



Checklist for Short Term Mission Leaders and Teams

6 - 9 months ahead

Reserve Air Travel

1. Contact the U.S. office to find out specific arrival and departure flight numbers you will need to book.
2. Make air reservations.
3. You may contact Christina at Apollo Travel (<http://www.myapollotravel.com>) 1-888-33APOLLO (888-332-7655) to book your plane ticket, as they are familiar with the correct flights you must book.
4. Notify the U.S. office once you have booked your flight. Also send a copy of your flight itinerary by email to trip coordinator Anthony D. Hickman (anthony@christianmercy.net.)

Apply for Passports

1. Passports can be obtained at your local post office by appointment.
2. You will need to have two passport photos taken prior to filling out your application for your passports. Walgreens, some grocery stores, or the post office are some places where you can get your passport photos taken.
3. Usually it takes four to six weeks to receive your passport.

Check Immunizations

1. We suggest that each person contact his or her personal physician before traveling.
2. We encourage the teams to have a current tetanus booster and many opt to take malaria pills also.

3 – 6 months ahead

Application and Payment datelines

1. Everyone on a team must send in an application and \$100 deposit to the U.S. The trips do fill up and this will confirm your spot on the trip.
2. Remaining balance is due 30 days prior to the trip.

Luggage and Supplies

1. Each person to allowed 2 pieces of luggage and 1 carry-on.
2. The U.S. office has "essential supplies" that need to be transported to the mission house. We ask that each traveler reserve space in their luggage in order for these supplies to be brought in.

1 – 2 months ahead

Preparing for your trip

1. By this time you have completed all the items listed above.
2. The Trip packet found online will answer many questions regarding packing, serving, etc...



Double Checking – Do you have?

1. Passport
2. Airline tickets
3. Supplies
4. Application and Payment sent

On day of departure

1. Please wear your Christian Mercy International t-shirt on the day of departure so the team will be easily recognizable by the missionaries who will be picking you up.
2. Tag your luggage so it will be easily identify at the airport.

If you have any other questions email anthony@christianmercy.net.

May God bless you as you fulfill His calling for your life and passion for missions!

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