



VisionTrust 

TEAM HANDBOOK

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TEAM DATES: _____

WELCOME! _____

to VisionTrust Missions Teams. Thank you for taking time out of your busy lives to reach out to children in need. We appreciate your willingness to serve and are excited to see how God will use you and your team.

This handbook will serve as a tool to help prepare you for your time of ministry. Please contact VisionTrust at any time if you have questions or concerns regarding your trip at 719-268-2943 or teams@visiontrust.org. We look forward to serving with you!

Blessings,

VISIONTRUST

Short-Term Missions Department



IMPORTANT

Throughout your trip, please do not give out your personal address, phone number, social media pages or e-mail address to any sponsor children, translators or VisionTrust local employees. You may communicate through VisionTrust's e-mail or address. We will gladly pass on letters to your sponsored child.

ABOUT VISIONTRUST

MISSION:

We invest in the development of vulnerable children, equipping them to grow into mature Christians.

APPROACH:

We do this by empowering local Christian leaders to meet the health, education, and spiritual development needs of these children so they can thrive in and positively impact their communities.

PARTNERSHIP:

We connect people and churches relationally with these children through Sponsorship, Short Term Missions and Volunteering opportunities.

VISIONTRUST TEAMS

VisionTrust mission teams exist to further God's kingdom in the majority world through building God-honoring relationships between VisionTrust's local programs and their surrounding communities, team members and USA staff. Our main objectives are to share the love of Christ, discover what the greatest needs are and learn how to speak up for those who cannot speak for themselves.

Each year individuals, church groups and corporate groups take a week out of their lives to become members of a VisionTrust short term mission team. These teams are made up of all kinds of people who come to understand what an incredible experience it can be to share the joy of their faith and abilities at one of our ministry projects.

Some trips involve physical labor, such as building or improving one of our schools, clinics or orphanages. Other trips are primarily designed for ministry and evangelism opportunities specifically for children.

YOUR PURPOSE

1. To be learners. We sincerely hope that you will learn about the country's culture and the struggle children endure within the majority world.
2. To provide needed support. Our in-country director has expressed needs that your team will help meet. During your time of service, you will also build relationships with the children and staff by being God's love in action.
3. To be stretched. We hope that you will experience God in a way that will stretch your faith and enable you to grow spiritually.
4. To become advocates. You can continue to help these children by sharing your experience with others.



BEFORE YOU GO... ---

Preparing your heart is the MOST important thing you can do!

7 PRAYERS TO PRAY (ONE PER DAY) FOR THE MONTH LEADING UP TO SERVING:

1. Father, thank you that before I was born, You knew me and knew my life circumstances. You set me apart for Your purposes and I am responding to this stirring that You put in my heart to go to the mission field. Because taking the gospel to the uttermost parts of the earth is Your idea. Help me to resist all temptation to focus on my personal limitations, and to not be concerned of what others might think of me, for I am Your servant, and I trust You and Your call on my life.
2. Father, I am going on this mission trip because You are sending me. Thank you for allowing me to carry Your message and presence. By Your grace, I will strive to consider others more important than myself. To set aside my comforts to serve others. Let my life represent You, reflect Your truth and compassion, for I go as Your ambassador.
3. Father, I choose to approach this mission trip with praise on my lips, for You are great God, and You are in charge. I thank You for all that You will have me encounter on this trip, both the pleasant and the unpleasant. I can thank You because I know that all things will work together for good for my teammates and me, because we love You and we are called according to Your purpose. Let my heart not embrace any temptation to complain, lest my complaints displease You, infect my team, or dull the effectiveness of this ministry.
4. Father, I acknowledge that You are the One who will care for me on this mission where much will be unfamiliar. You have placed qualities within this new culture which I go to embrace. Make me a pure and humble channel of Your truth and love. Give me eyes to see the treasure You have put in the host culture, that I might honor the people You send me to. By Your grace I will humble myself and look out for their needs rather focus on my own.

