

PROCESS CHECKLIST

This is an overview of the process required to complete a ministry trip through To The Nations Fellowship. Refer to the Instruction Manual for specific instructions.

You must submit the TRIP PROPOSAL and APPLICANT INFORMATION and receive approval BEFORE proceeding further.

PRE-TRIP:

STAGE 1: TRIP APPROVAL:

- Applicant will receive an application package from TTNF including:
 - TTNF OVERVIEW (**please read carefully**)
 - INSTRUCTION MANUAL (for reference)
 - PROCESS CHECKLIST (for reference)
 - APPLICANT INFORMATION template
 - TRIP PROPOSAL template
- Applicant must complete TRIP PROPOSAL template according to INSTRUCTION MANUAL
- Applicant must complete APPLICANT INFORMATION template
- Applicant must return TRIP PROPOSAL and APPLICANT INFORMATION forms to TTNF for Trustee Approval
- TTNF will notify the applicant if the trip is approved**

Once the trip has been approved, proceed with STAGE 2

STAGE 2: PERSONNEL APPROVAL:

- Applicant will receive templates for STATEMENT OF SENDERS, LEADERSHIP REFERENCE LETTER and PERSONAL BIOGRAPHY
- All applicants** must submit a STATEMENT OF SENDERS Form:
 - Applicant must fill in details of trip as per INSTRUCTION MANUAL
 - The Form must signed by at least 3 Senders, or a representative of a sending congregation.
 - The forms must be returned to TTNF
- If the applicant is new to TTNF**, they must submit a REFERENCE LETTER
 - REFERENCE LETTER template must be sent to leadership figure
 - The letter must be returned to TTNF
- If the applicant is new to TTNF**, they must submit a PERSONAL BIOGRAPHY template according to INSTRUCTION MANUAL
 - PERSONAL BIOGRAPHY returned to TTNF
- TTNF will notify applicant upon Personnel approval**

Once the trip and applicant have been approved, TTNF will proceed with STAGE 3

STAGE 3: CONTRACT:

- Applicant will receive a CONTRACT from TTNF by email
- Applicant must print, review and sign the CONTRACT
- Applicant must return signed CONTRACT to TTNF
- A TTNF Trustee will sign the CONTRACT
- Applicant (now Contractor) will receive a copy of the CONTRACT

STAGE 4: CONTRACTOR PACKAGE:

- Contractor will be sent the following forms/templates:
 - FINANCIAL INFORMATION (optional): Complete and return to TTNF
 - EXPENSE REPORT template: To be used as per INSTRUCTION MANUAL
 - EXPENSE REPORT INSTRUCTIONS: (for reference)
 - EXPENSE GUIDELINES: (for reference)
 - TRAVEL CHECKLIST: (for reference)
 - DONATION INSTRUCTIONS
- PRAYER LETTER: A copy of prayer letter must be sent to TTNF
- Contractor may submit an EXPENSE REPORT or request an advance on donations before leaving on the trip (please contact a TTNF Administrator to set up a time to complete this stage)

DURING TRIP:

- Use TTNF EXPENSE REPORT template to record in-country expenses (as per EXPENSE REPORT INSTRUCTIONS)
- Send out TRIP REPORTS (as per INSTRUCTION MANUAL) on minimum, a monthly basis (copy TTNF on all reports)

POST TRIP (within 30 days of return):

- Submit FINAL MINISTRY REPORT (as per INSTRUCTION MANUAL)
- Submit FINAL EXPENSE REPORT using TTNF EXPENSE REPORT template
- Contact TTNF Administrator to arrange a time to review and finalize trip finances