

## Mission Trip Timeline

1. Proposal for trip made to LHI Chairperson – **September 1** (of year prior to trip).  
Proposal to include:
  - a. Purpose of trip
  - b. Projected cost
  - c. Preferred dates
  - d. Recommended number of team members(Copies of proposal made and mailed to all LHI Board members)
2. LHI approval of proposal and team leaders – **October 1**. (This can be done by e-mail)
3. Team Leader(s) begin gathering information on any governmental issues, ticket prices, country and health information, etc., immediately upon notification by LHI Chairperson.
4. Public notification (immediately) with solicitation for applicants.
5. Team Member Applications:
  - a. Request for applications
  - b. Applications sent out (along with a request for a current photo)
  - c. Applications deadline (**Dec. 15 or approximately 10 weeks following announcement of trip**)
  - d. Received applications copied and mailed to all LHI members for consideration.
6. Team Selection (Selection to be made by e-mail vote or at meeting if one is scheduled near to the time of selection). **January 15 or approximately 5 months prior to trip.**
7. Notification of acceptance along with any additional instructions (i.e., passports), copies of itinerary, deadlines for fund-raising and a letter from LHI authorizing fund-raising immediately upon selection.
8. Public announcement of team
9. **By January 15**, Team Leaders need to present the final schedule of dates, costs, and program to the LHI Chairperson (LHI will add 10% to the projected cost for operating expenses.)
10. Fund Raising
  - a. 75% by **April 1 or approximately 2 ½ months following approval as team member.**
  - b. Additional 15% by **June 1 or approximately 2 months later**
  - c. Final 10% at time team gathers for orientation.

### **April 1 – drop date for team members who have failed to comply**

11. Tickets purchased – **April 15 or approximately 2 months prior to trip date** and details mailed to the LHI chairperson. This is to be handled by the team leader(s).
12. **June 1** – copies of orientation materials, devotion schedule, team responsibilities, etc., to be mailed to the LHI chairperson for copy and distribution to the team members.
13. Team training and orientation – **to take place at least three days prior to departure and to include issues of culture, general health guidelines, etc.**