# Checklist for Leaders

## To be completed by April 1, 2023:

* Send final payment for Mission Week.
* Confirm that your church has completed a background check on all youth over 18 and any accompanying adults. This should include a criminal background check and a child maltreatment registry check. Confirm this for OMP by having a church staff or Pastor submit the **Background Check Verification Form**: <https://form.jotform.com/232415515127146>
* Complete and Upload the **2024 Group Roster** form on the OMP website ([www.ozarkmissionproject.org](http://www.ozarkmissionproject.org)/missionforms).
* OMP Year-round staff will be sending release forms directly to groups and participants. Please encourage and remind parents to complete these by May 1st. This is the direct link to the form: <https://form.jotform.com/240355133866154>

## To be completed by May 1, 2023:

* Confirm that all participants have completed a Participation and Medical Release Form. Form available at: <https://form.jotform.com/240355133866154>
* Have all Adult and Youth Community Builders over 18 complete Safe Missions Training. Will be sent to each person indicated as an adult on your Group Roster.
* Confirm number of vehicles with the OMP Office, and ensure they meet the requirements. Vehicles must have enough seatbelts for all youth and two adults per vehicle, space for tools, supplies, and ice chests for your mission week. Examples of appropriate vehicles and the tool list can be found at [www.ozarkmissionproject.org/missionforms](http://www.ozarkmissionproject.org/missionforms).
* Confirm all driving adults have a valid and up to date Driver’s License, and that all vehicles used for OMP are properly registered and insured.
* Remind participants of theme day dress (Olympics) and make sure to send out the packing list.
* Communicate with OMP if you will need supplemental tools for your vehicles.
* **Please update Jules with any changes to your Group Roster as you become aware of them! We plan projects based on the number of vehicles and participants the week before. We need to be aware if those numbers will be different BEFORE you arrive.**

## For the preparation and collection of Vehicle Tools:

* Have planned strategy for collecting vehicle tools included on the Vehicle Tool List.
* Remind youth to collect their individual tools that are listed on the Packing List.
* Mark **all** tools with the name of your church or group.

## Bring the following items to your mission week:

* Refer to packing list for individual supplies and appropriate clothing.
* Refer to website for the list of what to pack in each vehicle being used for the mission week. ([www.ozarkmissionproject.org/missionforms](http://www.ozarkmissionproject.org/missionforms) )