

Pre-Project Planning Worksheet

Confirm the project dates _____

Sponsor _____

Contact Person _____

Phone Numbers _____

E-Mail _____

Location _____

In specific terms, what is your team being asked to do?

Local arrangements:

Motel? College? Church? Camp? Homes?

Sleeping quarters

For how many girls? _____

For how many boys? _____

For how many families? _____

Bedding and/or cots needed? _____

Can they be secured at the project site? _____

Restroom facilities

Separate & private for boys & girls? _____

Adequate for group size? _____

Kitchen facilities: what will you need to bring with you?

Pots? _____ How many _____

Pans? _____ How many _____

Cups? _____ How many _____

Glasses? _____ How many _____

Silverware? _____ How many _____

Plates? _____ How many _____

Food: better to bring or buy locally? _____

(plan to clean up and dispose of garbage daily)

Mission project location services?

Is water available? _____

Restrooms? _____

Sound system? _____

Trash cans? _____

What supplies do you need to bring/provide?

If the project is on public property or in a restricted area, has permission been granted?

_____ By whom? _____

How many volunteers do you need? _____

Preachers? _____ Teachers? _____

Drivers? _____ Sponsors? _____

Musicians? _____ Youth? _____

Nurse? _____ Medical Doctor? _____

Event Coordinators? _____

_____ How many? _____

_____ How many? _____

_____ How many? _____

Budget:

Travel? \$ _____ (Include \$250 for unexpected expenses)

Food in transit? \$ _____ (# of meals x # of people x cost of each meal = \$ _____)

Cost of supplies? \$ _____

Cost of teaching materials? \$ _____

Cost of construction materials? \$ _____

Cost of insurance? \$ _____ (In transit and on project site accident and travel)

Miscellaneous? \$ _____

Financing:

Church Budget? \$ _____

Fund-raising Projects? \$ _____

Special Offering? \$ _____

Participant Fees? \$ _____

Other? \$ _____

TOTAL \$ _____

Notes: _____

Travel:

Highways and roads are generally good, but local travel can become congested and slow. Make adequate allowance for delays, regular rest stops, and time to enjoy the journey. Travel in the mountains is best measured in drive time instead of distance.

Accident Insurance:

You will want to make sure your church insurance will cover accidental injuries for anyone in your group.

Or, you can acquire travel/accident insurance information from the national ARM office.

Trip Permission and Medical Care:

Every child and youth must either be accompanied by or have permission from his/her parent/guardian to make the trip.

Every person making the trip should complete a medical form giving their name, address, age, medications currently taken; name, address, phone number of family physician; any known health problems; and permission to seek medical care on their behalf in case of an emergency.

Take a first aid kit prepared by a doctor or pharmacist. Be prepared for insect bites, dog bites, heat exhaustion, diarrhea and hygiene needs.

If possible take a doctor or nurse with you.

Lodging:**Motel/Hotel**

Have all reservations confirmed in writing two weeks prior to trip.

Make written room assignments before departure.

Have established curfew and behavior rules.

Start and end the day with prayer in room groups.

Church/Camp

Take restroom supplies, cleaning supplies, bedding, food, etc.

Leave facilities clean (pay for any damages)

Leave a love gift for utilities.

Private Homes

Be kind and express appreciation.

Take care of your own laundry and clean up after yourself.

Eat what is prepared unless medically prohibited.

Do not walk about in sleepwear.

Be sensitive to the family's schedule.

Restaurants

Try and secure a copy of menus and prepare orders in advance.

Except in fast food places, leave a tip of 15 to 20%.

Practice patience and understanding.

Follow The Leader:

Remember that the ministry belongs to the local churches and missions organizations. Follow their leadership and support their work and planning. Work hard every day. Be flexible. Be ready and punctual.

Lead your group in Bible study, prayer and discussion each morning and night.

Clearly identify and follow designated group leaders. Conflicts should be dealt with without disrupting activities or damaging Christian witness.

Team-building

Plan times in the pre-planning stage to develop your group as a team. Time spent together and shared information will strengthen the bond and readiness of all team members.

Team-building meetings should include such things as: information on the project, expectations of the sponsor and team leaders, spiritual readiness, personal cost, packing guidelines, special needs (diet, health care, etc.), witness training, other special training.

Report and Celebrate:

Share the excitement, results, disappointments and concerns with all of your partners: your church, association and state convention.

Reports should include information on who went, where did you go, what did you do, what happened as a result, what ongoing concerns do you have?

Seek opportunities for participants to share about their experiences and give testimonies of how God was at work during the project.

For use by volunteer teams
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