***Team Leader Checklist***

We want you and your team to have the safest trip possible; that’s why each trip leader must ensure that every team member completes the following trip requirements (listed below). Once all of your team has completed these requirements, please check the boxes, sign this form, scan/e- mail to the Envision Trips Coordinator.

My team members have all completed the following pre-trip requirements: Background Check Completed for all Team Members

*I verify that I have run background checks on all team members (both a National Criminal*

*Check, both state and county, as well as a National Sex Offender Check) and all team members and leaders have clean records. (Please note that background checks can only be run on persons 18 years of age and older.)*

Child Safety Training Video Viewed – *(Found on Envision website –* [*Trips page*](https://weareenvision.com/trips/)*)*

Online Medical Forms and Releases Signed by Team

*(Check your Team Roster online)*

Chubb International Travel Assistance Card Downloaded (*for International Teams Only)*

*(Found on Envision website –* [*Trips page*](https://weareenvision.com/trips/)*)*

COVID-19 Policy Read and Understood *(Found on Envision website –* [*Trips page*](https://weareenvision.com/trips/)*)*

*I verify that I have read the Envision COVID-19 Policy document and will abide by its stipulations. I agree to follow the safety protocols established by the Envision site and staff.*

Team Leader (Print Name)

Team Leader Signature

Date Sending Organization Name (Church, School, Etc.)

Trip Destination