

■ Trip Program Development Planning Sheet

(name and dates: for brochure)

The following planning decisions will supply the information needed to

- contact partner churches/organizations with specific information;
- plan overall program and itinerary;
- develop a trip brochure or flyer;
- determine roles and responsibilities for the participant application system.

1. Anticipated outcomes of the trip:

Short-term

For individuals:

For church/groups within church:

Evaluation methods:

2. Anticipated outcomes of the trip:

Long term

For individuals:

For church/groups within church:

Follow-up methods:

3. Mission partnership with partner churches, organizations, institutions of the PC(USA), and interfaith groups:

Partners/groups to be involved:

How can this trip be planned and conducted with maximum input from and consideration for the ministry and priorities of the "host" partner? (e.g., planning; leadership; orientation; resource persons; collaboration in service project; etc.) (Consult the Area Coordinator of the Worldwide Ministries Division or the International Involvement Experiences Office for assistance.)

Budget implications, if any:

4. Targeted participants (age; sex; race; ethnicity; particular interest, commitment, constituency, etc.):

Total number (suitable for itinerary, accommodations, purposes of trip):

Participant Selection Criteria

Preference will be given among applicants to ensure participation by:

5. Purpose(s) of the trip (to be included in the trip brochure or flyer):

6. **Trip leadership** (from responses to the above, consider personal attributes and special qualifications of leadership):

Total number (Limit to contain cost.): _____

Suggested Leaders:

7. **Projected activities, ministries, visits** (based on purposes, anticipated outcomes, partner church priorities. Use to develop itinerary, budget, and brochure. [e.g., service project—type and skills needed, if any; church ministries/ events, cultural/historical sites, or events])

8. **Promotional plan** (See #4 on page 57 for targeted participants):

Determine existing networks, mailing lists, likely communication channels to reach groups (specific magazines or newsletters; on-line resources; etc.):

Determine who will promote where, supply mailing lists, etc.:

9. **Estimated cost** (see Budget Work Sheet for cost factors, page 26).

Per person estimated cost from _____ (city): \$ _____

Determine whether leader cost will be absorbed by participant payments or from other sources: _____ absorbed or _____ other source(s) [identify]

Per person estimated cost, adjusted: \$ _____ (for brochure)

10. **Seminar application procedure** (See application form for contents)

Who will receive queries and send application packet? _____

Will endorsements be required? _____ If yes, by _____ local church or _____ presbytery or _____ other (specify: _____)

Who will review applications? _____

11. **Scholarship selection criteria**

Who will receive queries and send scholarship application information?

Preference will be given among scholarship applicants by:

Scholarship application and processing procedure:

12. **Miscellaneous**

a. Visa(s): required?

If yes, how will it be handled?

Lead time needed?

b. Insurance coverage: What is available from the sponsoring body?

What is needed?

c. Other?

■ Itinerary Planning Sheet

Trip: _____ Dates: _____

Leaders: _____

	Date	Sites/Lodging	Notes
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
Day 13			
Day 14			