

Timeline:

April 2016- Trip plan shared with body at National Conference

May 2016- Application goes out to body (due one month later)

June/July 2016- Recipients selected and notified- \$100 deposit to confirm acceptance, Submission of Cambiando Vidas application

August 2016- Second \$100 payment toward \$1200, Conference call with three team leaders

October 2016- Third \$100 payment, First conference call

- Meeting all volunteers
- How to fundraise for trip

November 2016- Fourth \$100 payment, Possible team fundraiser

December 2016- Fifth \$100 payment, Second conference call

- Share Dominican Republic findings
- Looking up flights- information

January 2017- Sixth \$100 payment, Team leaders send out best deals on flights

February 2017- Seventh \$100 payment, Third Conference call

- Flight check-in
- Discussion topic from Team Leaders

March 2017- Eight \$100 payment, individual fundraising event, Team Leaders sends out possible packing list

April 2017- Ninth \$100 payment, Fourth Conference call

- Revision of packing list- additions/eliminations

May 2017- tenth \$100 payment, flight information shared with everyone going on trip through Google doc, Fifth conference call

- Led my team leader- possible topics: final must haves, how are we going to bring back what we learn to our communities?

June 2017- final \$200 payment, potential in person meeting/celebration for traveling team

July 2017- Trip!

August 2017- Press Release to body and public

Team Leader Responsibilities:

- Coordinate Google Hangouts- dates/times/topics
- Look up flights and share with group
- Create or find packing lists to share
- Email out information on the Dominican Republic- traditions, culture, social expectations
- Share information on fundraising for trip- organize fundraising events
- Nightly reflection sessions during trip- lead them
 - Potential topics: How does this experience relate to our goals, what have we learned that we can bring back to our community
- Coordinate topics for press release upon return- newsletter template
- Organize flight information and create itinerary for day we are leaving.
- Create list of possible gifts to give the family we are sponsoring.