

Group Leader Checklist



Friends of Chimbote Mission Visit Program - Group Leader Guidelines

The group leader plays a very important role in the planning and organization of the mission trip and works closely with representatives from Friends of Chimbote and our partner in Chimbote, Asociación Civil Apoyo Familiar (ACAF). Group leaders must be at least 21 years of age and have the necessary time and communication skills to lead the group.

Primary Responsibilities and Timeline

Within 9-12 months of preferred mission visit:

- Review our website www.friendsofchimbote.org and download and read the **Mission Visit Handbook** and review the **Mission Group Application** to obtain knowledge of what is involved.
- Contact Friends of Chimbote at 701-364-0162 to discuss potential trip and confirm availability of preferred dates.
- Hold a meeting for anyone interested in joining your group, providing general information such as what our Chimbote mission encompasses, trip dates, costs, activities and goals.

A minimum of 6 months prior to journey:

- Submit completed application to Friends of Chimbote as per instructions on application.
- Hold commitment meeting where all interested group members must commit to the trip. Distribute copies of the Mission Visit Handbook that is a required read for all visitors. (Or refer to our website to view electronically.)
- Invite Friends of Chimbote representative to join the meeting to provide mission overview, answer questions and determine group projects and budget.
- Determine fund-raising methods to meet project goals.
- Ensure that each member gets passport in order, immunizations, etc.

Within 3-6 months prior to journey:

- Fundraise for projects.
- Book airline tickets and make side trip plans and arrangements if applicable.
- Hold group meeting and if Friends of Chimbote representative did not attend previous meeting they should attend this one either in person or by phone.

- Connect with Peruvian travel agent to make plans for arrival in Lima, transfer to hotel, Lima hotel accommodations, and transportation from Lima to Chimbote. Payment of these items to be made direct to travel agent.
- Apply for/obtain group travel insurance. See mission visit handbook for details.

Minimum of 6 weeks up to 3 months prior to journey:

- Send payment to Friends of Chimbote per Friends of Chimbote generated invoice that includes room and board fees, fees for ACAF representative to meet group in Lima and travel with group, translator fees, and group project and activity fees.
- Email the following to Friends of Chimbote support@friendsofchimbote.org and ACAF vc@friendsofchimbote.org
 - Group Travel Insurance Policy
 - Group Travel Details Form
 - Group information Spreadsheet
- Connect with and communicate with ACAF mission visit staff regarding lodging details in Chimbote, ACAF representative meeting group in Lima, daily schedule and further definition and plans for group projects. Primary email address to use for this communication is: vc@friendsofchimbote.org
- Hold a final group meeting to review packing lists, ensure paperwork in order and answer final questions.

When in Peru

- Group leader must have working cell phone and is the primary contact person for Lima Travel Agent and ACAF Mission Visit Team Leaders.
- Work closely with mission visit team members ensuring group members comply with safety rules and guidelines.
- Oversee daily schedules and activities. Lead and/or delegate evening/reflection sessions.

After the Journey

- Work with Friends of Chimbote staff to ensure all group members complete Friends of Chimbote mission visit survey.
- Have a post-visit meeting for the group within 30 days of return with opportunity to reflect and share feedback and photos, and to plan activities to provide on-going support of Friends of Chimbote and ACAF. (Friends of Chimbote staff will provide suggestions and ideas.)
- Provide Friends of Chimbote with trip reflections and photos that can be shared on Friends of Chimbote website and other media.