



AIM Process Documentation

Steps	Documentation Task	Responsibility	Status
Complete AIM Outreach Form	AIM.AG.ORG	Church	Application
Initial AIM Contact	Contact Church to discuss AIM Trip	NYM	Application
AGWM Signature	Invitation Letter from Missionary	Church	Application
	Dates/Location/Ministry type	Church	Application
	Submit Trip to AGWM	NYM	Application
Forms and Insurance	Complete Parental Consent Forms	Church	Pre-Approved
	Complete Assumption of Risk Forms	Church	Pre-Approved
	Submit Parental Consent Forms to NYM	Church	Pre-Approved
	Submit Assumption of Risk Forms to NYM	Church	Pre-Approved
	Submit Background Check Affidavit	Church	Pre-Approved
	Complete Insurance Application AIM.AG.ORG	Church	Pre-Approved
	Pay for Insurance and Application Fee	Church	Pre-Approved
	Review Parental Consent Forms	NYM	Pre-Approved
	Review Assumption of Risk Forms	NYM	Pre-Approved
Approvals	Acquire Insurance	NYM	Approved
	Approve AIM endorsement	NYM	Approved
	Distribute Insurance Card	NYM	Approved
Reporting	Complete AIM Outreach Report AIM.AG.org	Church	Finished