

Dear Mission Team Leader,

Please provide CFAN with the following information at least 30 days before your arrival.

- Arrival date and time
- Departure date and time
- Approximate number of people in your team (Male, Female)
- Area of ministry (VBS, Revival, Youth Ministry, Construction, Skits, Drama, Music, etc.)
- Location of where you would like to have your VBS if that is your plan and/or
- If your team is interested in construction work please contact me and we will send you a list of construction jobs you can choose from. **Please do not contact** any church you will be working with until after you have contacted the mission. Remember you are representing CFAN when you go out on the mission field and CFAN is representing you! **Absolutely no plans should be made without CFAN's prior knowledge**

All teams are to work directly with CFAN to plan and organize their week.

- Provide all transportation and drivers while at the mission
- Bring teachers and supplies for each age group you will be working with.
- Provide someone to cook meals & clean

(Someone from the CFAN staff will join you during meal times to fellowship with you and your group.)

We have services on Tuesday night at the Fran Roland Building at 7:00PM. We would like for someone from your group to be responsible for sharing the word and/or sharing special music. The dress is casual **The meal on Tuesday night will need to be at 5 pm due to the service. The kitchen will need to be cleaned and chairs will need to be set up as well.**