

Checklist 3: Almost There!

[getting your ducks in a row]

These things should be completed by now:

- Secured airfare if flying
- Mailed paperwork to Servant Life
- Notified your team of shot requirements

If you have not completed these things, please **contact us immediately** so we can move forward on the same page!

Final Payment

- Due about 45 days before trip
- Checks can be mailed to PO Box 36307, Birmingham, AL 35236

It is important this is on time so we are able to get your Trip Box to you!

Mission Partner Contact

Make sure you are connecting with the missionary you will be serving with!

Check your mail

Keep your eyes peeled for your Servant Life Trip Box. These will be sent 3 weeks prior to your trip, however we cannot send them until we receive your paperwork and final balance (due about 45 days before you leave). Boxes include the following items:

- Airfare tickets (if booked through Servant Life)
- International traveler's insurance policy (if traveling internationally)
- Paperwork binder for you to take with you on the trip
- T-shirts
- Servant Life country patch
- Wristbands
- Interactive Trip Devotional (begins one week before your trip)

Host a final team meeting

You may or may not have had formal training sessions like we suggested, but at the very least consider hosting one final meeting in order to commit time to prayer. If your team will be leading VBS or has any other preparatory responsibilities, use this time to work on those details!

