



## Checklist for National 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.
- Complete *application, release form* (notarization required) and copy of current health insurance card and send to One Way Ministries with the first payment of \$75 per person (due 90 days prior to trip).
- If you are providing your own transportation, make your plans and secure all details at least 2 months prior to trip. Complete the *transportation information* form and send to One Way Ministries.
- If One Way Ministries is providing your transportation, please send copy of passport and/or driver's license along with legal name to 1WM (required 120 days prior to trip).
- Make second payment 60 days prior to trip.
- Send digital photograph of all participants (headshots only) to [info@1wayministries.org](mailto: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 30 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](mailto:sheryl@1wayministries.org)) or phone (205-620-9190) with ANY questions!