



Children of the Dump

Mission Trip Planning Guide

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Children of the Dump

Updated February 10, 2011
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Table of Contents

Mission Trip Planning Guide	1
Introduction	1
About “Children of the Dump”	2
Step 1: Answer the Big Questions — Why? Who? What? Where? How Long? & When?	3
Step 2: Plan Your Budget.....	6
Step 3: Recruit and Empower Your Leadership Team	9
Step 4: Develop an Itinerary.....	11
Step 5: Recruit Team Members	11
Step 6: Raise Funds.....	12
Step 7: Get the Passport Application Process Started.....	14
Step 8: Collect & Organize Needed Paperwork	15
Step 9: Build and Prepare Your Team	15
Step 10: Develop a Communications Network	17
Step 11: Enjoy Your Trip	17
Step 12: When You Return Home	18
Appendix 1: Mission Activities List.....	19
Appendix 2: Excursions List	22
Appendix 3: Helpful Internet Sites.....	24
Appendix 4: Sample Itinerary	26
Appendix 5: Group Recruiting Materials.....	28
Mission Trip Information Sheet.....	29
Bulletin Insert	30
Mission Trip Brochure	31
Appendix 6: Applications, Consent Forms, and Contract	33
Group Mission Trip Application.....	34
Mission Trip Application & Health Information.....	35
Notarized Mission Trip Participant Contract and Release of Liability.....	38
Notarized Consent to Travel.....	41
Notarized Consent to Medical Treatment.....	42
Appendix 7: Fund Raising Materials	43
Letter Writing Instructions & Hints.....	45
Letter 1	46
Letter 2	47
Mission Trip Fact Sheet	48
Mission Trip Sponsors	49
Bulletin Inserts.....	50
Mission Trip Candy Order Form	51
Appendix 8: Cultural Information	52
Appendix 9: Ministry Tips	54
Appendix 10: Packing Information.....	55
Appendix 11: Useful Donated Items.....	56
Appendix 12: Insurance Information.....	57
MEDEX Insurance Services, Inc. Enrollment Roster.....	60

Mission Trip Planning Guide

Introduction

Congratulations on your decision to help the children of the dump in Puerto Vallarta, Mexico! Taking a mission trip is a big project; but the benefits to you, the participants of your group, and the people you will be helping can only be measured in terms of eternity— this trip will change lives!!

We want you to know, that you are not alone in this project. We will assist you with every step, from planning and preparing for the trip and securing the best airfare possible to supporting you while in Puerto Vallarta. This *Mission Trip Planning Guide* has been prepared to take you through the process of planning and enjoying your trip. The accompanying *Children of the Dump, Mission Trip Planner* have been designed to place all the paper work you need at your fingertips in a practical and easy-to-use format.

Above all, remember that this trip is ultimately not your project or our project, but God's project. He will provide wisdom, strength, understanding, and an ample supply of the Holy Spirit to be your guide and inspiration every step of the way. "For I can do everything with the help of Christ who gives me the strength I need" (Philippians 4:13, NLT).

About *Children of the Dump*.

Children of the Dump works to bring relief and hope to the needy children and families living in and around the dump communities of Puerto Vallarta, Mexico through a partnership with the Dump Community Civil Association made up of the workers in the dump transfer station and *Bethel Church*, a Protestant, non-denominational, Christian church in Puerto Vallarta. *Children of the Dump* also gives Christians the opportunity to participate in this endeavor by providing the organizational support necessary for short-term mission projects that:

- Help feed the children
- Provide the children (and their families) volunteer medical care
- Present the gospel of Jesus to them through drama, street ministries, Vacation Bible Schools, sharing testimonies, etc.
- Build needed structures (low cost housing, classrooms, churches, etc.)
- Sponsor other projects as the need arises.

About *Bethel Church*?

Bethel is a church started by Pastor Jose M. Zavala in Puerto Vallarta, Mexico. Since then it has established seven (7) churches and programs with services for the poor.

Contact Information:

If you have question about anything related to your trip, please feel free to contact us. There are a number of ways we can be reached. We are available by phone at our office (360-825-1099), by e-mail (office@childrenofthedump.org), fax (610-771-4040), or by mail at Children of the Dump, 718 Griffin Ave., PMB #207, Enumclaw, WA 98022-3462.

Step 1: Answer the Big Questions — Why? Who? What? Where? How Long? & When?

Question 1: Why are you going?

Another way of asking this question is: What do you hope to accomplish for the people of Puerto Vallarta? And, what do you hope to accomplish for your participants? Answering these two questions will help you make the important decisions and enable us to plan the best trip for your group.

Question 2: Who will be going?

There is no perfect number of mission trip participants. You need enough people to accomplish your goals but not so many people that your group is unmanageable. If you set out to provide medical assistance, a smaller team is appropriate. If you plan to build something, a larger team with more manpower is needed.

We will be there to assist you through the entire process; however, there are certain things best provided for from within your group. You may be efficient and organized, but unless your group is very small, you can't handle all the details effectively. If you're going to do construction, you need a couple of experienced builders. A person designated as the Worship Coordinator will enhance the spiritual experience. If your group includes young people whose families are not along, you need people to supervise them. It is helpful to have a person in charge of your food—both coordinating arrangements with *Bethel Church* for the meals they will provide and planning for the meals your group may cook for themselves. If you're going to do a Vacation Bible School there should be an experienced person in charge of it. One of your most important tasks as Mission Trip Leader is to organize and develop an effective leadership team.

Another consideration is housing. We have comfortable housing for 40 people. This is a manageable size group to transport and will provide good group bonding. Larger groups can be accommodated, but they do not provide the closeness of a smaller group and transporting them around can be a challenge. If you have a group smaller than eight or 12, you may have a difficult time accomplishing what you set out to do. The ideal group size seems to be somewhere between 20 and 40.

If you want to participate in a mission trip, but have only a small group, call us anyway. We will help you join up with another group or two giving you the unique opportunity to make new friends as you enjoy mission service!

Question 3: What will you do while you are there?

There are numerous mission activities available such as helping to feed the children and their families; participating in prison ministries, medical clinics, and street ministries; and building homes, churches or schools. Currently “Children of the Dump” is in the process of building 100 homes for those living in the dump community (there is a more complete list in Appendix 1, page 19). You may want to focus on one or two items or try as many as you can. The more time you spend in meaningful contact with the local people, the bigger impact you will have on them—and the more your own team will get out of it.

You also know that “all work and no play” is not such a good idea. There are lots of fun things to do in the Puerto Vallarta area such as enjoying a beautiful beach, shopping, snorkeling, SCUBA diving, and ocean cruises (several popular options are described in Appendix 2, page 22 and if you explore some of the websites listed in Appendix 3, page 24, you will find numerous other possibilities).

Question 4: Where will you stay?

Most mission groups will be housed at *Bethel Church*. We have bathrooms (with a shower and supplied with towels), large blow-up air mattresses with linens and pillows supplied. The cost is fifteen dollars (\$15 US) a night.

Question 5: How long will you be there?

The ideal length of a mission trip will vary according to your activities (most last 10 to 14 days—see Appendix 4, page 26, for a sample 10-day itinerary). Some things to consider are:

- You will want to plan several days of mission activities (see Appendix 1, page 19).
- You will be missing out on an incredible experience if you do not participate in a weekend worship service with the local people—you should plan to spend at least one weekend (airfare is usually cheaper if you do)
- You may want to plan a special excursion or two (see Appendix 2, page 22 for a list of possibilities). These may be as simple as being at the beach together one or more times (an inexpensive choice) or as extravagant as a cruise or an air tour (these will make your trip a bit more expensive).

We will help you determine the ideal length for your trip and arrange all the details for you, including setting up the excursions you desire.

Question 6: When will you go?

You can have a meaningful mission experience at any time during the year; however, there are a few things you should consider:

- If you wish to be involved with feeding the children at school, school is in session from early September until late May (with vacations around Christmas and Easter).
- During our summer and fall months the weather in Puerto Vallarta tends to be hot (90° F) and humid with a fair bit of clouds and rain. During our winter and spring months the weather tends to be cooler (75° - 85° F), less humid, and sunny.
- As a general rule, the cheapest airfares are available if you travel to Puerto Vallarta on Sunday through Wednesday and return home on Tuesday through Friday.

Step 2: Plan Your Budget

Budget Planner

The *Mission Trip Budget Planner* can be downloaded from our website. Copy this file to your computer and give it a new name such as *Mission Trip Budget 2011*, then open it on your computer. It is set up so that all you need to do is to enter key pieces of information and it will figure the per person cost for your trip. If you do not have *MS Excel*, contact us and we will get you a paper copy of your budget based on the options you choose.

Number of People, Length of Stay, and Lodging Options

The first bits of information you need are described below— If you can't answer these questions yet, just estimate for now and update as you get more information:

- The total number of people who will be in your group—enter this number in box 1
- The total number of days you will be gone (including the days of travel to and from Puerto Vallarta)—enter this number in box 2
- The total number of days you will be staying and the number of days you will be in a hotel.

Food Options

The next area to consider is food. Members of *Bethel Church* will prepare as many meals for you as you wish. Each meal they prepare will cost \$3.50 per person. The average cost for a meal you prepare for yourself is about \$1.75 per person. In Mexico it is typical to eat a large meal for breakfast (8:00 - 10:00 am) with another large meal mid-afternoon (2:30 - 4:00 pm) and then a late night snack. Breakfast and/or the afternoon meal would be convenient meals to have the church members fix for your group. Since the church unit has a small kitchen, food can also easily be kept and fixed in the unit. Enter the number of meals you think you would like church members to fix for you in box 4.

Insurance

Accident and health insurance is required for all participants. This costs \$ 4.00 per person per day (including the days of travel). And, if anyone in your group plans to SCUBA dive, they will need to purchase additional insurance or provide proof that they already have such insurance in place. An **Insurance Roster** (pages 60-62) will need to be filled out and sent to us at least 3 weeks prior to your trip. For Insurance Information see Appendix 12, page 57.

