

# Team Leader's Manual 2011



**STUDENTS***International*

## TABLE OF CONTENTS

<b>Top 7 Things You Must Know About Your SI Outreach</b>	<b>1</b>
<b>About SI</b>	<b>4</b>
<b>Outreach Objectives</b>	<b>4</b>
<b>Mission</b>	<b>4</b>
<b>Vision</b>	<b>4</b>
<b>Doctrinal Statement</b>	<b>4</b>
<b>Recruiting</b>	<b>6</b>
<b>Who can go?</b>	<b>6</b>
<b>To Do</b>	<b>6</b>
<b>Selecting Co-leaders for Your Team</b>	<b>6</b>
<b>Children of Team Leaders and Co-leaders</b>	<b>7</b>
<b>Obstacles Students May Have in Wanting to Go</b>	<b>7</b>
<b>Screening Students for Your Team</b>	<b>7</b>
<b>Financial Obligations &amp; Fees</b>	<b>9</b>
<b>Deposits</b>	<b>9</b>
<b>Payment Methods</b>	<b>9</b>
<b>Cancellations</b>	<b>10</b>
<b>Overages</b>	<b>10</b>
<b>Making Payments or Donations via Credit Card</b>	<b>10</b>
<b>Fundraising</b>	<b>11</b>
<b>Team Approach with Individual Accountability</b>	<b>11</b>
<b>Fundraising is a spiritual matter</b>	<b>11</b>
<b>Common Misconceptions about Fundraising</b>	<b>12</b>
<b>Support Letters</b>	<b>13</b>
<b>Who to Send to</b>	<b>13</b>
<b>Return Envelopes</b>	<b>13</b>
<b>Fundraising Party</b>	<b>14</b>
<b>Support Letter To Do List</b>	<b>14</b>
<b>Sample Support Letter</b>	<b>15</b>
<b>Support Letter Alternate</b>	<b>15</b>
<b>10 Other Fundraising Ideas</b>	<b>16</b>
<b>Expressing Gratitude to Donors</b>	<b>17</b>

<b>Travel Logistics</b>	<b>18</b>
<b>Passports</b>	<b>18</b>
<b>Visa</b>	<b>18</b>
<b>Parental Consent for a Minor</b>	<b>18</b>
<b>Immunizations</b>	<b>18</b>
<b>Airfare</b>	<b>18</b>
<b>Travel Insurance</b>	<b>19</b>
<b>Waivers</b>	<b>19</b>
<b>Arriving in Country</b>	<b>21</b>
<b>Forms</b>	<b>17</b>
<b>Parental Consent Form</b>	<b>17</b>
<b><i>Team Commitment</i></b>	<b><i>18</i></b>
<b><i>Safety</i></b>	<b><i>19</i></b>
<b><i>Communication and Emergencies</i></b>	<b><i>25</i></b>
<b>Emergency Contact Person</b>	<b>25</b>
<b>Communication During your Outreach</b>	<b>25</b>
<b>Students Communicating with Home</b>	<b>25</b>
<b>Students International Emergency Procedure</b>	<b>26</b>
<b>Emergency Contact Numbers in the United States</b>	<b>21</b>
<b>Emergency Contact Numbers in Fiji</b>	<b>21</b>
<b>Emergency Contact Numbers in the Dominican Republic</b>	<b>21</b>
<b>Emergency Contact Numbers in Costa Rica</b>	<b>21</b>
<b>Emergency Contact Numbers in Guatemala</b>	<b>21</b>
<b><i>In Country Logistics</i></b>	<b><i>22</i></b>
<b>Ministry Sites</b>	<b>27</b>
<b>Other Groups During Your Outreach</b>	<b>27</b>
<b>Authority &amp; Supervision</b>	<b>27</b>
<b>Student Rules of Conduct</b>	<b>23</b>
<b>Flirting</b>	
-----	
-----	<b>23</b>
<b><i>Packing List</i></b>	<b><i>29</i></b>
<b><i>Team Meetings</i></b>	<b><i>30</i></b>
<b>Pre-Field Team Meetings</b>	<b>30</b>
<b>On-Field Team Meetings</b>	<b>31</b>
<b>Post-Field Team Meetings</b>	<b>31</b>

## TOP 7 THINGS YOU MUST KNOW ABOUT YOUR SI OUTREACH

**1. About SI:** SI does long-term, on-going community development in Costa Rica, the Dominican Republic, Guatemala and Fiji. Our staff, outreach participants and the poor come together cross-culturally to encounter God, share the Good News, disciple and serve others in a specific area of occupation that correlates with their career or academic interests. These occupational settings are called ministry sites. SI strives to assign each outreach participant to a ministry site that correlates closely with their skills and interests. Each participant will work at one ministry site for the entire outreach.

**2. Recruiting Participants for Your Team:** Recruiting team members is one of the first and most important priorities in preparing for your outreach. Participants must be at least age 14 for outreaches to Costa Rica, Fiji and the Dominican Republic, and at least age 15 for outreaches to Guatemala. Team members should have a growing relationship with Christ; however, we encourage a small portion of the team to be non-Christians. All team members must be very aware of the purposes of the trip and follow the rules of conduct. Listed below are some things to do to successfully recruit your team:

- Pray that God would build your team. Ask Him for specific people you should approach to go on the outreach.
- Announce the trip early to allow participants and families time to plan.
- Mention the trip often and be informed with specifics about how people can get involved (who, what, when, where, how, and how much).
- Be enthusiastic; showing your excitement is contagious.
- Encourage existing team members to recruit their friends and family.
- Recruit co-leaders to join the team and help you recruit team members.
- Have an “interested parents meeting” to discuss the plan for the trip.

**3. Financial Obligations & Fees:** You are responsible to ensure that your team meets all of its financial obligations for the outreach. AS OF 2011, ALL OUTREACH FEES AND AIRFARE MUST BE RECEIVED PRIOR TO TRAVEL. Outreach fees are:

- 9 Day Outreach: \$895 + airfare
- 13 Day Outreach: \$995 + airfare
- Team Leader Fees: 1 leader @ \$350 + airfare per every 10 full paying team members.
- Payment/Fundraising Schedule: a \$100 deposit per team member is required by *November 1*; ½ of the fees are due 60 days prior to your outreach; the remainder of the fees are due 14 days prior to your outreach.
- Expenses for travel insurance, passports, immunizations, notary services, travel to/from US airports, airport tax/tourist cards in the

country you are traveling to and spending money during the outreach are *not* covered in your outreach fees. As of Jan 1, 2011, International Travel Insurance will no longer be covered in the outreach fees. SI will purchase insurance for all of the teams; the cost will be reflected on the Team Statement.

