

WELCOME

- Welcome to The Outreach Foundation team! We are excited both for you and our friends whom you will soon visit. For more than 40 years, The Outreach Foundation has been engaging people and congregations with the work of the Holy Spirit, who is moving powerfully in this world through the body of Christ. You are stepping into this work, and it has the potential to transform you and your spheres of influence. Thanks to Tom Boone, Associate Director for Mission for compiling this introduction.
- Each Outreach visit is unique, and each team is distinct. We encourage you to spend time reading through this introduction to gain a better understanding of the preliminary details related to most trips.



IMPORTANT CONTACTS

- Carol Dublin is our Office Administrator and is your primary contact for items such as collecting registration forms, necessary personal data, payment schedule, and other information we need before the visit begins. While we are on the visit, Carol is our primary liaison in case of any emergency. Her email is carol@theoutreachfoundation.org. Please store this email address in your contacts! Should you need to call her Monday through Friday, please call our office at 615-778-8881.
- Your trip leader will be your primary contact for all other aspects of the visit. As your team's chief encourager and coach for this visit, the trip leader will answer or find answers to your important questions, guide the team's preparation, make all hotel and in-country flight reservations, direct our team's activity in-country, administrate details for a successful visit, and facilitate our pre-visit conversations and concluding debrief. The trip leader will assign any team devotionals and blog post responsibilities to various members of the team.
- Depending on the visit, we will be accompanied by a co-leader who is from the region or culture we are visiting. This person is a seasoned and well-grounded Christian who knows her or his culture very well. He or she will be part of some of our Zoom pre-meetings and help facilitate our debriefing. The co-leader is not your primary contact though you will get to know her or him very well!



TRIP REGISTRATION

- By reading this manual, it is likely you have already completed your initial discernment to join our team and have registered for the visit.
- If you have not done so already, please [Register Online](#).
- You will also need to download the [Trip Waiver](#) and email it to [Carol Dublin](#) along with a photocopy of the picture page of your passport.
- If you prefer, download and print the [Trip Application and Waiver](#) and email it to [Carol Dublin](#), with a photocopy of the information/picture page of your passport.
- You may also mail the information to The Outreach Foundation, 381 Riverside Drive, Suite 465, Franklin, TN 37064.
- The \$150 trip deposit can be sent by check to the office or paid [Online](#). If paid online, we ask that you check the box to cover the transaction fees so that the full amount can go to the trip.
- If you have filled out the Trip Application for another trip within the last 3 years, only complete the personal data and email sections and let us know which trip you were on.
- You will receive reminders for each part of this process throughout our visit preparation.

6 MONTHS BEFORE DEPARTURE

- **Passport check.** Your trip will require a passport.
 - Ensure that your passport is valid for the dates of our visit plus six months *and has at least one empty visa page remaining*.
 - If you need a new passport (not a renewal or if your old passport expired for more than 15 years), you will need to apply in person to your local passport office. Six months is ample time to complete the process. [Watch this video for more information](#).
 - If you need to renew your passport, you must do this six months ahead of travel as it can take 2-3 months for renewals to process. We recommend expediting the renewal process. [Here is the website for official information](#).
- **Payment of fees.** Carol Dublin will send you a schedule for the payment of trip fees.
 - All fees are due ahead of our departure. The trip deposit is due at registration, half of the remaining balance is due 60 days before the trip, and the balance is due 30 days before the departure date.
 - You will forfeit your space on the team if fees remain unpaid ahead of the departure date.
- **Individual bios and pictures.** Please develop a paragraph-long biography and a picture to be shared.
 - The bio is less a professional bio you might present at a conference or seminar, but more a brief sharing of your story with the team and our hosts.
 - Some ideas include basic personal information that you'd like to share, your current role in ministry, any experience you have in the region we're visiting, something about your family, why you are looking forward to this visit, and hobbies and fun interests.



THE OUTREACH FOUNDATION VISIT INTRODUCTION

- Other team members and our hosts will read this ahead of our visit.
- **Please keep your bio brief, one paragraph. You'll have plenty of opportunities to unpack what you write in our Zoom meetings!**
- **Vaccinations.** We will apprise the team about any required vaccinations. Please take care of these within 6 months of departure.

3 MONTHS BEFORE DEPARTURE

- **Secure your international flights.** If you have not done so already this is a good time to book your international round-trip flights with advice from your trip leader.
 - Generally, airfares increase within one month of departure.
 - While more expensive, you may wish to purchase a refundable fare in the event you need to make a change.
 - A secret travel tip that experienced travelers use is to purchase your ticket and then regularly check the fare. Airlines *may* drop the price and you can trade in for a lower price ticket either for a refund or credit depending on the type of ticket you purchased.
 - Please send your international flight information to [Carol Dublin](#).
- If a visa is required to enter a country, your trip leader will advise and provide information and links needed to secure your visa. Be sure to print your visa before departure.
- **Team communication and pre-trip meetings.** You will receive many communications from Carol and your trip leader. Please make sure the email addresses are saved in your contacts, which helps their communications not land in your junk/spam folder.
 - We will be meeting as a team by Zoom 2-3 times.
 - These meetings help each person on the team become familiar with one another and develop an understanding of the visit, itinerary, and our hosts.
 - Most importantly, you will have an opportunity to ask your questions and receive the answers you need!
- **Physical preparation.** Most of our visits will involve a lot of walking. Use these next three months to develop a strong walking program for yourself. Purchase some good walking shoes if you don't have any and break them in. If you have further questions, please contact your trip leader.
- **Pastors and clerical collars.** Pastors may be asked to wear a clerical collar for worship services.
 - If you are a pastor and do not have one use this time to get a shirt with a clerical collar. Colors are at your discretion.
 - [One good source is Almy at this link.](#)