Airfare

Airfare will vary greatly depending on several factors. Until we have booked your flight and received a contract from the airlines, use the figure of “500” in box 7. It will usually be a bit less than this but better to figure high than low. When we get you the exact figure, you can enter it in box 7.

Excursions

For this worksheet, it is assumed that everyone in your group will participate in the excursion(s). If there are activities that only a few will participate in, such as a SCUBA dive on one of the snorkeling excursions, you will need to figure those expenses separately. After deciding which excursion(s) you wish to take (see Appendix 2, page 22) enter the *total* cost in box 8.

Additional Expenses

It may be convenient for your group to rent one or two vehicles for leaders to use in purchasing supplies and checking on various projects (a group can survive without renting any—*Bethel Church and Children of the Dump* will provide all the transportation needed for projects). The table below shows the rental car prices from *National Car Rental*, valid through February 7, 2011. Most of their cars have air conditioning. These prices are to give you an

Vehicle	Per Day Rates	Per Week Rates
Chevy	65.00	390.00
Jetta	85.00	510.00
Jeep	90.00	540.00
GM Suburban	140.00	840.00

idea of car expenses. For budget purposes you should add about 10% for tax, etc. There are numerous car rental agencies available.

Enter the total amounts you estimate spending for these items in boxes 10 and 11. You should now see a total estimated cost for each person going on your trip (line 13).

Leadership Team

There is one more item to decide. Will anyone on your leadership team have part or all of their trip expenses covered? Some groups choose for everyone to pay the same amount, others will supplement key leader's expenses in some way. If you choose to supplement, here are a few suggestions for handling it:

- Seek special donations to help cover all or some of these expenses.
- Ask your church to pay all or some of these expenses.
- Most airlines will issue one free airline ticket for every 30 tickets purchased. This savings could be passed on to a key leader or two.
- Increase the cost of the trip per participant by \$50 - \$100 to provide funds to help with these expenses.

If you plan to add an amount into the budget to help these leaders, enter the number of leaders who will be helped in box 14 and the total amount of support you plan to give in box 15. The sheet will now give you the total amount of support each participant needs to raise and the total amount the leaders who are being supported need to pay. This sheet should be updated anytime information changes.

Payment Schedule

Your payment schedule is listed below. All payments should be in the form of a church check or a cashier's check made out to *Children of the Dump* or a wire transfer (wire transfer information will be made available on request).

- To get the mission trip process started, fill out the *Group Mission Trip Application* form (found on page 34) and send it to us with a deposit of \$1,000. This will reserve your selected time and lodging. This is part of the total trip cost and will be deducted from your final payment.
- A deposit of \$100 per person is due when we finalize your airline reservations (usually about 4-5 months prior to your trip). In most cases you must use 90% of the tickets you reserve. Most airlines allow you to change the person traveling for free at least 72 hours in advance and for a fee if you give less than 72 hours notice.
- Full payment of your airfare is due three to four months prior to your trip. This must be accompanied by a list of everyone in your group (names as they appear on passports).
- Each airline has different baggage policies, but the price of baggage should be added to the ticket price.
- Full payment (minus your \$1,000 deposit) of housing, insurance, excursions, and project funds are due two weeks prior to leaving on your trip.
- You should bring enough cash with you to cover meals, water, contingency funds, vehicle rental, and cell phone rentals. You will need a credit card to rent a vehicle. It is not a good idea to use traveler's checks—they are hard to cash. Debit/Credit cards are accepted in most places (usually giving you the best exchange rates) and cash is always welcome.

Step 3: Recruit and Empower Your Leadership Team

While we will be assisting you from when you first talk to us about taking a trip until your return home, surrounding yourself with a team of trusted people—each assigned to carry out a specific task—will make the preparation process go smoother and the trip more enjoyable. If you have a large group, you may wish to assign each area of responsibility to a different person—if you have a smaller group, one person might take several areas. Some areas of responsibility to consider are:

- **Worship Coordinator:** This person would oversee spiritual preparation and work to shape the mission trip into a deep spiritual experience. He or she should plan worship services for your leadership team meetings, your group preparation meetings, and do some teaching in your group preparation meetings (such as to how to use this trip to grow spiritually). During the trip he or she would coordinate and plan morning and evening worship services for your group and coordinate your group's participation in local church worship services.

- **Construction Coordinator:** If your group will be involved in construction, it is helpful to have someone on your staff that has experience and can effectively teach and supervise others. Most construction will be earth bag with some electrical and plumbing work and roofing. This person could be involved in some training before the trip and would coordinate construction activities on the trip along with our local experts. “Children of the Dump” is in the process of developing a set of videos to train groups in earth bag construction, these and other materials will be available to your group.
- **Food Coordinator:** It is helpful to have a person who will do advance planning for your meals, oversee food purchasing and distribution while on your trip, and coordinate meals with *Bethel Church*. There is a local *Sam’s Club* and several local markets for purchasing fresh produce .
- **Team Nurse or Doctor:** Including a nurse or doctor as part of your mission team can be a real advantage to your team and a comfort to the people back at home. This person should go over the medical part of each participant’s application, help arrange for immunizations that might be needed, collect appropriate medical supplies, care for the overall health of your team members while on your trip, and deal with any medical emergencies which might arise.
- **Vacation Bible School Coordinator:** If you’re going to conduct a Vacation Bible School, you need an experienced person to plan it, coordinate the preparation and collection of materials, and oversee the program while in Puerto Vallarta.
- **Boy’s and Girl’s Supervisors:** If you’re taking young people without their parents, you need a one person designated to supervise the boys and one to supervise the girls (usually an adult male for the boys and an adult female for the girls). They would keep any special records needed for the young people under their care (consent forms, etc.) as well as keeping track of them.
- **Trip Communications Coordinator:** This could be anyone acquainted with computers. He or she would be responsible for getting information back to the United States while on your trip. It is easy to send e-mails from Puerto Vallarta and there is reasonably good cellular phone service. The communications coordinator could send daily updates via e-mail and Facebook (if there is a digital camera available, photos could be sent as well) and collect and maintain records of whom to contact and how to contact them in an emergency situation. You could also put together a website for your Mission Trip and update it each day, we have staff who could help upload video to YouTube and Facebook for an up to the minute look at what you are doing.
- **Stateside Communications Coordinator:** You should have a person here at home who will receive and disperse e-mails to the appropriate people, who will start a phone chain as needed, who you can talk to on a regular basis and who people at home can contact for information and in an emergency. Your church secretary or receptionist might be a good choice. Children of the Dump has a US phone number in Puerto Vallarta.

- **Team Photographer/Videographer:** While a number of people will bring cameras it is a good idea to designate an official photographer. This person should be provided with a digital camera and spare batteries. This could be either an adult or a young person. They could be sure that each event of the trip was adequately photographed and that pictures were in some way available to team members upon return. They could also help coordinate the presentation of pictures and video to your church and other interested groups upon your return. It is a good idea to ask permission of the local people before including them in photographs and to be sensitive if taking pictures during a worship service.
- **Team Historian:** While each person involved in the trip should be encouraged to keep a journal of their experiences on the trip, it is helpful to have one person who will make it a point to keep track of what is going on, try to find out about special experiences, and keep it all written down. They could prepare a book of memories upon returning from the trip and present a copy of it to each team member at one of your post-trip events.
- **Translator:** While we will provide you with needed translators, it is always helpful to have a bilingual person (or several) as part of your group.

It is a good idea for you to meet with key members of your leadership team on a regular basis (weekly, bi-weekly, etc.) to pray together, talk about things that come up, make decisions about various items, give updates on plans and finances, have each leader give a report on the plans and progress in their area, etc. This will help spread the load for you, get the leadership team used to working together, and ensure that preparations are completed on time.

Step 4: Develop an Itinerary

People in your group will want to know what you are planning to do. As soon as you make some decisions about what you would like to do, we will help you develop a comprehensive itinerary. There is sample 10-day itinerary in Appendix 4 (page 26).

Step 5: Recruit Team Members

Most of the time, you will find mission team members in your youth group, your church, your work place, civic organizations to which you belong, other churches that have worked together with yours, and among your family and friends

You begin by getting the information out. This can be done using posters, announcements at church (along with handouts), phone calls or letters to people whom you think might be interested, personal invitations to people you want on your team, church newsletters, and announcements at civic organizations to which you belong (along with a handout). You will find a **Sample Announcement** (for church newsletter, etc.), a handout (in

the form of a *Mission Trip Information Sheet*), and a bulletin insert in Appendix 5 (page 30). There is also a sample brochure included that is helpful for recruiting team members and giving your church information (for more information on the brochure and to see an example see Appendix 5, page 31. Working copies of each are provided for download from our website.

Once you start advertising for the trip, you should have two application packets available, one for adults and one for minors. Each packet should include a *Mission Trip Information Sheet*, *Mission Trip Application & Health Information* form, and a *Notarized Mission Trip Participant Contract and Release of Liability*. In addition, the packet for minors should include a *Notarized Consent to Travel* form and a *Consent to Medical Treatment* form (see page 41 and Appendix 6, page 42, for a detailed description of these forms). Establish an application deadline and fee (you might waive the fee if people get all the paperwork in to you before the deadline).

It might be helpful to schedule an information meeting at a convenient location to answer questions about the trip, hand out the needed paperwork, create excitement about the trip, and see how many people have a real interest in going.

Step 6: Raise Funds

Once you have people making commitments to be mission team participants the item of greatest concern is usually; “How am I going to pay for this?” When people first decide to participate is a time of great enthusiasm. Have everything in place so that right away, while the enthusiasm is high, people can get started raising the needed funds.

