



# Mission Trip Action Plan

<b>Project Title:</b>	
<b>Project Location:</b>	
<b>Project Dates:</b>	
<b>Project Lead:</b>	

## I. Goals and Objectives

What are the goals of the project?

Project Goals:	
1.	
2.	
3.	

What are the specific objectives of the project?

Project Objectives:	
1.	
2.	
3.	
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9.	
10.	

How will you evaluate the success of this project? What are the key benefits to the community?

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## Project Success Indicators

Indicator	Target
<i>Example:</i> Number of patients served	<i>Example:</i> 2,000
1.	
2.	
3.	
4.	
5.	

## II. Roles and Responsibilities

Specify the roles and responsibilities for the sponsor and host club.

Sponsor Club	Host Club
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.
21.	21.
22.	22.
23.	23.
24.	24.
25.	25.

Comments:

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### III. Project Team

Who will be responsible for carrying out the specific tasks and responsibilities for this project?

Planning Committee	
Name	Role
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
Mission Team	
Name	Role
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Comments:

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**IV. Materials and Resources**

Specify what materials and resources are needed for this project.

Item	Quantity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Comments:

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**V. Communication Strategy**

How will you promote your project to participants, sponsors/supporters, and the general public?

Strategy	Lead	Deadline
<i>Example:</i> Create a project Facebook page	Mary B.	1/30/12
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**VI. Budget**

<b>TRAVEL EXPENSES</b>			
	<b>Cost</b>	<b>Sponsor Club Contribution</b>	<b>Host Club Contribution</b>
Airfare			
Meals & lodging			
Ground transportation			
Other travel expenses			
<b>Subtotal: Travel Expenses</b>			

<b>SUPPLIES AND MATERIALS</b>			
	<b>Cost</b>	<b>Sponsor Club Contribution</b>	<b>Host Club Contribution</b>
Supplies			
Materials			
Equipment			
Other			
<b>Subtotal: Supplies and Materials</b>			

<b>LOGISTICS</b>			
	<b>Cost</b>	<b>Sponsor Club Contribution</b>	<b>Host Club Contribution</b>
Shipping			
Facility & equipment rental			
Fees & taxes			
Support staff			
Refreshments			
Other			
<b>Subtotal: Logistics</b>			

<b>OTHER</b>			
	<b>Cost</b>	<b>Sponsor Club Contribution</b>	<b>Host Club Contribution</b>
<b>Subtotal: Other Expenses</b>			

**Grand Total:**

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**VII. Fundraising Strategy**

Specify what strategies you will use to raise the necessary funds. This may include grants, individual donations (from clubs and/or members of the community), or a special fundraising event.

<b>Strategy</b>	<b>Amount</b>	<b>Lead</b>	<b>Deadline</b>
<i>Example:</i> Apply for LCIF International Assistance Grant	\$10,000	Joe K.	1/30/12
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**VIII. Other Considerations**

Use the space below to specify any other arrangements or preparations that will be needed to make your project successful.

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