Welcome! You are about to embark upon the adventure of a lifetime! We look forward to serving alongside you this year. God will work in and through you in ways you never imagined and lives will be forever changed as a result.

Please take some time to read in detail the information in this packet. It provides everything you need to get ready for the trip. You’ll learn what to pray for, how to fundraise, what to pack and more. For further information, please contact your Trip Coordinator or e-mail us at tbob@tbobdavis.com. Get ready for a great trip!

Dr. T. Bob Davis, DMD

Summary of Your Preparation Checklist

We want to help ensure that you have a smooth preparation process. So please see the following 7-step outline for reference, as well as the larger section below with Details for Your Preparation Checklist.

1. **Pray**
   a. Commit to daily prayer for the ministry that will take place on your trip
   b. Enlist people who will pray with and for you

2. **Fundraise**
   a. Be aware of the financial deadlines
   b. Talk to your friends and family about your trip
   c. Write your Fundraising Letter and send it out with a Response Card and envelope addressed to you
   d. Follow up with a call to those whom you sent the letter to
   e. Send in your support checks and response cards to T. Bob Davis Productions accompanied by a Donation Summary Form (be sure to make a copy for your records)

3. **Meet the Financial Deadlines and Know the Financial Policies**
   a. Send in your funds by the half and final payment deadlines as defined by your Trip Leader
   b. Be aware of the Financial Policies for yourself and your supporters

4. **Get Your Vaccines**
   a. Ensure your immunizations are up to date
   b. Check out www.cdc.gov for required and recommended immunizations

5. **Secure Your Passport**
   a. Get your passport pictures
   b. Apply for a passport right away (if you already have one, it must be valid at least 6 months after your travel)
   c. Send in a photocopy of your signature/photo page with your Mission Trip Application packet.
   d. If you need your passport quickly, here are some numbers to call: 800-556-9990, 877-484-2778, international information 1-703-908-0330, or go to www.pvsinternational.org

6. **Prepare for Ministry**
   a. Write out your spiritual journey statement
   b. Remember that this is your opportunity to tell others what God has done, or is doing in your life.

7. **Pack**
   a. Pack the right stuff (see the list below on pp.4-5 for the Packing List for All Trips)
   b. Remember that you can bring only one suitcase and one carry-on
   c. You will also be responsible for a container/box of supplies from Dr. T. Bob when we meet at the airport for departure.
Details for Your Preparation Checklist

There are a few reminders:

- Every time you leave the clinic, make sure you go in pairs.
- Let the Trip Leader know where you are going.
- Always take a headcount.
- Passport and monies should stay in the dorm in a locked suitcase.
- Do not drink anything with ice.
- Do not eat lettuce or anything that requires cleaning with water except food at the clinic.

Step One: Pray

The key to our effectiveness during this trip is prayer. Our ministry starts now through prayer, not just when we get there. Consider praying for the following as you prepare your heart and as God prepares our way. Enlist the prayer support of others as well.

- Effective ministry to the nationals
- Unity on the team
- Team leadership
- Fundraising
- God giving you His heart for the lost
- Health
- Prayer and financial partnership

Step Two: Fundraise

Fundraising is a great way to involve others in your mission trip. It can be a great faith-building experience as well. The following steps are imperative as you start fundraising:

- Pray and ask God for grace and favor (James 2:2-3)
- Send out a letter to everyone you know (friends, family, co-workers, church members, neighbors). Don’t leave anyone out. You may not know who God wants to work through to help you go.

Write Your Fundraising Support Letters

What to include in the Fundraising Letter:

- Name, trip, cost and deadlines
- What you will be doing on the trip
- What role your supporters play
- Mailing procedures (how to fill out the check and response card to you, as well as deadlines)
- That you will follow-up to see if they intend to support you through prayer and/or finances

What to include in the envelope to potential donors:

- Fundraising Letter
- Response Card (please make as many copies of the blank card as you need)
- Stamped envelope addressed to you

Sample Fundraising Letter, Response Cards and Donation Summary Form

See Fundraising Packet (in a separate attachment) for these items.
Follow Up with Potential Donors and Track Gift Receipts

We recommend that you develop a tracking document of the **Fundraising Letters** that you mailed – and the **Response Cards** that you have received. Set a date to follow up by phone within two weeks after sending each Fundraising Letter to verify that they received the letter plus ask if they have any questions.

As you receive donations, document the name of the donor and amount given in the **Donation Summary Form**.

Make Payment Online – or Send Consolidated Donation Check

Once you have raised enough funds to meet a financial deadline, please do one of the following:

- Use the “Make Donation” button on [http://www.tbobdavis.com/next-dental-mission-trip/](http://www.tbobdavis.com/next-dental-mission-trip/) and email a corresponding **Donation Summary Form** to tbob@tbobdavis.com with a note of the amount that was paid online, or
- Write a consolidated check for the funding amount to **T. Bob Davis Productions** and mail it to T. Bob Davis Productions at 11925 Loch Ness Dr, Dallas, TX 75218 – check memo: 2013 Guatemala Mission for <your name> accompanied by a corresponding **Donation Summary Form**.