Letter Writing

Most mission trips funds are raised through writing letters to friends and family asking for support. There are two sample letters found in Appendix 7 (pages 46-47). You may wish to make both of these available or use them as a guide to write your own letter(s). With each letter sent the following items should be included:

- A *Mission Trip Fact Sheet* (Appendix 7, page 48)
- A *Mission Trip Sponsors* sheet (Appendix 7, page 49)
- A stamped, self-addressed return envelope (These should be prepared in advance. A number 9 or smaller envelope should be used. They can be purchased at most any store that sells office supplies. You need to determine where you want these to come back to and prepare an address label for them.)
- A *Children of the Dump* brochure

Work with your church treasurer to issue tax-deductible receipts for each donation. As a general rule, people will need to send out 25-50 letters a couple of months prior to your trip to get the financial support needed (for more detailed information about using the letter writing materials provided see Appendix 7, pages 46-47).

It is important to let participants know that any money raised is *given to the project and not to the participant*. Funds in excess of the amount needed will be allocated according to the discretion of the leadership (perhaps held in a fund to be distributed to those having a hard time coming up with enough money). Also, if a person decides not to participate in the trip after raising some money, the money cannot be refunded—it needs to be used for some aspect of the project. *You will risk the tax-exempt status of your project (and possibly of your sponsoring organization) if you approach donated funds in any other way.*

Selling Candy Bars

Another avenue of fund raising is selling Candy Bars. We have a program available where you purchase the bars from us at \$.50 each and sell them for \$1.00 each. These are easy to sell because they are popular candy bars. They come in boxes of 45. They may be ordered and must be paid for in advance. A case has four boxes and orders must be by case and we ship them to you at no cost for shipping. You can find an order form in Appendix 8, page 52.

Other Fund Raisers

In addition to the items mentioned above, many groups will do some additional fundraising events, splitting the proceeds from each event among those who helped. At these fundraisers it might be helpful to have copies of the *Mission Trip Fact Sheet* (Appendix 7, page 48) or the *Bulletin Insert* (Appendix 7, page 50) to hand out. Some of the possibilities are listed below.

- The presentation of a special worship service with a special offering.
- An on going “children’s offering” in your church where, for several weeks prior to your trip, at a specified time in the worship service, the children would walk around and collect funds to put into some special container that represents the mission trip. Someone could play “Jesus Loves Me” or some other appropriate song while they are collecting the funds. The appeal for this offering could be given by one of your mission team participants. You may wish to have the children stay at the front after collecting the funds for a children’s story (which could also be presented by one of your team members).

- A benefit garage sale, yard sale or auction event
- A mission emphasis dinner, prepared and served by participants with entertainment provided by participants and a special speaker
- A car wash (asking people to give a donation based on the value they feel they have received)
- A Parent's Night Out baby sitting service at the church (asking parents to give a donation equal to the value they feel has been provided them)
- A sponsored walk-a-thon, jog-a-thon, clean-a-thon, etc.
- A community service event such as cleaning up a park, repairing someone's rundown home, etc. and soliciting funds for your work.

If you need a speaker for one of your fund raising events (church service, dinner, etc.) we can send someone from our office. With some advanced planning, one of us could be scheduled to make a presentation at your event.

Saying Thank You

It is important to send a thank you note to everyone who contributes to your trip. Each participant should do this as the funds come in.

Step 7: Get the Passport Application Process Started

Second to fund-raising, getting a passport seems to be the greatest challenge. While not difficult to do, it does take some time and effort. Get this process started right away. This form can be filled out and downloaded from the website http://travel.state.gov/passport_services.html. Someone getting a passport for the first time needs to submit an application, a certified copy of his or her birth certificate (stamped or embossed with an official seal—not the hospital issued certificate which contains your footprints or handprints—go to the internet <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> to get information on where to obtain an official birth certificate), and two passport photos—in person—to a passport processing center (the passport website mentioned above will help you find the most convenient passport processing centers—select “Where to Apply for a Passport Nationwide” and enter your zip code). If you are unable to access the web, let us know and we can find the appropriate information for you.

You must now have a Passport to travel outside the United States, start now this process takes a lot of time.

Step 8: Collect & Organize Needed Paperwork

For a trip like this there is a certain amount of paperwork that needs to be taken care of. You should make two copies of everything. One copy should stay with your contact person at home and one copy should go with you. Items you should have on file for *everyone* are:

- ***Copy of Passport:*** There are some cases where you may be asked for passport numbers of people who are traveling with you—it is easier if you have that information at your fingertips. Also, if someone loses a passport while you are traveling, having a copy of it in your possession makes it easier to deal with.
- ***Mission Trip Application & Health Information:*** This form gives you all the important information about the person, who to contact if an emergency arises, and important medical information.
- ***Notarized Mission Trip Participant Contract and Release of Liability:*** This is an important form that will outline the legal responsibilities and liabilities of the trip. ***This form is a must for every person participating in your mission trip.***

There are two additional items you need for unaccompanied minors traveling with you.

- ***Notarized Consent to Travel:*** You need one signed by both parents if they are living together or you need one signed form from each parent if they are divorced or living apart. *If a child is traveling with only one parent, you will need a Notarized Consent to Travel form signed by the other parent. **They will not let minors leave the country without an original, signed and notarized copy of this form.***
- ***Notarized Consent to Medical Treatment:*** You will need one of these signed by the legal custodial parent or guardian.

A convenient way to keep these documents is to place all the paperwork for each person into one, heavy weight, sheet protector labeled with his or her name on it. These can then be kept in alphabetical order in a three-ring binder. This provides an easy way to transport them while enabling you to find what you need quickly. Copies of all these documents can be found in **Appendix 6** (page 41).

Step 9: Build and Prepare Your Team

There are several things that need to be done to prepare your team, both spiritually and physically for the trip. It is important to regularly pray for each of your participants, both for

their spiritual growth and for the funds they are trying to raise. There are several areas that will need attention in the preparation process.

Individual Preparations

The most important individual preparations are raising funds (see pages 12-13 and Appendix 7, page 44) and getting a passport (see page 13). Keep these items in front of your team. Many people will also need to get some immunizations. Everyone should be up-to-date with his or her regular childhood immunizations. Everyone should have had a tetanus shoot within the past five years, especially if your group is doing any construction. In addition, the CDC recommends Hepatitis A and B, and Typhoid immunizations for any travel south of our border.

Each person will need to bring certain items. See Appendix 10, page 55 for luggage information and a suggested packing list. Airlines used to allow each person one checked-in bag, but in today's world you need to check there may be a charge for the first bag and that would need to be added to your costs. You may be able to convince the airline to let you take an extra bag for donations to the "Children of the Dump" you can then assign each participant an additional checked in bag that contains supplies for your trip along with any donated items you wish to bring (see Appendix 11, page 56 for a list of useful donated items). For your additional supplies it is best to use old suitcases (they can be bought cheaply at Goodwill type stores) rather than boxes or packing type containers because they attract less attention at Customs.

Group Preparations

From the first, communicate with your team members regularly. They will want to know how plans are developing, how money is coming in, and how excited you are that this trip is taking place, etc. It is a good idea to plan several group meetings. At least one meeting should be held early in the process and there should be two or three group meetings in the last two or three weeks before you go. Each meeting should begin with worship and prayer to help set the spiritual tone of the trip. Below you will find suggestions for some meetings.

- **Introductory Meeting:** This is a time to present goals, a rough itinerary, pass out needed paperwork (passport applications, consent forms, etc.), give a schedule of meetings to come, and get the fundraising process started.
- **Letter Writing Party:** This could be one meeting or several, depending on your group. Some people could plan a few refreshments to create a fun atmosphere. It should be a time where all the letter writing materials are available and time could be spent addressing envelopes, adding personal notes, and getting letters ready to mail.
- **Prayer Meetings:** These could take place anytime, even once a week on a voluntary basis. This could be a time for your group to get together and study some passages of Scripture and pray for the success of your mission. This could be one of the most important things you do in preparation for your mission trip!

- **Training & Preparation Meetings:** These should take place during that last few weeks before your trip. During this time cultural material should be presented (Appendix 8, page 52), ministry tips discussed (Appendix 9, page 54), packing information provided (Appendix 10, page 55), Vacation Bible School materials prepared, and training in construction provided. You could also work on other preparations as needed (drama, music, testimonies, etc.). These meetings give you a chance to see your group members, collect missing paper work, answer questions, provide a finalized itinerary, assign jobs and projects, and communicate excitement and enthusiasm for the coming trip.

If we can be of any assistance to you in any of these meetings, please let us know. With some advanced planning, we can make presentations, answer questions, and provide you with moral support.

Step 10: Develop a Communications Network

Communication is important to the success of your trip. You need to develop some sort of network in which you can get information out quickly to all your team when the need arises. This could be done using a phone tree (you call two people, they each call two people, etc.), e-mail (possibly the most efficient means of quick communications) and text messaging, and setting up your own group website.

While you are on your trip, there will be a number of people back home, especially parents, who will want to know what is happening and that their loved ones are safe. It is helpful to set up a phone tree for this also, starting with your contact person, so you can make one phone call and know that everyone on your list will get contacted. The internet is readily available in Puerto Vallarta so it would be easy for you to send out daily e-mail updates on your activities and progress (a good job for your communications coordinator and historian). You can even attach digital pictures and videos. Have a cellular phone, your contact person can easily get in touch with you if the need arises (it may not be a good idea to give this phone number out except to the contact person, otherwise you will get a lot of calls that are not emergencies, and they will cost you extra money). Many cellular phones work very well in Puerto Vallarta, but when the young person gets home and their parents get a major phone bill it can cause a major meltdown. If you allow them to take cellular phones they need to know the cost.

Step 11 : Enjoy Your Trip

You should hang on to all the airline tickets until you meet at the airport to leave for your trip (some groups collect all the passports in advance also—a forgotten ticket or passport can ruin someone's trip). At the airport, hand out tickets (and passports if you have them), get everyone checked in and on the plane—and then relax and enjoy the trip! At this point, your planning and preparations are over, and your period of adaptation has begun. Our representatives in Puerto Vallarta will meet you at the airport and help you get settled in and started with your work.