5. Lord, forgive me if I have made You too small in my sight. Thank You for going with us on this mission trip. You are a great God, and You do miracles! Thank you for meeting all of our needs, for the grace to ensure hardship, and for rescuing us when we need a miracle. We love You and trust You, and are glad that we serve a Big God.
6. Lord, thank you for the opportunity to grow in love and patience while being used by You in the mission field. Let me have Your perspective and unconditional love for my teammates. You have chosen us to serve together for such a times as this. May we please You by all that we do, and in all that we say and think, as we walk together in unity.
7. Father, You have shone Your light into my life and You are taking me to places where that light can shine, dispelling the darkness. Let my life always be a carrier of Your light, for You are the treasure that lives in me. During this short team mission, may there be an exchange of cultures that brings life both to mine, and to the culture You send us to.



WORK WITH A TRANSLATOR

1. Speak slowly and clearly.
2. Pause in between short sentences.
3. If you are delivering a message in front of an audience, spend some time going over your notes with your translator.
4. If conversing with someone while using a translator, look at the person you are talking to as if you were conversing without a translator. Speak loudly. Be Patient.

SHARE YOUR TESTIMONY & SPEAK TO GROUPS

While in country, you might be asked to share your testimony or prepare a Bible story for various churches or groups. Here are some tips for introducing yourself:

1. First, tell the group what country you are from, your vocation, marital status and describe your family or hobbies, etc.
2. Next, add a couple positive specific observations about their country or community.
3. Finally, share something about what God has done for you, how you became a believer, what God is doing in your life currently or what makes you grateful for the things He has done for you. Share a key Bible verse that ties into your testimony.

(Remember to pause for translation between short sentences!)

MENTALLY PREPARE FOR YOUR TRIP:

1. **PRAY!** Prayer will be one of the most important ways that you can prepare for your short-term experience. Pray that you will be teachable and eager to serve. Pray for your team leaders and the other members of your team. Pray that you will demonstrate love toward the people you meet. Pray for the people in the city/country where you will be serving.
2. **CULTURE.** Be aware of your biases toward different cultures. Be able to recognize the need to change your point-of-view and respect a different culture. Pay close attention to the cultural rules, respect their history and traditions. You are NOT in the United States anymore!

Suggested reading: **When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor and Yourself** by Corbett & Fikker.

- Be informed. Be an informed traveler before boarding an airplane and discover what the people you will meet at your destination can teach you.
- Be respectful. Local people will welcome you. Show them gratitude and respect. Also respect local customs: the way you dress, behavior in religious sites and displays of affection.
- Be open-minded and patient to other cultures and lifestyles.
- Culture shock is nothing more than an overload of sensory input causing you to lose the ability to process all the new data around you in a way that makes sense. Therefore, try to avoid the tendency to internalize. Ask all the questions that enter your mind. For some people, journaling is a good way to process new situations and places.

PHYSICALLY PREPARE FOR YOUR TRIP:

IMMUNIZATIONS

As soon as you are committed to your trip, set up a time with your local physician to see what immunizations you need to maintain currency on your “routine immunizations”. If they are not equipped to provide routine immunizations, they should be able to direct you to a public health resource or an international health office. Remember that immunizations will be an additional expense, but you are protecting yourself and others.

- Have you had an annual flu shot?
- Have you had the DPT (tetanus, whooping cough [pertussis], and diphtheria shot?) in the past 10 years?
- What about the MMR [Measles, Mumps, and Rubella], or Chicken Pox; did you receive it as a child?
- Polio does still exist in the world; are you up to date?
- Hepatitis A requires two doses separated by six months; one dose is required before you travel.
- Hepatitis B requires three doses (second at one month and third at six months).

The Centers for Disease Control also have recommendations that require immunizations not needed in our country. We will provide you specific information about the country you will be visiting. You may be directed to a travel health clinic so plan ahead! The key to staying healthy is in your hands. Be careful what you eat, be careful what you drink, avoid contact with animals, be diligent about mosquitos and get immunized!

- You should complete the Typhoid series because of the risk of contaminated water; despite our best efforts to ensure team members only consume clean food and water, unintended exposure could still happen.
- If you are taking the injection, you need to wait two weeks to travel and you need a booster every two years.
- If you are taking the capsules you will have four doses over a week and then need a week to be safe to travel (booster every five years) ...plan ahead and remember you still need to be careful about what you eat and drink!



