

Tentative Instructor's Check List

1. Get Trip Medical and Evacuation Insurance from www.sevencorners.com or www.imglobal.com or another company acceptable to ITEM.
2. Secure your passport and necessary visa or entrance papers.
3. Check with personal physician, the Center for Disease Control, or the local health department to determine what shots or medicines may be necessary for the country Instructor will travel to and then get these shots and medications.
4. Sign the Non-Liability Statement (available for downloading on the web site) and send to ITEM.
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.
7. Familiarize yourself with the materials and modules you will be teaching.
8. Make your own travel arrangements.
9. Speak with your church and other individuals to raise as much financial and prayer support as you can for your trip.

Adopted by Executive Committee under Board authority on December 10, 2015.