



Checklist for International Mission Trip

- Send in a \$200 group deposit along with location and dates of trip (5-6 months prior to trip)
- Complete the *contact form* for the primary contact person for your mission trip (180 days prior to trip).
- Distribute promotional materials to interested participants (posters and brochures).
- Provide count of participants to One Way Ministries 120 days prior to trip. Review information with participants (dress code, what to bring, FAQs) 120 days prior to trip.
- Make deposit payment of \$500 per person 90 days prior to trip.
- Complete *application, release form* (notarization required) and copy of current health insurance card and send to One Way Ministries with the first payment (due 90 days prior to trip).
- Send copy of passport and driver's license along with legal name for each participant to 1WM (required 120 days prior to trip).
- Secure all necessary immunizations prior to the trip (at least 3 months before trip).
- Make second payment 90 days prior to trip.
- Send digital photograph of all participants (headshots only) to info@1wayministries.org (due 90 days prior to trip). This will help the staff identify you better.
- Attend all training sessions (dates will be sent via email for your specific location).
- Complete all necessary forms that will be given out at training sessions or via email (these will be sent at regular intervals and will keep you updated on trip details)
- Make final payment 60 days prior to trip.
- Complete the *detailed participant information form, skills/experience form, and VBS preference form* (if applicable) and return to One Way Ministries
- Complete the *add/drop form* to provide any modifications to the participants of your group. Mail or email form to One Way Ministries.
- Provide emergency contact information, travel itinerary and schedule to participants and their families.
- Give t-shirts to all participants to wear on travel day.
- Pray for your trip daily as well as the participants and the people your group will be ministering to on the mission field.

Please contact One Way Ministries via email (sheryl@1wayministries.org) or phone (205-620-9190) with ANY questions!