Your Team Leader will be providing you information on how to travel safely to your destination. Please use this information to collaborate with your primary healthcare provider and travel health experts in your area.

HOW TO...

MOSQUITOS

Mosquito protection is another challenge and brings with it a variety of diseases that we do not face in the United States. Remember the key to your safety is being diligent with protecting yourself from mosquitos. If you are going to a country where Malaria is a risk you will need to consult your physician or travel health office for the appropriate medication. Your team leaders will share this risk information with you at your early meetings.

- If lodging/guest house does not have air conditioning or windows and doors with secure, intact screens you may be at higher risk. You should take precautions like using repellent, mosquito netting, and killing any visible mosquitoes.
- To optimize protection against mosquitoes and reduce the risk of mosquito-transmitted diseases:
 - Wear a light weight long-sleeved shirt, long pants, and socks.
 - Apply lotion, liquid, or spray repellent to exposed skin.
 - Ensure adequate protection during times of day when mosquitoes are most active; remember mosquitos that carry diseases bite mainly from dawn to dusk.
 - Reapply repellents as protection wanes before mosquitos start to bite.

Use any of these CDC recommended products:

- DEET Products containing DEET include, but are not limited to, Off!, Cutter, Sawyer, and Ultrathon.
- Picaridin Products containing picaridin include, but are not limited to, Cutter Advanced, and Skin So Soft Bug Guard Plus.
- Oil of lemon eucalyptus (OLE) or PMD Products containing OLE and PMD include, but are not limited to, Repel and Off! Botanicals.
- IR3535 (chemical name) Products containing IR3535 include, but are not

limited to, Skin So Soft Bug Guard Plus Expedition and SkinSmart.

IF YOU GET BIT!

Avoid scratching mosquito bites and apply hydrocortisone cream or calamine lotion to reduce itch.

Watch for symptoms:

- Chikungunya Virus' most common symptoms are a fever and joint pain and usually begin within three to seven days.
- Dengue Fever usually has a high fever with severe headaches, severe pain behind the eyes, joint pain, muscle or bone pain, a rash and/or mild bleeding (bloody nose, easy bruising, etc.).
- Zika Virus usually has fever, rash, joint pain, and irritated or red eyes ("pink eye" or conjunctivitis). Muscle pain and headache can also be signs. Zika is usually mild and lasts just a few days or up to 1 week. Usually a person with Zika virus is not sick enough to need to go to a hospital.
- Malaria, dengue, chikungunya, and other illnesses can have similar signs as Zika.

If you experience any of these symptoms, connect with your physician and indicate you have been in a country with mosquito borne diseases.

GASTROINTESTINAL SYSTEM CHALLENGES (TRAVELER'S DIARRHEA)

Again the key is prevention! Take care in what you eat and what you drink. Double check that the water has been filtered according to our standards to assure that there is no risk for bacteria, viruses and/or parasites. Some travelers do take along "prophylactic antibiotics". The type of antibiotic varies by region and requires a prescription; your health care provider will help you to determine if the choice makes sense for you and what is the best antibiotic to take or carry with you on the trip.

PACKING CHECK LIST

- ☐ Water bottle
- ☐ Battery-run alarm clock– do not depend on wake-up calls
- ☐ Disposable anti-bacterial hand wipes/antiseptic hand gel
- ☐ Personal medications - in original container in carry on
- ☐ Pain relievers
- ☐ Toiletries (shampoo, toothpaste, etc.)
- ☐ Extra contact lens, solution and glasses
- ☐ Watch - nothing valuable
- ☐ Poncho
- ☐ Lightweight jacket
- ☐ Sunglasses
- ☐ Sunscreen
- ☐ Snacks– whatever you want to eat while you are abroad
- ☐ Money belt/pouch– fanny packs are more likely to be stolen
- ☐ Bible, journal, pen
- ☐ Toilet paper or Kleenex packs
- ☐ Camera, film, charger and extra batteries
- ☐ Small first aid kit
- ☐ Bug spray with 100% deet
- ☐ If doing construction, pack heavy duty gloves, hat and eye protection
- ☐ This team notebook

DRESS CODE

To honor the culture that we are guests in, the following dress code has been established:

MEN:

