



Planning Your Team Trip in Partnership with Buyamba

After scheduling your team trip with Julie Dimas, obtain leadership package which includes:

- Team Leader Packet
- Mission Team Travel Guide
- Mission Team Fundraising Guide
- Uganda E-Immigration Application
- Mission Trip Sign up Page
- Sample Team Budget

Cost: \$3,000 per person

Best Practices:

- Before starting anything, put *at least* three dates on the calendar that will represent Meeting 1, 2 and 3. This way the dates can be communicated way in advance, yet there's still flexibility.
- We *suggest* a minimum of 7 people to make up a trip and a maximum of 27. We also *suggest* that the ratio of team members to team leaders should be to 15:1.
- Start planning and communicating the mission trip at least *6 months ahead of time*.
- Obtain an accordion file or some sort of notebook to keep all travel documents, as you will be carrying copies of each team members document and other information.
- Use an email client such as Constant Contact or Mailchimp (free account available) in order to track responses, opens and bounced emails.
- Consider future team meeting venues such as your resident church.

Step by Step Instructions:

- ✓ Send out introduction email to interested individuals and include: Adult mission trip application, minor mission trip application, visa application, and the mission travel guide. Offer a way to opt out of receiving emails regarding the mission trip so you can get a more realistic headcount of interested individuals. This will help you judge the possible size of the first team meeting.
 - Example email: <http://conta.cc/2w0m7Lm>
 - Include date of first team meeting
 - Costs of trip
- ✓ Continue sending emails at least once a month to remind people of important dates, devotional reflections, prayer requests, etc.

Meeting 1:

- Carry copies of all trip literature, including applications.
- Bring number 9 envelopes with colored flash cards for supporters to include with their donation so that donations can be attributed accurately.
- Decide if it's appropriate to require the first \$1,000 deposit at that time or if a later date would be best. This is going to be decided by how early your first meeting is in relation to departure date.

Meeting 1: (Continued)

- “Meet and Greet” ask what people want to bring to the trip, have devotional time, show team video, review travel team guide, information such as flights, shots, and suitcases.
- Discuss expectation to read devotional together, stress how important team unity is to a successful trip.
- **Set deadline for \$1,000 due and Passports – if it’s not going to be this first meeting.**

Step by Step Instructions: (Continued)

- ✓ Review all applications submitted and ensure the passports are not going to expire within six months of your departure date. Overall ensure the applications have been filled out completely and signed.
- ✓ Note that all documents turned into you such as yellow fever shot records, passports, and visa applications **will need to be digitalized**. Therefore, people can submit their paperwork either way, if it’s paper you will just need to scan it.
- ✓ **It is highly recommended this information is contained within a spreadsheet or database, somewhere you can easily track, extract and input traveler information.**
- ✓ Once the deadline for the \$1,000 deposit and passport passes, book flight with Golden Rule Travel Agency. <http://goldenruletravel.com/contact/> (we recommend working with Justin Yoder)
 - You will need to provide them with:
 - Passport Number & Expiration Date
 - Birthdate
 - Passengers Full Name
 - Make sure the travel agent assigns seats together
 - IF flying through Dubai, ensure the layover is at least 8 hours so that a free hotel is included.
 - Closer to departure date contact Emirates and plan room arrangements (two per room) **Suggestion:** Do not share the rooming information with your team members until the night of arrival to avoid conflict
- ✓ Purchase your travel insurance
- ✓ Communicate with Buyamba office number of travelers, marital status, family relationships, etc. so rooms at The Glory House can be booked accordingly.
- ✓ Buyamba office will begin to discuss with leader the projects the team can carry out.
- ✓ Establish a plan for your suitcases...
 - Each person can bring 2 – 50lb suitcases. One will be designated for ministry items such as whatever you need to execute a project, sponsor gifts, etc.
 - If you don’t have items to bring contact the Buyamba office.
 - Keep inventory of ministry items and once suitcases are packed you need to have a suitcase content list. We suggest numbering the suitcases and including the destination of the suitcase. (GCNP or GCHS)
 - Include Nonprofit Status letters in the suitcases (available on our website)

Step by Step Instructions: (Continued)

- ✓ Order devotional books “Before You Go” at the Calvary Community Bookstore or through Amazon.
- ✓ Schedule an appointment with a travel doctor for your group, we suggest The WellnessMart in Thousand Oaks on Duesenburg Dr. with Dr. Richard (not his assistant) for an educational class on travel. Make note when communicating to your team that shots will be available.

Meeting 2: Travel Doctor (The WellnessMart) <http://wellnessmart.com/>

- Request team members to bring their extra ministry suitcase.
- Hand out and review devotional books and invite team to share their reflections via email.
- **Second deposit of \$1,000 could be due at this time**
- Either through email or at this meeting, try to designate people who can help ...
 - Goodie bags can be made for each person for departure day
 - Small pen and journal, gum, granola bar, hand sanitizer, Chapstick, etc.
 - Team Shirt design?
 - See if anyone can open their house for next meeting

Step by Step Instructions: (Continued)

- ✓ Put together a first aid team kit and designate a leader to have it on their person at all times.
- ✓ Apply for Visas online *at least 2 months before departure* date. Cost is \$50
 - <https://visas.immigration.go.ug/#/apply>
- ✓ Order T-shirts for team to wear on departure day. Strongly suggest this be required, in order to keep the team together easily.
- ✓ Request team invite letter from the Buyamba office.
- ✓ Print Nonprofit Status letters to include in each suitcase

Meeting 3: Final Meeting Before Departure

- **Third deposit of \$1,000 due at this time**
- Hand out team t-shirts.
- Review project(s) / job(s) to be carried out in Uganda and see which areas people would like to serve.
 - Keep track of where people want to serve.
- This meeting could be a team building experience such as a fundraiser or something simple like serving your church.
- This could also be a “packing party” where everyone helps pack, label and inventory the ministry suitcases.
- Determine and communicate travel plans for departure date. (Carpooling, caravanning, etc.)

Step by Step Instructions: (Continued)

- ✓ Two weeks from departure date get your team money from the bank (new \$100 bills) OR have Buyamba wire the money ahead of time for certain items such as lodging, God Cares lunches, transportation, and project funds in order to reduce the amount of cash the team is carrying.

Departure Day:

- ✓ The leader(s) should be carrying:
 - A copy of everyone's Visa
 - A copy of everyone's Passports
 - A copy of everyone's Yellow Fever shot records
 - A copy of everyone's Travel Insurance
 - A copy of everyone's Licenses (2nd form of identification)
 - Flight schedule
 - Luggage Contents and inventory sheet