

Each team leader should create a “master folder” that contains vital paperwork and information, including:

- * Photocopies of team’s passports and visas, if applicable
- * Passport-sized photos of each traveler
- * Emergency contact information for each traveler
- * Information on special medical needs
- * Medical release forms
- * Insurance company contact numbers
- * Back-up cash in case someone’s wallet is lost or stolen
- * Airline itinerary listing travelers’ names, in case airline tickets are lost or stolen