- Jeans / cotton lightweight pants
- Work jeans on construction days
- T-shirts / light button up short sleeve shirts
- Hat
- Tennis shoes
- Closed-toe shoes

No:

- Shorts (can only be worn at place of lodging)
- Sandals (can only be worn at place of lodging)

WOMEN:

- Lightweight slacks, jeans, or capris. No holes in pants
- Hat
- T-shirts (no spaghetti straps, sleeveless or halter tops are allowed)
- Sundresses or casual skirts need to be past knees.
- Tennis shoes
- Closed-toe shoes

No:

- Shorts (can only be worn at place of lodging and must be mid-thigh)
- Sandals (can only be worn at place of lodging)
- Yoga pants or leggings

PACKING TIPS:

- Do not pack any valuable items (cameras, jewelry, etc.) in your checked luggage.
- Anything that you use on a regular basis, pack in your carry-on luggage in case your checked luggage is delayed.
- Also, you may want to have one change of clothing in your carry-on.

If you have questions about appropriate attire, please ask your VisionTrust team leader. Remember, we are serving the Lord, not drawing attention to ourselves through our clothing.

SOCIAL MEDIA GUIDELINES

We live in a culture where every latte, sunset or family gathering is fair game for a photo-op and social media post. But while serving on a Short Term Mission team we have to be aware of how our love for photography and social media can play out.

- 1. Give yourself boundaries:** When we enter another community, we need to set boundaries to help us remember that we are guests. The stories we hear and the scenes we see are not ours to share with the rest of the world by default. We have to respect the dignity and privacy of the people we encounter. That means that we should operate deliberately and willingly by a different set of rules in our photography and social media that we use at home.
- 2. Avoid spectacle mode:** When entering low-income communities, if not careful, our use of photography and social media can be exploitive. We can unintentionally act as tourists, capturing and consuming the materially poor's images and stories as if they were a show to be observed. This dynamic can contribute to feelings of shame and powerlessness they might already feel.
- 3. Be present:** Be fully present with those around you. You will learn more, engage more deeply, and bless the people you visit more fully if you set aside the urge to document your experience for an online audience.
- 4. Avoid the savior syndrome:** Does what you are posting imply that you are saving people who are poor? Does it paint you as the hero and them as the helpless victim? Does it establish a provider-receiver dynamic where you have the answer to their poverty? Be especially careful of cliché phrases like "the least of these" or "bringing light and hope" in your posts. Use any social media updates to highlight the dignity of the community and what God is already at work doing over the long haul, rather than elevating your own role and impact.

5. **Tell the whole story:** Do the pictures and posts you are crafting tell the whole story about the community? Are they highlighting the beautiful and redemptive things God is doing in a community, or only the heavy and painful brokenness of poverty? Don't reduce low-income people or communities to a caricature of desperation, but also don't ignore the reality of poverty. Avoid statements like, "They have absolutely nothing", or, "They are so happy all of the time". You would not like your life and identity reduced to a single slice of your wide spectrum of experiences. Be careful not to do that to others.
6. **Share what you learn:** There is a place for sharing what you experience on a short-term mission trip. When crafted with the above guidelines in mind, social media and photography can be a powerful way to advocate for the work and community you visited – especially after you return home. You have the opportunity to share with your friends what you learned during the trip, encouraging and challenging your peers to engage in the work God is doing in the world.



PLEASE KEEP IN MIND... ---

DO'S & DON'TS

DO NOT

- Do not talk about foreign adoptions. This is a very sensitive subject in many countries and may cause fear or suspicion with local families.
- Do not force physical contact with a child. Let the children approach you. Appropriate physical affection is encouraged, such as high fives, fist bumps, hugs and pats on the head / back.
- Do not take photographs of children or adults unless they have granted permission.
- Do not go anywhere unless you are with VisionTrust staff. Always stay with the team and let your team leader know where you are.
- Do not leave the program site or hotel / mission house alone for any reason.
- Do not bring any street drugs, alcohol, explosives, firearms or knives larger than a personal pocket knife. These items are not allowed.
- Do not come into contact with cats, dogs, or other animals. They could carry diseases.
- Do not show romantic public displays of affection.
- Do not argue or offer resistance if you're stopped at a roadblock, whether military or otherwise. Don't resist instruction from VisionTrust International staff or local in-country staff.
- Do not give gifts or other items to children or local families without approval and coaching from VisionTrust staff.
- Do not exchange any form of contact information with any children, local staff, drivers or translators.

