



Mission Application Checklist

- Policies and procedures signed (due 30 days before trip)
- Completed application (due 30 days before trip)
- Code of conduct agreement read and signed (due 30 days before trip)
- Emergency / Medical information completed (due 30 days before trip)
- Copy of insurance card – front and back (due 30 days before trip)
- Release and indemnification agreement signed (due 30 days before trip)
- Support letters written & mailed (recommend 2-3 months before trip)
- Supplementary international insurance obtained – optional, but recommended
- Passport application process (international trips only – allow minimum 3 months)
- 2 copies of your passport (international trips only – due 30 days before trip)
- Immunizations for country traveling to – check with trip leader
- If you are 16 year or older, you are required to complete the Mission Trip Questionnaire and Consent form (due 30 days before trip).