Organize Your Relief Trip

Use this form to take the first steps toward planning your disaster relief trip. Refer to the How-To Guide (Form D-1) to help answer these questions. Be specific, as good planning is key to any successful trip.

Name: ____________________ Title: ____________________ Organization: ____________________
Email: ____________________ Phone Number: ____________________

1. What is the purpose of your trip?
   ___________________________________________________________________
   ___________________________________________________________________

2. Where will you be going and what will you be doing on your relief trip?
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

3. From which organizations or entities will you need permission to embark on this trip?
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

4. List any organizations or individuals you will be partnering with on this trip.
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

5. List estimated costs associated with your trip. Include costs for travel, food, beverages, supplies, etc. Plan for additional unexpected costs.
   ___________________________________________________________________
   ___________________________________________________________________

6. List any sponsors helping finance this trip.
   ___________________________________________________________________
   ___________________________________________________________________

7. Draft a rough itinerary for your trip. List dates, times, activities and points of contact.
   ___________________________________________________________________
   ___________________________________________________________________

Form D-2