

FBC Missions Team Pre-Project Planning Worksheet

Worksheet should be submitted to the Missions Committee preferably two months prior to the date of the mission trip.



Project: _____

Project dates: _____ Location: _____

Contact person: _____ Email: _____

Contact phone number(s): _____

In specific terms, what is your team being asked to do? _____

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Local Arrangements

Motel College Church Camp Homes Associational Building

How many adult: females? _____ males? _____ families? _____

How many children: females? _____ males? _____

Bedding and/or cots needed? Yes No Secured at project site? Yes No

Restroom facilities: Separate/private for females/males? Yes No

Adequate for group size? Yes No

Kitchen facilities: What will you need to bring with you?

Pots	<input type="radio"/> Yes <input type="radio"/> No	How many? _____
Pans	<input type="radio"/> Yes <input type="radio"/> No	How many? _____
Cups	<input type="radio"/> Yes <input type="radio"/> No	How many? _____
Glasses	<input type="radio"/> Yes <input type="radio"/> No	How many? _____
Silverware	<input type="radio"/> Yes <input type="radio"/> No	How many? _____
Plates	<input type="radio"/> Yes <input type="radio"/> No	How many? _____

Food: Better to bring or buy locally? _____
(plan to clean up and dispose of garbage daily)

Mission project location services:

Is water available? Yes No

Restrooms? Yes No

Sound system? Yes No

Trash cans? Yes No

What supplies do you need to bring/provide? _____

If the mission project location is on public property or in a restricted area, has permission been granted? Yes No By whom? _____

Budgeting

	<u>Anticipated</u>	<i>Approved by Missions</i>
Travel _____	\$ _____	\$ _____
Room/Board _____	\$ _____	\$ _____
Food _____	\$ _____	\$ _____
Materials _____	\$ _____	\$ _____
Supplies _____	\$ _____	\$ _____
Insurance _____	\$ _____	\$ _____
Misc _____	\$ _____	\$ _____

Miscellaneous Notes _____

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- If church vehicles or luggage trailer are needed please reserve them as early as possible by contacting George Smith in the church office at 623-4028, ext. 208.
 - The team leader needs to contact George Smith to have the mission put on the church calendar (even if no vehicles are requested) and to promote through FBC communication venues (contact info above).
 - If the church luggage trailer is used it must be towed by a private vehicle.

Submitted by: _____ Date: _____

Approved by Missions Team (chair signature): _____ Date: _____

Approval denied by Missions Team (chair signature): _____ Date: _____

Reason denied: _____

