



TRIP PLANNING MANUAL

BAJA CALIFORNIA & PUERTO PEÑASCO, MEXICO

2021

This document replaces & supersedes all previous versions

Amor Ministries

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TABLE OF CONTENTS

COVID-19 DISCLAIMER	3
ABOUT AMOR MINISTRIES	4
TRIP PLANNING TIMELINE	5
SECTION 1: TRIP PREPARATIONS	6
Trip Checklist	6
Paperwork for Trip Coordinators	7
DocuSign Instructions	8
Additional Opportunities	9
SECTION 2: ON THE TRIP	10
Check-In and Border Crossing	10
Safety	10-11
The Amor Camp	12-13
La Cocina	14
The Worksite	15
Meeting the Family	16
SECTION 3: MAPS	17
San Diego Check-In Location	17
San Diego Hospital Evacuation Map	18
SECTION 4: REPRODUCIBLE FORMS	19
Personal Packing List	19
Group Packing List	20
Tool List	21
Camp and Worksite Rules	22
SECTION 5: ADDENDUM	23
Sample Contracts	23-24
Transportation and Border Crossing Guide	25-26
House Warming Gift Guide	27
Community Engagement Guide	28

COVID-19 DISCLAIMER

Due to the outbreak of the novel Coronavirus (COVID-19), Amor Ministries is taking steps to minimize the impact of COVID-19 on participants, families, and staff.

Relying on the Mexican government's and US/Mexico border's COVID-19 protocols, we have adopted additional safety policies and protocols. Due to the amount of changes we've had to make as a ministry, this Trip Planning Manual has changed significantly. Our hope is that many things will one day resume but until then, we will do our best to continue trips with the guidelines we've been given.

Throughout this manual, you may find an * (an asterisk) next to a statement or section. In this manual, it will represent an item or activity that is not in place or cannot happen due to the COVID-19 protocols.

You can find Amor's full safety protocols and other details on our website at www.amor.org/safety. All changes and details on how things will be different can be found on our safety page under "Group Re-Entry Phased Protocols". It would be best to read that document side-by-side with this manual.

We appreciate your grace and patience as we navigate these changes and do our best to serve alongside the pastors, families, and groups like yours!

AMOR MINISTRIES

Est. 1980

Our Story...

When Amor Ministries began, many of the poorest families were sending their children away to orphanages because they could not provide for them. Orphanages were filling up with children whose parents loved them but lacked the resources to take care of their general needs.

Amor's Founders, Scott & Gayla Congdon, decided to offer an alternative; provide adequate housing to keep families together.

Where We Serve...

We serve in the Baja California area and Puerto Peñasco (across the Arizona border). Baja California includes:

- ◇ Tijuana (open year-round)
- ◇ Tecate* (open for a few weeks in spring)
- ◇ Rosarito* (open for a few weeks in summer)

We place groups to build where there is the greatest need, but also do our best to meet your group's needs and requests.

The Building Process...

We generally recommend 15-25 people per single worksite* in order to complete the home in about 3-4 workdays. However, it's up to you on how many people you put on a worksite and how many days you work.

We offer support on the worksite along with all building materials delivered and ready for your crew. You can choose to add-on tool rentals or bring your own. We do not allow power tools on any of our worksites.

Our Strategy...

Amor is compelled to share the love of Jesus with families by meeting tangible needs that help keep them together. We do this by providing homes, food, clothing, backpacks filled with school supplies, winter relief items, and more.

This is accomplished through our local pastors who serve in the communities where we build along with the partnership of people like you—who come on Amor trips!

The Families...

Amor partners with the local community of pastors in Mexico, called the Ministry Planning Board. The pastors will nominate the family, present them to the board to decide on them receiving a home.

The pastors live and work in the communities we build in so they know the need better than we ever could. After the home is built, the pastor is there to follow up with the family and continue a relationship with them.

AMOR TRIP PLANNING TIMELINE

9 MONTHS+ BEFORE YOUR TRIP

- Register your group and pay the group registration fee/down payment. Confirm your trip with your Amor Trip Coordinator.
- If anyone needs a passport, apply as early as possible. **Passports are required for everyone.**
- Return your signed Statement of Commitment and Financial Agreement.

- Check on your organization's liability insurance policy. Ensure that your policy will cover traveling and working in Mexico.
- Begin fundraising.
- If you are not using Amor's food program options or renting tools, begin gathering necessary camping gear, cooking equipment and tools for your trip. **No perishable food can be crossed into Mexico.**

6 MONTHS BEFORE YOUR TRIP

3 MONTHS BEFORE YOUR TRIP

- 60% of the group trip fee is due to Amor by this date*.
- Secure transportation.
- Purchase Mexican vehicle insurance for all vehicles.

- Finalize participation numbers** and pay remainder of trip balance.
- Set an arrival time for check-in with Amor staff.
- If going through voluntary declaration, start preparing your Vehicle & Cargo List.

30 DAYS BEFORE YOUR TRIP

10 DAYS BEFORE YOUR TRIP

- Double-check the packing lists to ensure that your group has everything you need.
- Consult the "Paperwork for Trip Coordinators" (page 7) to ensure you have all the paperwork you need.

*Payments can be made payable to "Amor Ministries" or by credit card online at www.amor.org/trips/payment

**Materials for the houses are ordered 30 days before your trip. A significant change in group size could adversely affect the family in that time.

SECTION 1: TRIP PREPARATIONS

YOUR TRIP CHECKLIST

Registration

- ◇ Set your trip dates
- ◇ Pick your location
- ◇ Add amenities (tool rental, La Cocina, etc...)
- ◇ Submit registration and confirm details with your Amor Trip Coordinator
- ◇ Pay non-refundable registration fee and down payment
- ◇ Return your signed Statement of Commitment and Financial Agreement/Fee Schedule

Trip Program

- ◇ Plan for number of projects (see page 15)
- ◇ Plan for community engagement* (see guide on page 28)
- ◇ Plan for evening time at camp
- ◇ Check with your organization on liability insurance

Transportation

- ◇ Secure transportation (see page 25)
- ◇ Purchase Mexican insurance for all vehicles
- ◇ Bring originals and copies of vehicle and trailer registrations

Meal Preparation (if applicable)

- ◇ Set meal plan (plan for 2 extra Amor staff to feed)
- ◇ Organize cook team/plan rotation of crew
- ◇ No perishable food can be crossed into Mexico. Plan to purchase locally.

Camping Supplies

- ◇ Collect tents (if applicable)
- ◇ Seating arrangements (i.e. campfire time, for meals, etc.)
- ◇ Review group packing list (see page 20)

Check-in/Border Crossing

- ◇ Set check-in time with Amor
- ◇ Everyone has online participation form via DocuSign completed (instructions on page 8)
- ◇ Everyone has a **PASSPORT OR PASSPORT CARD**
- ◇ No donations, firewood, or building materials
- ◇ Propane tanks must be empty

Feeling Overwhelmed?

Planning a trip can be a lot of work! Use the checklist as well as this manual to help guide you through the planning process.

