

**Organizing  
Mission Trips**

**&**

**Handouts**

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## **Organizing Mission Trips**

So now that you have determined that you want to organize a Mission Trip, what do you do? What kind of pre-trip preparation and training should there be? What do you do while you are there in terms of prayer exercises and reflection, and what kind of debriefing and action as you go on this journey?

Just a couple things to keep in mind as you go forward to plan – God is preparing an extraordinary experience for you, one that will literally change your life and the lives that you lead. Be prepared for God to work in, on, and through you as you go on this mission.

The objective of this session is to help guide you in order to help your planning be a little easier and to also help you prepare you team so that they can hear God’s voice more clearly.

***Then Jesus approached and said to them, “All power in heaven and on earth has been given to me. Go, therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.” Mt. 28:18-20.***

***“... be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you where ever you go.” Josh. 1:8***

Where do you go?

There are all kinds of opportunities to do missionary work. You can organize your own mission from scratch to investigating mission organizations that will guide you and help you in the planning every step of the way.

Here is a handout on various organizations that you can contract with to do missions.

Also, to begin with – understand that the information I will be giving you can be used for any kind of mission in general. But each mission will be unique in the relationships of those coming, those who may host you, the places you may go and the actual mission that takes place. So be ready to be surprised. In my experience, though

generally I want to see our team leave with a changed life – which will happen. You can not necessarily have everything planned or else you will be disappointment. Mission trips and pilgrimages need to be approached with abandonment to God, a willingness to be flexible and a disposition – especially as leader, to die to yourself.

Now with that said – It is absolutely necessary and important that you do your homework and plan before you go.

The more contact and input you have from your host missionaries and organizations that you will partner with from the start, the more effective your experience will be.

What I want to go through with you is some possible ideas for you to train and orient you and your team in the following areas:

1. Scripture & Catechesis, & Discernment
2. Training Exercises: experiential learning exercises that will equip your team for service; topics include cross cultural ministry skills, teambuilding, basic language skills
3. Logistics – keeping track of all the details

Note: It is my experience that the more time you invest in time with one another in basic catechesis, bible study, teambuilding and depending on where you go - cross cultural training, the more your team will get out of the experience. God begins working on all who are going long before we reach the mission territory.

## BEFORE THE MISSION ORIENTATION WITH THE TEAM

I have planned mission trips in two particular ways:

1. I have been responsible for the overall organization of the trip.
2. What I have found better than that is to have different leaders who take responsibility for different aspects of the trip. For example, on leader may facilitate all the logistical preparation including flights, buses, van rentals, visas, housing, project supplies, etc. Another leader might play more of a pastoral role in leading the training sessions before you leave and catechetical studies / reflection time once you have arrived.

## **Handouts for preparing for your mission trip:**

Mission Budget Planner / Personal Costs	Handout	#1
Mission Registration		#2
Mission Trip Recommendation Form		#3
God's Principles for Successful Mission Trips		#4
Trip Information Sheet Guide		#5
Questionnaire: Why do I Want To Go?		#6
My Story: Guidelines in how to write your testimony		#7
Please Be A Prayer Partner		#8
Fundraising Ideas		#9
Fundraising tips		
Support Raising Letter		#10
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Common Sense Suggestions for Staying Healthy & Common Safety Measures When Traveling in Unfamiliar places		#14
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Sample Daily Schedule		#17
Team Member Roles		#18
Basic First-Aid Kit		#19
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Sample Three Day Menu	#22
Chaperon Policy With Minors	#23
Driver Policy In Transporting Youth	#24
Driver Information Sheet	#25
Work Restrictions for Under 16 and 18 years of age	#26
Team Covenants	#27

## **Preparation for Mission – Pre-planning**

1. Contact your Parish Pastor, appropriate School Dean or Diocesan Office of Youth & Young Adult Evangelization to discuss:
  - a. Trip purpose and dates \_\_\_\_\_
  - b. Diocesan Safe Environment Policies that apply \_\_\_\_\_
  - c. maximum / minimum group size / age limits \_\_\_\_\_
  - d. costs for transportation, lodging, food \_\_\_\_\_
  - e. insurance needs \_\_\_\_\_
  - f. equipment needs \_\_\_\_\_
  - g. country contact person (s) (name, position, email, phone, fax) \_\_\_\_\_