It is rare that everything goes just as planned. Use your itinerary as a guide, but *be flexible* as other opportunities arise. Keep in mind that different cultures relate to time differently than ours, so relax and enjoy the ride. Meet with your leadership team regularly. Communicate with your mission team by giving recognition for work well done, for cooperation, and for enthusiasm. Discuss and resolve problems as they come up; and, keep praying and looking for God's leadership. Each day you will have the assistance of people in Puerto Vallarta who love God and who want you and your group to have the experience of a lifetime. Enjoy it!

Step 12: When You Return Home

After you have breathed a big sigh of relief and rested for a few days there are a couple of items you should take care of to bring closure to your group's experience.

Say Thank You

Be sure to get the "thank you" message to everyone who helped support your trip, and in a special way to your leadership team. Remind everyone to write thank you notes to anyone that has given them support and has not yet been thanked. Saying thank you gives people a good feeling and will keep them open to supporting you again in the future. It is also good to send a general thank you letter to each person who contributed letting him or her know what you accomplished and how the work you did was a blessing to the folks in Puerto Vallarta as well as to your own group. A picture or two might be included. If you will share your list with us, we will send them updates on the work that your group has been a part of.

Church Presentation

Your church will want to know about your trip. Work together with your pastor to arrange a time where your group can take the worship service and share your experience. Your group will enjoy re-living the memories and your church will enjoy being informed and inspired.

Group Picture and Memory Exchange Party

After a couple of weeks, when people have had a chance to relax, plan a party where you can get together in a relaxed atmosphere, have one more worship time together, reminisce about the adventures (and mis-adventures) of the trip, view and swap pictures, and maybe look forward to another adventure together in the future, it would be great to give each person a CD of the pictures taken on their Mission Trip.

Puerto Vallarta Team Visit

There are often members of the *Children of the Dump* staff visiting in your area. With some advanced planning, they could visit your church and make a presentation on the impact your work had in their community.

Appendix 1: Mission Activities List

Home Construction Projects

Around the Dump Transfer Station, a number of dwellings need to be built for dump workers and their families.. This will involve earth bag construction, basic plumbing and electrical work, roofing, door and window installation, painting, etc. Having some people in your group skilled in construction will make your participation in this project more productive. Local construction supervision will be on hand to assist your group with their project.

Church Construction

There are a number of churches needing to be built. There will be local construction personnel available to assist and supervise with this activity. This will involve earth bag construction, basic plumbing and electrical work, roofing, door and window installation, painting, etc. Having some people in your group skilled in construction will make your participation in this project more productive.

Church Outreach Ministries

This will take place in the churches of the small towns surrounding Puerto Vallarta. It can include drama and puppet presentations, music and testimonies.

Church Planting/Development

There are about 30,000 English-speaking people living in the areas of Puerto Vallarta and Bucerías. They need to be sought out and invited to an service at *Bethel Church* on Sunday mornings, each service is translated into English. There are also other areas where some door-to-door work would help to build up the local congregations.

Home Renovations

There are a number of people (especially older people and those with disabilities) who live in permanent housing in the dump communities and surrounding small towns whose homes need repair and cleaning. Your group can work on some of these homes. Having someone in your group with remodeling and painting experience will be helpful in this project.

Medical/Dental Clinics

We are planning a medical/dental clinic built into the *Community Center to be* located in the heart of the dump communities. This can serve as a center of operations for a medical/dental team that provides free services to the local people. It is also possible to take an excursion or two to any one of several outlying areas to provide medical/dental help there.

Prison Ministries

Members of your group with a burden for prison ministries can visit local prisons and share their testimony with the prisoners.

Seminars

Seminars can be presented on topics such as health (including birth control), money management, Christian living, Bible studies, etc., if you have a person (or several people) who has an interest and the appropriate skills.

Sharing Skills

If a member of your group has special skills (such as sewing, cooking, cake decorating, giving haircuts, etc.) this can be shaped into a mission activity both by providing these services to families in need and teaching these skills to interested people.

Street Ministries

This will take place in the main squares of the small towns surrounding Puerto Vallarta. It can include drama and puppet presentations, music and testimonies.

Vacation Bible School

One of the best ways to develop close relationships with the local children is to conduct a Vacation Bible School that last several days. This can happen at anytime during the year, even when school is in session. Because they go to school in two shifts, half go in the morning and the other half in the afternoon; there are always children available. This is best done in the morning (because of the church's activity schedule) at any one of several small churches in Puerto Vallarta's surrounding communities. Materials could be collected and prepared before the trip and then left with the local church to enhance their children's programming.

Video Productions

For those groups which include people with video interest and experience (and have the basic equipment) a documentary could be prepared about your trip that could be a keepsake for your participants, give your supporters a glimpse of what they accomplished through your group, and serve as recruiting materials for other groups. There could also be some local assistance available for this project.

Worship Services

There are worship services somewhere in the numerous congregations of *Bethel Church and other supporting churches almost* every day. (usually in the evening). Each congregation has a service on Sunday and the main congregation in Puerto Vallarta has two services (9:00 am and 11:00 am). Your group has a standing invitation to participate in any of these worship services and to contribute to them (preaching, music, drama, puppets, testimonies, etc.). If you do not have anyone in your group that can translate, we will be sure that appropriate translators are available.

Appendix 2: Excursions List

Below you will find descriptions of several possible excursions (you can find several others by exploring some of the websites listed in [Appendix 4](#), page 25). It is important to keep in mind that many excursions are subject to weather conditions and that listed rates can change at any time.

The Local Beach

There are a number of beaches within a few minutes drive. Most of these are free and allow you to swim, soak up the sun, and play. This could easily be done for a couple hours when you have some free time.

The Beaches at Yelapa, Majahuitas, Quimixto and Animas:

If you're really looking to escape from it all, then our tranquil day to Yelapa villages and Majahuitas beach are an absolute must. With emerald waters and pristine golden sand beaches, these remote coves are ideal for snorkeling, swimming and kayaking and provide the perfect backdrop to explore Banderas Bay's secret hideaways.

Nestled in its own natural cove, this tiny enclave is also free of any roads making it one of the few remaining must-sees. Hike through the jungle to the Cola de Caballo waterfalls, go for a swim in crystal clear waters, or just kick-back and bury your toes in the sand of its expansive beach. You'll be struck by the tranquility of this tropical paradise - a real haven to just stop for a second and take in all its idyllic beauty. This would make the total cost for a group of 40 people around \$670 (U.S.), or about \$15 (U.S.) for each.

Local Shopping:

There are numerous places to shop around Puerto Vallarta. The best is downtown where local artisans set up their wares. If church vehicles are available, they will be happy to drop you off and pick you up again at a pre-determined time. Otherwise local taxis or busses can take you there for a relatively small fee. This could be done in an afternoon or whenever you have two to three hours of free time in your schedule.

Surfing:

If there are a small number (3-8) of people who would like to try surfing, it is available about 30-40 minutes north of Puerto Vallarta at Destiladeras (and other beaches close to it). It cost about \$15 (U.S.) per day to rent a surfboard. Additionally the group will spend a bit to get there (from \$2.00 each if they use local bus service up to the cost of renting a vehicle for the day).

Snorkeling & SCUBA Diving:

2 full hours to scuba dive and/or snorkel: Our 100% scuba diving and snorkeling tour includes 2 full hours in the water, we visit Los Arcos where you will be able to spend a full hour scuba diving and/or snorkeling. Everyday: The 100% scuba diving and snorkeling tour at Chico's dive shop is available everyday from 10am to 3 pm.

Their Boat:

They have designed the perfect boat for this tour, a low draft 40 foot catamaran with easy access and large ladder; it is all carpeted and shaded with bathroom and plenty of place to walk around.

Snacks & Beverages:

A light snack is provided along with soft drinks and plenty of fresh purified water.

If you want to snorkel the cost will be for each \$25 (U.S.), or if you prefer diving, then you'll pay \$63 (U.S.)

Appendix 3: Helpful Internet Sites

Airlines

Alaska Airlines: <http://www.alaskaair.com/>

At this site you can check airlines schedules, confirm your arrival and departure times, and sometimes find cheap tickets. We usually check here when we are booking your tickets.

US Airways: <http://www.usair.com>

At this site you can check airlines schedules, confirm your arrival and departure times, and sometimes find cheap tickets. We usually check here when we are booking your tickets.

Miscellaneous Information

Children of the Dump: <http://www.childrenofthedump.org/>

This is our official website. Once you sign up for a mission trip, there will be a spot on this website for your group—where you can post information, announcements, pictures, etc.

MEDEX Insurance Services, Inc.: <http://www.medexassist.com/>

The official website of MEDEX, our travel insurance provider

World Health Organization: <http://www.who.int/home-page/>

You can find health information about most every area of the world at this website.

Puerto Vallarta Information

All About Puerto Vallarta: <http://www.allaboutpuertovallarta.com/>

This site provides a lot of interesting information about the city and the surrounding area.

City of Puerto Vallarta: <http://www.puertovallarta.net/>

This is the official website of the city of Puerto Vallarta.

Weather: <http://www.wunderground.com/cgi->

[bin/findweather/getForecast?query=Puerto Vallarta, Mexico](http://www.wunderground.com/cgi-bin/findweather/getForecast?query=Puerto%20Vallarta,%20Mexico)

Check out the current weather conditions at Puerto Vallarta.

Puerto Vallarta Excursions and Activities

Birding and Ocean Life Tours: <http://www.earthfoot.org/places/mx009.htm>

This group offers a number of birding and ocean life tours.

Ecotours De Mexico: <http://www.ecotoursvallarta.com>

This group offers a number of environment friendly tours.

Chico's Dive Shop - SCUBA Dive Tours: <http://www.chicos-diveshop.com>

This group offers complete SCUBA services from Puerto Vallarta.

Vallarta Adventures: <http://www.vallarta-adventures.com/>

This site provides a variety of information about the Puerto Vallarta area and offers several opportunities for memorable excursions. It is considered by many to be the best in the area.

