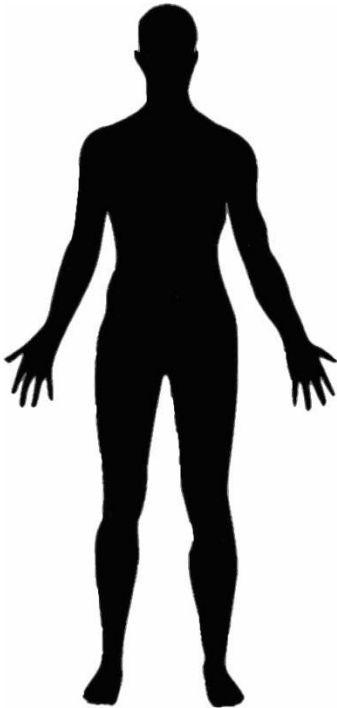




# TEAM LEADER GUIDE



**The Body of Christ**

**ONE body,  
MANY parts ...  
united and  
different**

**“For just as we have many members in one body and all the members do not have the same function, so we, who are many, are one body in Christ, and individually members one of another.” Romans 12:4-5**

## Team Leader Guide

Thank you for being a Team Leader this year and working with Global Outreach in sharing Jesus Christ through the many talents, gifts and abilities of those who will join you for this trip.

Here are the guidelines, policies and procedures of how to best communicate with us here in the Home Office and handle all details before boarding your plane.

We are here to help in any way possible with applications, airline ticket arrangements, travel insurance, and monies involved with your team.

There are so many benefits of a team going to work alongside our missionaries. You are not only representing the Body of Christ, you are the Body of Christ. Because of the diversity of this group, many doors will be opened in the community that might otherwise have been closed if it were not for your team going.

God is the One who will put your team together to accomplish the work needed wherever He sends you. Please do not stress over who will be going. Again, God is putting this team together.

Prayer is going to be your most important job or assignment as Team Leader.

Preparation of your team spiritually will be an enormous part as Team Leader.

Communication and paperwork will also be key to the team preparations going smoothly. If working with application details is not your strong suit, ask someone to help with that. Remember, this is the Body of Christ with many members, each to help the other. It is very important that deadlines be met and applications are sent in accurately before approval of the application process can be completed.

Please feel free to e-mail or call the Team Coordinator with any questions you may have. Know that your team is being prayed for and that we very much appreciate all you are doing to help impact the lives of those with whom you will come in contact. The impact may not be visible at the time, but it will impact generations to come for the Kingdom of God and He will receive all the glory and honor. Amen!

Thank you for serving in this important role of Team Leader.

## Team Application Guidelines and Process

- Team Leader – Contact Global missionary about going to work with them at their ministry site. Contact information is located on our website: [www.globaloutreach.org](http://www.globaloutreach.org)
- Missionary – Will e-mail team information to Team Coordinator:
  - Team Leader name, e-mail address, best contact number
  - Church/Organization
  - City/State
  - Type of mission trip (medical, construction, evangelism, etc.)
  - Approximate number of team members
  - Per diem and Project Fees
- Missionary – Will e-mail Team Leader their Orientation Manual with per diem costs, project fees, etc. and send copy to Team Coordinator.
- Team Coordinator – Will e-mail the Team Leader and send copy to Missionary:
  - Team Account Number
  - Team Deadline Date
  - Team Applications
  - Team Leader Application
  - Team Leader Guide
  - Airfare Request Sheet
- Team Leader –
  - Send Airfare Request Sheet to Jennifer Rush or Blair Greene at CVTravel, Global's travel agents, to make travel arrangements, itinerary and cost of tickets for team (See CVTravel contact information in section below)
    - Travel Insurance will be written by CVTravel and is in addition to the airfare. Travel insurance (medical) is required by Global Outreach.
  - Begin to hold planning meetings with team members to discuss and advise:
    - Team application process, advising of deadline.
    - We advise Team Leader to require team members to turn applications in to them 6 weeks prior to departure to allow time for Team Leader to check applications and submit correctly to Team Coordinator by the 30 days prior to departure deadline. Incomplete applications will not be accepted.
    - Budget/costs per team member
    - \$60.00 application processing fee per person
    - Airline tickets and required travel (medical) insurance