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Contact host country missionaries or partners to discuss:

- h. trip purpose & dates \_\_\_\_\_
  - i. maximum / minimum group size / age limitations \_\_\_\_\_
  - j. transportation \_\_\_\_\_
  - k. food & lodging \_\_\_\_\_
  - l. language(s) spoken on site \_\_\_\_\_
  - m. equipment needs \_\_\_\_\_
  - n. costs and fees \_\_\_\_\_
  - o. how to send money to the country in advance \_\_\_\_\_
  - p. leadership from the organization on site \_\_\_\_\_
  - q. medical facilities \_\_\_\_\_
2. Trip Arrangements - Contact travel agency find out information regarding the following items:
  - a. Flight costs and airport fees
  - b. Times
  - c. Restrictions
  - d. Routes
  - e. Luggage allowances

3. Budget (see hand-out #1)
  - a. Transportation – air & land
  - b. Food
  - c. Lodging
  - d. Project costs (see hand-out #1)
4. Passports – application forms are available at the post office or download them from the state department web site: [http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html). This site has lots of information about how and where to apply for a passport, how much it costs, how long it takes, etc. Passport forms can also be obtained by calling the National Passport Information Center at 900/225-5674; 888-362-8668.
5. Research visas requirements for host country, medical requirements for the country. Visa requirement info: <http://travel.state.gov/foreignentryregs.html> or you can call the U.S. State Department at 202/663-1225. For extra help contact Travel Document Systems to help your team obtain visas in a timely fashion. Their number is 800.874-5100; fax 202/638-4674.

### **Begin the Passport and Visa Application Immediately**

6. If you already have the vaccination requirements for the country, present this information to the team.
7. Medical info on country & vaccines needed: <http://www.cdc.gov/travel/index.htm>
8. Ask each member to double check whether their medical insurance covers them while they are over seas. If it does not consider getting a short –term policy.
9. Set up prayer partners – and begin praying now.
10. Distribute registration (handout #2) & recommendation forms (handout #3) to prospective team members.
11. Pass out the Please Be a prayer Partner form and ask members to bring the completed bottom half of the form at the next session. (handout #8)

## Mission Budget Planner

Team Costs (per person):

Airfare & taxes \_\_\_\_\_

In-country transportation \_\_\_\_\_

Housing \_\_\_\_\_

Food \_\_\_\_\_

Gifts in country \_\_\_\_\_

Materials & Supplies for Project \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**\*This is the amount each person must pay "upfront."**

## Personal Costs

Passport / Visas \_\_\_\_\_

Immunizations \_\_\_\_\_

Food & Lodging on the way \_\_\_\_\_

Laundry \_\_\_\_\_

Souvenirs / Gifts \_\_\_\_\_

Donations \_\_\_\_\_

Miscellaneous \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**\*This is the amount each person will need for other expenses.**



## Mission Registration

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
(exactly as it appears on your passport, driver's license or birth certificate)

Address \_\_\_\_\_

City / State/ Zip \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Cell \_\_\_\_\_

Closest Relative: Name & Phone (not going on mission)

\_\_\_\_\_

E-mail address \_\_\_\_\_

Parish / University \_\_\_\_\_

Parish / University address \_\_\_\_\_

\_\_\_\_\_

1. Please list some ways you have served in your parish.
2. Why would you like to participate in the mission trip?
3. What kind of skills, knowledge and spiritual gifts to you have to offer for this trip? Do you speak another language?

4. What would your least favorite friend say about you?
  
5. What would your closest friend say about you?
  
6. Do you have any special medical or dietary needs?
  
7. Do you have medical insurance? If yes, with who? Please list all pertinent insurance information.
  
8. Please briefly describe you spiritual journey.  
(if necessary, use separate piece of paper)

I request permission to participate in the mission to \_\_\_\_\_ (Country)  
on \_\_\_\_\_ (dates). I will ask my parish to pray for me for  
the Lord's guidance as I prepare and participate in this mission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed registration form to:  
Name of Mission Organizer  
Address  
City / State / Zip  
Phone number, Fax, E-mail

## Mission Trip Recommendation Form

To be filled out by a pastor, campus minister, youth minister, or lay leader who knows the applicant well. A relative or close friend of the applicant **should not** fill it out.