Vallarta Tours and Travel Services: <http://www.puertovallartas.com/>

This site provides a variety of information about the Puerto Vallarta area and offers several opportunities for memorable excursions.

U.S. Government Agencies

Birth Certificates: <http://www.cdc.gov/nchs/w2w.htm>

This site, sponsored by the CDC, is a publication of where to write for all types of medical statistical information, including certified birth certificates.

Centers for Disease Control and Prevention: <http://www.cdc.gov/>

From this site you can get the US Government health warnings and recommendations for travel immunizations to anywhere in the world.

Passport Services: http://travel.state.gov/passport/passport_1738.html

From this site you can print out the appropriate applications, find instructions, and get the location of the most convenient passport processing location.

Appendix 4: Sample Itinerary

Following is a sample itinerary based on a trip lasting 10 days, having 30 - 40 participants, and rotating people through several activities—not every person will be at every activity every time. For example, five daylong construction projects are listed. Hopefully, each member of the team will get to experience that part of the project at least once, as well as experience feeding the children, the Vacation Bible School, etc.

While it is important to have a planned itinerary, it is also important to be flexible. It is rare that everything goes according to plan. Expect to make some adjustments and decide to enjoy and capitalize on the surprises.

Wednesday

- 5:15 am Arrive at SeaTac Airport, get tickets and check in
- 7:25 am Leave Seattle (Alaska Airlines, Flight # ???)
- 4:10 pm Arrive Puerto Vallarta (Alaska Airlines, Flight # ???)
- Settle into your living quarters
- Dinner provided by church
- Orientation and Dedication Worship Service

Thursday

- 7:00 am Construction Project (all day)
- 10:00 am Vacation Bible School - 1
- 4:00 pm Kindergarten Children at the Dump Community
- 5:00 pm Street Ministries
- 8:30 pm Group Meeting/Worship

Friday

- 7:00 am Construction Project (all day)
- 9:00 am Prison Ministries
- 10:00 am Vacation Bible School - 2
- 6:00 pm Kindergarten Children in the Dump Community
- 8:30 pm Group Meeting/Worship

Saturday

- Excursion Day (see list for possibilities)
- 8:30 pm Group Meeting/Worship

Sunday

- 9:30 am Morning Worship service
- Free time for beach or shopping
- 8:00 pm Evening Worship service

Monday

- 7:00 am Construction Project (all day)
- 10:00 am Vacation Bible School - 3
- 6:00 pm Feeding the Children in the Dump Community
- 8:30 pm Group Meeting/Worship

Tuesday

- 7:00 am Construction Project (all day)
- 10:00 am Vacation Bible School - 4
- 4:00 pm Kindergarten Children at the Dump Community
- 8:30 pm Group Meeting/Worship

Wednesday

- 7:00 am Construction Project (all day)
- 10:00 am Vacation Bible School - 5
- Afternoon Shopping or at the Beach
- 8:30 pm Group Meeting/Worship

Thursday

- 7:00 am Construction Project (until noon)
- 12:00 pm Kindergarten Children at the Dump Community
- 1:00 pm Move to Hotel for last day at the beach
- 8:00 pm Group Meeting/Send-Off Worship Service

Friday

- Packing, last minute shopping, etc.
- 2:00 pm Arrive at the airport to check in
- 4:13 pm Leave Puerto Vallarta (Alaska Airlines, Flight # ???)
- 5:11 pm Arrive Los Angeles (Clear Customs)
- 6:58 pm Leave Los Angeles (Alaska Airlines, Flight # ???)
- 9:24 pm Arrive Seattle

Appendix 5: Group Recruiting Materials

In this section you will find some materials that can help you get the word out to potential mission trip participants. All of these materials need to be personalized before you can use them. The first three can be downloaded from our website. The brochure, a *MS Publisher* document.

Church Bulletin/Newsletter Announcement

On **<insert dates here>** we will be taking a mission trip to help the children of the dump in Puerto Vallarta, Mexico. We will assist the *Bethel* church in building housing for dump families, feeding the children, helping with their education, building facilities to enhance their outreach to the children, and sharing Jesus through a Vacation Bible School. For more information and to receive an application packet come to our information meeting on **<date and time>** at **<location>**. If you are unable to attend or wish to get information sooner please contact **<name of your contact person here>** at **<phone number>** or send them an e-mail at **<e-mail address>**.

Children of the Dump

Mission Trip Information Sheet

- What?** We are planning to go to Puerto Vallarta, Mexico to help "*Children of the Dump*" with their ministry to the children in the dump community and other people in need. We will assist in building housing for families in the dump community, their feeding programs; help tutor the children; build some needed facilities; conduct a Vacation Bible School; and do some evangelism through street ministries and prison ministries. Of course we will do a couple of fun things too—Puerto Vallarta is known for its sun and beaches.
- When?** **<insert your dates here>**
- Who?** We can take as many as 40 people on this trip. If you have skills and/or an interest in construction, children's ministries, drama, cooking, sewing, talking to people, medicine, or in just being a part of the team you are invited to join. The trip is sponsored by **<your church or sponsoring organization>** and the Mission Trip Coordinator will be **<name here>**. In addition **<names of other people who are on the leadership team>** will assist in making this trip a memorable experience.
- Cost?** Each participant will need to raise **<insert amount here>** to go on this trip. This will cover all the expenses of the trip (airfare, lodging, ground transportation, group excursions, construction materials, food, water, etc.). In addition, you will need to get a passport (\$110) and update your immunizations. We will do everything we can do to help you raise this money.
- How?** Come to our information/organizational meeting on **<date and time>** at **<give location>** to get the full story and pick up an application packet. If you need information sooner please call **<contact name>** at **<contact phone number>** or send them an e-mail at **<e-mail address>**.

Bulletin Insert

This bulletin insert is a copy of the information sheet reduced to fit two on one page. This needs to be personalized, printed, copied and cut in half before it is ready to go. This document is called *Bulletin Insert* and is found on our website.

Children of the Dump

Mission Trip Information Sheet

What? We are planning to go to Puerto Vallarta, Mexico to help "*Children of the Dump*" with their ministry to the children in the dump community and other people in need. We will assist in building housing for families in the dump community, their feeding programs; help tutor the children; build some needed facilities; conduct a Vacation Bible School; and do some evangelism through street ministries and prison ministries. Of course we will do a couple of fun things too—Puerto Vallarta is known for its sun and beaches.

When? <insert your dates here>

Who? We can take as many as 40 people on this trip. If you have skills and/or an interest in construction, children's ministries, drama, cooking, sewing, talking to people, medicine, or in just being a part of the team you are invited to join. The trip is sponsored by <your church or sponsoring organization> and the Mission Trip Coordinator will be <name here>. In addition <names of other people who are on the leadership team> will assist in making this trip a memorable experience.

Cost? Each participant will need to raise <insert amount here> to go on this trip. This will cover all the expenses of the trip (airfare, lodging, ground transportation, group excursions, construction materials, food, water, etc.). In addition, you will need to get a passport (\$110) and update your immunizations. We will do everything we can do to help you raise this money.

How? Come to our information/organizational meeting on <date and time> at <give location> to get the full story and pick up an application packet. If you need information sooner please call <contact name> at <contact phone number> or send them an e-mail at <e-mail address>.

Children of the Dump

Mission Trip Information Sheet

What? We are planning to go to Puerto Vallarta, Mexico to help "*Children of the Dump*" with their ministry to the children in the dump community and other people in need. We will assist in building housing for families in the dump community, their feeding programs; help tutor the children; build some needed facilities; conduct a Vacation Bible School; and do some evangelism through street ministries and prison ministries. Of course we will do a couple of fun things too—Puerto Vallarta is known for its sun and beaches.

When? <insert your dates here>

Who? We can take as many as 40 people on this trip. If you have skills and/or an interest in construction, children's ministries, drama, cooking, sewing, talking to people, medicine, or in just being a part of the team you are invited to join. The trip is sponsored by <your church or sponsoring organization> and the Mission Trip Coordinator will be <name here>. In addition <names of other people who are on the leadership team> will assist in making this trip a memorable experience.

Cost? Each participant will need to raise <insert amount here> to go on this trip. This will cover all the expenses of the trip (airfare, lodging, ground transportation, group excursions, construction materials, food, water, etc.). In addition, you will need to get a passport (\$110) and update your immunizations. We will do everything we can do to help you raise this money.

How? Come to our information/organizational meeting on <date and time> at <give location> to get the full story and pick up an application packet. If you need information sooner please call <contact name> at <contact phone number> or send them an e-mail at <e-mail address>.

Mission Trip Brochure

Below is a sample brochure prepared for recruiting participants and for letting your church members know what is going on. The original is in color (even though the example below may only show black and white). It has been prepared using *MS Publisher*. If you have *MS Publisher* (or someone in your group has it) you can customize this brochure and print the number of copies you need on a color printer (or you can print a master and take it to a place like Kinko's where they can make color copies). It is designed to be folded into thirds. All the files, including several pictures you can use, are found on our website.

If you do not have the computer experience or equipment necessary to work with this, please contact us and we will customize the brochure for you and provide you with originals to copy and use for your group.

THIS PAGE BEING REVISED

Appendix 6: Applications, Consent Forms, and Contract

In the next few pages you will find an example of each of the following forms: *Group Mission Trip Application*, *Mission Trip Application & Health Information*, *Notarized Mission Trip Participant Contract and Release of Liability*, *Notarized Consent to Travel*, and a *Notarized Consent to Medical Treatment*.

You will also find these forms on our website so that you can fill them out on the computer and then print with them ready for signature.

Children of the Dump

Group Mission Trip Application

This form needs to be filled out and sent to our offices along with \$1,000 to reserve your Mission Trip.

name of group: _____

contact person:

street address:

city: _____ state: _____ zip code: _____

home phone: _____

work phone: _____

cell phone:

e-mail:

number in group: _____

dates of trip: _____ (1st choice)

dates of trip: _____ (2nd choice)

Please fax this form to (610) 771-4040 (no cover sheet is needed) and then mail the original along with your check to:

Children of the Dump
718 Griffin Ave., PMB #207
Enumclaw, WA 98022-3462

Children of the Dump

Mission Trip Application & Health Information

Each participant needs to complete this form.