Also, your Amor Trip Coordinator is here for you! Please reach out with anything you may need. We can be reached at 619-662-1200 x3 or tripservices@amor.org.

Preparing your Group:

Having a great trip experience starts with preparing your heart ahead of time. Here's some books we suggest for you and your crew:

Disrupted by Gayla Congdon

Serving with Eyes Wide Open by David A. Livermore

Mending the Divides by Jon Huckins and Jer Swigart

Fundraising:

Amor trips are not possible without the generosity of participants and those who help send participants. We encourage your group to begin fundraising as early as possible. If you need ideas, please check out our Fundraising Guide found on our website under "Resources".

SAVE MONEY & SPACE!

If you are traveling a long way, you may save money and space by having your needs provided for in camp which can reduce the number of vehicles you need to bring. Some of the services we offer include:

- **Camp chairs, bleachers, or table rental**
- **Tent rental**
- **Meals**
- **Tool rental**

Amor provides the above services through La Cocina (see more on page 13). Amor also partners with Baja Cooks to provide the above amenities, including sleeping mats.

If you're interested in Baja Cooks, check out www.bajacooks.com/amor

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? Keep on you?
	Statement of Commitment (1)	Soon after you register	Send to Amor
	Financial Agreement (2)	Soon after you register	Send to Amor
	Vehicle & Cargo List (3)	Two weeks prior to arrival	Send to Amor
	Individual Participation Forms (4)	Prior to check-in	Neither—it's online w/ DocuSign
	Outside Release Form (5)	Prior to check-in or at check-in	Send to Amor
	Notarized Minor's List (6)	Prior to check-in	Keep on you
	Lista de Vehiculos (7)	Prior to check-in or at check-in	Keep on you
	Mexican Insurance (8)	Prior to check-in	Keep on you
	FMME (9)	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. A sample of this form and the Statement of Commitment are on page 23 & 24.
- (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. As soon as you know what vehicles you will be crossing the border in, please let your Amor Trip Coordinator know so they can help guide you through this process. For a sample and instructions on this process, please visit the link listed at the bottom of this page.
- (4) Every person on your trip needs to complete an **Individual Participation Form** online, via DocuSign. In your confirmation email you will find two links specific to your group. On page 8 are instructions for this process for participants.
- (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 optional. The border has been known to occasionally have passengers exit their vehicles in order to walk through immigration. In case you are required to exit your vehicle and walk through immigration, 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

Participants that are 18 years or older will use a different link than participants who are 17 years or younger.

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:
Participant

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:
Trip Coordinator

Name:

Email:

[Begin Signing](#)

18 Years & Older

You will see your Trip Coordinator's information already populated—do not edit this information.

1. You will enter your name and email address, then click "Begin Signing".
2. It will take you into the document to fill it out. To begin, you must check the box that agrees to use an electronic signature. Once checked, click "Continue".
3. Fill out the form in every red, required space.
4. There will be a yellow box to click "Sign" for your signature. Click on it and a box will pop up to "Adopt Your Signature", click "Adopt and Sign".
5. You will be prompted to sign/click through the COVID-19 Liability Release and Assumption of Risk. After reading through the

17 Years & Younger

You will see your Trip Coordinator's information already populated—do not edit this information.

1. You will fill out the corresponding information; attendee is the minor's name/email and parent is the legal guardian's name/email. Then click "Begin Signing".
2. The attendee/minor will then go into the document to fill it out. To begin, you must check the box that agrees to use an electronic signature. Once checked, click "Continue".
3. Fill out the form in every red, required space. There will be a yellow box to click "Sign" for your signature. Click on it and a box will pop up to "Adopt Your Signature", click "Adopt and Sign".
4. You will be prompted to sign/click through the COVID-19 Liability Release and Assumption of Risk. After reading through the details, you will scroll to the bottom where you will click "Finish".
5. Once the attendee/minor is finished with the document, it will take you the Amor website. Only then will it trigger an email to the legal guardian's email from Nick Rawson via DocuSign.

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:
Attendee

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:
Parent

Name:

Email:

Role:
Trip Coordinator

Name:

Email:

[Begin Signing](#)

Your Trip Coordinator will receive an email once you've completed the form—please check with them to see that it has been received.

ADDITIONAL OPPORTUNITIES

Community Engagement*

Amor offers ways for you to have a deeper connection with the people of Mexico. This can include a visit from one of the Mexican pastors, an outreach, a church visit, and other opportunities. See our Community Engagement Guide on page 28 or contact your Amor Trip Coordinator for more information.

The Amor Store

Amor provides a store within our camp for the convenience of the participants and to further the ministry of the Mexican Pastors Board. Amor opens the store in the evenings after groups have returned from their worksite to camp. The store will have a variety of items from small toiletries to food to souvenirs to apparel. The store accepts US cash and credit cards. The Amor Store does not accept non-US money.

La Cocina

Amor operates a program called La Cocina which groups can partner with to provide their meals and/or sleeping tents. The program provides an authentic Mexican meal experience at an affordable rate as well as provides employment by hiring local community members to cook and serve. For more information on La Cocina, see page 14.

Key Ceremony

The highlight of many Amor trips is handing the keys to the new home over to the family. We highly encourage you to plan a time for house dedication into your trip. If you would like one of the local pastors and/or a translator to be present, please let us know in advance so that we can arrange it. House warming gifts are certainly ok—see our House Warming Gift Guide on page 27 or contact your Amor Trip Coordinator if you have questions on what could be appropriate.

Donated Goods

Amor does not accept donations for the families or pastors—items should not be mailed to the Amor office with the expectation that they will be delivered to a family or pastors. If you'd like to give monetarily, we suggest a donation to the Amor Impact Gift fund (the envelope you'll receive at check-in). This funds the local pastor's outreach to their communities which includes providing food, clothing, and school needs for the families.

Sharing a Meal with the Family*

Eating together can be a great way to spend time with the family. The family you're building alongside may generously provide a meal for your group—this is a great opportunity to experience the local cuisine of their community. You are welcome to bring a meal to the family. For \$5/person, La Cocina will provide 2 bean and cheese burritos/person, fruit, and dessert empanadas. Let your Amor Trip Coordinator know if you're interested in this "Family Meal" option.

SECTION 2: ON THE TRIP

CHECK-IN AND BORDER CROSSING

These procedures are in place for groups meeting us in San Diego only. Groups going to Puerto Peñasco will receive special instructions unique to your trip via email.

Before Check-in

- Ensure everyone has a **PASSPORT** or a **PASSPORT CARD**.
- Top off on gas and ensure you have Mexican insurance for every vehicle and trailer.
- Ensure that all vehicles and trailers have originals and copies of registration.
- Eat and take care of any last minute shopping.

Check-in

- Your Amor Trip Coordinator will contact you to arrange a check-in time in San Diego near the border. Check-ins are only permitted during day time hours and at least two hours prior to sunset.
- There may be more than one group checking in at a time. Please be flexible and on time.
- Check-in typically takes 10-15 minutes.
- All DocuSign individual participation forms must be completed.
- Please review the Paperwork for Trip Coordinators on page 6 to make sure you have everything you need.
- All financial obligations will be reconciled.

