

iGo Team Member Checklist

- Immunizations** **Begin now**

You should consult with a doctor regarding the immunizations you need when traveling overseas. You can also get some ideas from the following websites: www.imb.org/medinfo (International Mission Board immunization suggestions) and www.cdc.gov/travel (Center for Disease Control). Note: Shop around for the best price on immunizations. A county health clinic is usually the cheapest, however, you might know a doctor who would be willing to give you the shots at cost in order to contribute to your mission journey.

- Fundraising** **Begin now**

Begin sending out your initial wave of support letters immediately, and begin making follow-up phone calls. Your plans for other fundraising ideas and events should also be underway.

- Confirm Your Spot** **2 weeks after your acceptance**

Send in your \$200 confirmation deposit, 4 completed forms, and 4 passport copies (or copy of the receipt for your passport) to guarantee your spot on the team. If you are not confirmed we cannot guarantee a spot on the team.

- Travel deposit** **March 7**

Your travel deposit of **\$1,000** is due in our office no later than March 7th. This enables us to reserve your airplane tickets and make other necessary travel arrangements. Remind your church bookkeeper to send this check in on time.

- Security Deposit** **April 4**

A security deposit of **\$800** is due on April 4th. This will confirm your travel.

- Confirm Travel to Base Camp** **May 6**

You are responsible for your own transportation to Base Camp and home from the airport after your trip is complete. If you are flying, you will need to fly into D/FW International or Dallas Love Field and inform us of your flight schedule by May 6th. We will have someone at the airport to pick you up and deliver you to the Base Camp site. Check with us before you select a flight home, as your departure time will be dependent upon your arrival time back in Dallas from overseas.

- Final payment** **May 6**

The remaining balance for your trip is due no later than May 6th. You may have payments sent to us before that date, but all money for your trip should be in our office by May 6th. **You will not be admitted** to Base Camp unless the total trip cost has been paid.

We may need to pass on information or get additional things from you. Please check your email regularly.