UMCOR
Global Ministries | The United Methodist Church

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 Know Before You Go 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