Crossing the Border

- The group will be given a driver's briefing at check-in and will depart for Mexico in a caravan led by an Amor rep.
- While in the border area, please put away all cell phones and cameras; no pictures are allowed. It's respectful to remove sunglasses and refrain from joking.
- If your group is going through voluntary declaration, the caravan will be led to an inspection area where your group will be given further instructions by an Amor rep as a liaison with the border officials. When in the voluntary declaration area, turn off your vehicle and follow the above rules.
- The border officials will inspect the vehicles and trailers for any illegal items, perishable food, building materials, firewood, propane, and donations. Please be patient and respectfully quiet.
- All vehicles and trailers must have plates and proof of current registration when crossing the border.
- Due to Mexican regulations, box trucks and personally owned buses can cross with previously submitted paperwork.

SAFETY

Making a Call from Mexico to the United States

001 + area code + phone number

Amor Office: 001-619-662-1200

Amor Emergency Line: 001-619-662-1200 X 2

Having a cell phone with an international plan is highly encouraged. Amor has cell phones that allows the U.S. office to maintain contact with groups and the Amor team at all times.

Vehicle Break-Downs

Unfortunately, it happens. Flat tires, dead batteries, lost keys, broken belts, and more can happen while on a trip. Amor doesn't employ a mechanic, stock a large supply of repair tools, or always know of a local mechanic. Notify an Amor rep of any problems as they happen, and they will assist you to the best of their ability.

I Saw on the News that...

The Amor team keeps a close eye on the national and political scene along with the latest weather conditions. In the event of an emergency or weather condition that indicates groups should leave Mexico, group leaders will be informed and an established evacuation plan will be implemented. All group leaders are responsible to review the safety guidelines included in this manual.

SAFETY

First Aid Precautionary Measures

- **IMPORTANT:** The group leader is responsible for all first aid and medical care decisions for their group. We recommend that you appoint a representative from the group who is able to provide first aid care. Amor cannot make medical decisions for the group or its members.
- Groups should always have a first aid kit and carry a signed medical release form for each participant.
- All prescription medicine should be indicated on the medical release form and the first aid representative should be aware of the prescription requirements. Prescriptions need to be in original container, with prescription on the packaging.
- Don't drink or brush teeth with water from faucets or barrels. This water has not been treated and may cause dysentery.
- Take a water break at least once every hour. Everyone should drink about two gallons of water daily. The average person can sweat up to two quarts per hour while doing hard work. Stay hydrated!
- Use sun block, hats, sunglasses, and clothing to protect sensitive areas such as noses, necks, and scalps.
- Group leaders should watch for signs of over-exposure. Fatigue, nausea, excessive or a complete lack of sweating, and headache are primary indications of heat exhaustion and heat stroke.
- Groups leaders should contact an Amor rep immediately if a group member displays any signs of heat exhaustion or heat stroke.
- The camp and worksites can be very dusty. Pack extra antihistamines for allergy sufferers and extra saline solution for contact lens wearers.

Medical Services

- We recommend all medical attention be given in the United States because of the close proximity to the border.
- An Amor rep is available to lead a medical evacuation, if needed. Groups must drive the injured party to the hospital in their own vehicles. If the group decides to go to the hospital without an Amor rep leading, please have a group member inform the Amor team of your plans immediately.
- Limit the number of people and vehicles going to the U.S. One vehicle, one group member to support the patient (if necessary) and a group leader ought to be sufficient.
- Many times the patient will be conditionally released when it is too late to safely return to the camp. Amor can provide a list of motels in the area and arrange for a lead back to camp in the morning, if needed.
- If the patient is a minor, notify the parent/guardian as soon as you know the extent of the illness or injury.
- If the injury or illness is dire or life threatening, Amor will call ahead to have an ambulance meet the patient at the border, drive them to the border and then to a U.S. hospital. If necessary, we will work with the Red Cross to have a helicopter evacuation facilitated.

**Looking for more
information and resources
on safety?**

Visit www.amor.org/safety to find Amor's procedures, statements, and FAQs.

THE AMOR CAMP

Authority

- Group leaders are responsible for the whereabouts of group members at all times.
- The Amor staff serve as guides and hosts.
- The camp caretakers, people hired by Amor, are in camp 24 hours a day to prevent unauthorized entry into, and departure from, the camps.
- Groups choosing to do anything outside of Amor's camp or worksite* will need to receive permission from Amor staff and complete the Outside Release Form.
- Groups must be in camp by sundown.
- Visitors to camp who are not paid participants must receive prior permission from Amor to be allowed into our camps.

Campsites

- Each campsite is a 'private' area. Do not enter without an invitation.
- Do not venture into areas outside of the main camp without permission from an Amor rep.
- Every group is different; do not impose your standards on others.

If you're looking for exact locations of our camps, contact your Amor Trip Coordinator for the address and/or GPS coordinates.

Designated Campsites

- All groups will be given a designated, chalked out area to use as their campsite.
- Campsites are determined by group size.
- Plan for enough seating, cooking, and serving equipment for your entire group.
- Smokers must smoke only at their fire pits; no smoking in public places or on the worksite.

The Camp

- The camps are open spaces of gravel and dirt.
- Groups are expected to stay at the Amor camps.
- The camps are established near where Amor builds homes.
- Camping provides an atmosphere of team building within each group.
- Fireworks, weapons, drugs, alcohol, animals, and drones are not allowed at camp.
- Groups should not leave camp without notifying an Amor rep.
- Recreational vehicles (RVs) are welcome. There are no hookup or dump sites for these at camp.
- Sandals, shorts, and tank tops can be worn at camp, but please stress modesty within your group.

The Bathrooms and Showers

- A bathroom is called a baño (bahn-yo) and it resembles an outhouse. They are cleaned and disinfected daily. Report any problems immediately to an Amor rep.
- Amor camps use bucket showers with separate, enclosed structures, marked "boys" and "girls". Shower in the appropriate enclosed structures only.
- Water is provided in 55-gallon water barrels just outside the showers. Bring your own shower apparatus like a camping solar shower or a bucket. **Keep your shower apparatus in your campsite, not near the enclosed shower structures.**
- Take shower water from the barrel or under the spigots; only bathe in the enclosed shower areas. Do not drink, brush teeth, or wash dishes with water from the shower barrels.
- There is a two and a half gallon limit for each person, per day.
- Proper shower attire is a bathing suit. Please exercise modesty while walking from campsites to the showers.
- Keep personal items (especially razors) off the shower floor. Please do not litter.

THE AMOR CAMP

Fire Pits

- Groups who want a campfire must dig a fire pit and it must be contained within their campsite.
- Only wood or paper products may be burned.
- Do not allow the fire to be more than 3 feet high.
- All fire pits must be cleaned and refilled before the end of your trip.
- Firewood is provided for free at our Baja camps and is available for purchase at our Puerto Peñasco camp.

Generators

- Generators are allowed within our campsites. They are subject to the quiet hours listed below.

