



# APPENDIX A

## LEADER'S CHECKLIST: COUNTDOWN TO YOUR TRIP

### **18 months to go...**

- Select a potential destination
- Get approval from your Corps Officer to organise a trip and request formal permission from UKI/ Host Territory Leadership
- Take the first step to start preparing yourself (eg buy a book from Appendix F!)
- Make initial contact with your potential hosts
- Draft a trip budget
- Decide approximate dates for the trip
- Hold an Information Evening and collect Interest forms
- Distribute Suitability Declaration forms to interested people to be returned to your corps officer

### **12 months to go...**

- Agree trip dates and destination informally with hosts
- Establish a system for banking money received for the trip
- Obtain commitment forms and initial deposits from team members
- Speak to SAID UK to identify a suitable project to fund
- Start planning fundraising activities
- Start drafting an itinerary with hosts
- Create a Trip Partnership Agreement with hosts
- Agree and schedule times for regular catch ups with your team

### **6 months to go...**

- Book flights and travel insurance
- Ensure all team has booked appointment with GP or local nurse for travel health advice and/or vaccinations
- Ensure all group has completed Safeguarding Training
- Plan and deliver Team Training

### **3 months to go...**

- Send your partners a card from the team
- Finalise the trip itinerary
- Ensure in-country arrangements (accommodation and transport) are confirmed
- Prepare a risk assessment for the trip
- Adapt the non-mandatory sections of the Code of Conduct to personalise it for your team and distribute it to them in advance of Team Orientation

### **6 weeks to go...**

- Check or confirm final arrangements with hosts
- Gather emergency contact details from team members and collate information
- Finalise plans for communicating with those back home
- Pack
- Plan and deliver Team Orientation
- Collect the completed codes of conduct
- Plan the daily spiritual reflections or delegate responsibility for certain days to different team members

### **During the trip**

- Schedule daily spiritual reflections
- Use your journal to complete your own daily reflections
- Lead daily debriefs
- Report home daily

### **0-6 weeks after the trip**

- Rest (and model it to the rest of your team)
- Reflect
- Thank your hosts
- Follow up with SAID UK team
- Plan and deliver Team Debrief (or delegate responsibility to another leader)
- Write and distribute formal Trip Evaluation
- Deliver feedback in a Sunday gathering at your corps