

## QUICK REFERENCE CHECKLIST ~ TEAM LEADER RESPONSIBILITIES

### IMMEDIATELY UPON REQUESTING DATES

To Lock-in Dates and Begin Registration Process:

- Sign and Return Ministry Team Agreement to Elizabeth<sup>1</sup> at Heart to Honduras
- Send deposit check to Heart to Honduras, along with a copy of the initial Invoice
- Send Registration link to team members and ask them to register ASAP

### 6-10 MONTHS OUT

- Project specifics planned and coordinated with Elizabeth
- Plan made re: optional excursion
- Tell Elizabeth how many team members you expect to have register
  - Make sure team members have up-to-date passports!

### 3-4 MONTHS OUT

- Final decisions made regarding Project specifics
- Final decision made about optional excursion
- Remind team members to register online with Heart to Honduras
- Send check for all fees and Project costs to Heart to Honduras (per final Invoice)
- Send all Forms & Documents to Elizabeth:
  - Designated Emergency Contact form
  - Copy of Flight Itinerary(s)
  - Copy of International Health Insurance for all travelers
  - Copy of notarized Parental Consent Form for traveling minors (if applicable)

### 2 MONTHS OUT

- All forms submitted
- All fees paid in full
- All team participants are registered

---

<sup>1</sup> Elizabeth Wourms, Ministry Team Coordinator, [ewourms@hth.org](mailto:ewourms@hth.org), 937-352-1384