Short Term Mission Trip Proposal

Please complete this form with as much detail as possible. Guidance information is provided *[in brackets]* and can be deleted as you fill out the document.

Please send the completed document to natmcampbell@gmail.com for further discussion.

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| **WHO** |
| Partnering Organisation |  |
| Proposed Team Leader |  |
| Proposed Participants | *[comment on number of participants (min, ideal, max), target ages, required skills]* |
| **WHAT** |
| What will the team do |  |
| Proposed program |  |
| **WHEN** |
| Training Dates | *[allow for 2 training days, at least 1 month before departure]* |
| Field Dates |  |
| Debrief Dates | *[include 1 day in-country and 1 day upon return]* |
| **WHERE** |
| Location/s |  |
| Risk level | *[current DFAT travel advice level, according to www.smartraveller.gov.au]* |
| **WHY** |
| Trip Objective |  |
| **HOW** |
| Team Leader commitments | If approved as the team leader, I commit to:[ ]  Preparing and running team training in partnership with VPBC STM co-ordinator[ ]  Facilitating mentoring for the team participants[ ]  Preparing and running team debrief in partnership with VPBC STM co-ordinator[ ]  Being accountable to VPBC leadership and will work in harmony with the church leadership |
| Budget | *[Please outline a proposed budget considering the following]** *Transport*
* *Accommodation*
* *Food*
* *Team Admin*
* *Ministry costs / supplies*
* *Activities*
* *Team shirts, etc?*

*Also guidance on personal costs:** *Spending money*
* *Immunisations*
* *Visas*
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