

TEAM LEADER PREPARATION CHECKLIST

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.

Team members have expressed an interest in being better equipped with more information about the Costa Rican culture and what to expect during their mission trip. Please make sure that your “first time” team members get all the information that your “returning” team members have received in the past.

Below you will find an outline that we created for you to help prepare your team. **We require you to review all forms and information with your team during your pre-trip planning sessions.** Our suggestion is that you schedule at least three mandatory pre-trip planning meetings for 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. The difference between a spiritually prepared team and a team that has simply been thrown together is always evident. Don't cheat your team. Invest in your group and your trip will be that much better.

I. Prayer Theme: Team Unity/Purpose

A. Distribute **Individual Application/Medical & Liability Release/Permission For Minor/Covenant**

*****Some forms need to be notarized*****

1. Remind applicants that forms must be mailed 8 weeks before trip
(Be sure to make a copy of forms before you send them)
2. *All team members are required to travel to Costa Rica with their passport. The passport expiration date should be at least 6 months later than your return date to your home country*
*****If any team member is not a U.S. Citizen, you must check with the Costa Rican Embassy before you travel and adhere to all VISA requirements and fees.**
(A copy of each team member's passport should be mailed with application and medical forms)
3. Purchase out of country medical/emergency evacuation insurance (we recommend www.aaintl.com) and **email or fax us proof of insurance at time that you send applications to todalagentecr@gmail.com, or 011-506-2271-1843**
 - a. Discuss ministry ideas if planning on evangelizing during your trip
 - i. Decide who will be involved in ministering
 - ii. Decide what age or people group that you will target (teenagers, little kids, prisons, adult Bible study, ESL, etc.)
 - iii. Find out what participants are willing to do
 - iv. Report back to Abraham Project Team Coordinator what you have decided
 - b. Distribute
 - i. **Prepare Yourself** Information Sheet
 - ii. **Bridging The Culture Gap** Information Sheet

II. Prayer Theme: Children's Homes/Daycare Center/Local Church/Missionaries/Interns

A. Discuss who will work with the children in the Daycare Center

1. Distribute **Daycare Schedule** to those interested (Make sure you email AP Team Coordinator in advance for Daycare schedule and instructions.)
2. Decide what crafts/snacks/activities you will bring prepared to share

III. Prayer Theme: Unity with Costa Ricans/Workers and Ministry Opportunities

A. Distribute

1. **Protocol On The AP Worksite** Information Sheet
 2. **Emergency Numbers** (You may request current numbers from AP Team Coordinator in email.)
- ### B. Fine-tune ministry focus and send your ministry proposal to AP Team Coordinator, todalagentecr@gmail.com.
- ### C. Review your Team Leader Checklist and contact AP Team Coordinator with any additional questions you may have.