



MISSION TRIP DETAILED WORK PLAN

Example of a detailed work plan for mission trip planning and execution.



Sample Trip Logistics Detail/Work Plan

Assign responsible parties and deadlines to each item in each category

BUDGET

- Create/review/update budget
- Collect and track trip fees
- Develop materials for grant requests and/or fundraising plans
- Create a list of cash needs for the trip
- Contact the credit card company with travel details
- Get cash from the bank and separate into envelopes
- Set up fee and donation payment options with church office
- Alert church insurance provider about the trip and determine if any coverage riders are needed for the trip.

PRE-TRIP EVENTS

- Order boxes and items for “trip reveal” box
- Schedule youth group seniors to pack and wrap boxes
- Schedule youth group seniors to deliver the boxes
- Make travel arrangements for site visit
- Schedule and plan a Commissioning worship service with the congregation (assign roles to youth, consider inviting mission partners)
- Conduct a pre-trip meeting for all adult staff and volunteers
- Design and create a trip t-shirt
- Have a dinner with Seniors (could be with mission partners on Commissioning Sunday)

FUNDRAISING

- Prepare emails/letters to solicit donations
- Connect with youth group alumni via social media/email for donations
- Schedule and create announcements for church communications (website, bulletin, newsletter, etc)
- Schedule and execute fundraiser(s)
- Get paper, envelopes and stamps for “letters from the field”
- Print mailing labels for all donors
- Schedule days for youth to write mission sponsor/donor letters during the trip
- Have adults mail the letters from the mission location

PAPERWORK

- Send out an email/letter to parents and youth announcing the trip and sign up requirements
- Collect all forms and medical information – make sure they are complete
- Contact emergency contacts for each youth for the trip
- Create a master trip itinerary with all details (you can revise to create a version for youth with less detail)
- Create a packing list for the trip
- Final communication with parents to include “important trip information” details
- Communicate with the local high school if the trip will impact any school days
- Determine any special dietary needs from the medical forms



- Compile allergy information
- Complete background screenings for all staff and volunteers as required by Safe Conduct policy
- Create contact lists and share cell phone numbers
- Create folders for staff and volunteers with all important details/documents
- Create booklets for youth with itinerary, list of participants/team lists, song sheets, etc.

TEAMS

If you have a large group and need to split into teams

- Divide the group into teams and assign leaders
- Recruit youth group alumni for trip if you need additional leaders and/or hands
- Create team t-shirt designs
- Recruit and meet with the team of adults who will assist with logistics

LODGING

- Research options for lodging for the group
- Make reservations/pay deposit as required
- Make arrangements for adult lodging as needed
- Create a plan for "sick bay" at your lodging
- Assign sleeping spaces for boys/girls
- Assign youth chores at the host site
- Make any room signs needed

TRAVEL - AIR

- Check with group reservations at airlines for options
- Reserve air block and pay deposit
- Determine if there is a group check in at the airport
- Check baggage fee requirements for budget
- Make payments as needed
- Compile flight manifest (names, gender, date of birth)
- Submit manifest to airline
- Check airport map to determine terminal and amenities available there
- Determine how and who will pay luggage fees at the airport
- Create luggage tags
- Collect IDs from youth as they arrive - put them in individual team envelopes
- Have someone from your team make copies of IDs. Take one copy and leave one copy at the church.

TRAVEL - GROUND

- Determine local transportation needs at your destination - make arrangements
- If flying, book transportation to/from the airport
- Research rental car options and reserve
- Create signs for cars/buses if you need to split the group

FOOD

- Create a meal plan at the host site
- Create an allergy/preferred foods list based on needs



- Create a plan for snacks, water, special foods, etc.
- If shopping at Sam's Club or Costco, make sure you have a current membership
- Order and ship any special items you may not be able to get onsite

“SEND OFF DINNER”

- Gather a group of parent volunteers to help with planning and the dinner
- Create a theme for the dinner
- Plan worship service
- Go over all rules for the trip and review itinerary
- Collect medications, check that all youth are healthy (no fever!)
- Assemble “snack bags” if you will need food for travel

FREE TIME ACTIVITIES

- Research cultural and fun activities at your mission destination
- Make any necessary reservations
- Make a list of options for a “team night”

LOCAL CHURCH

- Make arrangements for Sunday worship
- Make arrangements for post-worship fellowship
- Determine opportunities to interact with the local church youth throughout the week

OTHER WORSHIP PLANS

- Create a plan for commissioning your youth group seniors at the destination
- Create/order a bracelet for seniors to give at commissioning
- Select pendants for final group worship
- Create vespers for the week
- Create final worship service
- Order/pack vesper candles and lighters
- Order glow sticks for final worship

WORK PROJECTS

- Determine work projects with host partner
- If you have members/friends with construction experience, consider recruiting a “contractor team” for the trip
- Assign contractors to projects
- Order/organize materials as needed
- Order port-a-johns if needed
- Assign teams of youth to the projects
- Develop a plan for coolers/igloo coolers, snacks at each site
- Pack/ship tools
- Build daily project check-ins into your master itinerary

OTHER

- If possible, consider recruiting a nurse for the trip
- Recruit parents, others to volunteer to help with check-in at the Send Off Dinner
- Create medical kits – if you have a large group, you should have a master kit and then smaller kits



for each team