

Outreach Trip Checklist

1. Attend the kick-off outreach event at the beginning of the year to learn more about trip opportunities through Harborside or email Karli Heimbecker for more information regarding upcoming trips!
2. Pray for God's leading to send you and ask where He wants you to go!
3. Register by clicking the correlating trip graphic on the Outreach webpage and filling out the designated form.
4. At the end of the online application, submit an online deposit for your designated trip to secure your spot!
5. A confirmation email will be sent to you upon completion of online registration.
6. Complete the Medical Info and Release form, the Consent to Hold Harmless Form, and sign the Policy document found in the links on the Outreach webpage.
7. You may return all of the forms digitally to Karli Heimbecker or print and return them to our Guest Services Desk in the lobby of Harborside.
8. Send a scanned copy of your passport to Karli Heimbecker digitally or drop it off at our Guest Services Desk. If you do not yet have a passport, start the process here:
<https://pptform.state.gov/?AspxAutoDetectCookieSupport=1>
If you need to renew your passport, start the process here:
<https://travel.state.gov/content/travel/en/passports/apply-renew-passport.html>
Remember that your passport needs to have at least 6 months left until expiration from the trip date of return in order for you to be able to travel.
9. Once you have successfully registered, you and others may make payments and contribution towards your trip by clicking the correlating trip graphic under the contribution section of the Outreach webpage.
10. Mark your calendar with important meeting and payment dates.
11. Begin fundraising and be creative! Share vision and mission, and ask people to be a part of it!
12. Take a step of faith and experience the world, while the Lord does a marvelous work in and through you!