

# Pre-Departure Mission Trip Planning Checklist

Poland 2025 and Beyond

# Documents & Legal

## Travel Documents

- Passport valid at least **6 months** beyond return date.
- Confirm **Schengen 90-day allowance** (includes all EU stays).
- **Travel insurance** covering medical + repatriation.

## Required Permissions

- **Invitation letter** from Polish host church/organization.
- **Consent forms** for minors (parental signature, notarized if airline requires).
- GDPR / media / photography consent forms.
- Background checks for all adult leaders.



# Budget & Finance

## ● **Transportation**

Round-trip airfare confirmed and group block tickets booked.

Local transport (vans, train, public transit).

## ● **Accommodations**

Accommodation (hostels, dorms, homestays) + meals.

## ● **Additional Costs**

Insurance/admin fees allocated.

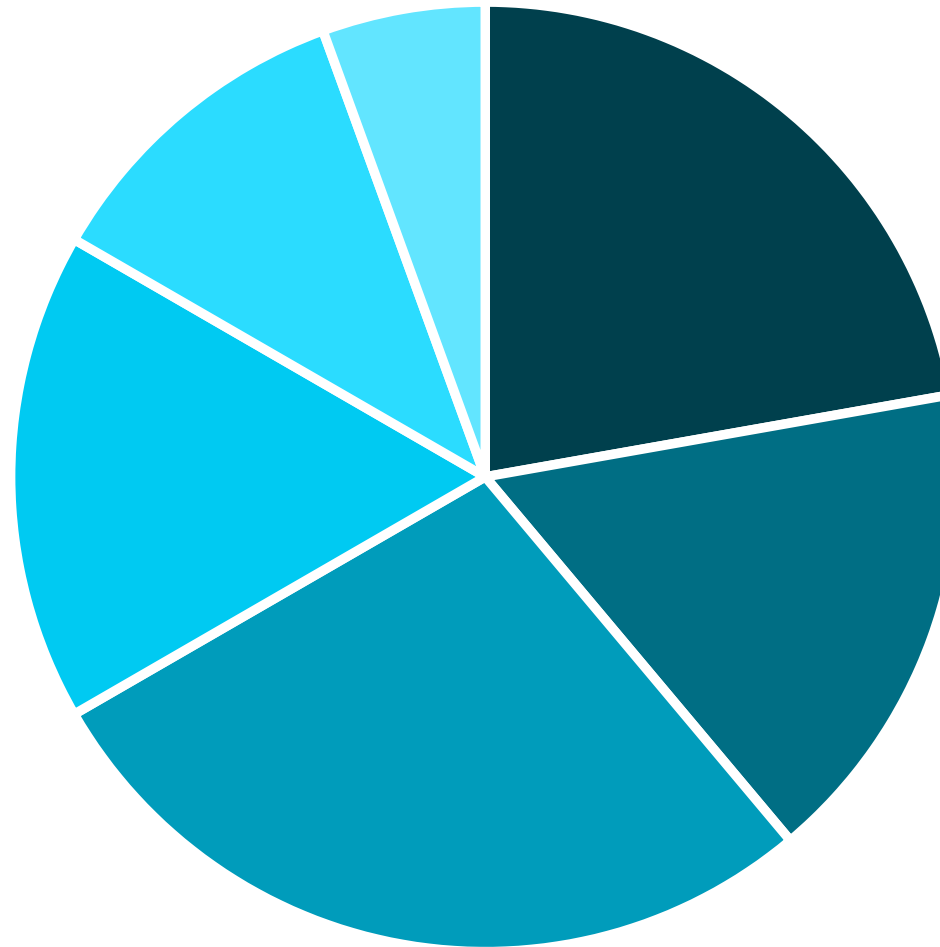
Contingency fund (10–15%).

Transparent donor accounting sheet.



Careful budgeting ensures mission success

# Team Training (Before Departure)



■ Cultural Briefing   ■ Language Basics   ■ Ministry Roleplays   ■ Safeguarding   ■ Legal Briefing   ■ GDPR Training

- Cultural briefing: history, Catholic heritage, post-Catholic youth context.
- Polish basics: 5–10 greetings and phrases.
- Roleplays: sharing 2-minute testimony, asking open-ended questions.
- Safeguarding training: two-adult rule, gender pairing, incident reporting.
- Legal briefing: **Article 196 blasphemy law**, assembly permits, NGO rules.
- Data handling under GDPR.

# Partner & Program Prep



## Partnership Agreement

Written agreement with host (program calendar, team roles, expectations).



## Team Organization

Assign leaders for translation, hospitality, medical, logistics.

Rooming chart and transport assignments.



## Program Resources

Equipment checklist: sports gear, projectors, sound, art supplies.

Daily program outline reviewed with host partner.

Hospitals  
Krakow Univ Hosp:  
+48 12 400 3000  
Warsaw Central  
+48 22 509 1000  
Embassy (U.S.)  
Warsaw: 22 504 20 00  
Krakow: + 48 12 424 51 00  
Ambulance/Fire/Police: 112

# Safeguarding & Risk



## Critical Safety Protocols

All team members must understand and commit to following these safeguarding measures without exception.

## Team Safety Measures

- Gender pairing and rooming matrix completed.
- Two-adult rule for all interactions with minors.
- Emergency incident plan rehearsed.

## Emergency Preparedness

- Embassy contact info + local hospital addresses carried by all leaders.
- Crisis communication protocol set (family + church updates).

# Packing Essentials

## Clothing

- Modest clothing for villages / smart casual for city settings.
- Rain jacket and comfortable walking shoes.

## Electronics

- EU plug adapters + power banks.

## Ministry Materials

- Bibles, bilingual tracts, Scripture resources.
- Ministry materials (games, crafts, instruments).
- Gifts for hosts (church books, cultural items).

Pack thoughtfully to respect cultural norms while bringing necessary ministry tools.





# Post-Trip Planning

1

## Week 1

Schedule team **debrief** within one week of return.

Host church feedback form prepared.

2

## Week 2-3

Donor thank-you communications drafted.

3

## Ongoing

Online follow-up cadence (monthly updates).

Plan for team reunion and integration into church ministries.

The mission doesn't end when you return home. Effective follow-up ensures lasting impact both in Poland and in your home church.