



## GROUP LEADER - CHECKLIST

**Checklist items to consider prior to your trip. All of the below can be clarified with the CWE office if necessary.**

1. Cell numbers of volunteers (on arrival schedule)
2. Flight information
  - a. Arrival info for all volunteers flying into airport for trip departure (e.g. Miami, New York, Atlanta)
  - b. Departure info for team
    - i. Gate or terminal
    - ii. Where is food (inside or outside of security)
    - iii. Where and when to do orientation
3. Phone number of missionary in foreign country (in Group Leader packet)
  - a. If necessary, please call the CWE office, Josiah or Paul and CWE will reimburse call charges.
4. What will team be traveling in once they arrive in country?
  - a. Make sure you know who is helping with your bags.
  - b. How long is the ride and do you need to stop for drinks or the bathroom?
5. Typical daily schedule
  - a. Personal quiet time in God's Word
  - b. Breakfast
  - c. Start time
  - d. Lunch
  - e. Finish time – coordinate with Devo Leader to keep desired 7:00pm devo start time.
  - f. Call the CWE office.
  - g. Dinner
  - h. Devotions
6. What day will missionaries share their testimonies?
  - a. Do it early in the week to connect them with the team. Maybe invite them to lunch or dinner and do it as the volunteers are finishing their meal – preferably 1<sup>st</sup> or 2<sup>nd</sup> day
7. Free day schedule
  - a. When to go?
  - b. What transportation?
  - c. Where to go?
  - d. Dress on free day?
  - e. Free day meal out?
8. Material list
  - a. What to use?
  - b. Where to use it?
  - c. How to use it?
9. Get project receipts from missionary.
  - a. Remind him at least the day before that you would like them to bring back to the CWE office.
10. Clean housing facility
  - a. Who will clean?
  - b. When will they clean?