



## GROUP LEADERS CHECKLIST

### Preparation

- Share information with others
- Send completed registration forms
- Keep accurate financial records
- Send deposit and final payments on time
- Send flight information
- Send host family pairings
- Send email tree
- Send emergency contact list
- Collect copy of all passports
  
- Hold preparation meetings:
  - plan team-building activities
  - organize fundraising events
  - share program and project information
  - review Pre-Departure Guide (p. 1-18)
  - instruct group about Important Notices (p. 8)
  - learn about Nicaragua
  - practice Spanish phrases

### In-Country

- Communicate with Compañeros staff (e.g. schedule, special needs, reflection, etc)
- Enforce health and safety precautions
- Manage internal group dynamics
- Enjoy your own experience!

### Post-Trip

- Gather group to reflect within 2 weeks
- Plan individual and group follow-up actions
- Fundraise for future programs or projects
- Make presentations
- Send thank you's
- Get medical check, if necessary
- Keep in touch!