**4. Fundraising:** After you have recruited your team, the next thing to do is to develop a fundraising plan. You will need to assist your team in this process because fundraising is not natural for most of us, although it will be an encouraging and affirming task for almost everyone involved. Most funds will be raised by contributions from the team member (10-15%), parents (10-15%), team fundraisers (10-15%), and a fundraising letter (55-70%) sent out by the participant to their church, family and friends. These activities, especially the letter, will help to build a “support team” around each team member.

**5. Travel Logistics:** Each participant on your outreach must do the following prior to the outreach:

- Obtain a US Passport or required visa (if they are not a US citizen). **This Process takes 6 – 8 weeks.** Passports must be in good condition and the expiration date 6 months after the date of travel. In other words, the passport of a team member traveling May 2011 should not expire before Nov 2010.
- Make airline arrangements with SI.
- Consult your doctor and obtain any necessary medical vaccinations.

**6. Meeting with Your Team:** It is important to meet several times prior to the outreach with your team. These team meetings provide you with the opportunity to prepare your team spiritually, cross-culturally, and logistically. Team meetings should be used for times of devotion, team building, training on how to relate with people in another culture, making sure that all logistics and fundraising issues are taken care of, and informing parents about the outreach. SI will provide team meeting guidelines and materials.

During your outreach, you will have several opportunities to meet privately with just your team in the evenings. These team meetings can be used for spiritual devotion, processing the outreach, and fun.

Following your outreach is a very valuable time for you and your team. It is in this re-entry phase that you can either enhance or diminish lessons learned and insights gained during the outreach. It is important that you meet with your team after the outreach to give team members the opportunity to process their experiences, have devotions together, and plan ways to express gratitude to their donors.

**7. What to Bring and What not to Bring:** To help you and your team pack and arrive on your outreach adequately prepared, we have provided a thorough recommended packing list. It is extremely important that you and your team follow the packing list for the appropriate country. Each outreach participant

should bring only one check on and one carry-on bag of *personal belongings* (a second check-in bag may be used for donations). Everyone should not bring:

- **Cell phones** (*Leaders and participants traveling as individuals may carry cell phones for use during travel*)
- **iPods, MP3 players, etc.** (*At the leader's discretion students may bring these items for use on the plane but must be put away after arrival*)
- **Jewelry**
- **Unnecessary credit cards, cash, or important documents**

## ABOUT SI

SI does long-term, on-going community development in Costa Rica, the Dominican Republic, Guatemala and Fiji. Our staff, outreach participants and the poor come together cross-culturally to encounter God, share the Good News, disciple and serve others in a specific area of occupation that correlates with their career or academic interests. These occupational settings are called *ministry sites*. SI strives to assign each outreach participant to a ministry site that correlates closely with their skills and interests. Each participant will work at one ministry site for the entire outreach.

### **Outreach Objectives**

The most common objectives for short-term mission outreaches are to broaden our perspective of the world and our responsibility to it, deepen our relationship with the Lord, and share the Gospel with others in need. While these objectives are important and needed, Students International intentionally strives to accomplish three additional goals:

1. Enabling outreach participants and the poor to discover how God can use them in their occupation.
2. Providing outreach participants and the poor the opportunity to be a part of ongoing ministry and not just a short outreach where follow up is difficult.
3. Helping outreach participants and the poor understand the value of building personal relationships in sharing the Gospel.

### **Mission**

Bringing students and the poor together cross-culturally to encounter God, share the Good News, disciple and serve others in occupational ministries.

### **Vision**

Seeing students and the poor transformed into the likeness of Christ and discover their true calling.

### **Doctrinal Statement**

Each member of the Corporation, Board of Trustees, Staff and any Council of Reference, as a qualification of membership or office, as the case may be, shall subscribe, at the time of election or before taking office and yearly thereafter, to his belief in the Doctrinal Basis of Students International, which shall be the basic Biblical truths of Christianity, including:

1. The unique Divine inspiration, entire trustworthiness and authority of the Bible.
2. The Deity of our Lord Jesus Christ.
3. The necessity and efficacy of the substitutionary death of Jesus Christ for the redemption of the world, and the historic fact of His bodily resurrection.
4. The presence and power of the Holy Spirit in the work of regeneration.
5. The expectation of the personal return of our Lord Jesus Christ.



## RECRUITING

### Who can go?

- Age: 14 and up to the DR, Costa Rica and Fiji; 15 and up to Guatemala
- Most of the team should have a growing relationship with Christ.
- We encourage a small portion of the team be non-Christians. These should be people the team leader or a co-leader know well and who are searching. They must be very aware of the purpose of the trip (to serve the poor and to draw closer to God), and they must be willing to follow all of the rules of conduct diligently.

### To Do

- Pray: that God would build the team He desires. Ask him for specific people you should “target” in your recruiting.
- Announce the trip early to allow students and their families to get it on their calendar to plan around.
- Have an “interested parents meeting” to lay out the plan for the trip. Recruit all interested students and parents to this meeting with “no strings attached,” and then give them a deadline to officially apply.
- Mention the trip often
- When you announce the trip be informed.

What

When

Where

Cost (*Mention you will do fundraisers and cost is not a reason to not go*)

How to Apply

- Be enthusiastic; showing your excitement is contagious
- Target specific people especially co-leaders and ask them to help recruit.
- Have a specific application Deadline (*For Example: March 1<sup>st</sup> instead of spring*).
- Don't assume anyone is going until they have applied and you have their deposit. Verbal commitments are great, but push students to follow through, apply, and to give you a deposit (\$100).
- If you have been on an SI outreach before have students give testimonies about the trip and to tell the other students why they should go.
- If you have not been with SI, but have students who have gone on other short-term trips have them share about how their life was impacted.
- For those who do commit to coming on the outreach and if you have room within your reservation number with SI, encourage your friends to recruit friends, cousins, etc. even if these are students from beyond your youth group or school.

### Selecting Co-leaders for Your Team

We want you to be very intentional and cautious about selecting the people you invite to assist you in leading your team. Your co-leaders will play an important role while on the outreach, and you will need to rely on their emotional maturity, Biblical ethics and servant attitude. Co-leaders are assigned to one of the ministry sites for the entire outreach. The only person who is allowed to rotate to other sites is the Team Leader.

If you have more than 7 students of mixed gender, then we strongly recommend you bring a co-leader that is of the opposite sex than you.

#### **Children of Team Leaders and Co-leaders**

Children can come with your team as long as you take responsibility for them 100% of the time while in country or bring a nanny to assist you. Children will not be able to regularly go to the ministry sites. If possible a short visit to a ministry site will be arranged for children of team staff. Nanny and children's outreach fees are at the reduced fee of \$350.

#### **Obstacles Students May Have in Wanting to Go**

We find there are four common obstacles for students to participating on a mission team. It is important to be aware of them in order to help students overcome these concerns and to go on the team

1. *Money* – It is hard for some students to think they can come up with the money needed. So as you make your first announcement, tell them not to think of money at this time and help them think of the possibilities in Christ.
2. *Parents' Concerns* – Some parents will not let their child go based on fears and/or misinformation. If you have a situation where a student wants to go but their parents won't allow it, call the parent and introduce yourself and help them with their concerns.
3. *Busyness* – Some students want to go, but they are in sports, choir, or taking a heavy class load. Discuss this situation with the student to see if something can be worked out.
4. *Wrong Concepts of Missions* – Some students have no interest in participating on this team, because they have a wrong concept of what missions are about. As you make the announcement to your group help them have an accurate picture of missions and what your team will be doing on the outreach.

#### **Screening Students for Your Team**

Choosing your students for the team is an important issue for you to pay close attention to. Just one student who gives you a hard time on the team can wreak havoc for team unity and take up your time and emotional energy. Here are a few suggestions to consider when choosing your team.

1. Pray that God will give you wisdom and discernment as you select your team.
2. One of the major problems that a leader faces is a person on the team who does not respect their authority. If you sense that an applicant is going to have a problem in this area, deal with it now. Spend time with this person, and try to assess their sincerity to your leadership. You may want to ask colleagues their impression and knowledge of this individual. Ask the Lord for wisdom. Maybe the Lord wants him/her to go in order to work in their lives.
3. This outreach is not necessarily a physically challenging outreach, but there is a lot of walking and, depending on their ministry site, a lot of

physical activity. You should make sure that all applicants are not suffering from a physical ailment that would prevent them from walking long distances on dirt paths, climbing stairs, and have enough stamina for a full day of activity. *If you have someone with a physical condition such as extreme obesity, ADD, mental illness, confined to a wheel chair, etc., you must obtain permission from our office in order for this person to participate.*

## FINANCIAL OBLIGATIONS & FEES

**You are responsible to ensure that your team meets all of its financial obligations for the outreach 2 weeks prior to your departure. Outreach fees are:**

Team Member Fees:	9 Day Outreach: \$895 + airfare 13 Day Outreach: \$995 + airfare										
Team Leader and Co-Leader Fees:	1 Team Leader's outreach fees are \$350 per every 10 full paying team members.										
	<table border="1"> <thead> <tr> <th># of Team Members</th> <th>Leaders Fees</th> </tr> </thead> <tbody> <tr> <td>1 - 10</td> <td>1 Leader @ \$350 + airfare</td> </tr> <tr> <td>11 - 20</td> <td>2 Leaders @ \$350 + airfare</td> </tr> <tr> <td>21 - 30</td> <td>3 Leaders @ \$350 + airfare</td> </tr> <tr> <td>31 - 40</td> <td>4 Leaders @ \$350 + airfare</td> </tr> </tbody> </table>	# of Team Members	Leaders Fees	1 - 10	1 Leader @ \$350 + airfare	11 - 20	2 Leaders @ \$350 + airfare	21 - 30	3 Leaders @ \$350 + airfare	31 - 40	4 Leaders @ \$350 + airfare
# of Team Members	Leaders Fees										
1 - 10	1 Leader @ \$350 + airfare										
11 - 20	2 Leaders @ \$350 + airfare										
21 - 30	3 Leaders @ \$350 + airfare										
31 - 40	4 Leaders @ \$350 + airfare										
	When space is available, we encourage the Team Leader to bring their immediate family at the leader discount rate.										
Fees <i>do not</i> include:	<ul style="list-style-type: none"> <li>• Passports (\$120 - \$135)</li> <li>• International Travel Insurance*</li> <li>• Travel to/from US airports</li> <li>• Entry/Departure Taxes (Costa Rica \$26 per person)</li> <li>• Tourist Cards (Dominican Republic \$10 per person)</li> <li>• Immunizations</li> <li>• Notary Services</li> <li>• One meal eaten in a restaurant</li> <li>• Spending Money</li> </ul>										

\* As of Jan 1, 2011, the cost of the International Travel Insurance will no longer be covered in the outreach fees. SI will purchase insurance for the teams; the cost will be included on the Team Statement.

### Deposits

A nonrefundable deposit of \$100 per number of spaces held is required to reserve your team's participation on a Students International outreach. Team Leaders will be financially responsible for \$100 per number of spaces held after November 1, 2010. If the team size drops below the number of spaces held or if the team cancels their outreach after November 1, 2010 the Team Leader will be financially responsible for the full deposit amount based on the number of spaces held. Team deposits will be applied to Team Member/Leader outreach fees up to \$100 per person. Payment for all team deposits is due in full November 1, 2010.

This deposit structure allows the Team Leader several months to recruit at least the number of Team Members they have reserved space for with Students International. Each Team Member can give the Team Leader their \$100 deposit to hold space on the team.

### **Payment Methods**

You may either make payments to Students International or fundraise through Students International. If you are going to raise money through Students International funds should be received similar to the payment schedule below. To raise money through Students International, have donors make checks payable to Students International and send them directly to our office. We will receipt donors at the end of the year who have given over \$250 or requested a receipt. Each team member will have an on-line financial report of who has given, their address, and the amount of the gifts (for more information see the Fundraising Section of the Leader's Handbook). If you are going to raise money through your own organization, you will be making three payments to Students International according to the following schedule:

Deposit	\$100 deposit per number of spaces held is due November 1, 2010.
Payment	½ of the total fees (Outreach Fees and Airfare) are due 60 days prior to your outreach.
Remainder	The remainder of the total fees is due 14 days prior to your outreach.

### **Cancellations**

If an individual on your team has raised money through Students International and has to drop out, the money they have raised is nonrefundable and nontransferable. If the entire team decides not to go, the money that has been raised is nonrefundable and nontransferable and will be applied toward the operating expenses of Students International. If you are raising money through your own organization, the deposit, payment and remainder are nonrefundable and nontransferable. Refunds for airline tickets are governed by the airline. In most cases tickets are nonrefundable and nontransferable.

### **Overages**

All overages raised in excess of the total fees due to Students International are nonrefundable and will be used to support the ongoing ministry expenses of Students International.

### **Making Payments or Donations via Credit Card**

Team payments to Students International may be made via Visa, Master Card or American Express. The credit card company charges a 3% processing fee. The processing fee will be added to the payment amount.

Donors giving by credit card to your team members through Students International may make donations using their Visa, Master Card or American Express. They will be receipted for the full amount they donate, while 97% of the amount they donate will go to your team.

Contact the Students International Service Center to give by credit card.

## FUNDRAISING

### **Team Approach with Individual Accountability**

As a team leader the biggest concern is that the overall goal for the team be reached. In order to do so you need to hold the individual team members accountable to meet their individual goal.

Example: Total team fees for a team of 11 (10 students and yourself) with airfare is \$18,200. Each student's individual fees are \$1,745 (\$995 outreach fee + \$750 airfare).

Each student needs to send out letters and participate in other fundraisers to raise \$1,745. During the fundraising process you need to monitor where each is in order to hold them accountable and to help them reach their goal. If towards the end of your process you see that one student has raised \$2,000 and a couple of other students, who have worked hard have only raised \$1,550 the extra from the one can be used to cover the shortfall of the other two students.

Most funds will be raised by contributions from: the team member (10-15%), parents (10-15%), team fundraisers (10-15%), and a fundraising letter (55-70%) sent out by the participant to their church, family and friends. These activities, especially the letter, will help to build a "support team" around each team member.

### **Fundraising is a spiritual matter**

God is not interested in just "plopping down" hundreds of dollars for a student to go on a missions trip. He is more interested in a personal relationship with you and each one of your students. God wants to use your fund-raising activities to transform your students. So, fund-raising activities are a spiritual matter and must involve consistently going before the Lord as a team asking him to provide.

### Common Misconceptions about Fundraising

Students Feelings	Biblical Truth	The Facts
<p>“I feel guilty asking for money for something that is exciting and sounds like a vacation.”</p>	<p>Read Psalm 40:7, 8 and Hebrews 12:2 and compare these passages with Paul’s testimony of his life and ministry in 2 Cor. 4:7-11; 6:3-10. Note the contrasts of “joy” and “desire” (or delight) with suffering and hardship. Ask God to help you communicate a realistic view of your ministry.</p>	<p>Excitement over service for God will be caught by your friends and family. There is nothing wrong with this kind of excitement. The work and experience you will have will be both exciting and difficult at times. Your communication of all aspects of the ministry will be important.</p>
<p>“I don’t feel like I’m anyone special to be asking for money.”</p> <p>“There are plenty of better things that people would rather give to.”</p>	<p>Read Exodus 4, Judges 6, and Isaiah 6:1-9. Note the affirmations God makes concerning how He sees Moses, Gideon and Isaiah. Ask Him to show you how He sees you. Reflect on Psalm 139 and notice God’s care for you.</p>	<p>You are a child of the Most High, the Lord of Lords, Almighty God. He has reached out to you, forgiven you of your sin, filled you with the Holy Spirit, and now has called you to proclaim what He has done. We base our worth not on what the world sees as important, but on the reality of God’s relationship with us and what He calls us to do. That is worthy of support.</p>
<p>“Asking for money goes against everything I’ve been taught.”</p> <p>“I feel like I’m a welfare case.”</p> <p>“I just don’t like asking for money.”</p> <p>“Asking for money is uncomfortable, because people’s money is a private affair.”</p>	<p>Think through Christ’s commission to His disciples in Matt 28:18-20 and Acts 1:8 and His words of purpose in Matt 16:18. Whose cause are you serving and inviting your friends to join you in?</p>	<p>You are not asking for money for yourself but for God and His work in and through you. You are merely a steward of God’s gifts as are your potential donors; thus you are working together to help fulfill the Great Commission. Asking for financial donations for secular issues has been around for a long time and is well accepted. As good as most of these are, what you are doing is far more important—you will be affecting peoples’ lives for the Kingdom of God for eternity.</p>
<p>“The job is impossible.”</p> <p>“I don’t know many</p>	<p>Reflect on God’s faithfulness and awesome power in Exodus 14 and</p>	<p>It is God who is our provider, not people. It is God, the creator of the</p>

<p>people.”</p> <p>“The people I know don’t have enough money for themselves, let alone for me.”</p>	<p>15.</p>	<p>universe, who is calling you to His work, and He will be faithful to you and to those who give to you. God’s desire is that all of His people give to the advancement of His Kingdom, regardless of their financial situation. He will prompt people to respond to you; even people you think can’t afford it.</p>
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**Support Letters**

The primary way for you to raise finances for the team is to have EVERY team member write a mission support letter to 40 - 75 people they know. It is the most widely used and accepted way of raising funds for a mission outreach of this nature. Approximately 80 - 90% of all your funds can be generated this way, but it requires some organization and discipline on the part of the team to do it. Letters should be mailed out *3 to 4 MONTHS PRIOR* to your outreach.

**Who to Send to**

Students’ first impression is that they don’t know very many people to write to. There will be some students who really don’t know that many people, if this is the case have them write to those they do know and let the Lord work it out. Most students do know many people that would want to be involved in sending them on this outreach. The people they know might not be their “ideal” type of donor — people having lots of money, overtly generous, and who know them intimately. Students probably only know a couple of people like that. The key is to have students not judge the people they know by whether they can or want to give to them, rather let God make that decision.

The first step is to make a list of people to send the letter to. Don’t begin with the question, “Who will give?” Instead, consider, “Who would have any interest in knowing what I’m doing this summer?” Throw the net as wide as possible. Look over the categories of people below and consider whom you know that might fit into each category. Remember that the person’s interest in you and what you are doing should precede their ability to give.

- Family
- Friends
- Friends of the Family
- Parents of Close Friends
- People at Church
- Sunday School Teachers
- Youth Leaders
- Neighbors
- Co-workers
- Business People/Owners
- Previous Teachers
- Your Doctor/Dentist

**Return Envelopes**

SI will provide return envelopes if you are raising funds through our International Service Center. *Each student needs to write his or her student ID (i.e. Teamname11-01) in the lower left corner of the envelope.* The team ID can be found on the team roster

and on their application. Students should also put a stamp on the return envelopes. *Please contact the Service Center to receive envelopes.*

### **“Stuffing Party**

A fun way to mail the letters is to have a team “stuffing party.” Have all your team members bring their mailing list, enough copies of their letter for each person on the list, envelopes, and postage for the letters and return envelopes. You will bring the SI return envelopes. Students then prepare the return envelopes, address, stuff, and stamp their letters. A tedious task to do by yourself can be a lot of fun if done together and can be a great bonding time for your group. Once the letters are ready to mail spend some time praying over them as a team. Pray that God would move in the lives of those receiving the letters and that God would raise funds needed for each person.

### **Support Letter To Do List**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pray              | <input type="checkbox"/> Have Prayer Partner                          | <input type="checkbox"/> Stuff Letters |
| <input type="checkbox"/> Make Mailing List | <input type="checkbox"/> Proof Read Letter                            | <input type="checkbox"/> Mail Letters  |
| <input type="checkbox"/> Write Letter      | <input type="checkbox"/> Put Student ID and stamp on return envelopes | <input type="checkbox"/> Pray          |

**<Sample Support Letter>**

Dear Friends and Family,

(Begin with a personal paragraph. Could contain activities you have been recently involved in and/or a brief update on your life)

I want to tell you about an exciting opportunity I have this summer. A group from (insert your school or church name) will be going to (Insert Country) from (insert your outreach dates). We will be ministering with Students International (SI). SI is a Christian mission organization whose missionaries are ministering to the poor of Guatemala, the Dominican Republic, Costa Rica, and Fiji. Their missionaries are professionals who are ministering in their area of expertise. They have several different areas of ministry such as: education, social work, health care, occupational therapy, and agriculture. I will partner with one of their missionaries in an area that relates to my interests or studies. To learn more about SI you can visit their website at [www.stint.com](http://www.stint.com).

Will you prayerfully consider partnering with me on this mission trip? This is a great opportunity to share the Gospel and display the love of God to those in need. I am looking for people who will commit to pray for me as I prepare for the trip, while I am there, and when I return home. Will you pray for me?

I am also in need of people to support me financially. This trip will cost about \$1,700 and I would like to ask you to give to make it possible. If you would like to support me, please make your check payable to (ask your team leader where they should send the check, if you are coming as an individual send it to Students International). Please send it in the enclosed envelope by (insert a date at least 30 days before your outreach). All contributions are tax deductible.

If you have any questions about this outreach I would love to talk with you. Please pray about the part God wants you to play in this outreach, and may He bless you for your time and support.

Thank You,

**<Support Letter Alternate>**

Some teams have had success in fundraising by having their students send out 25 – 30 letters and asking people to specifically give \$100. If you would like to take this approach use the following paragraph:

I am also in need of people to support me financially. This trip will cost about \$1,700 and I would like to ask you to give to make it possible. I am looking for 17 people to each give \$100. Will you be one of the 17? If you are unable to

give \$100 any amount would be greatly appreciated. In order to support me, please make your check payable to (ask your team leader where they should send the check, if you are coming as an individual send it to Students International). Please send it in the enclosed envelope by (insert a date about 30 days before your outreach). All contributions are tax deductible.

### 10 Other Fundraising Ideas

1. *Ask Directly* – Have your students identify 5 or more of the people they listed whom they know well and feel comfortable in personally approaching for financial support. People like giving to people.
2. *Ask Your Church* – Students ask their church for support. Students call the church and ask who they need to speak with about supporting them (most churches have a missions committee or an elder for this). Mail them a letter and then a week later follow up with a phone call. If the church does not have money designated for missions ask if they have any “Undesignated Benevolences” (money set aside each year for charitable giving).
3. *Local Restaurant* – See if there is a local restaurant, ice cream shop or coffee shop that might be interested in helping raise money for your team. This is how it works—the ice cream shop announces that every Tuesday night for the month of January between six and nine they will give a percentage of their sales to the team. The students in turn get the word out to their classmates, friends, and families and encourages them to stop by the ice cream shop and buy something. The ice cream shop will love the patronage, and you will get additional support.
4. *Civic Clubs* – Explore civic clubs (e.g. Lions, Elks, Rotary), which might be interested in hearing a presentation by students and would like to help financially.
5. *Work Projects* – Announce in church and at school that the team and the team members are up for hire, for odd jobs and the proceeds go toward their outreach. Suggest painting jobs, lawn and garden care, housework—things that a team member or a group could do on a Saturday morning or afternoon.
6. *Car Wash/Bake Sale* – Hold car washes and bake sales. If you hold your carwash or bake sale at Wal-Mart, they often match every dollar you raise up to a certain amount. Contact your Wal-Mart for more information. Offering a “free” car wash can also work well.
7. *Church Night Out* – Hold a “Church Night Out.” Choose a Friday or Saturday night and announce to your church that evening is designated as “church night out” and that your team will be providing child care at the church. Parents drop off their children at the church and then return to pick them up by a specified time. In exchange for the childcare they give a donation toward the trip. The parents get good, trustworthy babysitting and you and your team have a great time with the children and raise funds for your outreach.

8. *Restaurant Fundraisers* - Restaurant chains such as Sweet Tomatoes, Soup Plantation, Wendy's, Baja Fresh and many Take-n-Bake Pizza places have fundraising programs. Check with restaurants in your areas to see if they have fundraising programs.
9. *Garage/Rummage Sale* - Ask people in your church, school, neighborhood, etc. to donate items for a garage sale and then sell their items with the proceeds going toward the outreach.
10. *Church Dinner* - Invite the church to come enjoy a fun dinner, served by your team members. This is great for fundraising and telling your church family about the trip! Sell dinner tickets for \$15 (or whatever amount you feel is good for your group). You could put on an easy spaghetti dinner or make it a cultural night (specific to the country you will be traveling to). Have students and their parents help to serve the dinner and mingle with people. Have students share why they are going and prayer requests for the team.

#### **Expressing Gratitude to Donors**

- Prior to the outreach each student should send a hand written thank you note to each person who supports him or her.
- Following the outreach each student should write a letter to their supporters telling them about the trip. In this letter each student should include what he or she did as well as what God did in his or her life during the outreach.
- Make sure to properly thank everyone who helped you make this trip possible.
- Hold a time to publicly report in your church or school about the outreach. During this time be sure to thank the appropriate people.

