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# TTT MISSION TRIP CHECKLIST

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## 1. APPLY FOR THE TRIP

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- Register your interest at [ttt.servicereef.com](http://ttt.servicereef.com).
- Apply for the trip at [www.teachtotransform.org/trip-application](http://www.teachtotransform.org/trip-application).

## 2. ONCE APPROVED FOR THE TRIP

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- Submit \$100 deposit to Teach To Transform, 7501 New LaGrange Road, #2000, Louisville, KY 40222.
- Sign and submit TTT release form to [Rachel.Loy@teachtotransform.org](mailto:Rachel.Loy@teachtotransform.org).
- Send an copy of your passport profile page to [Rachel.Loy@teachtotransform.org](mailto:Rachel.Loy@teachtotransform.org).
- Set up Service Reef profile for fundraising efforts.
- If required, get visa pictures and follow instructions for filling out visa application.
- Read Team Member packet.
- Read Foreign to Familiar by Sarah Lanier.
- Schedule appointments for vaccinations.
- Order Sawyer Water Bottle with filtration straw – we often use these on trips.

## 3. PLANNING FOR THE TRIP

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- Familiarize yourself with Teach To Transform modules or skits or curriculum that will be used.
- Send out your fundraising letters.
- Attend team meetings and trainings.
- Help prepare and pack supplies.

## 4. ON THE FIELD

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- Be a team player! Planning ahead helps tremendously but FLEXIBILITY is KEY!
- Submit to the leadership of the TTT team leader and our partner on the field.
- Participate in debrief opportunities.
- Plan a date for a debrief within 2 weeks of coming home.