

OKLAHOMA VOLUNTEERS IN MISSION

Team Leader Accountability Check List

Please complete and send into the OKVIM *no later than seven days prior* to your team's departure. **Begin typing in the shaded areas.**

Team Leader:

Team Number:

Place of mission:

Dates of mission:

If you have any way to be contacted while on mission in case of emergencies, please list below (cell phone numbers, e-mail addresses, site host/hotel information, etc.):

FOR TEAMS TRAVELING WITHIN THE UNITED STATES

Completed Task

Yes <input type="checkbox"/> No <input type="checkbox"/>	All team member forms received: <input type="checkbox"/> Medical Information and Emergency Contact Information <input type="checkbox"/> Release Form (adult) <input type="checkbox"/> Release Form (minor)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Copies of team forms made and have been left with (list name and contact phone no.): Name: _____ Phone: _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	Made copies of all e-tickets/paper tickets for air travel (where applicable)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Completed and taking with me the Emergency Contact list (Section 7, page 5)
Yes <input type="checkbox"/> No <input type="checkbox"/>	I understand my responsibility to submit my teams actual financial figures (section 8, page 11)

FOR TEAMS TRAVELING OUTSIDE THE UNITED STATES

Completed Task

Yes <input type="checkbox"/> No <input type="checkbox"/>	All team member forms received: <input type="checkbox"/> Medical Information and Emergency Contact Information <input type="checkbox"/> Release Form (adult) <input type="checkbox"/> Release Form (minor; must be notarized) <input type="checkbox"/> Notification of Death
Yes <input type="checkbox"/> No <input type="checkbox"/>	Copies of team forms made and have been left with (list name and contact phone no.): Name: _____ Phone: _____
Yes <input type="checkbox"/> No <input type="checkbox"/>	Made copies of passport picture page for each team member, one set to take with me, one set to leave with the team forms
Yes <input type="checkbox"/> No <input type="checkbox"/>	Obtained insurance for team members
Yes <input type="checkbox"/> No <input type="checkbox"/>	Made copies of all e-tickets/paper tickets for air travel (where applicable)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Completed and taking with me the Emergency Contact list (Section 7, page 5)
Yes <input type="checkbox"/> No <input type="checkbox"/>	I understand my responsibility to submit my teams actual financial figures (section 8, page 11)

I affirm that all the above has been properly taken care in accordance with the policies and procedures of OKVIM and my team prepared for mission as laid out in my covenant as a Certified Team Leader for OKVIM:

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