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](mailto:natmcampbell@gmail.com) for further discussion.

|  |  |
| --- | --- |
| **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* |