### Recommendation for:

Name \_\_\_\_\_

Applying for Mission trip to \_\_\_\_\_ (country)

on \_\_\_\_\_ (dates)

### Recommendation prepared by:

Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell: \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_

1. How many years have you known the applicant and in what setting?
  
  
  
  
  
  
  
  
  
  
2. Please describe the applicant's Catholic faith commitment?

3. What are the applicant's strengths?

4. This person is planning to go on an out of the country mission trip where s/he will be in an unfamiliar environment. Flexibility will be an especially important character trait in the cross cultural situation. Please describe any special areas of concern you have about this applicant.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

This information is confidential and will be shared only with those person responsible for the safety and well being of the team.

Please return the completed recommendation to:

Name of Mission Organizer  
Address  
City / State / Zip  
Phone number, Fax, E-mail

Now that your information gathering is done pray about what you want to accomplish or better yet what you believe our Lord would want to accomplish by going on this mission. What would be some practical goals to set out to accomplish?

When we began our Youth Arise Institute of Mission we had many goals that we wanted to accomplish and I believe these goals easily translate as you begin to set up this mission opportunity. Our over all goal of youth arise could be summed up by stating our mission statement that comes from Pope John Paul II:

*“...To training young people to have a mature missionary consciousness in order to become apostles to there contemporaries”.*      *Mission of the Redeemer, #47*

With this overall goal in mind I would suggest that we attempt to accomplish the following goals in our preparing for our mission trip. This is not exhaustive and depending on the mission itself you may want to add or subtract. At least this will give you a starting place as you begin to put together a team of missionaries:

## **Goals**

1. To begin building a team of missionaries committed to answering God's call
2. Build a sense of community as a team
3. Develop an appreciation and openness to other cultures
4. Practice “seeing” others through God's eyes
5. Practice openness and respect toward other cultures
6. Become more like Jesus in our attitudes and behaviors
7. Develop a servant's heart
8. Affirm God's faithfulness along the journey
9. Encourage one another

I would like to go through each of these goals relatively quickly in order to give you ideas in how to accomplish these goals:

## **Goal 1**

To begin to build a team of missionaries committed to answering God's call

A approach may be to have a few weekends to over a period of 3 to 6 months to go over these in sessions or to meet once a week on once every other week in 2 hour sessions per goal.

### **Let's take this first goal:**

As people arrive, give them name tags to write their name on them. You may begin a meeting with songs and worship.

Introduce your self and explain what we are doing. Break all up into pairs, have each person introduce themselves to their partner **without speaking or writing on paper**. Communicate your name, family information, work, and favorite sport / hobby (2 min. per person).

Have people introduce their partner's to the whole team by describing what they thought their partner was trying to say.

### **Dig Deeper**

1. What happened during this exercise? [lots of gesturing, grunts & groans, laughter].
2. What were some of the feelings that you experienced? [amusement, frustration].
3. What does this tell us about communicating in an unfamiliar way? What's the lesson for learning the language of \_\_\_\_\_ the country? Can we be easily misunderstood; communicating in an unfamiliar way requires a lot of effort and a good sense of humor!]

## **Catechesis**

God's heart for the world, God's eternal purpose

1. Discover God's plan for all from Genesis to Revelation. Ask groups of two or three to look up the Catechism & Scriptures quotes from the list below.

CCC#

Quote from Mission of the Redeemer

### Scriptures

- Gen. 12:1-3 – Abram a blessing to the nations
- 1 Chron. 16:23-34 – declare God's glory among the nations
- Ps. 96:1-3 – declare God glory among all peoples
- Is. 56:6-7 – a house of prayer for all nations
- Matt. 9:35-38 – Jesus had compassion for them
- Matt 28:18 – 20 – The Great Commission
- Luke 4:16 – 19 – preach the Good News to the poor
- John 20:19 – 23 “ As the Father has sent me...”
- Acts 1:8 – you will receive the power of the Holy Spirit
- Rev. 7:9 – all nations & languages

2. As they read the Scripture passages, ask the groups to respond to the question: “How does our mission to \_\_\_\_\_ fit into the big picture of what God wants us to be doing?”

3. Have the groups share their thoughts with the whole team. Record the ideas on the blackboard or flip chart.

4. The Main Point: Reaching out to others with God's love (Mission) is not just an idea at the end of Jesus' earthly life! The Great Commission was God's idea right from the beginning of time.

