



Service Team Checklist and Timeline

Payments and paperwork are expected to be on time to help ensure appropriate preparations! Please review all of the action steps, forms, and the due dates carefully and let us know if you have any questions.

1. Contract Email – This confirms all of your team’s details, costs, and secures your dates for the trip.

_____ **Return the signed contract and \$500 non-refundable deposit to Kids Alive within 30 days**

2. Confirmation Email – Upon receiving the contract and deposit, we’ll connect you to your team host and share a sneak peek of our team member handbook, designed to help prepare the team for their time of service through a series of pre-trip training meetings. We provide one for each team member.
3. Assemble and Prepare Your Team – Recruit team members, process applications, approve members, fundraise, plan training meetings, pray, communicate with team host about needs and projects, buy international health insurance, assign tasks, prepare for travel, etc... (Let us know how we can help!)
4. Purchase Airfare – Consider using travel agents, airline group booking agents, or on your own... but start early to get the best prices and options and to avoid potential complications.

_____ **APPROVAL OF PROPOSED ITINERARY** – You must receive approval of your flights from Brian Veen (serviceteams@kidsalive.org) or your in-country team host **BEFORE** purchasing tickets

_____ **FINAL ITINERARY AND COSTS** – Please email confirmation of your final itinerary and total costs (per person or for the whole group) to Brian Veen (serviceteams@kidsalive.org)

5. Reminder Email – Sent 60 days before your trip, it will include an invoice and a reminder of what’s due.
6. Final Payment and Paperwork – At least 30 days before travel, everything should be sent to Kids Alive in order to allow us to prepare adequately for your team’s arrival and time of service. These forms can be found on our website at www.kidsalive.org/serve/forms-and-resources/.

_____ **Final Payment:** Include Building Block options, if chosen (minus \$500 deposit, if paid)

_____ **Service Team Roster***: Names, addresses and information of all team participants

_____ **ADULT FORMS*** (Over 18 when traveling): Child and Vulnerable Adult Protection Policy, Liability Release and Personal Agreement, Background Check Release, and Medical Information Form

_____ **MINOR FORMS*** (Under 18 when traveling): Child and Vulnerable Adult Protection Policy, Liability Release and Personal Agreement, and Medical Information Form

Also: Parental Agreement for Minors (notarized) for minors traveling without a parent

PLEASE NOTE: All forms should be read, signed and returned to the Team Leader, who will then send them to Kids Alive International at least 30 days prior to the team’s departure! The original copies of the **Medical Information Forms** and **Parental Agreement for Minor** forms should be carried by the Team Leader during the trip in case of emergency (and you can send Kids Alive a *copy* of these forms).

*You will find all of the needed forms and more information on the Kids Alive website at www.kidsalive.org/serve/forms-and-resources/