



# Mission Trip Checklist

## Travel

Item	YES	NO	N/A	Description/Recommendation
1. Have you purchased travel insurance from ARM or another provider?				
2. Have you confirmed the destination country has a low war-risk and is politically stable?				
3. Did you book travel with a major domestic carrier, ensuring reliable international service?				
4. Do all passports contain at least two blank pages?				
5. Are all passports valid at least six months after return?				
6. Have you confirmed visa and vaccination requirements with destination embassy?				
7. Have you confirmed requirements for participants of different nationalities?				
8. If traveling with minors, do you have notarized proof of consent?				
9. Do you have a plan for securely storing participant documents during travel?				
10. Have you contacted the local conference in country of destination to coordinate on-site?				
11. Did you get access to International SOS service from your conference?				
12. Do you have a plan to fulfill testing requirements for communicable diseases for entry and/or re-entry?				
13. Does your auto policy cover drivers and vehicles in your destination country?				
14. If you are driving, do you need an International Driving Permit?				



## Food and Lodging

Item	YES	NO	N/A	Description/Recommendation
1. Is a pre-trip site visit necessary to research the local area and available resources?				
2. Are lodging accommodations safe and secure?				
3. Do you have a way to secure passports, cash, and other valuables?				
4. Have menus been designed with local access to ingredients in mind?				
5. Is there a place to cook meals for the group and ample dining space?				
6. Do you have a way to refrigerate food on-site?				
7. If camping, do you have tents and kitchen supplies available?				
8. Have you used ARM's <a href="#">Campsite Safety resource</a> to ensure a safe campsite?				
9. Have you confirmed the availability of clean water for drinking and cooking?				
10. Do you have a plan for disinfecting produce?				
11. Do you have activated charcoal for preventing and treating poisoning?				

## Safety

Item	YES	NO	N/A	Description/Recommendation
1. Is there a doctor or nurse traveling with your group?				
2. Do you have a fully stocked first aid kit, including medical supplies and basic medicine not available at your destination?				
3. Do you know what medications your participants are regularly taking?				
4. Do you have a plan to store medications in a secure location?				
5. Have you verified the location of local clinics and hospitals for emergencies situations?				
6. Have you developed an emergency evacuation plan for a medical emergency or political unrest?				



Item	YES	NO	N/A	Description/Recommendation
7. Do you have an experienced construction professional traveling with your group to oversee building projects?				
8. Have all tools been inspected and are in good working order?				
9. Do you have enough safety equipment available for the group (hard hats, work gloves, etc.)?				
10. Will lifeguards be available for all water activities?				
11. Prior to the trip, have you discussed the following items with participants? <ul style="list-style-type: none"> <li><input type="checkbox"/> Cultural differences they should expect</li> <li><input type="checkbox"/> Types of work and outreach activities they should expect</li> <li><input type="checkbox"/> Symptoms and remedies associated with jet lag, dehydration, heat and sun stroke, food poisoning or water-related illnesses, anxiety, etc.</li> <li><input type="checkbox"/> Personal safety tips when traveling</li> <li><input type="checkbox"/> Construction safety</li> </ul>				