

WORKSHEET FOR A PRELIMINARY SITE VISIT

Name of Project _____ Year _____

GENERAL

1. Best time to come _____
2. In-country transportation costs _____
3. Work times at site _____
4. Acceptable/recommended clothing _____
5. Possibility of banquet or closing ceremony at end? _____
6. Recommended sightseeing/tour day activities _____
7. Interpreter with team entire time _____
8. Special considerations _____
9. Opportunities for intercultural exchange/dialogue _____
10. Specific work to be done? _____
11. Clothing and extras from work team accepted _____
12. Required inoculations/preventive medicines _____

ACCOMMODATIONS

1. Cost of housing per person or team _____
2. Location of housing _____
3. If in homes, number of guests per home _____
4. If in dorm, how many to a room? _____
5. Separate facilities for men and women? _____
6. Number/location of bathrooms/showers _____
7. Laundry facilities available? _____
8. Electrical outlets in rooms? _____
9. Space to hang clothes? _____
10. Need to bring linens? _____ Pillows? _____ Sleeping bags? _____
11. Need to bring toilet paper? _____ Cleaning supplies? _____

12. Distance from lodging to work site _____
13. Common room for team meetings/meals? _____
14. Air conditioning? _____ Screens? _____ Refrigerator? _____ Chlorinated water? _____
15. Arrangements for team security _____
16. Need to hire guard? _____ Cost? _____ Who? _____ Responsibility? _____

MEALS

1. Cost of meals per person per day _____
2. Mealtimes: breakfast _____ lunch _____ dinner _____
3. Meals prepared by (we expect to help) _____
4. Possible to sample local food? _____
5. Cooking facilities available: stove __ sinks __ refrigerator __ dishes __ pots __ other _____
6. Location of food markets _____
7. Construction site lunches: brought to team? _____ ice chests to carry from lodging site? _____
8. Soft drinks available? _____ Clean water? _____ Late evening snack? _____
9. If staying in homes, can team have more than one meal per day together? _____
10. What food goods should be brought by team? _____

EVANGELISM

1. Days/times/locations of worship services _____
2. Appropriate dress for services _____
3. May team members preach? _____ Clerical collar needed? _____
 Themes to use _____ Themes to avoid _____
4. May team members lead in prayer? _____
5. Should team be prepared to sing? _____ Bring song sheets? _____
6. Who will be in charge of the service(s)? _____
7. Do you want members to visit in homes to witness? _____
8. Appropriate way to close services and give opportunity for commitment (e.g., altar call, commitment cards, counseling). _____
9. Gear services to growth for Christians, conversion of non-Christians, or both? _____

OTHER

1. Who will meet team at airport? _____
2. Who will take team back to airport for departure? _____
3. Who will arrange for drivers and vehicles? _____
4. Will vehicle be at the team's disposal day and night? _____
5. Will team members need to drive? _____ US passport/driver's license okay? _____
6. Plan for in-country orientation upon team arrival _____
7. Opportunities for talking with local church people _____
8. Person to receive money in project country _____
9. Type of check or money accepted _____
10. Best method for paying team expenses _____
11. Other financial arrangements _____

WORK PROJECT

1. Description of work to be completed _____
2. Reason for doing this project _____
3. Materials needed _____
4. Where can materials be purchased? _____
5. Who will purchase materials (best if done by a local person)? _____
6. Who will make sure materials are on site the first day of work? _____
7. Work tools needed _____
8. Work tools volunteers could bring _____
9. Number of volunteers needed _____
10. Number of local helpers needed _____
11. Would volunteers be taking jobs away from local people? _____
12. Electrical outlets for power tools? _____ Wattage? _____
13. Local foreman on site at all times? _____ Name _____
14. If pre-shipment of materials is needed, what is the address/method of shipment? _____

FINANCES

- 1. Amount needed for project _____
- 2. Amount needed for living and eating _____
- 3. Deadline for money to be sent _____

PROJECT MANAGEMENT

- 1. Person in the project country who will oversee the project _____
 - 2. Person from the work team who will oversee the project _____
 - 3. Will local project person be paid? _____
 - 4. Number of local helpers needed _____ How much will they be paid? _____
Skills they should have _____
 - 5. "Large items" needed to complete the project _____
- Will they be available at the project site? _____

PROJECT PARTICULARS

- 1. Exact dates of project _____
- 2. Approximate time needed to complete the project _____
- 3. Bathrooms available on site? _____
- 4. Meals eaten on site? _____
- 5. Travel time to and from job site _____
- 6. Transportation to and from site _____ Cost _____
- 7. Insurance needed for vehicle(s) _____ Cost _____

SIGHTSEEING

- 1. Best sights to show culture of land and people _____
- 2. Distance from project location _____
- 3. Time required _____ Cost _____

CLIMATE

- 1. Average temperature in month of project _____
- 2. Average rainfall during time of project _____
- 3. Type of insects? _____ Repellent needed? _____

4. Netting needed for sleeping? _____

5. Types of snakes/other wildlife _____

CONTACTS

1. Contact person in project country _____

2. Contact person in sending country _____

3. Person in project country to be with work team at all times? _____

ORIENTATION/TRAINING/DEBRIEFING

1. Plan for orientation upon arrival in project country _____

2. Plan for debriefing at end of project _____

EMERGENCIES

1. Person to contact in case of emergency _____

2. Number in project country where people in US can call _____

MEDICAL FACILITY

1. Location of nearest medical facility _____

2. US insurance accepted? _____

INTERACTION WITH PEOPLE

1. Will there be time with children? _____

2. May children accept candy or other gifts from work team? _____

3. Special recreational materials needed by local children? _____

4. Plans for "last night service" with local people _____

5. Person(s) responsible for this service _____

6. Plans for church attendance on Sunday _____ Transportation _____

BIBLE SCHOOL INFORMATION

1. Possibility of conducting Bible School for children? _____

2. Number and size of rooms available _____

3. Place for large assembly time _____

4. Musical equipment on site? _____

5. Locals available to work with us? _____

6. Days and times of sessions (9 a.m. to noon is preferable) _____
7. Maximum number of children? _____
8. Cultural concerns to be aware of _____
9. Accustomed style of discipline _____
10. Children's reading level _____
11. Age groups _____ Number in each age group _____
12. Sessions open to all children or local church only? _____
13. Plans for pre-registration _____
14. Nearby places for purchasing supplies _____
15. Media equipment available (record player, etc.) _____
16. Children's interests _____ Ways they spend free time _____
17. Possibility of pre-planning day with local teacher(s)? _____
18. Any Bibles available? _____ New Testaments acceptable? _____
19. Sessions with adults expected? _____
20. Plans for publicity? _____
21. Way children address their elders _____
22. Reading series used in local elementary school _____ Can school be visited? _____
23. Children's response to "foreign" teachers or people _____
24. Is giving toothpaste/brushes, etc., acceptable? _____