

Team Leader Checklist

- _____ Select a week for your build (send in a \$250 deposit)
- _____ Recruit a team
- _____ Select a family (Lilian will build a funding page if needed)
- _____ Invite friends & family to partner with your team (donate \$)
- _____ Give Lilian a headcount/rooming preferences for Seagrape
- _____ Book travel (please send Lilian itinerary as soon as you buy tickets)
- _____ Secure travel insurance for team members (1 month prior)
- _____ Ensure team members sign *Liability Waivers (give to Lilian)
- _____ Ensure team members have the *Packing List (3 weeks prior)
- _____ Have team complete *Pre-Travel Documents for Roatan (5 days prior)

*All starred items can be found on the **Trip Details** page under the “Learn More” tab on our website.

If you need travel insurance options, some teams have used these:

<https://www.faithventures.com/>

<https://www.sevencorners.com>