1 MONTH BEFORE DEPARTURE

- **In-country tickets.** The Outreach Foundation will make all in-country travel arrangements during the visit such as trains and domestic flights.
 - You do not need to do anything beyond filling out your registration form (see above). We use your passport information for these reservations so that your ticket and passport match.
 - Team members will receive flight or train information approximately one month ahead of the visit departure date.
 - You will have time to add any mileage program or make seat adjustments (at your own cost).
- **Final payment of fees.** You will hear from Carol Dublin if you have any remaining fees to pay. Please take care of this immediately.
- **Registration with the US Department of State.** The Outreach Foundation takes care of this step for you so that the U.S. Embassy in the country will know of our presence and itinerary.
 - In the event of an emergency such as a military coup or significant uprising, it is important that our whereabouts are known.
 - You may receive updates from the U.S. Embassy in the host country regarding news alerts and warnings.
 - In most cases, these will not have an impact on our visit, but the office will let you know of anything requiring our attention.
- **Gifts for our hosts.** You are not just a team member, but you represent your congregation and The Outreach Foundation on this visit. Accordingly, it is customary to bring gifts from our congregations to our hosts.
 - Such gifts could be a cross or other special gesture of friendship. One church has given inscribed plaques made from its previous slate roof!
 - Please discuss this with your pastor and bring it with you.
 - Your trip leader will let you know when and to whom you will present your church's gift.
- **Clothing.** We will discuss this during our final Zoom visit. It is a good idea to check a weather app or website to obtain weather information for our destination 10 days or less from departure.
 - Pack accordingly! Shorts are never advisable except when we meet informally amongst ourselves.
 - If the weather is hot, make sure you have cotton clothing.
 - If you have purchased new shoes, please break them in before you get on the plane!
- **CIPRO.** It is advisable to bring sufficient ciprofloxacin in case you develop a stomach issue from traveling and new food you are eating. Consult with your physician to receive a prescription.
- **Sleep medication.** Adjusting to the new time zone will take 2-3 days (the third day is often the worst).
 - It can help to bring sleeping medication to help your body adjust. Lunesta (or its generic equivalent) is a very good prescription medication with minimal side effects. Please discuss this with your physician.
 - Make sure you are getting good rest and hydrating well before your visit begins!

Electrical adaptors. In many countries, we will need electrical adaptors.

- In addition to single-use adaptors for hair dryers, you may wish to purchase a multi-outlet adaptor.
- There are good universal-type adaptors that include current USB slots. [Here is an example on Amazon.](#)

1-2 WEEKS BEFORE DEPARTURE

- **Final team meeting.** We will have our final team preparation meeting during this phase.
 - The purpose of this meeting is to pray together, go through any last-minute changes to the itinerary that have developed, and have any remaining questions answered.
 - Each team member is expected to be part of this meeting.
- **Document check.** Make sure you have a paper copy of each of your documents, as well as your passport and any required entry visa.
 - Documents include international round trip tickets, in-country travel reservations you will have received from The Outreach Foundation, and a photocopy of the information/picture page of your passport, insurance cards, and both sides of any credit cards you will be bringing.
- **Weather check.** Weather fluctuates! Make sure you check the weather of our destination and adjust your packing accordingly.
- Consider purchasing a pair of compression socks that are useful to help with blood circulation in your legs during long international flights.
- **Packing list.** Please develop a packing list so that you have everything you need when you leave for the airport, including personal medical items such as prescription medications, cold remedies, vitamins, etc.
- **International phone plan.** Check with your phone carrier for details on international rates.

WEEK OF DEPARTURE

- Download the recommended messaging app to your phone and open your account.
 - Unless directed otherwise, our teams will use Telegram, which provides secure communication with up-to-date encryption.
 - Your leader will send team members his/her number. Simply accept it to be added to the chat group.
 - Our hosts will make use of it as well and be part of our communication while we are traveling.
 - **Pack!** Be sure to leave some room for any gifts you will be purchasing. Try to limit your packing to one checked luggage bag, one carry-on, and a backpack.
 - *Do not bring expensive jewelry, including fancy watches (such as Rolex).*
- **Final document gathering.** Collect all documents in one place to ensure these are packed in your carry-on luggage.
 - Gather your insurance cards and any credit cards you plan to bring. American Express is not always accepted.
 - Bring your driver's license since officials may ask for proof of your U.S. physical address.
- **Cash.** In most cases, your debit and credit cards will work internationally. Where cash may be useful, ATMs in-country are accessible and offer competitive rates.

