

SIFAT TEAM LEADER CHECKLIST

Team Name _____

Date of Trip _____

Destination Country _____ **Project Site** _____

Please use this checklist to help ensure you are following all team procedures in a timely manner. If you have any questions, please contact team coordinator Peggy Walker, perdidopeg@aol.com, at any time. SIFAT is here to serve you and desires that your team's experience is the best and most effective possible!

Step	Date Completed	Task
1		Contacted SIFAT representative for STM possibilities.
2		Received confirmation letter of team date, project site, pricing information and SIFAT team number.
3		Held recruiting meeting for potential team members.
4		Collected and sent \$100 deposit per person – due one month after receipt of SIFAT confirmation letter or \$200 deposit per person if SIFAT reserves the team's airline tickets (one check made payable to SIFAT with team number on memo line).
5		Airline reservations and price confirmed by SIFAT representative (if applicable)
6		Made plans to attend Team Leader Training (TLT) on _____.
7		Received ____ team manuals at TLT.
8		Made copies of forms and distributed to team members.
9		Received SIFAT statement reflecting deposit received and total amount due including r/t airfare if applicable. Payment due dates noted and recorded below.
10		Confirmed need for passports. Directed team members to obtain these documents.
11		Checked with Health Department for immunizations required. Advised team members to obtain immunizations.
12		Determined need for and set dates for fundraising and team development activities.
13		Sent Preliminary Name List to SIFAT for airline reservations. Date due to SIFAT _____.
14		Sent Final List of Names as they appear on the passports for airline reservations. Date due to SIFAT _____.
15		Sent final payment to SIFAT for r/t airfare (if applicable). Date due to SIFAT _____.

16		Collected completed SIFAT team forms and one copy of passport photo page from all members.
17		Sent all paperwork (Missioner Profile & Release of Claim, Notification of Death, Parental Consent, one copy of photo page of passport, legible team roster) to SIFAT – due ONE month prior to departure – kept one complete copy of all forms for my team leader travel packet.
18		Sent final payment for in-country expenses and team construction funds/health training funds. Date due to SIFAT _____.
19		Completed SIFAT cross cultural training manual with team members.
20		Set date for packing party.
21		Had “sending forth” with church and other STM senders.
22		Had post field reunion meeting with team and determined a plan of action for continued support with SIFAT and project.
23		Stayed involved with SIFAT during the year by becoming a SHAREholder and through programs on the international campus in Alabama. (Practicum, Learn & Serve, CARES, retreats, special projects)
24		Set team date with SIFAT for next year’s team!

SIFAT
2944 County Road 113, Lineville, AL 36266
(256) 396-2015 (office) / (256) 396-2501 (fax)
www.sifat.org

SIFAT Emergency Contact Phone Numbers: (please distribute to team members to leave with family and church in case of emergency.) In case of emergency, contact the SIFAT office or one of the following persons. They will be able to relay a message to the individual and/or team.

Peggy Walker (256) 357-4807 (home) / (256) 770-3955 (cell)
Tom Corson (256) 357-9106 (home) / (256) 282-9298 (cell)
Ivan Roman (weekends) (256) 596-3139
SIFAT on-campus night - Marie Lanier (256) 396-2900
Ken & Sarah Corson (256) 357-2608 or (256) 781-4301