Personal Information:

name: _____ age: _____

street address: _____

city: _____ state: _____ zip code: _____

home phone: _____ birthday: _____

work phone: _____ male: _____ female: _____

cell phone: _____

e-mail: _____

Emergency Contact Information: Please provide the following information for the person we should contacted in case of an emergency.

name: _____

relationship to you: _____

phone: _____

e-mail: _____

Health/Medical Information: Please answer each of the following questions.

insurance provider: _____

policy number: _____

1. List any medications taken regularly (including anti-depressants and oral contraceptives). Include the name of the drug, amount taken (dose), and how often it is taken.

6. Please check all the following immunizations you have had. List the dates taken or attach a copy of your immunization records.
- DTP (Diphtheria, Tetanus, Pertussis)
 - Hepatitis A
 - Hepatitis B
 - MMR (Measles, Mumps, Rubella)
 - Polio
 - Tetanus
 - Typhoid

Please answer each of the following questions.

7. Do you have a current passport? If your answer is yes, please attach a copy of it.
8. Do you speak Spanish? If yes, how well?
9. What skills or talents do you have that can contribute to the success of this trip (construction experience, music, relate well to children, etc.)?
10. Why do you wish to participate in this trip?

Children of the Dump

Notarized Mission Trip Participant Contract and Release of Liability

THIS FORM AFFECTS YOUR LEGAL RIGHTS. EACH PARTICIPANT MUST READ THIS FORM CAREFULLY, COMPLETE AND SIGN THIS FORM IN THE PRESENCE OF A NOTARY PUBLIC. IF YOU HAVE QUESTIONS ABOUT THE WAIVER OF RIGHTS YOU ARE MAKING IN THIS FORM, YOU SHOULD CONSULT YOUR OWN LEGAL ADVISOR.

Name of Participant: _____
please print

Please read the following items, initial each box; then, sign on the back as an indication that you have read this sheet and agree to its conditions. As used in this form, the term “Mission Trip” refers to the mission trip leaving from _____, _____, on or about _____, 20____, to travel to Puerto Vallarta, Mexico. As used in this form, the term “Mission Leadership” means the persons organizing this mission trip, *Bethel Church, Eagles on Assignment, Children of the Dump*, and all officers, directors, trustees, partners, affiliates, subsidiaries, agents, principals or employees of any of those entities.

- I understand that there are many risks inherent in international travel and mission trip involvement. I have not relied on Mission Leadership to disclose any of these risks to me in order for me to decide to participate in this mission trip. Instead, I have undertaken to learn the risks myself.
- I hereby release and hold harmless the Mission Leadership from all damages, losses, injuries and other hazards, inconveniences and hardships which I may encounter on the Mission Trip.
- I understand that for this Mission Trip to be a success, I must participate as a team player. This means participating in each of the pre-trip preparation and training sessions. It also means that while on the trip I will endeavor to do my best at the tasks for which I have volunteered or have been assigned.
- I understand that the Mission Leadership has obtained group medical insurance covering the persons on the Mission Trip. I acknowledge that I am familiar with the terms of coverage, including exclusions from coverage, and I agree that I am satisfied with its terms. I understand that if I wish to have additional medical insurance coverage, I will obtain that insurance on my own initiative and at my own cost.
- I understand that if I decided to return home early from the Mission Trip for any reason other than a medical emergency covered by the group

medical insurance, I will personally be responsible for any additional expenses involved.

- I understand that it is my responsibility to ensure that all the funds needed for the Mission Trip are raised or paid no later than three weeks prior to the scheduled departure date of our trip.
- I understand that any donations given for this Mission Trip or for general use of the Mission Leadership on this or other similar Mission Trips are tax deductible and must be used for this project. Since this is true, all funds given toward the project are non-refundable (even if, for any reason, I decide not to participate in this trip).
- I understand that if my fund-raising efforts bring in more funds than I need to participate in this trip, Mission Leadership will distribute excess funds as it deems appropriate, consistent with limitations placed on use of the funds by law.
- I acknowledge that during the Mission Trip, I will have opportunity to participate in group recreational and entertainment activities, as well as to participate in activities in which the group may not elect to participate. Such group activities may include such activities as swimming, touring, or patronizing restaurants, museums or theatres, as well as other activities not listed here. Such optional activities may include snorkeling, SCUBA diving, parasailing or individual shopping or dining, as well as other activities not listed here. I agree that investigating the safety of such activities, whether group or individual, is my responsibility. I agree that the Mission Leadership is not warranting the safety of any such activities. I acknowledge that my release of the Mission Leadership of liability includes release of liability for all damages, losses, injuries and other hazards, inconveniences and hardships which I may incur or encounter while engaged in such activities.
- I understand the spiritual nature of this mission trip and will do my best to grow closer to Jesus as I prepare for it. While on the trip I will do my best to honor Him through my words and actions.

I HAVE READ AND AGREE TO ALL OF THE PRECEDING PROVISIONS OF THIS NOTARIZED MISSION TRIP PARTICIPANT CONTRACT AND RELEASE OF LIABILITY.

_____ Date: _____
SIGNATURE of participant

print name of parent/guardian
(if participant is a minor)

_____ Date: _____
SIGNATURE of parent/guardian
(if participant is a minor)

State of _____)
County of _____) ss.

Before me, a Notary Public for the State of _____, appeared _____, being personally known to me, who, after being first duly sworn or notified of an affirmation, affirmed under penalty of law that he or she had read and understood the foregoing Notarized *Mission Trip Participant Contract and Release of Liability*, and that he or she agreed to those terms as set out herein.

IN WITNESS WHEREOF, I have executed this Notarial Attestation on _____, 20____.

_____ [SEAL]
Notary Public

My commission expires: _____

Children of the Dump

Notarized Consent to Travel

Each unaccompanied minor needs to have either; one *Notarized Consent to Travel* form with both parent's signatures, or two *Notarized Consent to Travel* forms, one with each parent's signature. If a minor is traveling with only one parent, they need to have a *Notarized Consent to Travel* form signed by the other parent.

Date: _____

I/We _____, hereby grant
parent's/guardian's name(s)

permission for _____ to travel with
name of minor

_____ to Puerto Vallarta, Mexico for a
name of sponsoring group

mission trip on _____.
dates of travel

SIGNATURE parent/guardian

SIGNATURE parent/guardian

State of _____)

) ss.

County of _____)

Before me, a Notary Public for the State of _____, appeared _____, being personally known to me, who, after being first duly sworn or notified of an affirmation, affirmed under penalty of law that he or she had read and understood the foregoing *Notarized Consent to Travel*, and that he or she agreed to those terms as set out herein.

IN WITNESS WHEREOF, I have executed this Notarial Attestation on _____, 20_____.

_____[SEAL]
Notary Public

My commission expires: _____

Children of the Dump

Notarized Consent to Medical Treatment

Each unaccompanied minor needs to have a Notarized Consent to Medical Treatment form with the signature of his/her custodial parent or legal guardian.

Date: _____

I/We _____, hereby grant
parent's/guardian's name(s)

permission for _____ to authorize emergency
name of sponsoring group

medical treatment or surgery for _____ while
name of minor

participating in a mission trip to Puerto Vallarta, Mexico on _____.
dates of travel

It is understood that, except in the case of life-threatening emergencies, mission trip personnel will attempt to contact me/us before authorizing such treatment.

parent/guardian signature

parent/guardian signature

State of _____)

) ss.

County of _____)

Before me, a Notary Public for the State of _____, appeared _____, being personally known to me, who, after being first duly sworn or notified of an affirmation, affirmed under penalty of law that he or she had read and understood the foregoing *Notarized Consent to Medical Treatment*, and that he or she agreed to those terms as set out herein.

IN WITNESS WHEREOF, I have executed this Notarial Attestation on _____, 20____.

_____[SEAL]
Notary Public

My commission expires: _____

Appendix 7: Fund Raising Materials

In this section you will find several items related to raising funds for your trip (*Letter Writing Suggestions and Hints*, two suggested letters, a fact sheet, a response sheet, a bulletin insert and order forms for candy bars). Since each of these items need to be personalized a bit you can fill them out on our website and print them for your use.

The *Letter Writing Instructions & Hints* should be used as a guide for the letter writing process.

There are two letters (named *Letter1* and *Letter2*). These may need to be personalized a bit or re-formatted to fit whatever stationary you will be using. These should be copied on some sort of official looking stationary, such as your church's letterhead and sent in official looking envelopes. If your team members wish to have a copy on disk of these letters so they can personalize them, please feel free to make copies available to them. If the letters are used, as they are, an added, handwritten personal note will increase their effectiveness.

The *Mission Trip Fact Sheet* must be personalized a bit before using. When you get this copied for letter writing, you may wish to put it on colored paper to make it stand out a bit.

The *Mission Trip Sponsors* Sheet also needs to be personalized a bit before it can be used. This also should be copied on colored paper (different color than the fact sheet) and will need to be cut prior to use. Stress that the participants need to put their name on the line which says "name of participant" in order to ensure that they are credited with the right amount of funds.

The **Bulletin Insert** is just a copy of the Mission Trip Fact Sheet reduced so that two will fit on one page. This will need to be personalized the same way that the fact sheet was. After it is copied, it will need to be cut in half before it is used.

The order forms for **candy bars** can be filled out online a check attached or you may e-mail Fax it with the credit card information.

Letter Writing Suggestions

To make this process easy for your participants, letter writing materials should be prepared ahead and made available as soon as a person signs up for the trip. In addition it might be helpful to organize a couple of **Letter Writing Parties** (see page 16) to make this process as simple and fun as possible. To prepare for a Letter Writing Party, you need to personalize and copy all the materials in advance. For participants to be prepared, they need to collect names and addresses and email address of people they can send letters to. Most people will need to send out 25 - 50 letters to get all of their support.