Quiet Time

- Quiet hours are 10pm to 6am. Dismiss group members around 9:30pm to use the restroom, brush teeth, and be back in your campsite by 10pm.
- No radios or PA systems after 10pm or before 6am.
- Within quiet hours, keep conversation low.
- No loud voices to and from the baños.
- Respect those around you by adhering to quiet time rules.
- Groups are not allowed to leave camp after dark (this includes leaving early in the morning).

Trash

- There is a designated area within each camp for all trash.
- Bag trash, tie all bags, and break down boxes before placing in designated areas.

Drinking Water

- Water is provided in your participation fee. Please bring your own containers (i.e. igloo coolers) for your drinking water. If you are using La Cocina, water containers will be provided for you. Please bring reusable water bottles to cut down on paper cups.
- Two gallons of water per person, per day for drinking is highly recommended to prevent dehydration.
- Ice can be replenished in Mexico for refrigeration purposes. Groups are responsible for purchasing their own ice at local stores*.

HELPFUL TIPS

- Consider purchasing a **solar shower**. Fill it, lay it on a tarp in your camp for the sun to warm it, and by evening, you'll have a warm shower.
- An **air mattress, cot, or a thick foam mat** that fits under a sleeping bag is a smart investment. Baja Cooks will rent thick foam mattresses to groups for \$3/mat. Contact them directly to set this up.
- **Canopies, folding chairs and tables** are good to bring for dining and relaxing after a long day of work. Canopies can also provide shade at the worksite.
- Another smart buy are **large steel tent pegs**. Aluminum and plastic pegs are often too weak to penetrate or stay in the ground.

Meal Planning and Preparation

- IMPORTANT: The Amor reps that are assigned to your group may need to eat with your group. Please plan for one or two extra people to eat with your crew.
- Each group is responsible for their own food or partnering with La Cocina or Baja Cooks.
- No perishable food is allowed to cross into Mexico. Amor will help you shop locally, if needed.
- Groups should plan to eat breakfast and dinner at camp then pack a lunch to take to the worksite.
- There are two proven methods to meal planning and preparation: designate a team to be in charge of meals or share the responsibility and rotate meal preparation nights.
- Plan on using portable stoves that operate on their own energy source (i.e. Coleman-type stoves) and ice chests for refrigerated goods. Ice can be replenished at local stores.
- Propane cannot be brought across the border. If you bring empty tanks, you can be shown where to fill them or where you can purchase new ones within Mexico.

LA COCINA

What La Cocina Provides

- Ice water & Gatorade for camp and your build site
- Also at camp is coffee and hot water (for hot chocolate and tea).
- A dining tent with tables and chairs for meal times.
- Plates, cups, utensils, and napkins.
- A complete cultural experience.
- A safe environment to practice and learn Spanish.

Location and Serving Hours of La Cocina

- All of Amor's camps will have a space designated for La Cocina. When you receive a camp map, you will see this listed.
- Where La Cocina is located is where you will be served your meals, where drinks are located, as well as seating for your group*.
- Each group will have the opportunity to pick a window of time for their breakfast and dinner according to their preferred daily schedule. La Cocina will do their best to accommodate exact times. You can schedule breakfast no earlier than 6am and dinner no later than 7:30pm.

How it Works

- You will let La Cocina know when you arrive to camp the times you prefer to eat breakfast and dinner.
- During breakfast, your group will make their lunches for the day. You will see a tote with your group's name on it. Instruct your group to put their lunches in the correct tote.
- When you leave for the worksite each day, you'll pick up your tote of lunches as well as your ice water and Gatorade. When you return to camp in the evening, return your tote and containers where you picked them up.

Sample Menu

- Breakfast: flour tortillas, scrambled eggs, pancakes, chilaquiles (breakfast nachos), beans, fresh fruit, pico de gallo, instant oatmeal packets
- Lunch: bread, ham, cheese, peanut butter, jelly, chips, fruit, granola bars
- Dinner: corn tortillas, chicken, beans, seasoned vegetables, salad bar, rice, pico de gallo
- Dessert: arroz con leche, ice cream, Mexican sweet bread, tres leches cake

La Cocina is authentic Mexican food for every meal. If your group would like a mix of Mexican and American food—check out Baja Cooks.

FAQs

How many people can you accommodate?

-La Cocina can accommodate up to 500 people.

What locations offer La Cocina?

- La Cocina is offered at all of our Mexico camps*.

Is the food safe to eat?

-The La Cocina staff is ServSafe trained. All food is prepared with the same care and safety standards you would find at your favorite restaurant.

Do you accommodate food allergies?

-La Cocina will do their best to accommodate any food allergy and work with your group when extreme cases are involved. Please make sure to let your Amor Trip Coordinator know prior to your trip.

Do you provide options for different dietary needs?

-Yes! We will make sure you have healthy and nutritious vegan, vegetarian or gluten-free options. Please make sure to let your Amor Trip Coordinator know prior to your trip.

THE WORKSITE

Dress Code

- The worksite dress code is clothing that is culturally appropriate, will promote safety, and has been requested by our Mexican pastors.
- A t-shirt, long pants, and a pair of closed-toed shoes are the minimum dress code requirement for the worksite.
- For safety and cultural reasons, shorts, capris, yoga pants/leggings, sandals, crop tops, and going shirtless are never allowed on Amor worksites. Shorts and going shirtless can be culturally unacceptable in the communities we work in and often cast a negative image on the pastor's ministry.

Materials

- All materials will be at your worksite. Inventory all materials when you arrive. Ask the family or your Amor rep where the materials are stored.
- If something is missing, let your Amor rep know ASAP.
- If you run out of the given materials (i.e. you need more cement or nails), your Amor rep will purchase it and turn the receipt in to your Amor Trip Coordinator to be added to your invoice.
- The quality of the materials may vary. Sand may have dirt or big rocks in it. Lumber may be warped. Don't be alarmed...be flexible.

Supervision

- An adult leader needs to be at each worksite to make decisions, motivate, and discipline the group when necessary.
- Your Amor rep will work alongside your group; they will help make building decisions, show groups more effective ways of working, and generally assist the worksite leader in any way possible.

Working at the Site

- Each worksite uses approximately 15-25 workers. It's up to your discretion as to how many or how little people you'd like to put on each worksite*.
- Amor strives to have groups with multiple worksites near each other, but this consideration is secondary to the needs of the communities we serve.
- Groups should determine a work schedule based upon the group's energy level, the intensity of the sun, and other activities.
- An average work schedule is from 8:00am to 5:00pm during the summer.
- The work day may begin no earlier than 7:30am and must conclude 1 hour before sunset or no later than 5:30pm.
- The families that you will build alongside will sometimes make personal requests for adjustments in the building plans. Please confer with your Amor rep before proceeding.
- The group is in charge of their own safety while on the worksite.
- Please do not play with any animals. Animals are not required to be immunized in Mexico.

NEED TOOLS?

Rental packages are available. Contact your Amor Trip Coordinator for availability and pricing.

