



Methodist Habitat

Team Leader Checklist

- Return completed **Application** and **Team Roster** to Methodist Habitat.
- Have ALL team members fill out the **Missioner Profile and Release of Claim**.
- Have parents of team members under the age of 18 fill out the **Parental Consent Form**.
- 3 months before arrival make first deposit of \$100/ per person.
- 2 months before arrival make second deposit of \$150/ per person.
- Pay balance due per **Financial Covenant**.
- Record prescription and allergy information for all team members.
- Assess special needs (medical or otherwise) of your group. 2 months before arrival inform Methodist Habitat of special needs.
- Plan devotionals that meet the spiritual needs of your group.
- Secure adequate travel insurance.
- Review **Mission Covenant** and **Conservation Regulations** with your team. Help get them in the appropriate mindset for mission work in the Bahamas.
- Establish a phone chain including one relative of team each member, so that only one international call needs to be made.
- Confirm all travel to and from your destination. Inform Methodist Habitat of flight numbers and times.
- Make plans for sightseeing, going to the beach, or other recreational activities. Coordinate with Methodist Habitat.
- Review **Packing List** with team.
- Hold a weigh-in for luggage to make sure team is under the airline weight limit. Remember to leave room for tools and other supplies.
- Hold commissioning service for team in local church.

Tips from a former team:

- *Distribute forms to team members in a plastic sheet protector made for a 3-ring binder. After collecting completed forms, carry them with you in a binder, so all information is together. To have back-up copies, scan documents onto a CD and give to another leader to carry.
- *Passports, birth certificates, copies of passports, birth certificates, and photo ID's and immigration cards can also be stored in the binder during your trip.
- *Minors are not allowed to fill out Bahamas Immigration Cards. Store minor's information in a spreadsheet and carry onto the plane to fill out their forms (Full name, Gender, Country of Birth, Country of Citizenship, Country of Residence, Birth date, Passport Number, Home address)
- *Print a small card for each team member, with flight seat assignments, work team assignments, and responsibilities such as day/time to lead devotionals.