2018

Team Administrator Role

To help the Mission Team Leader with administrative logistics and communication to allow the Leader’s primary focus to be team building and development, disciplinary action along with the week’s activities in conjunction with the partner organization.

It is recommended that the Administrator travel with the team. If unable to then have another leader is fully briefed with expected duties.

Must read and understand the Team portion of the Missions Policy.

Notification and Planning Prior to Departure: (minimums)

Adult groups: 9 months.

Domestic Youth: 12 months

International Youth: 15 months

Phase 1: Initial notification to Missions and Session.

Phase 2: Detective work: Preparation, Site Location and Mission Partner approval to be resolved with Missions. Develop timeline with Team Leader and Team Admin.

Phase 3; Final approval of Proposal to Session for final approval 6 to 9 months before departure.

TA Role:

Finance

Confirm and communicate cost per candidate.

Define what % is KPC contribution (25% maximum), % candidate contribution and if needed fundraising contribution.

Understand and then communicate this to team.

Set up sheets to track amounts received.

Collect deposits. (Non-refundable)

Track funds received. Secondary leader to assist for financial accountability.

Partner organization will define funding timelines but all funds should be received 1 month before departure.

Candidate Expectations

Define with Leader and Missions. Once established, provide written communication to team members (and parents if applicable).

Work with Team Leader and Missions on Application, KPC Waiver and Partner Waiver. Collect applications and waivers. Must be provided with deposits or candidacy refused.

Health Concerns

Once health related information is determined, provide written communication, follow-up of acknowledgments and record evidence of any required vaccines (at candidate expense). Candidates not obtaining required vaccines will be refused travel and monies not refunded.

Candidates with allergies need to be identified and a list provided to the team leader for the trip.

Passports

Provide written direction on how to obtain and follow-up to ensure they are complete. (Cannot expire less than 6 months after travel) Photocopy all passports for record with Team leader travel. Passports must be complete 3 months prior to travel.

Travel Aspects

Work with Team Leader to determine items needed for travel. Assemble the list and provide written communication to the team candidates (and their parents if applicable).

Travel Tickets, Coupons. – Ensure all are received and copies made and Team Leader has before departure.

Updates

Provide financial, travel arrangements update of team to Missions and Session once a month.