

RISK MANAGEMENT CHECKLIST FOR SHORT TERM MISSIONS TEAM

Trip Purpose

	Has the proposed purpose and time of trip been approved by BIC Canada-Global?
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Leadership & Supervision

	If the trip includes minors, what is the ratio of adult supervision to minors? Note: If children under the age of 16 are travelling, special precautions should be arranged and the Team leader will inform BIC Canada-Global before departure from North America.
	Have all leaders of the trip completed a positive police check? In the case of minors included on trips, has every adult completed a police check? With minors, everyone over age 18 needs a check. Copies to be forwarded to BIC Canada-Global prior to trip.

Local Church Risk Management

	Has the board approved and minuted the trip? (ref: CRA Guidelines)
	ST Missions Trip Application submitted to BIC Canada-Global
	What is the board's insurance liability policy?
	BIC Agreement and Release of Liability form completed by all participants? Copies sent to BIC Canada-Global.
	Trip Itinerary – Including flight information and schedule while in the country.
	Does each leader and participant have out-of-country emergency medical insurance? Team Leader should carry with them a copy provided by each participant.
	Details of room arrangements/sleeping accommodations if minors are among the participants on the team.
	Has the Team leader provided BIC Canada-Global a list of the following for each participant: full name, birthdate, passport number, insurance company and the insurance policy number.
	Team leader has confirmed that each team member has registered with the Government of Canada's Department of Foreign Affairs and International Travel (DFAIT) before the date of departure. http://travel.gc.ca/travelling/registration

Source of Funding

Who is the sending agency?	BIC Canada-Global
Is the sending agency a registered charity in Canada? If not, how will funds be receipted?	BIC Canada-Global will be issuing receipts.