐ Consider purchasing traveler's insurance for your group. It can cost as little as \$1/day and we've recommended one provider (IMG) in the Trip section of your MyMission account.
- ☐ Remind team members to bring any personal prescription medications and consider stocking up on basic over-the-counter items to share (i.e. Tylenol, ibuprofen, allergy relief). EM will have basic medkits and a large trauma kit available in all international locations, but we are unable to distribute medications to minors.

Finances & Communication

- ☐ Get a temporary international phone plan through your cell provider so you have an easy way to get in touch with the U.S. (Many international locations do not have reliable Wifi.)
- ☐ Notify your bank about your international travel plans and ensure any credit or debit cards will remain active. This is also a good time to ask about any fees or special charges.
- ☐ Plan to exchange money or access an ATM in-country once you arrive. Local EM staff can help you know the best place and time to do the exchange.

