

Master Checklist

- ___ Obtain parish's (diocese's) support for your trip
- ___ Have interested youth and adults fill out an application form (included in this workbook).
- ___ Have Parent Meeting 1 - Give general information and distribute Requirement Sheet and Application
- ___ Secure Covenants from the participants at Team Meeting 1
- ___ Set mission statement, objectives and goals for the mission trip*
- ___ Secure transportation
- ___ Secure lodging for entire trip, including lodging needed while traveling
- ___ Take care of funding/fund-raising
- ___ Plan schedule for EMX Bible studies with leaders and youth*
- ___ Complete EMX Bible studies with leaders and youth*
- ___ Plan the EMX mission team retreat
- ___ Complete mission team retreat
- ___ Attend pre-project visit
- ___ Develop family groups for work at site*
- ___ Plan work day for your Mission team*
- ___ Plan a commissioning service
- ___ Plan schedule for Specialized Teams to meet*
- ___ Recheck transportation and lodging arrangements
- ___ Secure additional liability insurance
- ___ Have Parent Meeting 2 - Secure itinerary and cost
- ___ Complete work day with Mission team*
- ___ Secure medical forms
- ___ Hold commissioning service
- ___ Have family groups meet and finalize
- ___ Determine a date for the report service which follows your mission trip

*May be done at a retreat weekend

NOTES: