

Short-Term Mission Trip Preparation Timeline

Trip Determination Phase (12-18 months before)

- Establish purpose of trip
- Calculate trip cost per person using Trip Expense Worksheet
- Research host country
- Schedule important dates according to the Trip Preparation Timeline

Promotion & Publicity Phase (6-12 months prior)

- Develop promotional video
- Develop information booklet and application
- Develop strategies and goals for recruiting

Recruitment Phase (3-6 months prior)

- Encourage, recruit and enlist people to go on trip
- Conduct information sessions
- Sign-up Deadline (12 weeks prior)

Team Training Phase

- Training session #1 (10 weeks prior)
- Training session #2 (8 weeks prior)
- Training session #3 (6 weeks prior)
- Training session #4 (4 weeks prior)
- Training session #5 (2 weeks prior)
- Commissioning Service (week before departure)

On the Field

- Lead daily team meetings with volunteers
- Strategize for future partnership
- Lead team members in Re-Entry preparation session (2-3 days prior to return)

Debriefing and Follow-up Phase

- Write follow-up letter to team with Mission Trip Evaluation Form (2-3 weeks after)
- Send follow-up letter to supporters
- Schedule a Team Reunion (3-4 weeks after)