- Per diem – costs for food, lodging, transportation while in-country
  - Project costs – whatever project the team will participate in while there (discuss with missionary)
  - Missionary/ministry donation
  - Cost of Passport – first time or renewals
  - Cost of visa, if required
  - Cost of shots
  - Cost of extra luggage
  - Cost of day out/fun day of sight-seeing, shopping, tours while in-country (please include costs for missionaries to host your outing)
  - Cost of transportation of team to/from airport in U.S.
  - Cost of extra food purchases
- Make sure that at least 30 days prior to departure:
    - All Team Applications:
      - Have been filled out correctly, signed and dated
      - Are e-mailed to the Team Coordinator in correct order as separate, individual .pdf files to be received in the Home Office at least 30 days prior to departure.
      - No paper copies will be received beginning January 1, 2017
      - Several team applications as a .pdf file can be attached to one e-mail to the Team Coordinator.
      - NOTE: The Team Leader also has to fill out a Team Application as a team member
      - We do not accept applications that include documentation required by your church or organizations
    - Team Leader Application on Behalf of Team:
      - Has been filled out correctly, signed and dated on behalf of the team.
      - Is e-mailed with Team Applications to Team Coordinator to be received at least 30 days prior to departure.

### **Other information Team Leader needs to know:**

#### **CORRESPONDENCE**

- It is very important that all correspondence, phone messages and payments for the team reference their TEAM ACCOUNT NUMBER in the Subject Line of the e-mail, memo line of the check or payment on-line.

#### **AIRLINE TICKETS**

- All airline ticket and travel insurance payments should be sent to Team Coordinator's attention at the Home Office. Please choose 1 of the 3 payment options below.
- We prefer for all teams to use our travel agency, CVTRAVEL.

- Please contact our travel agents for Itinerary quotes by sending the Airfare Request Sheet to them:
  - Jennifer Rush      [jennifer@cvtravel.com](mailto:jennifer@cvtravel.com)      (205) 949-2766
  - Blair Greene      [blair@cvtravel.com](mailto:blair@cvtravel.com)      (205) 484-2029
- After issuing your e-tickets, the agent will write travel insurance for your team and forward your e-tickets and travel insurance cards to you by e-mail.

## **TRAVEL INSURANCE**

- Our preference is that either CVTravel write your travel (medical) insurance for you or the Home Office writes it for the team. Both are the same.
- If you get your tickets from CVTravel, they will write your travel insurance when the e-ticket is issued.
- If you do not use CVTravel, the Home Office will need to write your travel insurance. The cost is \$2.43 per day/per person.
- Travel insurance is not ticket insurance. Typically, insurance purchased with an airline ticket does not meet the qualifications by Global Outreach for travel (medical insurance). Please check with Team Coordinator before purchasing travel insurance with your ticket.

## **PAYMENT OPTIONS**

### ➤ **CHECK – Payable to:**

GLOBAL OUTREACH  
 ATTN: TEAM COORDINATOR  
 PO BOX 1  
 TUPELO, MS 38802

**REFERENCE: TEAM ACCOUNT NUMBER** – this is important to indicate in memo line of your check for funds to be properly allocated

### ➤ **CREDIT CARD DONATION ON-LINE:**

- ❖ [www.globaloutreach.org](http://www.globaloutreach.org)
- ❖ GO WITH GLOBAL
- ❖ SHORT TERM TEAMS
- ❖ SHORT TERM PAPERWORK
- ❖ CREDIT CARD DONATION
- ❖ COMPLETELY FILL OUT INFORMATION
- ❖ USE THE TEAM ACCOUNT NUMBER ASSIGNED – **TEAM ACCOUNT NUMBER**
- ❖ NOTE THAT A CREDIT CARD FEE WILL BE CHARGED TO OFFSET COSTS OF USE OF CREDIT CARD

### ➤ **DIRECT ACH / BANK ACCOUNT DONATION ON-LINE:**

- ❖ [www.globaloutreach.org](http://www.globaloutreach.org)
- ❖ GO WITH GLOBAL
- ❖ SHORT TERM TEAMS

- ❖ SHORT TERM PAPERWORK
- ❖ TEAMS ACH PAYMENT
- ❖ USE THE TEAM ACCOUNT NUMBER ASSIGNED – **TEAM ACCOUNT NUMBER**
- ❖ COMPLETE AND SUBMIT – COST IS \$.12 PER TRANSACTION

If a church or organization will be sending a check by mail, it is **CRUCIAL** that the Team Account Number is referenced ON THE CHECK for us to allocate funds to the correct account.

AS TEAM LEADER, PLEASE CONVEY THAT INFORMATION TO WHOEVER IS RESPONSIBLE FOR ISSUING CHECKS. Personal checks must also include the Team Account Number in the memo line of the check.

### **U.S. EMBASSY**

- Please make sure to register each team member (or have them register) with the U.S. Embassy through the **S**mart **T**raveler **E**nrollment **P**rogram (STEP).
- This is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate in case of an emergency.
- This can be done on-line using the following link:  
<http://travel.state.gov>

Thank you for serving as Team Leader. Should you have any questions at all, please contact the Team Coordinator.