## TRAVEL LOGISTICS

### Passports

- Everyone MUST HAVE a passport
- Cost is \$120 - \$135
- Takes 4 - 6 weeks once application is submitted
- A Passport Application is available online at [www/travel.state.gov](http://www.travel.state.gov)
- Passports must be in good condition and expiration date 6 months beyond travel
- Find more info on passports at [www.travel.state.gov](http://www.travel.state.gov)

Make 3 copies of everyone's passport.

- Leave one copy at home with your team emergency contact person
- Carry one copy with you on the outreach of everyone's passport
- Each student carries a copy of their own passport

### Visa

- No visas are needed for travelers with US passports. If you have students traveling with non-US issued passports contact our office for assistance.

### Parental Consent for a Minor

If you have students traveling under the age of 18 it is recommended that they have a signed and notarized letter from a parent authorizing travel. (*Sample letter on page 17*)

### Immunizations

Students should see their doctor or a local travel clinic at least 4–6 weeks before the outreach to allow time for immunizations to take effect. If it is less than 4 weeks before you leave, they should still see their doctor. Below are the Center for Disease Control's recommendations for each country.

Costa Rica	Dominican Republic	Fiji	Guatemala
Current Tetanus & Measles	Current Tetanus & Measles	Current Tetanus & Measles	Current Tetanus & Measles
Hepatitis A	Hepatitis A	Hepatitis A	Hepatitis A
Hepatitis B	Hepatitis B	Hepatitis B	Hepatitis B
Typhoid	Typhoid	Typhoid	Typhoid
	Malaria		

For more info [www.cdc.gov/travel](http://www.cdc.gov/travel)

### Airfare

We would be happy to assist you in reserving and purchasing your airline tickets. It is our goal to find the lowest prices and best itineraries for our teams. For this service a \$10 surcharge is added to each ticket. Teams are also

welcome to purchase their own airfare. *If purchasing tickets on your own, itineraries must be approved by the International Service Center staff.* Arrange to arrive on the first day and depart on the last day of the outreach.

If you would like SI to make your airfare reservations contact the International Service Center. There are two options when purchasing tickets through SI:

*Option 1:* Once you reserve outreach dates with SI, contact us and we will research tickets and make a group airline reservation. This option allows you to lock in lower fares and desirable itineraries. The airline requires a deposit of \$50 - \$100 per seat at the time the reservation is made with the balance of the ticket due, depending on the airline, 30 - 60 days prior to travel. Up to 10% of the reserved space can be dropped without penalty.

*Option 2:* Wait until your team members have applied and the team has been solidified to purchase airline tickets. This option has little to no risk of incurring airline penalties but you may encounter higher fares and undesirable itineraries.

We recommend Option 1, making a group reservation. Booking early often assures lower fares and better schedules.

If you have questions about which option is best for your team contact our International Service Center. *It is the Team Leader's responsibility to contact our office to initiate this process.*

### **Travel Insurance**

As of Jan 1, 2011, the cost of the International Travel Insurance will no longer be covered in the team's outreach fees. SI will continue to purchase the insurance automatically for all teams; the cost will be reflected on the Team Statement. If your church or school will be providing insurance for the team please notify the Service Center.

The policy, like most short-term international insurance policies, is a reimbursement policy. This means that teams need to be prepared to pay for any medical expenses incurred. Claims are submitted upon return to the US. If medical attention is required it is important to obtain an itemized receipt from the provider(s) to submit with the claim. Our staff will be available to help you through the process. The policy does not include trip cancellation insurance. If you would like to review a copy of the policy contact our office.

### **Waivers**

When team members complete their on-line application each one needs to print and sign a waiver. If they are under the age of 18 a parent or guardian needs to

sign as well. Everyone needs to attach a current picture to the waiver. *The picture does not need to be a passport photo but does need to be a good quality, head shot.*

Collect the waiver forms from your team and mail them to our office at least 14 days prior to your outreach.

## Arriving in Country

- *Immigration*

When you arrive in country you will need to fill out an immigration form. You will receive this form on the plane.

- On the form you will be asked where you will be staying:
  - *Costa Rica* San Jose
  - *Dominican Republic* Jarabacoa
  - *Guatemala* Antigua
  - *Fiji* Nadi
- On the form you will also be asked your reason for traveling, check the box marked *tourist/pleasure*.

In the Dominican Republic, in addition to the immigration form, everyone is required to purchase a tourist card for \$10 per person before going through immigration.

- *Customs*

Following immigration and claiming your luggage you will go through customs. Wait for everyone to claim their luggage and go through as a group, as you will be less likely to be searched.

- *Meeting the Students International Staff*

Once you clear customs an SI staff member will be there to meet you. They will have a sign or similar item to identify them as SI staff. They will also have identification if needed.

- *Changing Money*

There is a place to change money at the airport DO NOT change money there. Our staff will assist you and your team members exchange money once you reach your destination.





## Students International Team Commitment

### **SI will:**

- Provide international health insurance for each participant
- Provide pre-field training materials
- Assist in the purchase of airline tickets
- Provide transportation, room, and board, in country
- Provide supervision at the ministry sites
- Conduct morning devotions and some large group evening activities
- Assist team leader in counseling or resolving conflict if requested
- Assist in the care of sick students
- Respond to needs and requests in a timely manner
- Pray for the team members
- Pray for the team leader

### ***The team leader will:***

- Carefully select team members and co-leader(s)
- Lead team in pre-field preparation (cultural, spiritual, and relational)
- Communicate with Parents
- Make sure team members have proper vaccinations
- Assist team members in obtaining a passport
- Assist team members in obtaining a mentor (Mentor Packet available on Resource CD)
- Make payments on-time (See Financial Policies)
- Collect all student forms and send them to the International office of SI
- Hold Students and co-leaders responsible for information in SI materials (i.e. dress code, what not to bring, piercings, etc.)
- Supervise students as they carry out their responsibilities during the outreach
- Hold students accountable to SI rules and outreach schedule
- Oversee resolution of any student conflict
- Be responsible for the care of a student should they get sick
- Help team members process their outreach
- Lead team nights on field (3 - 4 nights)
- Be responsible for team members from lights out until the morning
- Respond to requests from SI in a timely manner
- Pray for team members
- Pray for SI staff

## SAFETY

We acknowledge that there are safety risks when traveling internationally and encourage you to be well informed and to be aware of the risks wherever your students are, whether at home or abroad. It is important to keep a good perspective when safety is concerned. It is our tendency to have an unfounded fear of the unknown or unfamiliar. Thus, when we hear about tragic events our assumption is to think the places with which we are unfamiliar are unsafe. However, we watch news reports about tragic events in our hometowns and think of them as isolated incidents. Often a situation like this sways our emotions and fuels our fears beyond what is reasonable. We must keep these tragic events in a proper perspective. It is important to remember that thousands of Americans and other foreigners reside in Guatemala, Costa Rica, Fiji and the Dominican Republic and thousands of others visit these countries each month without incident.