- No power tools are allowed on the worksite. A battery-powered drill for the door is acceptable.
- Generators are not allowed on any Amor worksite.
- End each day with a tool-pick up and clean-up time.
- For a list of tools within Amor's tool packages, see page 21.

Sample Schedule

6am: *End of quiet time*
6am-8am: *Breakfast, make lunches, prep for the day*
8am: *Arrive to worksite*
8am-12pm: *Build at worksite*
12pm-1pm: *Break for lunch at worksite*
1pm-5pm: *Build at worksite*
5pm-7pm: *Showers and dinner at camp*
7pm-10pm: *Free time at camp (i.e. hang out at Amor Store*, campfire, games, group time, etc.)*
10pm: *Quiet time begins*

Visit amor.org/trips/resources for a House Building Manual, Site Foreman's Guide & House Building Tips

MEETING THE FAMILY

How Projects are Assigned

- Amor works alongside a team of Mexican pastors and community leaders who nominate families in need within their own communities. The team then meets together to agree upon the families to receive a home.
- Families are assigned to groups based upon need first.
- Although you may not get a family that meets your request (double house, family with children, etc.), we appreciate your willingness to help anyone that is in need.

Key Ceremony

- A great way to close out the building portion of your trip and mark the beginning of the family's new future is through a key ceremony.
- Some groups will close with praying over the family and house, some will present a house warming gift, while others will have a worship time. It's up to you and your group on how you would like to do a key ceremony.
- If you decide to give a house warming gift to the family, we ask that it be the items listed in the House Warming Gift Ideas on page 27.

Donations

- Amor does not accept donations to be delivered to families or pastors and should not be mailed to the Amor office with that expectation.
- Please do not give a monetary donation to the family.
- If you'd like to give a monetary donation, please give to the Amor Impact Gift fund (the envelope you'll be given at check-in). These funds go towards the pastor's outreach to the community.

Interacting with the Family

- The Mexican family may not be present or as interactive as your group may like. We ask that you respect their boundaries. Remember that this is their space that we've been invited into.
- On the other hand, we encourage you to interact with the family if they are present and invite them to participate in your building.
- ¡Hola! Don't be afraid to try Spanish with the family. Learning a few phrases can be a great way to connect.
- You can hire a translator through Amor to stay on site with you that can help bridge the communication between your group and the family.
- If you invite the family to have dinner with you at the camp, the family must have their own transportation to and from camp*.
- There is an option with La Cocina to add additional lunches for the family, ask your Amor Trip Coordinator for more info.

Contacting the Family After your Trip

- Many families will want to connect with you (whether that be through Facebook, sharing email, phone numbers, etc.).
- Communication is great but we discourage conversation about giving money, bringing donations next year, and setting expectations.
- It's important to remember that we want to support the pastors and their ministry to the family. We don't want our interaction or communication to interfere with the pastor's continued relationship with the family.

FAQs Regarding Families

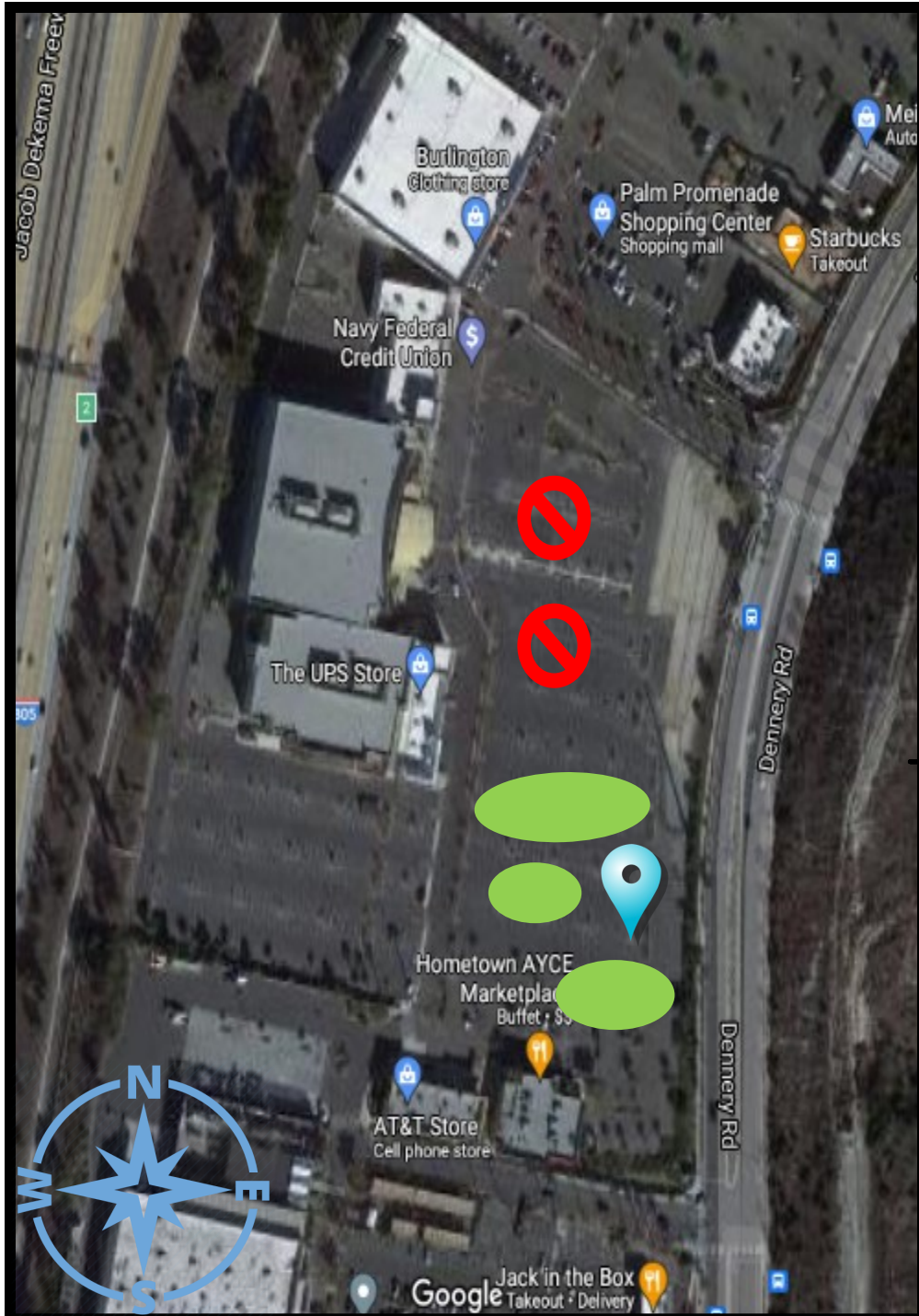
- **What are the requirements for the family to receive a home?**
They must have a need and they must own (or be paying for) the land where the home will be built.
- **Do families have access to clean water?**
Yes! Water trucks come through with clean water often at an extremely affordable price.
- **Can we visit the family we built for in previous years*?**
Yes. We ask that you let your Amor rep know your plans and understand that they may not be available to escort you. You will need to complete Amor's Outside Release Form. Groups should only visit during daylight hours and still follow Amor's general rules.

