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| Crest-English_colour | **Short-Term Overseas Missions**  **Final Report**  **The Salvation Army, Territorial Headquarters, Canada and Bermuda**  ***World Mission Office***  **2 Overlea Blvd., Toronto, Ontario M4H 1P4 - (416) 425-2111 Ext. 2305** | Form 9 |

**SECTION A - General Information**

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| **Ministry Unit / Division** |  |
| **Mission Team Leader** |  |
| **Team Finance Manager (if different from team leader)** |  |
| **Contact information for follow-up on final report or need to access original receipts** |  |

**SECTION B – Mission Information**

1. **What were the highlights of the mission trip including goals achieved?**

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1. **Did you encounter any difficulties during your mission assignment that you were not prepared for? If so, is there any information/training that might have made this situation(s) easier to resolve? Please explain.**

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1. **Were there projects planned but not completed by the team? If so, please outline the plan that was made with the host country to ensure that the project would be completed.**

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1. **Please outline what, if any, plans are in place for follow-up with team members, and host territory participants?**

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1. **What impact has the trip had on all participants (team members and people in the host territory?)**

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**SECTION C – Financial Information**

Please include the following reports

1. Budget Variance Report
2. GL Detail Report
3. Scanned Receipts

For information on how to print these reports from the accounting software please contact THQ\_Finance@can.salvationarmy.org

**Comments** (Indicate how any deficit will be covered or any surplus will be used:

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Original receipts must be kept for 7 years after the trip is completed.

**SECTION D – Other Feedback**

1. What lessons have you learned that would be helpful for other team leaders to be made aware of and will help you in any future planning of mission trips?
2. What worked well in the application process? What needs to be improved?
3. What additional support of information would have been helpful to have?
4. General Comments: If you have any other comments or suggestions that you would like to make, please include them.

**Appendix E**

**Appendix F**