## **GOD'S Principles for Successful Mission Trips**

### **God is the Head of the Mission**

- ◆ You are not taking God to this place, rather God is taking you! (Gen. 12: 1-3; Ps. 139:1-10)
- ◆ God has been at work in this place long before you arrived.
- ◆ God has a plan for this community, this people and this person (Jer. 29: 11; 1 Tim. 2:3-5, II Peter 3:9)
- ◆ Follow God's lead not yours.
- ◆ God will always be with you. (Matt. 28:20b; Rom. 8:38-39; Heb. 13:5.)

### **Open Heart, Open Hands**

- ◆ An open heart is free to be filled by the Holy Spirit and overflow with love. (John 14:15-17; Acts 13:2-4; Rom. 5:3-5)
- ◆ An open heart is free to be broken by the injustice and poverty of the world. (Deut. 15:7-8; Ps. 91:8; Ps. 82:3-4; Gal. 2:10)
- ◆ An open heart is ready to receive.
- ◆ An open hand is a sign of good will and humility. (Gal. 5:22-23)
- ◆ An open hand cannot clutch a clock, a schedule or a stereotype.

### **Doing is Less Important than Being**

- ◆ Be like Jesus, walk as Jesus walked. (1 John 2:6; Matt. 5:1-16; John 15: 1-14)
- ◆ Be human beings not human doings! (1 Thess. 5:11)
- ◆ Focus on people, not just on the task. (1 John 3:18)
- ◆ Work on building relationships, not monuments. (Rom. 12:9-15)
- ◆ Take a deep breath when things don't start or end on time; there are more important things in life than sticking to a schedule.
- ◆ Be flexible – things will rarely go as you planned.

### **A Servant's Heart**

- ◆ Learn from your hosts; honor them and God by serving them (John 13:12-17)
- ◆ Find out what your host prays for and then commit to praying for it, too. (James 5:16)
- ◆ Practice humility! (Luke 22:24-27; James 4:10)
- ◆ There are many ways of doing things; yours is only one and it may not be right for this time or place.
- ◆ Be adaptable – try new things, set aside biases and work on fitting into the culture.



## **Logistics**

### ⇒ ***Information on the trip***

1. Discuss the basic information about the trip using the info sheet you have prepared. [See Trip Info Sheet]
2. Answer questions related to the basic information on the handout.
3. Passports and visas. Have passport and visa information before the session. Bring passport application forms and if needed visas application forms as well with you.

### ⇒ ***Expectations & commitments***

1. Review the schedule between now and departure date [see team sessions schedule]
2. Ask team members to identify the commitments that they expect from one another as a team
3. Get ready for our next team session

### ⇒ ***Get ready for our next team session***

1. Distribute Why Do I Want To Go? Questionnaire for next team session
2. Ask team members to prepare their personal testimony for the next team session.

## **Closing Prayer**

## **Trip Information Sheet**

Destination Country and Ministry Location

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Dates \_\_\_\_\_

### **Nature of trip and skills needed**

Describe the ministry or task you plan to do. Example: we will help construct a new home in the barrios of Aqua Prieta Mexico. We will also do a food distribution, clothing distribution, work at a soup kitchen, visit an orphanage and play soccer with the local high school.

### **Purpose of trip**

Describe the larger purpose of your mission experience. Example: To discover how our Lord is working in the country in Mexico. To encourage our parish back home to pray for and support the mission.

### **Cost**

Include a payment schedule. The first few payments should cover the cost of the plane ticket by the time of reservation / purchase at there to four months before the trip. Include a note that the price of the trip is subject to change due to inflation or other reasons.

### **Leaders and contact information**

Describe how to apply for the trip and who the leaders are. Tell where to send the registration form and payments – include the address and phone number. Include a note that says: checks should be made out to \_\_\_\_\_ and sent to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_





## **Tips for Sharing Your Story (Testimony)**

Limit your testimony to three or four minutes

Use easily understandable language. Avoid Catholic and Christian talk that new or non believers might not understand, e.g. sanctification, the blood of Jesus washed away my sins.

Avoid idioms and slang – they often cause misunderstanding or embarrassment when translated.

Begin with a greeting in the host country language. Remark on something you appreciate about their country, the culture or the hospitality you have received.