We have procedures in place to reduce the risks associated with international travel in an effort to make our outreaches as safe as possible. Some of the precautions we take are:

- We are in communication with the US Embassies in Guatemala, Costa Rica, Fiji and the Dominican Republic.
- We have a strong network with other mission organizations to help us stay well informed.
- We monitor information released by the US State Department.
- We have chosen locations to work in that are low in crime and are characterized by their quietness, tranquility and hospitality to foreigners.
- We give an extensive orientation to the students when they arrive that instructs them on important safety issues and policies.
- We have national staff who have grown up in the areas where we minister and who know the local customs to advise and orient students on safety issues.
- We have excellent relations with the medical community and live nearby well-equipped local hospitals.

While no one can guarantee complete safety, we believe we have set up a program and follow certain policies that make this time abroad as safe as if we were wisely traveling within the United States. We also believe that the safest place for any student is in the center of God's will regardless if they are in the Dominican Republic, Guatemala, Fiji, Costa Rica, or in their home town.

## COMMUNICATION AND EMERGENCIES

### **Emergency Contact Person**

The emergency contact person for your team will be the person you designate on your on-line application, unless other arrangements are made. This will be the person we contact should there be an emergency concerning the team. It will then be this person's responsibility to communicate with the appropriate people.

### **Communication During your Outreach**

When you arrive in country you, as leader, will be able to call or email someone to let them know you arrived safely. We strongly recommend that this person then communicate with parents and others who would like to know, so you don't have to. We suggest using your emergency contact person and having them set up a phone tree or an email distribution list. During the outreach you may be able to communicate with them one more time, but do not plan on more than that. Tell parents and others that no news is good news.

### **Students Communicating with Home**

We strongly recommend that during the outreach students *do not* call or email home, so they are not distracted and able to concentrate on the outreach.

**Students International Emergency Procedure**

*In the case of an emergency contact the Students International, International Service Center located in California. They will then instruct you as to what should be done next. If you are unable to get in touch with the Service Center please call Pam Christy's cell phone.*

**Emergency Contact Numbers in the United States**

Students International Service Center in California .....1-559-627-8923

Pam Christy's (Teams Director) cell phone .....1-559-303-1481

**Emergency Contact Numbers in the Dominican Republic**

*Before calling these numbers contact the Students International Service Center.*

Lowell Troyer's cell phone (Field Director) .....1-809-710-8879

Lowell Troyer's home phone .....1-809-574-2025

**Emergency Contact Numbers in Costa Rica**

*Before calling these numbers contact the Students International Service Center.*

Jeff Dixon's home phone (Field Director) ..... 011-506-2250-3032

Jeff Dixon's office phone ..... 011-506-8921-7550

**Emergency Contact Numbers in Guatemala**

*Before calling these numbers contact the Students International Service Center.*

Fernando Saravia's cell phone (Field Director) .....011-502-4009-1172

**Emergency Contact Numbers in Fiji**

*Before calling these numbers contact the Students International Service Center.*

Contact the Service Center for emergency contact information

## **IN COUNTRY LOGISTICS**

### **Ministry Sites**

We try very hard to arrange for your students to minister in areas of interest to them and will let you know what their ministry site assignment will be a month before the outreach via email. They will minister at one site for the entire outreach. This helps to maximize their opportunity to develop friendships. It is important to note that once you are in country, team members will not be allowed to change or switch to another ministry site. There is a lot of preparation that goes into setting up a ministry site and often it involves families or leaders who have been told what to expect when you arrive. There are circumstances we will take into consideration and allow a change to take place if necessary, but they are rare. Thank you for your understanding.

Each “ministry site group” will be led by one of our bilingual staff. There will often be slight changes from the written description of the ministry sites to what your students will actually do. These changes are due to various reasons — such as the time of the year you go, national holidays and some sites are dependent upon national leaders and fitting within their schedule. There is always the possibility of needing to change things due to unforeseen circumstances such as weather and cultural adjustments. If there are some changes, they will not affect the opportunity for your students to minister through their ministry site. A primary characteristic for all missionaries working in another culture is flexibility. Please contact our International Service Center if you have students who should not be placed at the same ministry site or if you have any questions or concerns regarding this process or the placement of your students.

Although the Students International staff try to place participants in a ministry site of their preference, we cannot guarantee that participants will be granted the opportunity to work in the ministry site of their first or second choice.

### **Other Groups During Your Outreach**

There may be other teams or individual students doing ministry at the same time as your team. We have structured the program to facilitate the integration of separate groups with each other. We will provide opportunities for individual team meetings.

### **Authority & Supervision**

When you and your team arrive in country you will immediately be part of a leadership team that will lead and govern the team. This leadership team will make any major decisions that affect your team. We have full-time staff who will be leading each of the ministry site groups.

### **Student Rules of Conduct**

There are several rules students must abide by in order to ensure safety, simplify group logistics and conduct a lifestyle pleasing to the Lord.

- No tobacco use
- No drinking alcohol
- No flirting or any other sexual activity
- No possession or use of illegal drugs or firearms
- No one out later than 9:00pm (except with staff approval)
- Invitations to a national friend's home are subject to staff's approval.

### **Flirting**

One of the most difficult areas for many students is in the area of *flirting*. Often times it is unintentional, but it is perceived within other cultures as a sexual advance. It destroys the effectiveness of their Christian witness and places them in an awkward position. We want you to address this issue before your team comes so students are aware of the impact and consequences of flirting. If it is noticed by our staff that a student is purposely flirting and doesn't stop when asked, that student may be sent home at their own expense.

Students can be sent home immediately, at their own expense, if they are involved in any sexual relationships, drinking of alcohol, use or possession of illegal drugs or excessive abuse of the other rules of conduct.

## Packing List

- Everyone must pack personal belongings in one check on bag (50 lb limit) and one carry-on bag. (A second check-on bag is permitted for donations or team supplies.)
- Pack passport, money, personal toiletries, and a change of clothes in your carry-on bag.
- Types of clothing needed will vary based on ministry site. For example team members at a construction or AT site will need work clothes and team members in an education setting should be dressed a little nicer (jeans or pants without holes and nicer t-shirt or collared shirt, etc.). Please dress modestly.
- Specific dress codes for each site are included on the Ministry Site Prayer and Donation List found online under *Country Info*.

