



## Education Equals Hope: HOPE ON THE GROUND

102 Academy St, Fort Mill, SC, USA • 1-803-431-8367 • [educationequalshope.org](http://educationequalshope.org)

### Team Leader/Administrator Checklist

Use this form to keep track of tasks that need to be completed for your team. If you have appointed a Team Administrator, these tasks can be completed by that person on your behalf.

- Registration Form completed
- Initial Deposit sent to E=H in Fort Mill, SC
- Team Name Sheet filled out and returned to [info@educationequalshope.org](mailto:info@educationequalshope.org)
- Individual Applications have been filled out.
- Background Check instructions sent to participants and Completed
- Team Interest Inventory sent to [info@educationequalshope.org](mailto:info@educationequalshope.org)
- Team Information Summary Sheet sent to [info@educationequalshope.org](mailto:info@educationequalshope.org)
- Flights booked and information emailed to [info@educationequalshope.org](mailto:info@educationequalshope.org)
- 1st Payment sent to Education Equals Hope (102 Academy St, Fort Mill, SC, 29715) due 2 months prior to departure
- Waiver and Release Forms handed out, completed thoroughly, notarized, collected and mailed to E=H (original Notarized copy must be received at E=H office 30 days prior to departure.)
- Minor Forms printed, signed by parents and in the hand of the team leader
- Send final payment to E=H. Must be received at E=H office 30 days prior to departure.
- Make 2 copies of each passport--picture page open (Individuals need to carry one copy on them at all times, Team Leader should carry one)
- Print copy of insurance card and information and carry it with you
- Other:

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Email: [info@educationequalshope.org](mailto:info@educationequalshope.org) Phone: 803-431-8367