Write out your testimony. This helps you to cover the important points in a short period of time. Once you are comfortable sharing your story you may not need to refer to your notes.

## **Goal #2: Building Your Team**

Cover the following:

- ◆ Knowing Christ – Becoming one in the Body of Christ  
Read Eph 4:1-6 and Phil 2:1-4
- ◆ Pray in small groups for blessing the relationships
- ◆ Break in groups of threes or fours and have them share their personal testimony (use “My Story” worksheets)
- ◆ Use “Tips for Sharing Your Story”
- ◆ In a large group discuss the questions from the Why Do I want to Go? Collect these for later after you are done.
- ◆ Brainstorm reasons for going
- ◆ Learning about your host country  
Ask for volunteers to gather information on your destination country to be presented during future sessions or while on mission. You can find information on the internet, at the library, in an encyclopedia etc.

Contact your hosts and let them know how excited your team is about the upcoming mission. Tell them you want to learn about them, their culture and what God is doing where they live.

Ask them to send you a brief reflection on “What we want you to know about us before you come.” They could include such items as:

1. Cultural do’s and don’ts
2. Characteristics of great missions
3. Songs
4. humor

Topics to be presented:

- Geography & demographics (population, ethnic groups, major religious)
- History, politics & economy
- Culture, customs & courtesy

# **Please be a Prayer Partner**

Dear friend,

Please consider being a prayer partner for our trip to \_\_\_\_\_ on \_\_\_\_\_

Thank you for praying for or team and me as we participate in this short-term mission experience. Our main goal as a team is to

(describe your "primary reason")

I would really appreciate your prayers for: \_\_\_\_\_

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Team Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / e-mail: \_\_\_\_\_

\*\*\*\*\*Cut here\*\*\*\*\*

Please fill out the bottom section and return it to the team member. Keep the top half and post it where you will see it every day, for example, on your fridge, on the bathroom mirror, next to the TV remote control. ☺

Yes, I will pray for you and your team from now until your return from your trip to: \_\_\_\_\_

Prayer Partner Name

Address: \_\_\_\_\_

## **Fundraising Ideas**

1. Car wash – consider selling tickets beforehand
2. Spaghetti dinner – consider selling tickets beforehand
3. Silent / Loud auction – of donated products or services
4. Two by two yard work – hire out pairs of team, members to do an hour or two of yard work for a donation
5. “Bail Me Out – ask for donations to bail the pastor out of his / her “jail cell” at a central location
6. Check out the web at: <http://fund-raising.com/ideabank.html>
7. Ask supporters to sponsor the team for one day of the mission. Determine the amount of time and divide the total costs of the trip by the number days to get a per-day sponsorship amount.



## **Fund raising**

1. Briefly discuss the fund raising needs for your team. You may decide to raise funds as a team rather than individually. If you plan to raise funds as a team, brainstorm some creative ideas, prioritize them and set dates for the top fund raising activities. Ask someone to volunteer to organize the activity.
2. If members are to required to raise their own funds, encourage them to compose their own fundraising letter. It should be no longer than one page and include the dates, destination and purpose of the trip. Suggest that they tell the reader how much they have already raised and how much they have left to go. [See the sample Support Raising Letter].

# Support Raising Letter

Date \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing you to let you know that I need your help as I step out in faith. This spring break / summer a mission team from our University / Church is going to \_\_\_\_\_. We leave on \_\_\_\_\_ and return home on \_\_\_\_\_.

Our main goal as a team is to \_\_\_\_\_  
(describe your "primary reason").

While we are in \_\_\_\_\_, we will be \_\_\_\_\_

\_\_\_\_\_  
(describe your project or the nature of your trip). I am really excited to see what God will teach me and to see how God will use me, too!

I would really appreciate your prayers for: \_\_\_\_\_

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Would you consider supporting our team financially, too? Each person on our team needs to raise \$\_\_\_\_\_. I have already raised \$\_\_\_\_\_ but still need to raise \$\_\_\_\_\_ before \_\_\_\_\_ (date).

If you are able, please donate \$25, \$50 or whatever you feel led to give toward our support. Please make your tax –deductible gift payable to: \_\_\_\_\_ (Name of Organization or University) with a note saying that it is a financial gift for the mission trip to \_\_\_\_\_ (country name) with fund raising credit to \_\_\_\_\_ (your name).