SECTION 3: MAPS




930 Dennery Rd
San Diego, CA 92154


Due to changes, we will no longer be meeting at Starbucks.



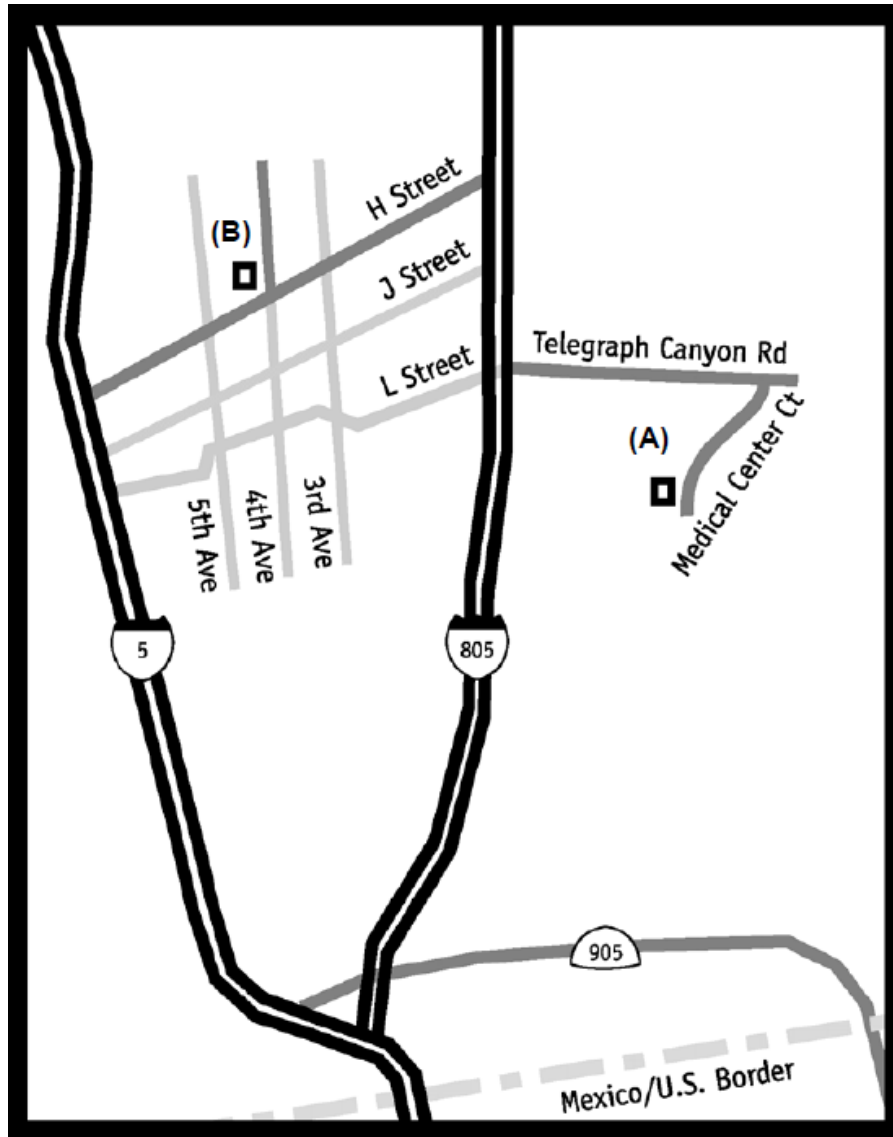
We'll meet you in the parking lot, near the Hometown Buffet. Look for Amor signs and/or an Amor vehicle.

WHERE TO PARK?

 Parking OK and close to where we'll be parked to meet you.

 Do not park in the movie theater parking lot.

SAN DIEGO HOSPITAL EVACUATION MAP



(A) Sharp Chula Vista Medical Center

751 Medical Center Court

Chula Vista, CA 91910

619-502-5800

(B) Scripps Memorial Hospital

435 H Street

Chula Vista, CA 91910

619-691-7000

**AMOR MINISTRIES
EMERGENCY LINE:
619-662-1200 x 2**

SECTION 4: REPRODUCIBLE FORMS

PERSONAL PACKING LIST

ITEM	HAVE	BORROWED	PACKED
ONLINE PARTICIPATION FORM COMPLETED (via DocuSign)			
PASSPORT OR PASSPORT CARD			
Sleeping bag, blanket, & pillow			
Foam or air mattress and/or cot			
Toiletries (toothbrush, toothpaste, brush, soap, deodorant)			
Towel(s) & wash cloth			
Flashlight, headlamp, or lantern			
Water bottle or canteen			
Camp chair			
Sunglasses & hat			
Sunscreen & lip balm			
Insect repellent			
Work gloves (two pairs)			
Work shoes (closed-toed)			
Work clothes (no dresses, shorts, capris, tank tops)			
Bathing suit & cover for showers			
Camp/warm clothes for evenings			
Camp shoes			
Solar shower & shower shoes			
Jacket & sweatshirt			
Rain gear			
Spending money (US cash or credit card for the Amor Store)			
Bible, journal, pen			
Camp games (i.e. cards, soccer ball)			

Do not bring: alcohol, illegal drugs, fireworks, blow dryers, or curling irons.

GROUP PACKING LIST

ITEM	HAVE	BORROWED	PACKED
Tents			
Metal tent stakes & mallet			
Tarps			
Tie-downs			
Canopies & poles			
Lanterns			
Heavy duty trash bags			
Toilet paper (for the worksite)			
First aid kits (one per vehicle)			
Work tools (see separate list)			
Vehicles (one person per seat belt)			
Copy & original of vehicle/trailer registration			
Copy of proof of U.S. insurance			
Copy of Mexican insurance			
Jumper cables			
Spare set of keys			
Spare tire, lug wrench, & jack			
Tire chains (good for driving in mud)			
Written permission to use vehicle from owner			
THE FOLLOWING ARE FOR GROUPS NOT USING LA COCINA			
Cook stove(s), fuel & matches			
BBQ grills, fuel & matches			
Food preparation & serving tables			
Water jugs & coolers			
Wash basins			
Cooking equipment (pots, pans & utensils)			
Dish soap & towels			
Food storage containers			
Non-perishable food (good idea to make a separate list!)			
Plates, cups, bowls & glasses			
Serving & eating utensils			
Tables & chairs for eating			

TOOL LIST

These are the tools provided in Amor's rental packages. Save time, space and effort by renting through Amor.

The tools will be delivered to the worksites by the Amor team.

Ask your Amor Trip Coordinator for rates and availability.

LARGE TOOLS

QTY	TYPE
2	Wheelbarrows
3	Mixing tubs, large
5	Five-gallon buckets
6	Shovels, round
2	Shovels, square
6	Hoes
2	Rakes
2	Picks
2	10' Ladders
1	Sand sifters
1	4' Level

Every person will need work gloves. These are not included in our tool kits but are instead listed in the personal packing list.

