

SHORT-TERM MISSIONS WELCOME PACKET

What's inside:

- Letter from Jerry McNally
- Liability Release M4 hard copy
- Donation suggestion overview
- An issue of *Reach* Newsletter
- Living Hope International brochure. Additional copies and other materials are available upon request
- Team member mini-checklists
- Planning guide for STM trips to Esperanza Viva-Puebla: www.LoveHopeMercy.org/PlanningGuide
- Experience directory of things to do in and around Puebla as part of your visit. www.LoveHopeMercy.org/ExperienceDirectory

Upon arrival at the Esperanza Viva Campus in Mexico:

- Photo directory of kids and staff will be available for purchase.
- Printed agenda of your week-long schedule will be provided.
- Detailed nightly docket of the following day's activities and expectations will be provided.
- Journal for each team member will be provided. Includes a daily reflection, insightful information and space for daily notes (16-page paperback).



TEAM LEADER CHECKLIST

Planning Checklist:

- Reserve your trip dates via email: STM@LoveHopeMercy.org
- Submit the team leader Terms of Agreement www.LoveHopeMercy.org/L1
- Submit reservation deposit to LHI (\$1,000)
- Ensure all team members have submitted the following forms:
 - M1:** Participation Form: www.LoveHopeMercy.org/M1
 - M2:** Medical Form: www.LoveHopeMercy.org/M2
 - M3:** Background checks for all adult members: www.LoveHopeMercy.org/M3
 - M4:** Liability Release (Print/photocopy, sign, send electronically to STM@LoveHopeMercy.org if possible and BRING originals on your visit to Mexico) : www.LoveHopeMercy.org/M4
- MINORS <18: **M5:** Parental Release for minors traveling without BOTH parents: www.LoveHopeMercy.org/M5
- Purchase airfare.
- Verify/personally review each team member's passport.
- Acquire Travel Insurance. Often purchased independently or through your airline of choice.
- Plan the activities you wish to do with the children at EV. Ask about a suggested theme or develop your own.
- Discuss and select the activities or outings you wish to include while on your trip; chosen from the Experience Directory. www.LoveHopeMercy.org/ExperienceDirectory
- Consider gathering donations to bring along. Suggested lists and ideas available at www.LoveHopeMercy.org/VisitUs
- Submit balance of room and board funds to LHI.

Bring-Along Checklist:

- Original liability release forms (M4)
- Medical/Travel insurance card (or copy) of each team member
- Flight reservation code(s)
- Printed "Team Manifest" – Names, passport numbers, allergies and emergency contacts
- Photocopies of all passports
- Permission documents for underage team members signed and notarized by BOTH parents/legal guardians (M5)

More info and planning documents available at LoveHopeMercy.org/VisitUs

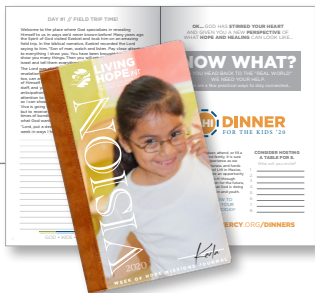
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 - M2:** Medical Form: www.LoveHopeMercy.org/M2
 - M3:** Background checks for all adult 18+ members: www.LoveHopeMercy.org/M3
 - M4:** Liability Release (Print/photocopy, sign, send electronically to STM@LoveHopeMercy.org if possible and BRING originals on your visit to Mexico) : www.LoveHopeMercy.org/M4
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