

Readiness Checklist - Leader

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 obtain a folder and keep all required documents from your group to bring down to Panama. All necessary documents are available in the links below and in the Guidelines packet.

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

- Make 2 copies of each passport
 - team leader to bring 1 copy in folder
 - 1 copy for member to bring (NOT in checked luggage)

Group Travel Insurance*: [Travel insurance](#) (pg. 8) **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

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.

- Reviewed with Group
- ALL members have initialed (bring in folder)

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

- All members signed waivers in folder

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

- ALL members completed Medical Health Questionnaire in folder

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

- Provided each member with Casa Paraiso address

Point Person*:** Leave Casa Paraiso, Rio, and member emergency contact info with designated Point Person back home in case of an emergency situation.

- Complete the [Point Person](#) form and bring in folder.

Provide the point person with the following:

- [Point person sheet](#) (pg. 27)
- [Emergency Protocol](#) (pg. 16)
- [Medical Health Questionnaires](#) (pg. 30) for ALL members of the group
- Copy of [group insurance policy](#) information
- Assist in text message with Whatsapp
- Provide Garmin information (if necessary)

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

Casa Paraiso: If your team is staying at Casa Paraiso, the [Casa Paraiso Pre-Trip Form](#) has to be filled out prior to arrival.

- Pre-Trip Form completed

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](#) who specializes in Christian short term mission trip coverage. www.missionsafe.com

****Health History**

Please have each team member print and 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. Please view the [Point Person](#) document for further instructions.

Base Address

Rio Missions Panama
611 Calle Espalabra
Paraiso, Ancon
Panama Providence

****You will need this address for immigration****