

TEAM MEMBER CHECKLIST

UMCOR SAGER BROWN MISSION JOURNEY

Return this form to your responsible Team Leader

Name: _____ **Date of Last Visit:** _____

Address: _____
 Street City State ZIP

Daytime Phone: _____ **Cell:** _____

Email Address: _____ **Number of Visits as Team Member:** _____

Leader's Name: _____ **Phone:** _____

REQUIRED SUBMISSIONS TO TEAM LEADER

√	Action/Document	Due Date	Amount
	Read <u>Know Before You Go</u> reference guide.		
	Pay processing fee as requested by Team Leader.		
	Submit Liability Release Form for Short-Term Volunteer.		
	Remit first quarter payment 120 days before trip date.		
	Submit national background check verification.		
	Submit Medical Release Form with copies of ID cards.		
	Remit second-quarter payment 90 days before trip date.		
	Complete Special Skills and Special Interests below.		
	Review this checklist form with Team Leader.		
	Remit final payment (balance) to Team Leader.		

√ **SPECIAL SKILLS** below:

___ Carpentry ___ Disaster Kit Assembly ___ Power Tools ___ Music ___ Social Media

___ Computers ___ Construction Contractor ___ Plumbing ___ Electrician ___ Forklift

___ Zero-Turn Lawnmower ___ CDL Operator ___ Painting ___ Teaching

ORDER SPECIAL INTERESTS (1 = highest to 10 = lowest) below:

___ Depot ___ Wheelchair Ramps ___ Repair Projects ___ Community Garden ___ Kitchen

___ Community Outreach ___ Vespers Service ___ Maintenance ___ Chaperoning ___ Teaching