

# Missions Preparation Guide

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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](mailto:tbob@tbobdavis.com). Get ready for a great trip!

Dr. T. Bob Davis

## Summary of Your Preparation Checklist

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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 of [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. 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](http://www.pvsinternational.org)

### 3. 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. Please be responsible and keep track of all your donations. Use the [Donation Summary Form](#) (be sure to make a copy for your records)

### 4. Meet the Financial Deadlines and Know the Financial Policies

- a. Send in your payment by deadlines as defined by your Trip Leader
- b. Be aware of the Financial Policies for yourself and your supporters

## 5. Get Your Vaccines

- a. Ensure your immunizations are up to date
- b. Check out [www.cdc.gov](http://www.cdc.gov) for required and recommended immunizations

## 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

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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 or on your person at all times.
- Do not drink *anything* with ice.
- Do not eat lettuce, leafy vegetables, or *anything* that requires cleaning with water except food at the clinic.

## Step One: Pray

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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: Secure Your Passport

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### Passport Photos

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

You must apply for a passport immediately as this process can take months. Applications can be found online at [www.travel.state.gov](http://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 your 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 Three: Fundraise

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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
- DO NOT HAVE DONORS SEND FUNDS TO DR. T. BOB-you are the bookkeeper/collector

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 One Consolidated Donation Check**

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

- Use the “**VENMO**” button on <http://www.tbobdavis.com/next-trip>
- Write a consolidated check for the funding amount to **T. Bob Davis Productions** and mail to: T. Bob Davis Productions at 11925 Loch Ness Dr. Dallas, TX 75218 – check memo: 2017 Guatemala Mission for “your name”
- **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 Four: Meet Financial Deadlines & Know Financial Policies**

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**\*\*Note:** you are not guaranteed a spot on this trip until completion of ALL steps of the process (ending in payment of trip expenses).

### **Financial Details**

The preferred method of payment is Venmo. This replaces PayPal and checks. Please use link on website to make donation/payments. Mailed checks are still acceptable, but not preferred.

Before you mail funds to T. Bob Davis Productions:

- 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 Five: Get Your Vaccines

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Make sure your childhood immunizations are up to date. Please consult your family doctor, your local health department or [www.cdc.gov](http://www.cdc.gov) as soon as possible.

## Step Six: Prepare for Ministry

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Spiritual Journey Statement (refer 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

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### **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 (if you really want to learn the language or try to practice it)
- 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 (if you need to keep cool or want to defuse noise bedside)
- Snore/sound machine, CPAP/TAP appliance or ear plugs

### **MEDICINE:**

- Prescription medicine – in original container
- Insect repellent
- 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 and off work time

**CLOTHING:**

Casual clothes for travel and off days  
Comfortable clothes to change into at night  
Please dress respectfully and appropriately considering international culture  
3 sets of scrubs – if you want your own (scrubs are provided in Guatemala – save suitcase space by just using theirs)  
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/perfume  
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.