



FFP 2013 Mission Trips US Team Leader Covenant

Serving as a leader of a Foundation for Peace mission team is a rewarding, unique and challenging task. Your leadership, flexibility, servanthood, work ethic and compassion will serve as a model for all those you interact with on your trip. In this role, you will represent your country, community, family, your faith and the Foundation for Peace (FFP) to all you meet while in the Dominican Republic or Haiti.

By accepting this role you have agreed to serve to the best of your ability and to follow the principles and procedures described in the Foundation for Peace *Leaders' Manual*. Key expectations are:

As a US Team Leader, you agree to :

1. Follow all procedures outlined in the *FFP Leaders' Manual* before, during and after the trip. This document has significant updates.
2. Attend all scheduled leader calls and meetings with FFP leadership, or inform us of your inability to do so.
3. Send in the *Trip Overview Sheet* (attached) once your trip dates are finalized so we can add your trip to the website.
4. Follow the timetables detailed on the *Leaders' Checklist* (attached) including the remittance of trip funds: \$250 per trip member on _____, \$500 per trip member on _____, and \$400/500 per trip member on _____.
5. Communicate all trip plans and changes (such as schedule or number of attendees) with FFP leadership as soon as possible. Keep in mind that last minute changes can be very difficult for in-country staff to accommodate. US staff will schedule calls with you and the in-country staff as needed.
6. Do not deviate from the *Leaders' Manual* and agreed daily schedule. If you wish to make a change, you must discuss it with US leadership prior to the trip to avoid miscommunication and unmet expectations.
7. Maintain an attitude of mission trip flexibility (MTF) understanding that you are traveling to a country that is far different than the US, and things may not go exactly as planned.
8. During the trip, respect FFP in-country staff's time by not requesting activities that separate them from the team (such as requests for extra shopping trips) and by not changing the schedule without discussing it with in-country leadership and coming to an agreement ahead of time. Review the attached US Team Leader *In-Country Checklist*.
9. Enforce and be a model of the *Code of Conduct* (attached) and *Dress Code*.
10. Deal with conflicts among trip members or code of conduct/dress code violations by trip members directly with them and then inform FFP staff.
11. Ensure that background checks have been completed on all trip members over 18 years of age within 3 years prior to the trip. The FFP may be able to help you complete background checks on non-US citizens.
12. Provide post-trip feedback via FFP's online survey (emailed to you and all trip members) and individual calls with FFP leadership. Actively encourage your trip members to fill out their FFP post-trip online surveys.

Foundation for Peace is responsible for the following:

1. Provide support and training through preparation materials, teleconferences, webcasts, in-person meetings and any other means we can to the US Team Leaders.
2. Identify construction projects for teams that provide opportunities for working hand in hand, resulting in benefits to the whole community. (US and in-country staff).
3. Work year round to develop and maintain productive partnerships with pastors and community leaders.
4. Meet Team Leader special requests as possible, given the needs of our staff, concerns of our partners and the perceptions of our ministry.
5. Provide funds to in-country FFP staff in a timely manner so all trip materials can be purchased and ready for your teams arrival.
6. Recruit and train interns and long-term volunteers whose philosophy and ethics align with FFP's.
7. Ensure that background checks have been completed on all FFP staff including interns and in-country staff, including security guards and bus drivers.
8. Provide suitable security, lodging, food and transportation for teams, which while not luxurious, are safe and reasonably comfortable.

Date _____ Trip Destination _____

US Team Leader name printed _____

US Team Leader signature _____ Date _____

Kenneth Culver, Executive Director Date _____

Wendy Patchin, Associate Director Date _____