### Clothing

- |   |  |
|---|--|
| <input type="checkbox"/> 3 pairs of pants   | <input type="checkbox"/> 1 pair of comfortable walking shoes                                 |
| <input type="checkbox"/> 1 - 2 nice, but casual sets of clothes for church & banquet  | <input type="checkbox"/> 1 pair of shoes to use at your ministry site                        |
| <input type="checkbox"/> 5 casual shirts and/or t-shirts  | <input type="checkbox"/> 1 pair of flip-flops ( <i>for showering &amp; around the base</i> ) |
| <input type="checkbox"/> 1 sweater or sweatshirt  | <input type="checkbox"/> 1 towel and washcloth ( <i>second towel optional</i> )              |
| <input type="checkbox"/> 1 wind breaker or light jacket   | <input type="checkbox"/> Underwear   |
| <input type="checkbox"/> 1 rain poncho or other rain gear ( <i>rain jacket best for Costa Rica</i> )                              | <input type="checkbox"/> Socks   |
| <input type="checkbox"/> 2 pair of shorts – ( <i>knee length Fiji, mid-thigh DR &amp; Costa Rica, Capri length in Guatemala</i> ) | <input type="checkbox"/> 1 modest one – piece swimsuit ( <i>no high cut suits</i> )          |

### Other Items

- |  |   |
|--|---|
| <input type="checkbox"/> Passport and Photo Copy of Passport | <input type="checkbox"/> Flashlight   |
| <input type="checkbox"/> Bible                               | <input type="checkbox"/> Travel alarm   |
| <input type="checkbox"/> Notebook, Pen or Pencil             | <input type="checkbox"/> Personal toiletries ( <i>soap, shampoo, deodorant, toothbrush, toothpaste, etc</i> ) |
| <input type="checkbox"/> Sunscreen                           | <input type="checkbox"/> Personal medications ( <i>prescriptions, Tylenol, etc</i> )                          |
| <input type="checkbox"/> Aloe Vera or sunburn lotion         | <input type="checkbox"/> Water bottle ( <i>sealable</i> )   |
| <input type="checkbox"/> Insect repellent (with Deet)        | <input type="checkbox"/> Camera   |
| <input type="checkbox"/> After Bite or anti itch lotion      | <input type="checkbox"/> \$50 - \$100 Spending Money  |
| <input type="checkbox"/> Hand sanitizer                      |   |
| <input type="checkbox"/> Sun visor/cap, sunglasses           |   |

### Items Specific to Each Country

#### Costa Rica

- Host Family Gift (*for home stays only*)
- Heel Strap Sandals (*Teva type*)
- Small Day Pack
- Small Umbrella

#### Dominican Republic

- Bed Sheets and Pillow Case for twin bed

#### Fiji

- Surf shorts & t-shirt to wear over swimsuit
- Lightweight sleeping bag & sheet

#### Guatemala

- Small Umbrella
- Host Family Gift
- Photos of family, home, etc (*to share w/ host family*)

#### Do Not Bring

- Cell Phones (*Leaders & Individuals traveling alone may bring cell phones to use during travel*)
- iPods, MP3 players, CD players, etc. (*Electronic devices brought to use on the airplane need to be put away in country*)
- Unnecessary credit cards, cash, or important documents
- Jewelry
- Blow dryers, curling irons or straighteners (*Guatemala*)

#### General Dress Guidelines

- No piercing other than earrings on women
- No shirts exposing the midriff
- No low cut waists on pants, jeans, or Capri pants

- Shorts need to be knee length for both men and women (*Fiji/ no shorts in Guatemala*)
- No tank tops or spaghetti straps; shoulders need to be covered
- No low cut necklines on shirts
- No tight clothing

## TEAM MEETINGS

Team meetings will be an intricate part of your outreach. You will meet with your team to prepare for the outreach and to get to know one another before the outreach. On the outreach you will have opportunities to meet together as a team to process together what God is doing in and through your lives. After the outreach it is important that you communicate with your team members to help them incorporate the lessons that will be learned on the outreach into their every day lives. Below you will find suggestions for pre-field, on-field and post field team meetings. For a more detailed outline of possible team meetings please see the “Team Meeting Manual.”

### Pre-Field Team Meetings

It is important to meet several times prior to the outreach with your team. These team meetings provide you with the opportunity to prepare your team spiritually, cross-culturally, and logistically. Team meetings should be used for times of devotion, training on how to relate with people in another culture, making sure that all logistics and fundraising issues are taken care of, and informing parents about the outreach. To do this we recommend that you hold at least 4, preferably 5, team meetings. Below are topics that we suggest you cover with your team during the team meetings.

#### Spiritual Principles

- Basic Understanding of Why Missions are Important
- Understanding of God’s Heart for the Poor
- Understanding of the Importance of Holistic Ministry
- Servant hood
- Prayer Partner Program

#### Logistical Information

- Fundraising
- Passports
- Immunizations
- Waivers and Parental Consent Forms
- Packing List

#### Cultural Information

- Basic Understanding of Culture
- Strategies for Entering Another Culture
- Country Specific Information

### **On-Field Team Meetings**

During your outreach you will have several opportunities to meet as a team. These times are usually in the evening after dinner. These times can be used for spiritual formation and to help your team process what they are experiencing, learning, and what God is doing on the outreach. At the end of your outreach will be a chance to meet as a team to prepare for returning home.

The important thing during these times and during the outreach is to help your team members process their time. This will help the work that God does in their lives during the outreach be a lasting work and to make a life long impact.

The easiest way to process as a group is verbally. However, not everyone is a verbal processor. Provide ways for people to process using other avenues, as it will be more meaningful and impacting to them. See the “Team Meeting Manual” for ideas of discussion starters and activities for these times.

### **Post-Field Team Meetings**

Just because you have returned home does not mean the outreach is over. One of the most important aspects of leading a team is helping your team members to adjust to life back at home and to integrate the things God did in their lives during the outreach into their everyday lives. We strongly recommend that you have at least 1 meeting after your outreach. These meetings are an extension of your processing time and re-entry time that you had on the outreach. The goal is to continue to help your team process and apply what they experienced and learned on the outreach. See the “Team Meeting Manual” for some ideas of activities and discussion starters for this time.

*Thank you!*