

2007 Team Leader Planning Guide

6-9 MONTHS BEFORE DEPARTURE

- Contact Bill Cox about available dates: billcox@nicamissions.com, 731-660-4985 (home), or 731-697-8377 (cell). As you consider dates, also consider your location for ministry—Leon or Matagalpa. Bill will work with team leaders in determining general parameters for team ministry. A detailed itinerary will be developed 2-3 months before departure. Please emphasize to team members that all questions and correspondence with El Ayudante should be through the team leader unless authorized by the team leader.
- Submit “Mission Team Application” online at www.nicamissions.com
- Mail \$250 deposit to: El Ayudante, Inc., HCN Mission Team, P.O. Box 152, Brownsville, TN 38012. This deposit will be deducted from the total team fee.
- Review the website.
- Recruit and select team, obtaining a commitment by requiring deposits to be paid. Give team members the website address. Hold informational meeting. A PowerPoint presentation will be mailed to you to share with your team.
- Begin making travel arrangements (flights, passports, vaccinations, etc.) http://travel.state.gov/passport/passport_1738.html is the link for U.S. Passports. It is required that your passport be valid at least 6 months beyond the dates of your trip and have two to four blank visa/stamp pages.
- Develop a budget (see “Potential Team Leaders”) and inform team members of payment schedule (if applicable). **All team ministries are financed with team funds.**
- Begin fund raising projects and securing team finances

2- 6 MONTHS BEFORE DEPARTURE

- Involve sending / sponsoring congregation and local community in the mission
- Collect supply items that will be distributed in Leon or Matagalpa (school supplies, hygiene items, etc.)
- Hold additional team meetings / orientation for team. Ask each team member to fill out a “Medical Information and Release Form” and the “El Ayudante Release Form.”
- Continue to be in prayer, individually and as a collective body in Christ
- Secure travel insurance that includes medical evacuation. Each team member should check with their health insurance provider to determine their coverage in Nicaragua.
- Confirm all travel arrangements.
- Contact Bill Cox to develop an itinerary consistent with the gifts and passions of team members.
- Team leaders will receive an e-mail with details concerning lodging in Managua the night before departure.
- A cell phone will be given to the team leader upon arrival in Managua. (The cell number will be sent to the team leader before departure.) This phone provides a

means of communication between team members and their family/friends in the US. Team members can buy calling cards in Nicaragua to call home. Calls from the US to this assigned phone will be charged to the US caller only. Wireless internet service is available at El Ayudante's team house in Leon. We encourage teams serving in Leon to bring wireless laptops to communicate by e-mail. Teams serving in Matagalpa have opportunities to e-mail either from the location of lodging or internet cafes.

- Order t-shirts, if desired. See information under "Order T-Shirts" link.

3 WEEKS BEFORE DEPARTURE

- Mail the following to: El Ayudante, Inc., Nicaragua Mission Team, P.O. Box 152, Brownsville, TN 38012
 1. \$425 per team member. Subtract \$250 sent for deposit.
 2. Construction and other ministry funds should also be sent. Please do not send funds for purchase of groceries for Bible Schools and care packages (These funds are to be brought in cash.)
 3. "El Ayudante Release Form" for each team member
- Complete the "Team Information Form" and submit online.
- Complete the "Team Roster" and submit online.
- E-mail a detailed list of all medications, medical supplies, and medical equipment on Word or Excel to billcox@nicamissions.com according the format located on the "Medical Ministry" link. For physicians/dentists/other medical personnel who will be practicing—a scanned JPEG copy of their medical and specialty licenses.
- The team leader will take 2 copies of each team member's medical form to Nicaragua. Give one copy of each medical form to El Ayudante staff upon your arrival. The team leader will keep the other copy with him/her at all times. The team leader will also keep the photo page of the passport in case a team member loses his/her passport.
- Ask a team member to prepare and submit a team testimony and pictures of your mission trip to be posted on our website. Please e-mail this team member's name and e-mail address to Bill Cox at billcox@nicamissions.com. This team member can e-mail this information to this e-mail address or mail to the above address.

AFTER YOU RETURN HOME

- Go to website and complete the "Mission Trip Evaluation Form." This form is submitted online.
- Remind your team member to please submit a testimony and pictures. We need and appreciate any additional pictures that you and your team members can send.