

Readiness Checklist – Member

Everything you need to prepare yourself and your team for your trip to Panama is listed here. Kindly verify that everything on this list is taken care of prior to your arrival. Please carefully complete ALL items and turn in the necessary documents to your leader. All necessary documents are available in the links below and in the Missions Manual.

Passports: Check expiration dates and physical condition of each passport. *Passports must NOT expire within 6 months of return date.*

- Make 2 copies of you passport
 - Give one to your team leader
 - Pack 1 copy in a safe place (NOT in checked luggage)

Group Travel Insurance*: Travel insurance must be purchased for team. Print confirmation of purchase along with all policy information and team leader brings in folder.

- Printout of purchase confirmation
- Printout of Policy Information
- Give to team leader

Guidelines & Emergency Protocol: Team leader reviews Rio Missions Manual and Emergency Manual with group prior to trip. Each team member initials that they have read and understand both documents and team leader brings documentation in folder.

- Initial manual and emergency protocol after reviewing with leader

Waiver: Each team member needs to print, read, sign and initial the Rio [Contact and Acknowledgement of Risk](#) (pg. 32) and team leader brings in folder.

- Give SIGNED wavier to leader

Health History:** Each team member needs to print, fill out and sign [Medical Health Questionnaire](#) (pg. 30) form and team leader brings in folder.

- Complete Health History
- Give Health History to Team leader

Address Info: Provide Casa Paraiso address to each team member for filling out immigration forms upon arrival. (printout attached)

- Received Casa Paraiso address card
- Put in carry-on bag

Luggage: Check airline for baggage allowance and weight. *If your ministry trip involves traveling from Casa Paraiso, please pack in soft sided bags/duffels.*

Pray: We encourage you to seek the Lord diligently in prayer as you prepare to come to Panama and during your stay!

****Optional:** Here is a very extensive [travel safe checklist](#) to help you further prepare.**

***Group Travel Insurance**

Rio Missions Panama requires that short term teams purchase insurance for each team member, for the duration of their time in Panama. This protects team members from incurring the costs of emergencies overseas. Travel and the nature of the work that is done on trips presents risks and Rio strives to be proactive in providing the best care for our groups. Policies must be purchased through [Mission Safe](http://www.missionsafe.com) who specializes in Christian short term mission trip coverage. www.missionsafe.com

****Health History**

Please fill out the [Medical Health Questionnaire](#) (pg. 30). Rio Missions strongly recommends that each team member has a physical examination or the approval of their primary care physician before committing to the trip. Anyone over the age of 60 MUST have the [Physicians Approval](#) (pg. 37) form completed. *Heart conditions, pulmonary conditions, musculoskeletal conditions, and psychological conditions are examples of medical issues that are not conducive to a positive missions experience for you or your group.*

Point Person Concept

The point person is someone who will **NOT** be on your international trip team and will serve as the link between the families and or sending agency and the team members. Your team leader will select a point person.

Base Address

Rio Missions Panama
611 Calle Espalabra
Paraiso, Ancon
Panama Providence

You will need this address for immigration