

SHORT-TERM MISSIONS WELCOME PACK

Here is what's inside this packet:

- Welcome letter from director Jerry McNally
- Planning guide for STM trips to Esperanza Viva-Puebla
- Experience directory of things to do in and around Puebla as part of your visit
- Donation suggestions: Library Books, Clothing Items
- A recent quarterly newsletter
- Living Hope International brochure. Additional copies and other materials are available upon request
- Team member mini-checklists

Upon arrival at the Esperanza Viva Campus in Mexico:

- Photo directory of all of the children and staff will 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 daily bible verse, insightful information and space for daily notes (simple paperback, printed on site).



TEAM LEADER CHECKLIST

Planning Checklist:

- Reserve your trip dates via email: STM@LoveHopeMercy.org
- Submit the **L1** Terms of Agreement
- Submit reservation deposit to LHI (\$1,000)
- Ensure all team members have submitted the following forms: (Trip-3 Months)
 - M1:** Participation Form at: LoveHopeMercy.org/STMParticipate
 - M2:** Medical Form
 - M3:** Background checks for all members
 - M4:** Liability Release
 - M5:** Parental Release signed by minors traveling without BOTH parents
- Purchase airfare. LHI offers optional Flight Finder services. (Trip-3-6 months)
- Verify/personally review all team member's passports (Trip-3 months)
- Acquire Travel Insurance. Often purchased independently or through your airline of choice. (Trip-3 months)
- Plan the types of activities you wish to do with the children at Esperanza Viva
- Discuss and select the activities or outings you wish to include while on your trip; chosen from the Experience Directory.
- Consider gathering donations to bring along. Suggested lists and ideas available at LoveHopeMercy.org/VisitUs
- Submit balance of room and board funds.
- Coordinate and confirm transportation to the airport

Take-Along Checklist:

- Original liability release forms
- Medical 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

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