FULL TOOLS

QTY	TYPE
6	Saws
15	Hammers
1	Pry bars
4	Utility knives
4	Wire snips
6	Tape measures
1	Squares, large
4	Squares, speed
1	Chalk lines
1	Bottle of chalk
10	Trowels, metal
5	Pencils
2	Clamps
1	Wire brush
1	Hand sledge
1	Wood chisel
1	Phillips screw driver
10	Hawks

CAMP RULES

QUIET HOURS ARE FROM 10pm to 6am. Be respectful. Please have campfires and pre-bed bathroom trips completed by 9:45 to be back in your camp area and quiet by 10pm. No generators are to be used during quiet hours.

NO DRUGS OR ALCOHOL

NO PETS

NO DRONES

DO NOT EXCEED 4MPH IN CAMP

NO BONFIRES

NO FIREWORKS

NO RIDING IN THE BACK OF TRUCKS OR ANYWHERE OUTSIDE OF A MOVING VEHICLE

DO NOT PLAY WITH OR TOUCH ANY ANIMALS

VISITORS IN CAMP:* All visitors in camp must be approved by your Amor Trip Coordinator or Amor Field Rep. All visitors must fill out a participation form prior to entering Amor's camp. As the Trip Coordinator, you assume responsibility for any visitors.

For your safety, please notify an Amor rep where you are at all times. All groups must be in camp by sundown. The camp gate is locked at 10pm. If for some reason you are not returning until after 10pm, you must inform an Amor rep.

Stay in the Amor camp as demarcated by the fence. The surrounding area is the private property of others and we are not permitted to enter.

Notify an Amor rep immediately if you see something/someone out of the ordinary.

Showers: Swimsuits are required. 2.5 gallons of water per person per day. Do not use this water to brush your teeth. Please cover up when walking to and from the showers.

Baños: In camp, please use the toilet paper provided. Lock doors during use.

Trash: Please bag and tie all trash and put in the designated area. Burn paper products only.

WORKSITE RULES

IN CASE OF EMERGENCY, contact an Amor rep immediately. (i.e. theft, injury, accident)

NO POWER TOOLS! The only exception to this rule is a battery-powered drill for the door.

Be off the worksites by 5:30pm during daylight savings time (after early March) and by 4pm after daylight savings time (after early November).

DO NOT PLAY WITH ANIMALS! If someone is bitten, apply necessary first aid and contact an Amor rep immediately. If it is safe, keep track of where the animal goes.

Follow all posted speed limits and do not exceed 15 mph in the communities you are building.

Each person should drink around 2 gallons each day. If you have a dehydrated group member, have them drink small amounts of water slowly, put them in the shade and contact an Amor rep. The first signs of dehydration are normally headaches and nausea.

Be aware of yourself and those around you while working with tools and lumber. Take your time and work smart.

Wear gloves when handling cement. Protect your skin from chemical burns.

You must wear long pants on the worksite. If you are not, you will be asked to return to camp to put long pants on.

LOCK YOUR VEHICLES AT ALL TIMES. Park as close to your worksite as possible. Do not leave bags or valuables lying in plain view.

Utilize the buddy system on the worksite. Notify your group leader if you want to leave the site to go to the store.

VISITORS*: All visitors must be approved by your Amor Trip Coordinator or Amor Field Rep. Prior to coming onto the build site, all visitors must fill out a participation form.

AMOR'S EMERGENCY LINE: 001-619-662-1200 X 2

SECTION 5: ADDENDUM

SAMPLE CONTRACTS

After you register, the Trip Coordinator will receive these in their confirmation email.



3636 Camino Del Rio N, Suite 215, San Diego, CA 92108
Phone: 619.662.1200 Fax 619.512.4360
www.amor.org missionservices@amor.org

Statement of Commitment

Please read and initial each of the following statements. This form and the Financial Agreement should be signed and returned by _____ . Make a copy for your records.

- _____ 1. I understand and approve the terms stipulated on the Fee Schedule and Financial Agreement. I also understand that failure to meet these deadlines may seriously hinder Amor Ministries' ability to deliver work materials to the worksite on time.
- _____ 2. I have read the entire Amor Trip Planning manual and will be responsible for its contents as they apply to our trip.
- _____ 3. I understand that the Amor Trip Participation fees which I am making to Amor Ministries are based on my commitment to further the goals of Amor Ministries, a non-profit, religious corporation, whose primary objective is to serve the needs of those who are otherwise unable to provide housing, churches, schools, home improvements and/or other necessities of life as determined by Amor Ministries and the Ministry Planning Board.
- _____ 4. In accordance therein, and with full understanding of the above, I agree to release Amor Ministries, its officers, agents, servants, assigns, and employees, acting officially or otherwise, from any and all causes of actions, claims and demands for, upon, by reason of any injury, damage, loss or death which may occur, from any causes, including, but not limited to, any accident while participating individually or with others while on an Amor Ministries mission trip. Notwithstanding the preceding, this release does not apply to claims arising out of Amor Ministries' gross negligence or intentional misconduct.
- _____ 5. I understand that my group is responsible for providing or contracting its own: house construction, camping and cooking equipment, groceries and meal preparation (unless contracted through Amor or Baja Camp Cooks), transportation, and travel planning.
- _____ 6. Although Amor Ministries may make drinking water available at the campsite for use by any group, my group is solely responsible for providing its own drinking water. If my group decides to use any drinking water made available by Amor Ministries, it does so at its own risk. I understand that Amor Ministries does not guarantee the potability of any drinking water it may make available. I agree that Amor Ministries is not responsible for any loss or damage arising out of my group's use of such water.
- _____ 7. My group is solely responsible for providing its own transportation. Amor, if requested, may contract in-country transportation on my group's behalf. Transportation providers are independent contractors and not regulated by Amor Ministries.
- _____ 8. I understand the role of Amor Field Specialists and Interns and will plan to include those that are assigned to our work sites into our daily meal plans.
- _____ 9. I understand that I am responsible for all medical decisions including evaluation and treatment. I will be responsible to have in my possession Medical Release Forms (not provided by Amor) for all participants under the age of 18.
- _____ 10. I will deliver a completed and signed "Participation Form" from each participant to an Amor Ministries representative prior to the start of my Amor trip. I understand that anyone without a completed form will not be permitted to proceed with the Amor trip. I will also have in my possession a notarized "Minors List".
- _____ 11. I have reviewed my organization's liability insurance policy (not vehicle insurance) to ensure my group is covered.
- _____ 12. I agree that our Group will be held responsible for the behavior, safety, and actions of our group in accordance with the guidelines established by Amor Ministries.

Signed: _____

Date: _____

MTID: _____



3636 Camino Del Rio N., Suite 215
San Diego, CA 92108
Phone: 619.662.1200
Fax 619.512.4360
www.amor.org
missionservices@amor.org

Fee Schedule

Sign and return this form with the Statement of Commitment by August 27, 2019. Make a copy for your records.

