

## Haiti Team Leader Checklist

- PRAY throughout the entire trip planning process and the trip. We believe prayer will be the key to the success of your team. "Commit to the Lord whatever you do, and he will establish your plans." Proverbs 16:3

### Scheduling the trip:

- Select a date and location for your trip. (See "Trips Scheduled" on website.)
- Submit this form: <http://sponsor.butgodministries.com/initial-planning-form/>
- Send \$500 deposit to But God Ministries: 404 Fontaine Place, Suite 104, Ridgeland, MS 39157
- Promote the trip within your church/organization and elsewhere. Examples - connect with your pastor and missions pastor, use social media, announce in your Sunday classes, display tables at church to advertise, etc.

### Initial Planning and Preparation:

- Consult the **Projects List** which highlights the top needs in the community you will visit.
- Have an initial meeting for those interested.
- Get commitments for those going on the trip. We suggest that you prepare a payment schedule for the entire trip payment (airfare plus BGM fees) up to 30 days before the trip, when the BGM fees are due to But God Ministries. Ask your team members to pay a deposit through your church or organization as a commitment to the trip.
- Arrange and pay for air transportation to Port-au-Prince, Haiti and back. If you need a travel agent, call James Cole at Highpoint travel agency in Dallas at 972-284-1325. Tell him that you are going on a trip with But God Ministries. Try to schedule a flight arriving in Haiti early in the afternoon because we will not travel to our locations after dark. If you need to schedule a later arriving flight (after 5pm), we will make arrangements for your first night to be at a hotel a few yards away from the airport, but contact us with this information as soon as possible.
- Inform BGM of your flight schedule as soon as possible. This helps us with coordinating transportation for others who may travel on the same day as your team.
- Contact Annette: [annette@butgodministries.com](mailto:annette@butgodministries.com) or call 601-983-1179 anytime you have a question. Please contact us periodically to keep us updated about your plans.
- Continue in prayer for His guidance and wisdom throughout this process.
- Schedule meetings for your team. We suggest you delegate leadership responsibilities to team members when possible. For example:
  - Registration Leader(s):
    - Inform the team of the BGM registration requirements and assist team leader with online registration (see next page).

- Discuss the Orientation Document, Packing List, and Additional Information packet. (This information will be emailed to you and/or is on our website.) A team's understanding of this information is vital to a successful mission trip experience.
  - Project Leader(s):
    - Assess the skills, abilities, and hobbies of the team and consult the **Projects List**.
    - Plan your ministry and make work/leader assignments to prepare.
  - Spiritual Prep Leader(s):
    - Prepare your team spiritually through group prayer times, scripture reading, and testimony sharing
    - Prepare prayer guide for those supporting your trip
    - Plan for devotional sharing times while in Haiti
- Contact Annette Hall at 601-983-1179 or [annette@butgodministries.com](mailto:annette@butgodministries.com) to assist in planning the areas of focus for your project ministry in Haiti. Annette will connect you with the appropriate person in Haiti to plan the details of this ministry.

### Team Member Registration:

- Email team members the participant form link: <http://www.sponsor.butgodministries.com/participant-form> (It's also available on our website under "Haiti: Trip Forms") so that they can begin registering for the trip. All participants will need to:
- Submit their Participant Form. This is an online form and once submitted, it comes directly to Annette at But God Ministries.
  - Parents of any participants under 18 must print out the <http://www.butgodministries.com/documents/Trip-Participant-ReleaseMinor.pdf>. A minor traveling without **both** parents needs to carry 2 notarized copies of this form with them on the trip.
  - Submit a copy or picture of his or her passport with the Participant Form. (If this is not submitted with the Participant Form, email it to [annette@butgodministries.com](mailto:annette@butgodministries.com).)
  - Each health professional must submit a copy or picture of his or her diploma from school and annual license with the Participant Form. (If these are not submitted with the Participant Form, email it to [annette@butgodministries.com](mailto:annette@butgodministries.com).)
- Make sure each participant has the packing list: <http://www.butgodministries.com/documents/Trip-Participant-PackingList.pdf> and knows the instructions in the Haiti Orientation Document: <http://www.butgodministries.com/documents/Trip-Participant-Orientation.pdf>.
- Make sure they have the information on the second page of the Packing List and the money described on this page with them as they fly into Haiti and upon their arrival at the Port-au-Prince airport.

### At least 30 days before the trip:

- Submit a final update on your team: <http://sponsor.butgodministries.com/team-leader-planning-form>. This form is sent directly to our staff in Haiti for coordinating the details of your trip.
- Send all required fees to But God Ministries:
- \$750 for a 6 night trip per participant, (\$125/night) minus your \$500 deposit.

- Additional transportation fee if applicable: Your team fees cover the cost of transportation for two trips to the airport: 1 trip to pick up your team upon arrival, 1 trip to deliver your team to its departing flight. If you have team members who require additional trips to the airport, whether arriving or departing on a different schedule from the group, your team will be charged \$40 for each additional trip required.
  - \$10 per person for Emergency Medical Evacuation Insurance
  - Other fees determined by your ministry focus, such as the cost for construction projects (see **Projects List**. Other fees, if any, are determined during the planning process.
- Lead your team to continue praying now throughout the trip for God to do amazing work in and through your team. Ask your team to keep their eyes and ears open to what God wants to show them and/or teach them.
  - Follow the instructions on the packing list: <http://www.butgodministries.com/documents/Trip-Participant-PackingList.pdf>
  - Copy the BGM emergency evacuation insurance information for the trip: <http://butgodministries.com/documents/insurance-card.pdf>
  - Submit the <http://www.butgodministries.com/documents/Team-Report.pdf> after you return to give us information about the trip. Please call Julie at 601-983-1179 with questions about this form.
  - Have fun!!

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BUT GOD MINISTRIES, 404 Fontaine Place, Suite 104, Ridgeland, MS 39157  
601-983-1179 - [annette@butgodministries.com](mailto:annette@butgodministries.com)