

**TRIP PLANNER**  
**SHORT-TERM LEARNING TOUR**

<b>APPLICATION PROCESS</b>	
✓	<b>12 - 9 months in advance</b> ( <i>The further ahead you plan, the more flexibility you have</i> )
	Contact BIC Canada to request APPLICATION PACKAGE
	Work through guidelines to discern initial details of trip and team
	Submit trip proposal to Church Board for approval
	Send completed Application for Short Term Missions Trip form to BIC Canada ( <i>please send no later than 9 months prior to proposed departure</i> )
<b>TRIP PLANNING PROCESS</b>	
✓	<b>9 - 6 months in advance</b> ( <i>upon BIC Canada approval</i> )
	Receive TRIP PLANNING Package
	Use guidelines to set up team (advertising, recruiting, selecting)
	Confirm team leaders and members. Send them forms to complete
	Send forms for team leaders to secure Reference and Police Checks <b>NOTE:</b> In the case of minors included on trips, every <u>adult</u> must complete both a reference check and police check. Copies to be sent to BIC Canada prior to trip.
	Set dates for pre-trip team meetings
<b>TEAM PLANNING PROCESS</b>	
✓	<b>9 - 6 months in advance</b>
	Receive and review TEAM PLANNING Package
	Plan orientation of team: → content of pre-trip team meetings → orientation materials to team members → assigned reading
	Invite facilitators for pre-trip team meetings
	Ensure team members secure passports + visas as needed (carry a copy)
	Ensure team members secure out-of-country medical insurance (carry a copy)
✓	<b>6 - 3 months in advance</b>
	Schedule Commissioning Service
	Develop a fund raising plan <input type="checkbox"/> plan events <input type="checkbox"/> write and distribute team letters; raise prayer and financial support
	Consider making reservations and purchasing tickets
	Make a checklist of all resources required for on-site ministry and work. This includes items you will take to the ministry site (e.g. tracts, puppets, props, tools, gifts), as well as items secured while on-site (e.g. building materials, supplies, food). Begin collection.
	Take care of immunizations and other medical issues
	Begin pre-trip team meetings with team members

✓	<b>3 – 1 months in advance</b>
	Purchase plane tickets
	Purchase travel insurance
	Plan for on-site team meeting (for debrief) with host(s)
	Ensure all required documentation for each team member is on file with Church Board
	Research weather/climate, culture, etc. in preparation for packing
	Schedule post-trip team meetings and presentations to share your story
✓	<b>1 month to 1 week in advance</b>
	Provide copies of travel itinerary
	Inform team about airport restrictions / security / etiquette
	Confirm details of transportation to/from local airport
	Review immigration “rules”, baggage claim, customs, etc.
	Confirm details with BIC Canada/host about transportation / where to meet / fares
	Confirm all team members are registered with DFAIT before departure
	Finalize BIC Team-All Info form, send to BIC Canada
	Copy of Emergency Contingency Plan to team leaders & church Board
	Recruit team photographer(s) and blogger(s); inform supporters on how to follow team
	Hand out team T-shirts (optional)
✓	<b>Last week</b>
	Commissioning Service
	Review packing list
	Check with airline for time allotted for check-in. Confirm check-in details with team
	Confirm all team members have passports, emergency info and ID info in order
	Review immigration “rules”, baggage claim, customs, etc.
✓	<b>On-site</b>
	Coordinate daily schedule
	Communicate with host re: coordination of times, places, etc.
	Communicate with team re: what to expect
	Communicate frequently w/ supporters: answers to prayer; requests; updates (as able)
	Daily individual “check-ins” with team members
	Daily team meetings with devotions, prayer, Q&A, feedback
	- encourage team in personal development and learning
	- keep ministry priorities and trip purpose at forefront
	Before returning home, conduct first debriefing session
✓	<b>Post-trip – in first 2 weeks home</b>
	Hold first post-trip team meeting (debriefing)
	Write trip report (leaders and team members), copy to BIC Canada
	Complete follow-up evaluation form, send to BIC Canada
	Communicate with supporters - thank you notes
	Plan post-trip presentations...share your story with others
✓	<b>Post-trip – within a month after coming home</b>
	Hold last post-trip team meeting (debriefing)
	Publish report in church newsletter; have a meal
	Discuss with team ways their journey and mission can continue