Group Name _____

Group Leader(s) _____

Arrival Date _____

Quantity	Item	Unit Price	Total Price
...	4 day Participation Fee	
...	Chairs
...	Full Tool Rental
...	La Cocina w/ tents 4 day
...	Project Fee
...	Registration Fee

Total Amount:

Amount Received:

Balance Due:

Payment Schedule

Due Date

Amount

Registration Fee
and Down Payment

60%

40%

Financial Agreement

Financial Policies (Revised 08/01/2017):

30 Day Confirmation: The number of participants with a group will be confirmed 30 days prior to the trip. Final numbers can increase after 30 days confirmation. However, if numbers decrease, your group will be financially responsible for their participation number given at the 30 day confirmation.

Payment Policy: A 10% financial penalty (based on your total fees) may be charged to your account if either of the financial due dates are missed. Final payment for your group is due 30 days prior to arrival.

Cancellation Policy: Cancellation means that a family may not be receiving their complete home when promised. In some cases materials could be lost, stolen or damaged by weather prior to

another group arriving to complete that project. If you cancel your trip within 90 days of your arrival date, 40% of your total fees become non-refundable. Regardless of cancellation date the initial \$500 down payment and registration fee is non-refundable.

Rain Check/Refund Policy: In the event Amor Ministries determines that an evacuation is necessary due to environmental conditions, a pro-rated schedule will be established to apply credit to a future Mission Trip. However, groups who voluntarily choose to leave prior to their agreed-upon departure date will not receive credit for the early departure.

SAMPLE CONTRACTS

We, the undersigned, understand and agree to the terms of the Fee Schedule and Financial Policies as they apply to our mission trip.

Signed: _____ Group Leader Date: _____

Signed: _____ Financial Administrator Date: _____

All fees must be paid in US Currency

MTID: _____

TRANSPORTATION AND BORDER CROSSING GUIDE

It is your group's responsibility to provide transportation across the border as well as within Mexico.

Amor, if requested, can contract in-country transportation on your group's behalf*.

PASSPORTS

Mexico requires a valid passport or passport card to enter.

At the present time, Mexico requires all people, regardless of age, to have a valid passport when entering their country.

VEHICLE RENTAL AGENCIES

Here are a few vehicle rental companies in San Diego that have worked with groups in the past.

Amor does not endorse any particular rental agency

www.missionrentavan.com
619-456-0270

www.enterprise.com
619-698-2505

www.asaprentavan.com
858-278-9889

FOR MORE INFORMATION

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Mexico.html>

MEXICAN AUTO INSURANCE

Every vehicle and trailer needs Mexican auto insurance prior to crossing the border.

We recommend www.bajabound.com

Looking for long-term parking in San Diego?

We suggest the Best Western Americana Inn. They charge \$15/day/vehicle.
815 W San Ysidro Blvd, San Diego, CA 92173
619-428-5521

TRAILERS

VS

BOX TRUCKS

At this time, there are no restrictions on trailer size or style. Trailers must have plates and proof of current registration.

Box trucks are considered commercial vehicles and require additional paperwork weeks ahead of your arrival.

To reduce the volume of gear you are bringing into Mexico, we suggest renting tools and using La Cocina or Baja Cooks for camp meals and tent rental.

VEHICLE OPTIONS FOR CROSSING

Below are some ideas that groups have used in getting themselves and their cargo across the border. Please let your Amor Trip Coordinator know what vehicles you are bringing.

- **Box trucks and personally owned buses require additional paperwork prior to your arrival. Please notify your Amor Trip Coordinator ASAP if you plan to use a bus or box truck.**
- For a large amount of cargo, we recommend trailers, cargo vans, or RVs. There are several rental companies in the San Diego area that allow them to cross into Mexico.
- 15 passenger vans are always a great idea! Some groups will take out the last seat to make room for cargo.
- Personal vehicles (i.e. trucks, SUVs, sedans, etc.) always work!
- Keep in mind that the mode of transportation that you use in getting to your check-in location may be different than your transportation for crossing and/or in Mexico.

FMME (optional)

(Forma Migratoria Multiple Electronica)
Individual Migration Form

If the border asks you to walk through immigration, you can save time by completing the FMME prior to your trip. Fill in and print your form before you arrive.

FMME Website

<https://www.inm.gob.mx/fmme>

Instructions for filling out the FMME

<http://www.amor.org/trips/tripforms>

SUPPORT VEHICLE

Groups should have at least one support vehicle in Mexico if using hired charter buses or Mexican buses.

Amor reps are able to lead a medical evacuation if needed, but groups must drive the injured party to the hospital in their own vehicle.

US CHARTER BUSES

Hired buses through a charter company are easily allowed to cross into Mexico. Hired charter buses can provide pick-up from your home city, the airport, or other locations and take you across the border to camp.

Please let your Amor Trip Coordinator know if you are using hired charter buses so that we can plan accordingly.

Recommendation

High Point Travel Broker

www.highpointgo.com

Zach Douglas

972-284-1318

zach@highpointgo.com

MEXICAN BUS RENTAL*

Mexican buses (aka “factory buses”) can be hired to transport your group from/to the border as well as each day to/from your worksite and camp.

This service is booked through Amor so please let your Amor Trip Coordinator know if you want to use Mexican buses.

HOUSE WARMING

Gift Guide

For the home

- Spanish Bible
- Blanket
- Small welcome mat
- Curtains (standard window 2' tall x 4' wide)
- Cleaning supplies (bucket, windex, sponge, scrub brush)
- Broom and dust pan

Look over the following ideas and pick a few that would best work for your team.

Please pack whatever you choose to bring into a plastic storage box.

For home maintenance

- Small tool box
- Hammer
- Trowel
- Screwdrivers
- Pliers
- Wire cutters
- Tape measure
- Small hand saw

For children

- Hair clips
- Hair brush
- Puzzle
- Soccer ball
- Baby blanket
- Toy truck
- Stuffed animal
- Jump rope
- School supplies (crayons, pencils, scissors, markers, notebook)
- Coloring books & crayons

Please do not give monetary donations to families.

If you'd like to give monetarily, you can put your gift in the Impact Gift envelope which goes to the pastor's fund to help support the families.

Community Engagement Guide



KEY CEREMONY

A great way to close out the building portion of your trip and mark the beginning of the family's new future.



ATTEND A SUNDAY SERVICE*

Attending a church service with a local congregation is another way to connect to the community*.

¡Hola!

TRY SPANISH

Having a few words of Spanish to use is a great ice-breaker. You can also hire a translator to help bridge communication between you and the family.

PASTOR VISIT

Pastors can join your group for dinner and then speak around the campfire**. They usually talk for 20-30 minutes, sharing their testimony, and about their ministry. A translator can be hired, if needed.



FAMILY MEAL*

Sharing a meal together is a nearly universal way to bind and build relationships. Consider providing lunch for the family you are building for. Options available through La Cocina.



NEIGHBORHOOD OUTREACH*

This can be as simple as bringing crafts and games to interact with the kids who are at the worksite and in the surrounding community. Simple things like soccer balls, jump ropes, bubbles, and coloring books are always a big hit.



**Cannot occur or must be modified due to COVID-19.*

*** There is a \$45 honorarium for the pastor visit. A translator can be arranged at the rate of \$45 per session.*