Consultation and Planning

- Consultation with TTN Ministries Administration team
- •Duration, time of year and "mission" preferences
- Submit Expression of Interest form
- Application Kit sent to Team leader for distribution to STM team
- 4-6 months prior

Short Term Mission Team

- •Leader and members gather necessary documentation for Application
- •Return completed STM1 and STM 2 forms to TTN Adminstration
- •Submit all documentation email or post
- Airfare booking and Travel Insurance
- Email copy of Flight Itinerary & Travel Insurance Certificate to TTN Administration
- Mission preparation (as a team)
- 3-4 months prior

Mission Trip

- •TTN finalises STM details pdf is emailed to STM Leader for distribution
- •Members advised of final costs per person
- 2 months prior

Final Steps

- Discuss "in an emergency" details with relevant family members/emergency contacts
- •STM Itinerary emailed to STM Team Leader
- •Make final payments to TTN Ministries
- 4 weeks prior

*STM = Short Term Mission.

NB: Add 8 weeks preparation time for missions longer than 30 days

2 weeks prior

- •STM team leader emails TTN Ministries to:
- •Confirm arrival time in Location >Date>Time
- $\bullet \textbf{Confirm STM team members attending} \\$
- •Speak to your "at home" prayer team about your prayer requests for your STM trip

1 Week prior

- Gather all documentation required for travel
- •leave copies with your Emergency Contact
- Check "what to pack" list in Training Manual get packing!
- •commence medication schedule as required by your Doctor
- •Get excited!