

# Report Form

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## SHORT-TERM MISSION PROJECT

Please take a moment to fill out this evaluation to help the GO Team learn about the project you led this year. It is critical that the GO Team be allowed to hear and know what you experienced as team leader, so please fill out and return this evaluation form in a timely manner. Please email this form back to the Missions Ministry Assistant when finished.

Please turn THIS form back into the mission's office. If you use a separate sheet of paper please attach THIS form to it.

### TEAM LEADER INFORMATION

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Team Leader: \_\_\_\_\_ Project/Trip Name: \_\_\_\_\_

### PARTNERSHIP INFORMATION

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Partnering Organization (if applicable); \_\_\_\_\_

1. Describe the way in which the partnering organization assisted you with this project.
2. Please list at least two things you thought were positive about partnering with this organization.
3. If applicable, please list at least two things you thought the partnering organization could improve.
4. Would you use this partnering organization again? YES NO MAYBE

Why: \_\_\_\_\_

### TEAM INFORMATION

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- Please list below the names of every team member that you led on your project/trip:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Did everyone on your team work well together? Were there any issues or conflicts between team members worth mentioning that the GO Team needs to be made aware of?
6. Would there be anyone that you would prefer not to take again? Why? (Feel free to mention this to Pastor Duane privately if necessary.)

7. Do you feel that everyone on your team was well prepared for the project? If there was one thing you could add to your preparation, what would it be?

## TRIP EVALUATION

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8. Did the time of year you took your trip work well? Would there have been maybe a better time to go?
9. Comment on the spiritual and physical needs of the people you went to serve. Were the needs great? Were there others besides TSC helping there as well? What did your team accomplish while there in meeting those needs? (Please note that this section of the report could be used for the TSC website in describing what has been accomplished by this project, so give a good description here!)
10. Was the length of the trip a good timeframe? Long enough? Too long?
11. Was everyone on your team able to raise the money necessary to go? Was there anyone unable to do so?
12. What, if any, fundraisers did your team participate in to raise the money to go?
13. After going on this trip, did you find any ways to possibly cut costs for future trips?

## OVERALL EVALUATION

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14. Share with us 2-3 of the most positive things about this experience.
15. Talk about 2-3 things that you wish would have gone better or smoother during the work of this project.
16. Are you planning on leading this project/trip again next year?
17. Please define for the GO Team, if applicable, your long-term vision for this project.
18. Is there anything else you would like for the GO Team to know about your experience?

## TEAM LEADER EVALUATION

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Before you left, did you do the following as was asked of you during the team leader training? (Please check the boxes below that you accomplished.)

- Missions curriculum study completed by team
- Held team members to deadlines set by team
- Provided a list of all team members to Missions Ministry Assistant before departure
- Provided an application form for your trip to the Missions staff.
- Had international insurance for my team. (If you did not use Faith Ventures, who did you use?  
\_\_\_\_\_)
- Got all mission trip fundraisers approved by Missions Pastor.
- Made sure each team member enlisted at minimum ten prayer partners in order to serve on your trip.
- Had each team member turn in a TSC mission project application form.
- Left all emergency contact information (numbers, copy of passports, etc.) with the TSC office before departure.
- Did you give updates throughout the training for your trip to your GO Team liaison?

Now that you are back: (Please check the boxes below that you accomplished.)

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- Did you have a chance to update the TSC Mission Facebook page yet?
- Have you given the Missions Ministry Assistant a copy of pictures taken during your project? (Pictures need to be jpg. format if possible on a disc and formatted for easy access) \*
- Have you ensured that each team member has written a follow-up letter to all prayer partners and financial partners? \*
- Have you obtained a few written testimonies of team volunteers that went with you and emailed those to the Missions Pastor? \*
- Were there any highlight videos or slideshows made? Have you gotten a copy of these to the Missions Pastor to use for future mission's promotion? \*
- Have you planned a follow-up mission's night for friends and family and all those interested in your project? If you have set a date already, when is it? \_\_\_\_\_

\*If any of the things above have not yet been accomplished, please do so ASAP, that TSC may get a chance in a variety of ways to hear about how God worked through your project.

**Team Leader's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_