

	Pre- Trip Checklist	Timeline	Description	Resource
<input type="checkbox"/>	Select a week to define the dates of your trip	6-12 months	Once you have decided to organize a trip, check out your calendar and select a few different weeks that work for you. Once chosen, reach out to <a href="mailto:trips@bridgestocommunity.org">trips@bridgestocommunity.org</a> to check availability. Remember that popular times, such as Spring Break and the month of June, fill up quickly. Late Summer and Fall offer the greatest availability, and you will more likely be able to travel during your preferred week.	
<input type="checkbox"/>	Create an email contact list of potential volunteers	6-12 months	Brainstorm a list of people of your family, friends, coworkers and network that could be potential participants for your trip. Don't be shy in sharing the service experience with everyone, even if they don't join they could be future donors to your fundraising campaign! If you provide your contact list, BTC can also help by sending a promotional email series that provides details and photos describing our work and what participants can expect on a trip, while also encouraging them to register.	Please contact <a href="mailto:trips@bridgestocommunity.org">trips@bridgestocommunity.org</a> regarding contact list and email series
<input type="checkbox"/>	Set your fundraising goal	6-12 months	Fundraising is an important part of every trip, as it provides vital funding for BTC programming year round that is fundamental to making every service trip successful. Setting a fundraising goal for the trip from the beginning will motivate the group to work together to reach it! Our groups typically set a goal of \$5,000 for BTC programming. For fundraising ideas and support, reach out to <a href="mailto:development@bridgestocommunity.org">development@bridgestocommunity.org</a>	<a href="#">Fundraising Guide</a>
<input type="checkbox"/>	Advertise your trip	6-9 months	Check out our email templates to send to your email list and begin recruiting, and feel free to add your own personal touches! BTC will provide support in recruitment by advertising the trip on our website and publishing it on our social media outlets.	<a href="#">Recruitment Emails</a>
<input type="checkbox"/>	Invite a BTC spokesman for a general interest meeting in person or via video conference call	4 months	Set up a meeting with Bridges staff to hear first hand about our work, learn more about what a trip will be like, see photos and promote your trip! If you or a past trip participant are present, share your experiences and photos to drum up interest.	Please contact <a href="mailto:trips@bridgestocommunity.org">trips@bridgestocommunity.org</a>

<input type="checkbox"/>	<b>Follow up with interested contacts and encourage them to register</b>	<b>4 months</b>	Regularly checking in with your contacts will keep them informed and remind them about the trip opportunity. Participants should begin registering at least 3 months before the travel date, so reach out and remind interested contacts so sign up. Check out our email templates for support in what information to include.	
<input type="checkbox"/>	<b>Purchase flights</b>	<b>3-4 months</b>	Flights are an important detail for field staff to be able to create your itinerary. As a group, decide on a flight and purchase flights at least 3 months before you travel. The best time to arrive to Santo Domingo (SDQ) is between 12pm-4pm, check out popular flights on our Flight List.	
<input type="checkbox"/>	<b>Continue fundraising</b>	<b>Ongoing</b>	Continue working towards your fundraising goal, and encourage your contact list to share the fundraising page with their networks to reach a large amount of possible donors via email and on social media. Sharing your story and journey is an excellent way to promote service, our mission, and increase fundraising capabilities. BTC can also receive donations towards your campaign even after the trip.	
<input type="checkbox"/>	<b>Help BTC staff follow up with registration, payments, etc.</b>	<b>Ongoing</b>	A few months out, BTC will send weekly reports to let you know who has registered, what each participant owes, whether their passport is in order, etc. BTC will also reach out to the individuals when important due dates come around, but we hope to have your support to follow up as well.	