Be Sure to Thank Your Donors

After you receive a gift from someone, be sure to send a thank you note. Let them know that you appreciate their support and partnership on this trip. Start thinking now about how you’d like to follow up with them after the trip (e.g. send a trip report or host a follow-up coffee). Another suggestion: Send them a postcard and let them know about the exciting things that God did on the trip and how they were a vital part of the work there.

Step Three: Meet Financial Deadlines & Know Financial Policies

**Note: you are not guaranteed a spot on this trip until you have paid airfare with confirmed airline ticket, paid the full cost of the trip expenses, and satisfactorily completed/submitted all required information and agreement forms.

Financial Details

Before you mail funds to T. Bob Davis Productions:
- Fill out the Donation Summary Form (in the Fundraising Packet) to accompany your donations
- Ensure that your check has been made payable to T. Bob Davis Productions
- Do not send cash. (You and we must have a verifiable source of funds received.)
- Copy all checks and the Donation Summary Form for your own records before sending

Financial Policies

Be sure to inform your sponsors of the following Cancellation Policy:

If a missionary cancels his/her plans to go on a mission trip, funds raised on behalf of their mission will go to cover other trip costs at the discretion of T. Bob Davis Productions.
Step Four: Get Your Vaccines

Make sure your childhood immunizations are up to date. Please consult your family doctor, your local health department or www.cdc.gov as soon as possible.

Step Five: Secure Your Passport

Passport Photos
You will need two identical 2" x 2" recent photos of yourself.

You must apply for a passport immediately; this process can take months. Applications can be found online at www.travel.state.gov or at your local post office.

If you do not have a passport and you are under three months from your trip departure date, you can pay the Passport Office extra for them to expedite your process.

You will need the following for your passport application:
• Passport application
• Processing fee
• Passport photos (see note above)
• Proof of citizenship (a previous passport or original birth certificate)
• Proof of identity: official ID with a photo (driver’s license etc.)

Important Note

If you are less than six weeks away from you trip and do not have your passport in hand (even if you’ve applied for one), please let us know immediately. Passport applications can take months to process and without one – you will not be able to join us on a mission trip.

Step Six: Prepare for Ministry

Spiritual Journey Statement (refer to the last page of your Mission Trip Application)
Please reflect on your Spiritual journey now and in the coming weeks

Step Seven: Packing List for All Trips

GENERAL:
  Copy of your passport and driver’s license
  Copy of your diploma and license (physicians, dentists, hygienists)
  Copy of your personal testimony (see the last page of your Dental Mission App)
  Suitcase with a Lock (to secure your passport, airline tickets, etc. at all times)
  Fanny pack or backpack (safer than a purse)
  Bible and journal
  Paper and pen
  Bilingual dictionary
  Travel alarm clock (or mobile phone with Alarm function)
  Camera and camera charger (or mobile phone with Camera function)
  Flashlight
  Small fan and extension cord (?)
  Snore/sound machine, CPAP/TAP appliance or ear plugs
**MEDICINE:**
- Prescription medicine – in original container
- Insect repellant
- Advil/Tylenol/Anti-histamine for your personal use

**TOILETRIES:**
- Shampoo, soap, deodorant, toothbrush, toothpaste, dental floss
- Hand sanitizer (Purell)
- Sunscreen (at least SPF 15)
- Make-up
- Hair dryer (1 per 3 persons to prevent circuit overload)
- Facial tissues

**BED & BATH:**
- Pillow (if you want your own) (pillows, bed sheets and light weight blankets will be provided)
- Wash cloth (towels will be provided)
- Flip flops for shower

**CLOTHING:**
- Casual clothes for travel and off days
- Comfortable clothes to change into at night (if desired)
- 3 sets of scrubs – if you want your own (scrubs are provided in Guatemala)
- Comfortable walking shoes
- Sleepwear
- Socks and undergarments
- Light jacket or rain gear
- Sweater/sweatshirt

**SNACKS:**
- Gum, candy, crackers, granola bars, nuts (if desired)

**OPTIONAL:**
- US map (to show where you live)
- Guatemala map (to know where you’re visiting)
- Family photos (to share)

**THINGS TO AVOID TAKING:**
- Cologne/perfumes
- Expensive jewelry (or anything else of value that you’d be sorry to lose)
- Weapons, knives, sharp scissors, etc.

**Important Special Notes!**
- ✔ If you can't carry it, don't bring it!
- ✔ There is a limit of two bags per person: one suitcase and one carry-on.
- ✔ Your suitcase is to be no more than 62 inches in total (height, width, and length) and cannot weigh more than 50 lbs.
- ✔ Your carry-on must fit under your seat and cannot weigh more than 20 lbs.
- ✔ There will also be a dental supplies box assigned to each person.