**Team Leader’s Guide for Assembling Team Member Folders &  
Hosting a Team Meeting**

Hosting a team meeting a month of two before your departure date is essential. It’s a great time for the team to meet everyone they will be serving with and get to know one another.

When you have your team meeting, you want to give your team members as much information as possible. In order to do that, we recommend creating a folder to hand out to each team member.

The folder should contain the following items:

**Table of Contents:**

* A cover page that includes a picture of where you will be serving along with the dates.
* Packing list
* A copy of their tickets
* Itinerary
  + Include all 10 days – Traveling days to and from Alaska, where you will stay the first night, what time you plan to have meals, where you are going on your sightseeing days, where you will go to church, and what your work day will look like. For example, Monday thru Friday (your work days) Breakfast at 7am followed by devotions, start work at 8am, lunch at noon, dinner at 6pm.
* Work projects
* Team roster that includes everyone’s information and emergency contact information
* Any other information you would like them to have. You can even give them options of places to see on their sightseeing. Some places there is a fee involved – if the team decides to go there, team members are responsible for whatever that fee is.
* Review the cost of meals when eating out:
  + $17 for breakfast
  + $20 for Lunch
  + $20 for Dinner
  + This includes drinks and tip. If they order above that, we ask that they pay the difference.
* 30 Day Countdown – importance of reading the emails daily
* LightShine’s Mission, Vision, Values

***Please reach out to any team leader or anyone on the leadership team if you have questions or need help with anything! We are more than happy to help!***