DO

- Do dress comfortably, modestly and avoid wearing anything with political, violent or inappropriate messages. Closed toed shoes are required at program sites for health and safety reasons. Speak to your VisionTrust USA team leader for specific recommendations on clothing for your stay..
- Do wear sunscreen and repellent. Drink plenty of purified water. Only eat food that has been approved by VisionTrust staff.
- Do know that you can barter when you shop in the local markets. It is normal and expected.

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- Do throw your toilet paper into the trash can next to the toilet to avoid clogging the pipes.
 - Do carry your I.C.E. (In Case of Emergency) pack at all times. It has a copy of your passport, your emergency travel insurance and other important details in case an emergency occurs. Your VisionTrust USA leader will give instructions on what to do with your passport during your stay.
 - Do show the love of God through your actions. A smile goes a long way!

MONEY ISSUES

Americans are walking ATMs, therefore keep your money close to you. You may want to purchase a money belt to wear underneath your clothes.

Keep your money well organized; the last thing you want to do is draw attention to yourself by fussing through a wad of money in a crowded market. Never show your money until the salesperson is wrapping your purchase.

Only exchange your US dollars at the airport, hotel or banks. We advise you not to exchange money at the street shops. Some countries will accept American dollars – check with your VisionTrust USA representative for details on local practices where you will be serving and traveling.

A WORD OF CAUTION:

Please remember that you are a representative of Jesus Christ and of VisionTrust, so please conduct yourself appropriately. Any individual who cannot conduct him/herself in an appropriate manner will be sent home at the expense of the individual.

FREQUENTLY ASKED QUESTIONS

WILL I HAVE TRAVELER'S INSURANCE WHILE I AM ABROAD?

YES! VisionTrust purchases travel insurance for each trip participant.

ARE THERE TRANSLATORS AVAILABLE TO MY TEAM?

Yes, VisionTrust has set up translators for your team.

WHAT IS COVERED IN THE COST OF THE TRIP?

Land costs including meals, transportation, insurance and lodging while you are abroad.

WHAT TYPES OF CLOTHING ARE APPROPRIATE?

Please see "Packing List" for suggestions.

HOW DO I PAY FOR ITEMS ABROAD?

In some places, American dollars may be accepted. Bring the crispest, newest bills with you – those are easiest to exchange. If you plan to use your credit or debit card while you travel, call ahead to put a travel note on your account or it may be shut off upon use. Travelers checks are no longer recommended, as they are no longer used in many places.

HOW MUCH MONEY SHOULD I TAKE?

Most of your land costs are covered, but you are responsible for everyday incidentals such as snacks or souvenirs. We recommend \$100 USD per person to cover incidentals.

IN CASE OF EMERGENCY...

MISSING A FLIGHT:

- Find the closest airline counter for your airline and inform them that you have missed your flight. Show them your boarding passes, and they will find the next flight for you.
- Make sure that you are still able to make your connections with the new flight they give you. Call VisionTrust (719.268.2943) to pass along your new flight information so it can be communicated to the in-country staff; if it is outside of business hours contact your VisionTrust USA team leader instead.
- Your emergency travel insurance has benefits for missed connections, travel delays, & baggage delays. Document everything and keep all receipts. Upon return home, connect with the VisionTrust Short Term Missions Department and they will assist you with your claim.

LOSS OF BOARDING PASS

- Immediately go to your airline's ticket counter.
- Show them your passport and tell them that you have lost your boarding pass. They should be able to issue you another boarding pass.

LOSS OF PASSPORT

- Keep a copy of your passport in a secure place, separate from your original passport.
- If you lose your passport, inform a VisionTrust staff member immediately for assistance. Take the copy of your passport along with another form of ID and go to the USA embassy. You will need to speak to the American Citizens Services unit of the Consular Section. If you are scheduled to leave the foreign country shortly, please provide the Consular Section with details regarding your departure schedule. Every effort will be made to assist you quickly. You will also be directed to where you can obtain the required passport photos. You may need to buy a new passport and pay for it to be expedited in order to continue your travels.

