

## Team Leader Toolkit

Welcome, 2025 Team Leader! We're thrilled to collaborate with you in planning and executing a life-changing trip. Please review the following information to ensure you're fully prepared for your upcoming journey.



### RECRUITMENT

Recruiting a team of 10 or more may seem daunting! Here are some ideas to engage your church, school, friends, and family:



1. Host an interest meeting to spark excitement. You can use our customizable slide or printable poster to help promote it. During your recruitment meeting(s), invite someone to share a personal story from a previous GO trip.
2. Provide details about what participants will do on the trip, whether it's construction, VBS, Field Days, or sports practices. Be sure to mention the downtime at the end of each day to explore local spots in Santiago, and the opportunity to visit the beach and debrief your trip at the end of the week.
3. Use some of the "swag" included in your team leader welcome box to encourage attendance in these meetings. People love door prizes!
4. If safety is a concern within your group feel free to share our "Safety in the Dominican" document, which is available at [gomin.org/toolkit](http://gomin.org/toolkit).

### RAISING SUPPORT



Raising support can seem overwhelming, but encourage your team members to share their fundraising ideas, both individually and as a group.

Be sure to clearly communicate the total trip cost (including fees and flight expenses) along with the payment deadlines.

- Breaking the total amount due into smaller amounts with several due dates can make it feel more manageable.
- Prayer cards and prayer magnets are also excellent tools to gather both prayer and financial support.

### DEVOTIONS & TEAM MEETINGS

We encourage all teams to meet several times before your trip. These gatherings are a great opportunity to pray together, discuss fundraising progress, and build relationships with one another!

We're also excited to provide a pre-trip devotional for all team members. It's divided into three units, each containing three days of content, which you can assign according to your team's schedule. Additionally, you'll receive links to three videos that can be viewed during team meetings (use QR to access these files):

- Unit 1 video covers GO's language, mission, and vision.
- Unit 2 video focuses on Dominican culture.
- Unit 3 video is a short "What to Expect" guide.



While the pre-trip devotional is optional, each team will receive a separate GO Ministries devotional book upon arrival in the Dominican Republic to complete during the mission trip. The trip devotional serves to help your team process their mission trip experience through the lens of Scripture, connect to God's heart for the nations, and give practical tools to continue growing as a disciple and furthering the Great Commission long after they return home.

## NOW WHAT?

You have completed your application, covenant and paid your deposit. So what happens between now and your trip??



- If you haven't already, you will soon be receiving a welcome email. This email will connect you with your team coordinator as well as contain links to share with your team members. One of these links is for registration and the other is a medical release form.
  - These forms must be filled out 6 weeks prior to travel!
  - Every participant, even children, need to be registered and have a medical form completed.
- You will receive an email 12 weeks before your travel to remind you to have everyone registered.
- Abby will email you 8 weeks before travel with an updated roster and to inquire about a final count of participants.
- 6-10 weeks before travel is a great time to start having regular meetings with your team. Use the pre-trip devotional and provided videos to direct conversations.
- 6 weeks before departure we will confirm the final roster and send you a final invoice. Final payment is due no later than 4 weeks before travel.
- You will receive Teams T-shirts approximately 3-4 weeks before travel.

## SUCCESSFUL TEAM EXECUTION



- Each team member will receive an email 2 weeks before your trip with instructions on how to complete the e-ticket. The e-ticket is a free form required by the Dominican government and must be completed before flight check-in.
- Some of our teams choose to host a "packing party". This can be a great time to hand out Team T-shirts as well as distribute any supplies or donations that is being brought down.
- Starting a group chat via text or What's App will help streamline communication, especially on travel days.
- Plan at least 3 pre-departure meetings to go over spiritual development and practical (See "Devotions & Team Meetings" on page 1)
- What's App is the easiest communication app to use while in the Dominican Republic. Loading it on your phone while you are still in the States makes it much easier to use, if needed, once you arrive!

## WHO AM I WORKING WITH?

Each team leader will work with three different GO staff members during their trip planning and execution:

- Your first communication will be with our **Director of Teams, Abby Mullins**. Abby will find an open date and walk you through registration, all necessary paperwork, invoicing, rosters, etc. Email her anytime with questions.
- After you are officially registered you will be introduced to your **team coordinator**. The coordinator will work with you to determine the best itinerary for your group for the week. Each team's itinerary is customized to fit each group. You should receive a copy of your itinerary from your coordinator several weeks before travel. Remember that all items on the itinerary are subject to change based on circumstances out of our control. If you have any itinerary specific questions before your trip please direct them to your coordinator.
- When you arrive in the Dominican Republic you will spend the week with your **facilitator(s)**, who is a GO Ministries staff member. They will pick you up from the airport and will be with your team throughout your trip.



### STILL HAVE QUESTIONS?

Whenever you have a question, please reach out! That is why we are here!  
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