

# PAPERWORK FOR TRIP COORDINATORS

Your Amor Trip Coordinator will keep you on track to ensure your crew has the proper documentation. You can also use the checklist below to help guide you along.

√	Document	Deadline	Send to Amor?
	(1) Statement of Commitment	Soon after you register	Send to Amor
	(2) Financial Agreement	Soon after you register	Send to Amor
	(3) Vehicle & Cargo List	Two weeks prior to arrival	Send to Amor
	(4) Individual Participation Forms	Prior to check-in	Neither—it's online!
	(5) Outside Release Form	Prior to check-in or at check-in	Send to Amor
	(6) Notarized Minor's List	Prior to check-in	Keep on you
	(7) Lista de Vehiculos	Prior to check-in or at check-in	Keep on you
	(8) Mexican Insurance	Prior to check-in	Keep on you
	(9) FMME	Prior to check-in	Keep on you

- (1) The **Statement of Commitment** is found in your confirmation email from your Amor Trip Coordinator. Only you, as the Trip Coordinator, need to sign it.
- (2) The **Financial Agreement** is also found in your confirmation email. You, as the Trip Coordinator, need to sign it. If applicable, your financial administrator can also sign it.
- (3) Depending on the vehicles you cross the border in, you may be required to go through voluntary declaration. This will require the **Vehicle & Cargo List** to be filled out and submitted two weeks prior to your arrival, along with copies of driver's passports and licenses. As soon as you know what vehicles you will be crossing the border in, please let Amor know so they can help guide you. A sample and instructions are found at the link below.
- (4) Every person on your trip needs to complete an **Individual Participation Form** online. In your confirmation email you will receive the link. Instructions on this process are found at the link below.
- (5) The **Outside Release Form** is for groups that plan to do anything outside of Amor's campsite or worksite (i.e. stop at the store, eat at a restaurant, visit a previous home built, etc.). You as the Trip Coordinator will sign this form for your entire group, so only one form needs to be submitted.
- (6) The **Notarized Minors List** is for minors who will not have a legal guardian on the trip with them. You as the Trip Coordinator will fill this form out, listing all minors without legal guardians and have it notarized. The California All-Purpose Acknowledgement is only for California residents.
- (7) The **Lista de Vehiculos** is the simple list that asks for each vehicle's details. This is different from the Vehicle & Cargo List. If you are renting vehicles, we understand that you will not know your vehicle details until the day you pick them up. You can fill out this form at check-in.
- (8) **Mexican insurance** is required for all vehicles and trailers. We recommend Baja Bound but you are free to use whatever insurance company best fits you!
- (9) The **FMME** is the Mexican Immigration Form. The border has been known to have passengers exit their vehicles in order to walk through immigration. We highly recommend everyone in your group fill this form out ahead of time. You can fill out the immigration form online, print it at home, and bring it with you on the trip. Instructions are found at the link below.

[www.amor.org/trips/tripforms](http://www.amor.org/trips/tripforms)