

## **Instructor's Check List**

1. Get Trip Medical and Evacuation Insurance from [www.sevencorners.com](http://www.sevencorners.com) or [www.imglobal.com](http://www.imglobal.com) or another company acceptable to ITEM.
  
2. Secure your passport and necessary visa or entrance papers.
  
3. Check with your personal physician, the Center for Disease Control, or the local health department to determine what shots or medicines may be necessary for the country you will travel to and then get these shots and medications.
  
4. Sign the Non-Liability Statement.
  
5. Sign the Statement of Faith Subscription form found on ITEM's website and send to ITEM.
  
6. Read the "Welcome to.." information and other Instructor Preparation materials and work with the field liaison to be ready for the trip. We'll connect you with our liaison people.
  
7. Familiarize yourself with the materials and modules you will be teaching.
  
8. Make your own travel arrangements or use ITEM's travel agent, Heartland Travel (618-939-3838) who charges a small fee of \$35.
  
9. Speak with your church and other individuals to raise as much financial and prayer support as you can for your trip. We have a lot of helpful suggestions for how to go about doing that.
  
10. Keep working with our Instructor Coordinator who will try to answer your questions.