Trip Leader Prep Checklist

Keep track of your trip prep with this two-page checklist.
You can find links to all referenced resources on your Mission Trip Resource Page.

START HERE: UPON REGISTRATION

- ☐ Read the Trip Leader Welcome.
- ☐ Check out the Daily Schedule Overview. (You'll get a site-specific schedule in the spring.)
- ☐ Schedule Pre-Trip Meetings. See the Pre-Trip Meetings Guide for more info.
- ☐ Start recruiting!

RECRUITING FOR YOUR TRIP

- ☐ Determine how many Adult Leaders you need. Specific requirements are in the Trip Leader Welcome.
- ☐ Use the Recruiting Guide to make a plan to get people to sign up for your trip.
  - ☐ Check out the Youth Covenant and Adult Leader Covenant that participants will sign to determine who might be a good fit for your group.
  - ☐ Check out the Hospitality Volunteer document. Could this work for your group?
- ☐ Check out our free Promo Resources.
- ☐ Use the Fundraising Ideas to plan any fundraising events. Pass on helpful fundraising ideas to your students.

PAPERWORK (due May 1)

It's your responsibility to make sure everyone in your group (including you) has a release form and signed covenant completed by May 1. Everyone will also need a completed Site-Specific Waiver Packet, available to download from Go.YouthWorks.Com in May.

- ☐ Use the Trip Leader Instructions to start, complete, and maintain your personal and group paperwork.
  - ☐ New to Go? Visual learner? Check out our Paperwork Portal Overview Video.
- ☐ Review your roster on Go.YouthWorks.Com routinely to ensure everyone in your group completes their paperwork.

3 MONTHS BEFORE YOUR TRIP (learn more about your trip!)

- ☐ Read the Basic Meal Plan & Allergy Info. Pass on any helpful information to your group or individuals with allergies or dietary needs.
- ☐ Check out the Updates for this Season or Reminders for Your Trip, depending on whether this is your first YouthWorks trip or not.
- ☐ Use the Pre-Trip Meetings Guide to start hosting pre-trip meetings.
- ☐ Share the link to the Adult Leader Prep Page with the Adult Leaders in your group.

Not included on this checklist: payment and final count deadlines. You can find those deadlines at youthworks.com/payment-information and in your mission contract.

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2 MONTHS BEFORE YOUR TRIP (learn about your community)

- ☐ Check out the community-specific resources on Go.YouthWorks.Com.
- ☐ Read the Respectful Service doc that applies to your community. Share the info with your group in a pre-trip meeting.

*Note – Liability Insurance and Background Check Forms for your group are due 30 days before your trip! You can find more info on these forms on Go.YouthWorks.Com.

1 MONTH BEFORE YOUR TRIP (learn about the theme) *optional*

- ☐ Introduce the summer theme to your group using theme info on the YouthWorks website.
- ☐ Check out the Theme Overview, which outlines each day's main points. Parents/guardians can download this from Go if they want to follow along as well.
- ☐ Use the Church Group Time Guide to start to prepare for the daily Church Group Time you'll lead on site. You'll get a physical copy of this guide to use during your trip.
- ☐ If you're interested, check out the Trip Journal Preview. Everyone will get their own physical Trip Journal on site.

JUST BEFORE YOUR TRIP

- ☐ Be ready for your arrival on site by checking out our *NEW* resource, When You Get to Site.
- ☐ Review the Packing List and share it with your group.
  - o Note: if you're going to Puerto Rico, there is a PR-Specific Packing List.
- ☐ Check out the Resources for During Your Trip page to be familiar with what's there in case you need any of those resources during your trip (someone gets sick, you need tips for dealing with misbehavior, etc.). Bookmark this page for easy access during your trip.

AFTER YOUR TRIP

- ☐ Reference Debriefing Your Trip and How to Launch Lives when planning post-trip events for your group.
- ☐ Share the 101 Questions to Process Your Trip document with parents/guardians.
- ☐ Share the After-Trip Resources for Students Website with your students.

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