IF YOU GET SEPARATED FROM YOUR TEAM

- Call the number listed here:

EMERGENCY CONTACT

VisionTrust's International
office: +1-719-268-2943

TEN COMMANDMENTS _____ FOR TEAM MEMBERS

1. You shall not forget that you represent your home country and the Lord.
2. You shall not expect that things will be the same as they are at home, for you have left your home for different things.
3. You shall not take minor things too seriously. Accepting things as they are paves the way for a good mission trip.
4. You shall not judge all people of your host country by the one person with whom you have had trouble.
5. You shall not let other team members get on your nerves. You raised good money and set aside this time to serve. Remember, forgiveness makes you look like Jesus.
6. You shall remember to be flexible. God's plan for your day is always better.

-
7. Remember your passport and know where it is at all times. A person without documentation is a person without a country.
 8. Blessed is the person who says “thank you” in the local language. Verbal gratefulness is valuable and shows great respect to your host country.
 9. When in your host country, do as the people in your host country do (do they remove their shoes before entering their homes, toss toilet paper in the trash can, talk in hushed tones?). If in difficulty, use common sense and your native friendliness.
 10. Remember, you are a guest in your host country. He who treats his host with respect shall be treated as an honored guest.

Admittedly, these Ten Commandments were not given to Moses on Mt. Sinai. They are, however, based on some foundational principles of success in short term cross-cultural experiences.

ON THE MISSION FIELD

FLEXIBILITY

"For though I am free from all men, I have made myself a slave to all, that I might win more." (1 Cor 9:19) As a team we need to be flexible in our attitudes, actions and circumstances as we allow Christ's purposes to be carried out through us. Schedules can (and will) change on a day-to-day basis. Be ready to adapt.

RESPONSIBILITY

Phil. 2:4 "Do not merely look out for your personal interests but also for the interests of others." Pledge to carry out tasks in a responsible and timely manner.

TEAM UNITY

Being united as a team means, as in Philippians 2:1-2, we must be "like minded, having the same love, being one in spirit and purpose." Each member is a vital part of the team and has something unique to contribute; each should be encouraged and given the opportunity to develop and utilize their spiritual gifts.

- Romans 12:4-6 : "For just as we have one body with many members and these members do not have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts."
- Romans 12: 11-13 "Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer. Share with God's people who are in need. Practice hospitality."
- James 1:27 "Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world."

ACCOUNTABILITY

Philippians 2:3 says, "Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves." In all our actions during this trip, we are first of all individually accountable to God. We also need to recognize that as a team we are accountable to the team leaders, supervisors and other team members. We should also encourage each other to be faithful servants of God. "And let us consider how we may spur one another on toward love and good deeds" (Hebrews 10:24).

JOURNALING

God has created us as individuals. Each one of us processes what is seen, felt, touched and heard in different ways. We encourage you to journal it all, starting now as you train and prepare for your trip.

Some of the best times on this trip will be in our sharing. The Lord is sure to teach us something about His world through this trip and how we process and reflect on what we experience.

As you begin to journal, think about your current world view and events that led up to the trip. When you're on the mission field, write about events of the day and write down your reactions, lessons learned, prayer items and things you can do better the next day. A day-to-day journal will help you recall everything you have experienced once you have returned home.

GOING HOME

After the mission trip, we may struggle to re-adjust back to normal life. What you experience may be profound and change your world view significantly. This takes time to process.

It is important to share your experience. It is not only beneficial for you, but also for the listener and for those who may have helped send you. For you, it solidifies the lessons learned and aids in processing what you experienced. For the listener, it may be God's tool for challenging them to be involved in missions at home or beyond our borders.



ad•vo•cate

verb (used with object)

1.) someone who "speaks up for someone else."



Be inspired to...



share about your experience
(on a team, sponsoring a
child, etc.) with orphaned and
neglected children and...

inspiresomeoneelse
to help, who will
then...



tell your friends.
on Facebook...
in person...
on your blog...
and...

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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IT'S ALL HERE:

- 1. About VisionTrust**
- 2. Preparing for your trip**
- 3. While you're in country**
- 4. Being a part of VisionTrust**



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