



Guidelines for Pre-Trip Meetings

Eight Steps to a Service Trip [Plus One]

The following is a meetings guide for groups planning to take a trip together. The guide was prepared and made available by the Rev. Mark McKone-Sweet. This should give groups some sense of the commitment involved, time-wise, and aid facilitators in preparing a group to travel.

About one meeting (step) per month:

- **Step #1** Introduction, What is Mission, Questions, Why me?
- **Step #2** Final Inquiry, Goals for Team, Expectations

At this point, those leading the group, should spend some time together discussing specifics of the trip, overall team management, roles, responsibilities, and so forth.

- **Step #3** Travel Code, Fundraising, Group Development
- **Step #4** Expectations, Group Development, Questions
- **Step #5** Small Group Work, Q&A

Final preparation and travel:

- **Step #6** Final pre-trip meeting, small Group and final questions
- **Step #7** Depart from Boston
- **Step #8** Arrive in your location

After your return:

- **Step #9** Goal Review, Goods and Not-so-Goods, Share the Message