



# Planning Calendar For Team Trip

Note: If you contact us late in this process please complete all tasks on this list anyway!

Month	Task	Notes
12 months ahead DATE _____	<b>Call HTH office</b> to set tentative date 937-372-3503	Date will be held for 30 days pending \$500 deposit
A. Within 30 days of setting date	Send <b>\$500</b> (non-refundable) to HTH office to secure date \$200 of this is used for administrative fees; \$300 of this applies to your trip fees	HTH office will send leader planning materials upon receipt of the \$500; Leader should view trip leader DVD, preview the ministry overview DVD & read Fieldworker manual before the March mtg.
B. Upon receipt of planning materials	1 <sup>st</sup> group meeting to <b>generate interest</b> and to determine the type of project the group is able to do (construction, medical, Sister church, VBS, etc.) <b>Announce cost of trip.</b> Discuss possible tours (falls, Copan, Punta Sal).	Show HTH ministry overview DVD; serve Burro coffee; discuss fundraisers; set due dates for fees/forms; (See back of this sheet for setting trip cost.) Review physical fitness issues from manual.
C. Set up <b>Project</b> for trip	Contact us	<a href="mailto:stevedelisle@hth.org">stevedelisle@hth.org</a>
10 Months ahead	Collect at least <b>\$100</b> per person; Reminder to apply for <b>passports</b> Begin fund raisers if needed	This will get folks to commit so you can make airline reservations; Have those with existing passports check to be sure their passport is valid through 6 months from date of return
10 months ahead	Call <b>airlines</b> to reserve seats. Choose an early afternoon arrival time so you can arrive in Canchias before dark.  Choose an <b>International Health Insurance</b> plan for all members of your group. We have insurance agency contacts if you need assistance.	Delta, Continental and American all fly to San Pedro Sula, Honduras; Please call HTH for travel agency suggestions if needed. Charging tickets on the HTH charge card gives us frequent flyer miles on the charge. (Individuals still earn personal miles.) (Costa Rica flights are to San Jose, CR; Nicaragua trips are to Tegucigalpa, HN or Managua, Nicaragua.)
6 months ahead	<b>Collect half</b> of the cost of the trip – give each paid team member registration and release forms. Check on passport progress. Begin monthly meetings	Collecting the money further ensures commitment. Regular meetings foster group building, allow for Spanish lessons or fundraising.
4 months ahead	Have a <b>notary public</b> at the meeting so everyone can sign their release forms and have them notarized on the spot. Make passport copies. <b>Collect registration forms.</b> Designate a team <b>photographer</b> . Designate an <b>emergency</b> contact person who is NOT going on the trip. Have team members sign blue form 6 to give to the contact person.	This gives you 60 days to catch the stragglers, to study the registration forms for the information you need from them, to check the forms for completeness and <b>sign</b> them yourself before they have to be sent to the HTH office.
3 months ahead	Collect missing forms; Prepare <b>forms</b> 1,2,3,5, passport copies, proof of international health insurance, and <b>\$450</b> per person to <b>mail</b> to HTH office. Make copies of all forms for yourself.  Decide on optional tours.	Any forms/ monies received at HTH after 60 deadline will be \$500 per person. If someone's passport hasn't arrived yet, send everything else and note that the passport is delayed. No late fee due to us. When you send it, be sure to note what team and what date! Upon receipt of forms and grounds fees, HTH office will mail remaining, Fieldworker's Manuals, t shirts, and luggage tags for each team member.
2 months ahead	<b>Collect</b> remaining fees; <b>Distribute</b> Fieldworker's Manuals & t shirts; <b>Pay airlines</b> ; Send copy of <b>airline itinerary</b> to HTH office. Send <b>project monies</b> to HTH office.	Work with HTH office to charge tickets on HTH charge card. You will need passport names to finalize tickets
2 weeks ahead	Have a <b>packing meeting</b> for any group items (VBS materials, medical supplies, health kits, group food list - Manual p. 41). Attach luggage tags to group bags. Give each person a luggage tag for personal check on.	It is helpful to have a set of scales to weigh the bags as you pack to be sure nothing is over 50 lbs.

**Setting trip price:**

**Add together the following per-person costs:**

1. cost of airline ticket
2. cost of international health insurance (about \$2 a day)
3. \$500 grounds fees to HTH for trips to Honduras (\$450 if it arrives 60 days or more before trip)  
Trips to Nicaragua and Costa Rica vary in cost.
4. cost of project (minimum of \$100 per person)
5. cost of (optional) tour (see website [www.hth.org](http://www.hth.org) for choices)
6. cost of (optional) hotel/restaurant meals

Some leaders choose to add fees to cover miscellaneous costs associated with organizing the trip or little group treats on the trip, pre- post- gatherings, etc.

**Setting due dates:** It is wise to have team members pay large percentages of the total price at least 6 months ahead of time, as a sign of their commitment.