If You Don't Have Computer Technology or Skill

If for any reason, you do not have the means of personalizing the materials in this section, please contact us. We will personalize them for you and provide you with masters that you can copy.

Children of the Dump

Letter Writing Instructions & Hints

- Select the letter most appropriate to the person you are mailing it to (or write your own letter)—if you use one of the pre-printed letters be sure to add a personal note to it.
- Be sure all the information is correct (spelling of name, address, etc.)
- In each envelope include:
 - Letter (with a personal note) □
Mission Trip Fact Sheet
 - *Mission Trip Sponsors* sheet: be sure your name is filled in on the line which says “participant name”
 - *Children of the Dump* Brochure
 - Return Envelope: Be sure it has the correct return address on it. It’s also a good idea to put a stamp on it—there seems to be a better return rate that way
- Get them in the mail ASAP

Letter 1

Have you ever wanted to experience a mission trip and get a chance to help change someone's life? I would like to give you the opportunity of becoming a partner with me as I participate in a mission trip to Puerto Vallarta, Mexico!

This year, with the help of *Children of the Dump* (see the enclosed brochure), *Bethel* (the church in Puerto Vallarta we will be working with), and people like you, the people of Puerto Vallarta and the surrounding communities will be blessed with improved church and housing facilities. We will also assist with feeding, educating, and caring for the needs of thousands of children who do not have the resources to care for themselves—in the process; we hope to make Jesus more real to them!

I'm requesting your partnership in two areas. First, please pray for me—I want my attitude and service to be pleasing to God and I need to be sensitive to the new culture. Your prayers would mean a lot to me.

Second, I'm asking for your support as a financial partner. I'm responsible for raising around a \$1,200 to cover airfare, project materials, food, insurance, and all sorts of other things that have to be cared for on a trip like this. Any donation will be greatly appreciated!

Through your prayers and donations, every life that is touched as a result of our trip will be a life you touched by sending me as your hands and feet! Thanks for being my partner in this mission experience!!

P.S. Please use the enclosed form and envelope to send your gift so I will get credit towards the amount I need to raise! Thanks!!

Letter 2

You'll never believe this, but I'm planning to go on the mission trip our church is sponsoring this year. That's right, I'm going to be a missionary!

Now before you faint or laugh or cry, I want you to know that I'm serious about this. I realize that I don't really know what I'm getting into, but it sounds like the kind of thing just for me—sun, adventure, big appetites, intensity!

And it also has elements that remind me of you—hard work, early mornings, getting pushed to the limit and beyond.

Here's the crunch. I need your help. Yes, I need some money to help raise the money I need to participate (about \$1,200). But I also need you to pray for me. They say that people are changed forever when they go on these trips. I just want to make sure the right things are changed about me!

So please help me in both of these areas. Send a huge check and start praying like you've never prayed before!

I'll introduce you to the new me when I get back and we can see who I've become.

P.S. Please use the enclosed form and envelope to send your gift so I will get credit towards the amount I need to raise! Thanks!!

Children of the Dump

Mission Trip Fact Sheet

What? We are planning to go to Puerto Vallarta, Mexico to help *Bethel Church* with their ministry to the children of the dump and other people in need. We will assist in their feeding programs; help with the children in the kindergarten and schools; build some needed facilities; conduct a Vacation Bible School; and do some evangelism through street ministries and prison ministries.

When? <insert your dates here>

Who? Our mission team will include <insert a description of your team here>.

Why? We are taking this trip because we want to follow Jesus' command to help others, and this is a way that we can do it.

Cost? Each participant needs to raise <insert amount here> to go on this trip. All donations are tax deductible and will be acknowledged with a receipt. Since donations are tax deductible, they are not refundable. If a participant chooses to withdraw from the project any money they have raised will become a part of the project's general fund to be distributed as needed by the project leaders.

More Info? You may get more information about this trip by calling <contact name> at <contact phone number>. He/She may also be reached by e-mail at <contact e-mail address>. You may also contact *Children of the Dump* directly by calling (360) 825-1099 or by e-mail at office@childrenofthedump.org. Additional information may be found at the website www.childrenofthedump.org (*Children of the Dump*).

Mission Trip Sponsors

The sheet below is a printed example of what your response sheet should look like. You can fill in the desired information and print out the Mission Trip Sponsor sheets.

Children of the Dump Mission Trip Sponsors	Children of the Dump Mission Trip Sponsors
<i>Yes! I want to help sponsor a missionary to help the children of Puerto Vallarta, Mexico.</i>	<i>Yes! I want to help sponsor a missionary to help the children of Puerto Vallarta, Mexico.</i>
Attached is my tax-deductible check for:	Attached is my tax-deductible check for:
<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
<input type="checkbox"/> \$200	<input type="checkbox"/> \$200
<input type="checkbox"/> \$500	<input type="checkbox"/> \$500
<input type="checkbox"/> \$1000	<input type="checkbox"/> \$1000
<input type="checkbox"/> other _____	<input type="checkbox"/> other _____
name of participant: _____	name of participant: _____
donor name: _____	donor name: _____
address: _____	address: _____
_____	_____
phone: _____	phone: _____
e-mail: _____	e-mail: _____
Please make checks payable to	Please make checks payable to
<Your Church>	<Your Church>
<Street Address>	<Street Address>
<City>, <State> <Zip Code>	<City>, <State> <Zip Code>
<Contact Phone Number>	<Contact Phone Number>

Bulletin Inserts

This bulletin insert is a copy of the fact sheet reduced to fit two on one page. This needs to be personalized, printed, copied and cut in half before it is ready to go.

Children of the Dump Mission Trip Fact Sheet		Children of the Dump Mission Trip Fact Sheet	
What?	We are planning to go to Puerto Vallarta, Mexico to help <i>Perdon y Amistad</i> with their ministry to the children of the dump and other people in need. We will assist in their feeding programs; help tutor the children in English, math, and computer; build some needed facilities; conduct a Vacation Bible School; and do some evangelism through street ministries and prison ministries.	What?	We are planning to go to Puerto Vallarta, Mexico to help <i>Perdon y Amistad</i> with their ministry to the children of the dump and other people in need. We will assist in their feeding programs; help tutor the children in English, math, and computer; build some needed facilities; conduct a Vacation Bible School; and do some evangelism through street ministries and prison ministries.
When?	<insert your dates here>	When?	<insert your dates here>
Who?	Our mission team will include <insert a description of your team here>.	Who?	Our mission team will include <insert a description of your team here>.
Why?	We are taking this trip because we want to follow Jesus' command to help others, and this is a way that we can do it.	Why?	We are taking this trip because we want to follow Jesus' command to help others, and this is a way that we can do it.
Cost?	Each participant needs to raise <insert amount here> to go on this trip. All donations are tax deductible and will be acknowledged with a receipt. Since donations are tax deductible, they are not refundable. If a participant chooses to withdraw from the project any money they have raised will become a part of the project's general fund to be distributed as needed by the project leaders.	Cost?	Each participant needs to raise <insert amount here> to go on this trip. All donations are tax deductible and will be acknowledged with a receipt. Since donations are tax deductible, they are not refundable. If a participant chooses to withdraw from the project any money they have raised will become a part of the project's general fund to be distributed as needed by the project leaders.
More Info?	You may get more information about this trip by calling <contact name> at <contact phone number>. He/She may also be reached by e-mail at <contact e-mail address>. You may also contact <i>Children of the Dump</i> directly by calling (360) 825-1099 or by e-mail at tmartinsen@childrenofthedump.org . Additional information may be found at the web sites www.pardonamistad.com (<i>Perdon y Amistad</i>) and www.childrenofthedump.org (<i>Children of the Dump</i>).	More Info?	You may get more information about this trip by calling <contact name> at <contact phone number>. He/She may also be reached by e-mail at <contact e-mail address>. You may also contact <i>Children of the Dump</i> directly by calling (360) 825-1099 or by e-mail at tmartinsen@childrenofthedump.org . Additional information may be found at the web sites www.pardonamistad.com (<i>Perdon y Amistad</i>) and www.childrenofthedump.org (<i>Children of the Dump</i>).

Children of the Dump

Mission Trip Candy Order Form

name of group: _____

contact person:

Delivery street address:

No P.O. Boxes

city: _____ state: _____ zip code: _____

phone:

e-mail:

The candy bars come in 4 boxes to a case. Each box has 45 bars and costs \$90 a case and will sell for \$180. These need to be paid for when ordered with a check or cashier's check made out to *Children of the Dump* or with a credit card (MC or Visa).

we will pay by: _____ (check) _____ (credit card)

number of cases: _____ total cost (number of cases x \$90) \$ _____

name on card: _____ Visa _____ MC _____

card number: _____ expiration date: _____

You may fax this form to (610) 771-4040 (no cover sheet is needed) or mail it to:

Children of the Dump
718 Griffin Ave., PMB #207
Enumclaw, WA 98022-3462

Appendix 8: Cultural Information

The information in this section is taken from *No Compromise*, the *Team Member Notebook 1999* of *Mexico Outreach* sponsored by the *Institute for Outreach Ministries* of *Azusa Pacific University* (626-812-3027). Used with permission.

Attitudes:

Mexicans are warm, friendly, and courteous. They can also be suspicious of strangers and foreigners and reserved in their response. Parents care *what* we teach their children. They are concerned about the attitudes and influences we will have upon their community and their children. They will watch everything we do, and how we do it, to determine our true motives for being with them.

A “Greeting” Culture:

Greeting everyone you meet is very important. The Mexican culture is a very handshaking culture. In general, they shake hands with everyone present when coming, going, and any other time. Expect to do the same, and offer your hand first to show your acceptance. When they first meet, they almost always ask how the other person is doing and wait for the person to ask them in return. When they leave an interaction they almost always say good-bye or bless the person and shake hands again.

Family:

The father is often the dominant person. The eldest member of the family unit is usually the one who controls all the family actions. This may be a grandmother or other older person(s) who live with the family. The mother is the major unifying force in the family.

