

## **TEAM LEADER INSTRUCTIONS**

The Abraham Project would like to thank you in advance for your cooperation in helping to prepare your team before you arrive to Costa Rica.

We suggest you call a **minimum of three mandatory pre-trip planning meetings** with your entire team. **Your first meeting should be no later than 10 weeks before your departure.** It is vital for the team to pray together as a group before you come.

### **How to navigate the team planning information:**

1. The “Team Application” form needs to be filled out by the team leader and sent with the initial team deposit (**\$50 per team member deposit wired to our account**) as soon as possible to ensure your team’s desired dates. Request wire transfer information from the Abraham Project Team Coordinator. Once the “Team Application” form and deposit are received, we proceed with the process of planning your mission trip.  
**To expedite your reservation, email your “Team Application” to [todalagentecr@gmail.com](mailto:todalagentecr@gmail.com)**
2. The “Forms Request” document should be reviewed immediately to allow you sufficient time to plan your team meetings and have **all required forms notarized and mailed to the Abraham Project by their due dates.**
3. Review the “Team Leader Preparation Checklist” outline. **This outline will help you define your team meetings that will prepare you for your mission experience.** Your first team meeting should be held no later than 10 weeks before your departure and should correspond with Roman Numeral I and all of its points and instructions that follow. Your second and third meetings correspond with Roman Numerals II and III from the outline.

If you have any questions regarding the navigation of or information pertaining to Abraham Project Teams please contact our coordinators, Jason and Kerby Harpst, at [todalagentecr@gmail.com](mailto:todalagentecr@gmail.com)