

Trip Leader Checklist

3-6 Months Before Trip

- Confirm dates with Benjamin House
- Pay 10% down payment on trip(BHM PO BOX)
- Completed Booking Form
- Research flights (or allow Benjamin House to book for you)
- Set dates for at least 2 pretrip meetings with your team
- Ensure all team members have a valid passport that doesn't expire within 6 months of the trip dates
(We suggest you scan in the picture page of all passports and put on a thumb drive to bring as backup)

2 Months Before Trip

- Pay 40% second payment on trip(BHM PO BOX)
- Give Participant Forms to all participants (or send them link)
- Receive all Participant forms from participants (if you handed out physical copies instead of the link)
- Scan and email participant forms (unless you used the link)
- Ensure that all team members have gotten their Yellow Fever vaccination (or schedule the appt)
- Print and pass out(or email) the Family Bible Study for participants to begin
- We suggest that you get mission trip insurance; it's usually only a few dollars a day
- Choose free day activity(if any) if you have not yet done so

2 Weeks to 1 Month Before the Trip

- Begin process of getting the remaining 50% into cash, \$100 bills, 2008 or newer, no marks or tears
(sometimes this can take several trips to the bank to get enough clean \$100 bills)
- Ensure all participants have gotten their clean \$100 bill, 2008 or newer for their entry visa
(be sure to remind them to pack in their CARRY ON LUGGAGE)
- Receive final itinerary/program schedule from Benjamin House, make necessary adjustments
- Send final rooming list
- Receive requested items list from Benjamin House (you are NOT required to bring any of these items. They are just things that will be a blessing to the BH team if you choose to bring)

1 Week Before Trip

- Verify with airline to make sure flight times haven't changed
- Email participants to remind them to pack passport, entry visa fee, and yellow card in their carry on
- Be sure you have the needed cash for the balance of the trip and any incidentals/emergencies in UG