Discipline:

Small children are not strongly disciplined or inhibited. The common view seems to be that they are too young to understand what should be done; therefore, it is not worthwhile to teach them until they grow up. (Christian homes often advocate a different standard.) Parents are strict with older youth, especially the girls. They are heavily chaperoned when in mixed company. The girls are expected to maintain reserve in public.

Relationships:

Teenage boys are relatively free to come and go. Their friendliness to girls might be termed “forward,” with no encouragement. The proper response by the girl is to be reserved. This results in the following policy: boys work with boys. Girls work with girls, ladies, small children of either sex, and boys 12 and under. Girls do not go places “alone.” Girls generally will not offer to shake hands with any of the teenage boys.

Religion and the Supernatural:

The Roman Catholic Church has been the dominant church in Mexico for four centuries. The supernatural world is very real to many Catholics. They might have superstitions about eating certain things at certain times. This does not mean the people have an understanding of the Roman Catholic Church or its teachings. It does mean that there is an indication of an unseen force in the midst. This has led to the desire to do good works to gain merit. The “saints” and the “Virgin” are forces of good that help them and intervene for them. To condemn either the saints, the Virgin, or the Roman Catholic Church is to stir up potential conflict, which can distract from the gospel message. Don’t assume that the stories taught from the Bible are ones that the churchgoer knows well.

Clothing:

The body of a Mexican is to be kept covered. Women wear dresses which have sleeves covering the shoulders. Skirts cover the knees at all times, even when the person is seated. Boys of four and less often are seen in public entirely nude. This is socially acceptable. You will not see Christians wearing cutoffs, tank tops, halter tops, “netting” type shirts, plain white t-shirts, or cutoff t-shirts. The best approach is always to be modest and cooperative, so as not to confuse or offend.

Appendix 9: Ministry Tips

Please remember that in all you do you will be representing Jesus Christ, Christianity, your sponsoring organization, and the local church you will be working with, *Bethel Church*. Following are a few guidelines that will help you do so in an appropriate way.

- Be courteous of those around you at all times. Remember to thank your hosts for meals, rides, and anything they do for you.
- When giving your testimony—be prepared, remember to speak clearly with appropriate pauses for your interpreter, and keep your words simple. Know your opening and ending remarks. Stick to 2-3 points at the most. Tell a story or illustration if possible. It is better to keep things short and sweet rather than losing your group as you ramble on.
- Be a good team member. Listen to your team leader and follow instructions, be on time—don't make others wait for you, keep your living area neat, don't grumble about food that may be unfamiliar to you, etc.
- Participate and keep a good attitude regardless of the circumstances. If there are problems, discuss them with your team leader, *only*—don't spread negative comments and gossip and look for ways to encourage one another.
- Look for ways that you can serve—set up chairs, clean up, clear tables, etc.
- Check your body language—especially at meetings. Even if you don't understand what is going on, appear interested and involved, don't be chewing gum, don't go in and out of the meeting to the restroom, etc.
- Avoid all appearances of evil—this includes wearing modest, appropriate clothing at all times (free of any offensive slogans, etc.—see *Clothing*, page 54), avoid dating local people, avoid crude or racist jokes, avoid doing anything that would indicate involvement with illegal drugs or alcohol, and be conscious of appropriate male/female relationships (see *Relationships*, page 53).

Appendix 10: Packing Information

Luggage and Packing:

Each person is allowed to bring one carry-on bag and one check-in bag.

- The carry-on bag can be up to 45 inches maximum dimensions (add the length, height and width) and can weigh up to 45 pounds. You should pack everything in it you could not live without (essential medications, a couple bottles of water, a few snacks, a change of clothing, valuables, etc.)
- The check-in bag can be up to 62 inches maximum dimensions (add the length, height and width) and can weigh up to 50 pounds.

Things to Take:

- Bible
- Pencil or pen, a small notebook, and a small flashlight
- Work gloves (2-3 pair), hat, sun block (SPF 15 minimum, more recommended), and sun glasses
- Personal First Aid kit (prescription medications in original container with your name on it, aspirin/Tylenol, band aids, Pepto Bismol tablets, diarrhea medication such as Immodium, cold medication, mosquito repellent and for ladies—feminine hygiene supplies)
- Personal toiletries and a beach towel (include anti-bacterial *Wet Ones* and/or anti bacterial lotion us as *Purell Hand Sanitizer*)
- Clothes (a couple of changes of work clothes, and a change or two of clothes for worship services, swim suit, shorts, work shoes, sandals, etc.). There will be limited laundry facilities available for your use.
- Snorkeling gear (this can also be rented locally)
- Passport pouch and money belt
- Digital Camera and batteries
- Spending money (\$25 - \$50)

Things *NOT* to Take:

- Weapons or fireworks of any type (knives, pepper sprays, firearms, etc.)
- Anything that could be mistaken for drug paraphernalia
- Electronic Devices such as Game Boys, Walkmans, etc. (these are favorite targets for theft and breakdown rather than build up group interaction and communication)

Appendix 11: Useful Donated Items

Useful Items:

- School supplies (paper, pencils, pens, notebooks, crayons, etc.)
- Office supplies (tape, paper clips, paper, pens, staplers and staples, scissors, hole punches, etc.)
- Books (a variety of books at various reading levels—Christian content or compatibility please)
- Sports items (balls of all sort, unusual active games, etc.)
- New clothes and shoes (especially for children)
- Disposable serving items (paper plates and bowls, plastic forks and spoons, paper cups, etc.)
- New toys and stuffed animals
- Personal Items (tooth brushes, tooth paste, soap, shampoo, shaving supplies, lotion, etc.)
- Sunday School supplies for some of the smaller churches
- Spanish Bibles
- Computer and peripherals (PC format, fairly up-to-date)
- Cameras (good quality standard and digital)
- Video Camera and peripherals (both standard and digital)
- Musical Instruments (in good condition)

Items to Avoid:

- Used clothing and shoes (Mexican Government regulations)
- Medications (unless you are a doctor coming to participate in a clinic)
- Food Items

Appendix 12: Insurance Information

Each Mission Trip Participant will be covered by a medical travel insurance policy, TRAVMED, provided by [MEDEX](#). This policy is summarized below. Additional information is also available at their website www.medexassist.com.

For anyone who will be SCUBA diving during the course of your Mission Trip, additional SCUBA insurance, is required.

TRAVMED, MEDEX Medical Travel Insurance and Global Travel Assistance

TRAVMED is a specialized travel insurance intended to protect you in medical emergencies while traveling outside of the United States. While it is ultimately a secondary insurance to each participant's own medical policy, it will act as the primary medical insurance when and where he or she is not. TRAVMED also makes direct payments, if required, to the physicians, hospitals and organizations handling emergency medical care and/or evacuation. TRAVMED provides the following:

MEDEX Worldwide Travelers Assistance

TRAVMED will provide you with the telephone numbers needed to contact the [MEDEX](#) Assistance Coordination Center. You will be answered in English by a multilingual specialist who immediately goes to work to:

- Assist in locating the nearest and most appropriate care
- Help overcome language barriers by directing you to English speaking doctors or translators
- Monitor progress during the course of treatment and recovery
- Maintain contact with the family and personal physician back home in the U.S.
- Arrange for emergency evacuation if medically necessary

\$100,000 Coverage for Medical and Hospital Expenses

TRAVMED provides up to \$100,000 coverage for emergency sickness or accident. This includes:

- Physicians' fees and hospital expenses
- Emergency dental expenses (for the control of pain)
- Emergency medical evacuation to home or hospital
- Repatriation of remains expenses
- Special trip expenses for accompanying travelers, 18 years of age and under, to home residence
- Special trip expenses for bringing a family member to your participant

TRAVMED costs \$ 4.00 per person per day (through age 70, \$ 5.75 per person per day for age 71-80, coverage not available above age 80). Each participant receives up to \$100,000 protection for each trip plus the medical assistance service. Each participant will pay a \$25 deductible per accident or sickness for required medical care. All further covered expenses are paid by TRAVMED.

Insurance Enrollment Roster

A *MEDEX Insurance Services, Inc. Enrollment Roster* (pages 62-64) must be filled out and faxed (or mailed) to the offices of *Children of the Dump* at least three weeks prior to your trip.

- *Group Information:* Please fill out all the group information. For the dates of trip give the beginning date (the date you leave home) and the ending date (the date you arrive home).
- *Name:* Please give the legal name as it is on their Passport or other legal ID
- *Emergency Contact Information:* Please give a name and phone number for an emergency contact person at home. This information should be on the application that each person filled out.
- *US Citizen:* This insurance only covers US Citizens and Foreign Nationals who are permanent residents of the United States and hold a valid Green Card. If this is the case, enter “yes”. If a participant does not fit into this group, enter “no” and contact us right away, so that appropriate arrangements can be made.

SCUBA Diving Insurance

TRAVMED excludes coverage for illnesses and injuries related to SCUBA diving accidents. Since Puerto Vallarta is an ocean resort, known for good SCUBA diving opportunities, some of your mission team members may wish to participate in this activity while there if this is the case we can arrange a different coverage with TravelMed that includes SCUBA dive insurance.

Children of the Dump

MEDEX Insurance Services, Inc. Enrollment Roster

Fill out and fax (360-825-4517—no cover sheet needed) or mail (718 Griffin Ave., PMB #207, Enumclaw, WA 98022) at least *three weeks prior to your trip*. Please print, type, or fill in on the computer and print out copy to send.

name of group: _____

contact person:

street address:

city: _____ state: _____ zip code: _____

phone:

e-mail:

dates of trip:

	Name	Date of Birth	Age	Emergency Contact Info.	US Citizen or Permanent Resident of the US?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

	Name	Date of Birth	Age	Emergency Contact Info.	US Citizen or Permanent Resident of the US?
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

	Name	Date of Birth	Age	Emergency Contact Info.	US Citizen or Permanent Resident of the US?
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					