

TEAM LEADER CHECKLIST

	DATE	COMPLETED
ATTENDED TEAM LEADER MEETING		
FILLED OUT AND COMPLETED TEAM APPROVAL FORM		
APPROVED AS TEAM/LEADER BY OUTREACH, FINANCE, AND ELDER BOARD		
DISTRIBUTED TEAM MEMBER APPLICATIONS/PARTICIPANT AGREEMENTS		
COLLECTED TEAM APPLICATIONS/FEEES AND SELECTED TEAM		
COMPLETED AND SENT TEAM PROFILE TO OUTREACH DEPARTMENT ALONG WITH TEAM MEMBER APPLICATION FEES		
COLLECTED AND TURNED IN TEAM MEMBER PARTICIPANT FORMS TO OUTREACH TEAM		
MADE COPY OF EACH TEAM MEMBERS' PASSPORTS FOR TEAM RECORDS		
RAISED 50% of TEAM FUNDS (Must be done before airfare can be purchased)		
PURCHASED AIRFARE FOR TEAM		
GAVE COPY OF AIRLINE ITINERARY TO OUTREACH TEAM		
TURNED IN BROTHERHOOD MUTUAL INSURANCE FORM TO OUTREACH (2 months before Team departure date)		
SENT TEAM PHOTO TO OUTREACH TEAM		
REGISTERED TEAM WITH US EMBASSY		
SENT OUTREACH TEAM IN COUNTRY CONTACT NAME/NUMBER		
TEAM BALANCE PAID IN FULL 100%		
TURNED IN EXPENDITURE REQUEST FOR TEAM MONEY		
COMPLETED TEAM EVALUATION FORM AND SUBMITTED TO OUTREACH		
COMPLETED DEBRIEF MEETING WITH OUTREACH STAFF		
PARTICIPATED IN TEAM DEBRIEF CELEBRATION		
MADE COPY OR SUBMITTED TEAM PHOTOS TO OUTREACH STAFF OF TEAM		