Team Coordinator 3 STEP Guide to
Getting Started with Operation Serve:

1. PLAN
   - Obtain the Blessing from Senior/Lead Pastor for a Mission Team
   - Select the Team Dates for your Church’s OSI Mission Trip
   - Confirm your Mission Team Date with Operation Serve
   - Start promoting the team date
   - Don’t start looking for flights yet.

2. PROMOTE
   - Create the BUZZ announce the Mission Trip:
     - Church Media: printed invitations, multimedia, and pulpit announcements – check with your Church to see what is available
     - Utilize Social Media: Facebook, Twitter, Instagram, and LinkedIn
     - Share from your heart and see how God uses you to mobilize a team.
   - Conduct an information meeting – Discuss (When, Where, and Why). Have a signup sheet for those with interest

3. PREPARE
   - Applying:
     - Hand out Applications
     - Make sure everyone has a passport, go to http://travel.state.gov to apply
     - Find out if you need guardianship forms for anyone – travelers under 18
     - Start working with your leadership on the Pastoral Reference Form
   - Getting Accepted:
     - Collect applications, $25 application fee, and Pastoral References to send to OSI
     - Collect passport copies from everyone who has them

Once we receive your team information, we will send you acceptance packets for the team members and you can start looking for flights! Feel free to call us anytime with questions; we are here to help you have the best experience possible!

Congratulations! You’re on your way!

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