Thank you! Your prayer and financial support mean a lot to our team.

Sincerely yours in Christ,

Your name

### **Goal 3: Develop an appreciation and openness to other cultures!**

- Study John 4:4-42: Jesus and the woman at the well
  - Ask, what did you notice about how Jesus approached the woman?
  - What did Jesus do?
  - What did Jesus NOT do?
  - Describe how their conversation progressed.
  - Was the woman a good “missionary?” Why or why not?
  - What do Jesus and the Samaritan woman teach us about how to minister cross-culturally?
  - Learn Language Phrases
  - Learn Geography & Demographics
  - Have a team member who has prepared to give a short presentation on the geography of the country.

### **Goal #4: Practice “seeing” others through God’s eyes.**

- Review God’s Principles for Successful Mission trips Especially the first principle: “ God is the Head of the Mission Program.

Let God speak to you through Scripture. Have volunteers read the following passages:

Ps. 66:5 Come and see what God has done...

Acts. 10:34-5 God does not show favoritism

Ps. 139:7-10 Where can I go from your Spirit?

1 Tim 2:3-4 God wants all to be saved.

- Pray for the country,
- Pray for the people you will meet,
- Pray to seek God’s guidance in all activities,
- Pray for patience especially when God’s surprises do not fit in with your preconceived plans.
- Pray for a spirit of openness.  
Pray that you will have a teachable spirit.

**Cross – cultural sensitivity  
Ugly Americans need not apply.”**

**How Others View Americans**

**Positive / Yes**

Outgoing, friendly  
Hard working, get the job done  
Generous  
Rich  
Straight-talkers  
Informal  
Self-confident  
Well-educated  
Competitive  
Punctual

**Negative / Yuck**

Loud, boastful  
Addicted to work, uncaring  
Wasteful  
Materialistic  
Rude  
Disrespectful  
Arrogant, dominating  
Always in a hurry  
Racially prejudiced  
Overly time-conscious

**How Americans View People of Other Cultures**

**Positive /Yes**

Simple  
Content  
Happy with the way things are  
Living in harmony w/ the world  
Creative, clever  
Spiritually strong  
Family oriented  
Warm, friendly  
People oriented

**Negative / Yuck**

Uneducated  
Lazy, slow  
Poor  
Innocent  
Dangerous  
Controlled by fate  
Corrupt  
Inefficient  
Indifferent

**Goal #5: Practice openness and respect toward other cultures.**

What are things I need to let go of, especially on this mission trip?

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Scenario

You are living in close quarters with several other people in a tropical climate, working all day, coming back to your barracks hot and sweaty and hungry. Upon arrival, you discover that the electricity is off and there is no water available for showers. Not only are you tired from working but also you are tired because you did not get enough sleep the night before because the rooster woke you up too early. All you want is a simple shower and some sleep but you find that it is not going to be very simple. At what moment you choose how to react.

Possible ways I could react to this situation:

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The way you react could influence the host members who have done everything in their power to make you comfortable. How will your team react?

Conflict Resolution

Reflect on: Romans. 12:3-6a, Matt. 18:15 – 20.

Language Learning

Phrases I remember well:

Phrases or words I still want to learn:

## **Set up an Emergency Contact Plan**

While you are on mission, your team needs to have a reliable way of passing information between your home and your team in the host country. It is very helpful to have one contact person at home who acts as the information center for communication in both directions. For example, rather than have 25 people calling or e-mailing your host's home to see if you have arrived, they can call / e-mail their local contact person and get the information quickly. Conversely, if the team needs to contact the team member's families, they can call or e-mail the contact person who will then make the appropriate calls.

Your team should develop a contact plan listing all the member's names, their family contacts and phone numbers and all the important names and numbers in the host country. This list will be given only to the local contact person, the team leaders, the pastor and the church office. It is not necessary for every team member to have a copy.

## **Emergency Medical Information**

Your Name: \_\_\_\_\_ Passport #: \_\_\_\_\_

Name of emergency contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ E-mail: \_\_\_\_\_

Day phone #: \_\_\_\_\_ Evening phone #: \_\_\_\_\_

Your doctor's name, phone # and e-mail: \_\_\_\_\_

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Do you have any special medical conditions that might cause a problem during our time on mission? (allergies, blood pressure, etc.)

Do you have any special dietary needs?

List all prescription medication you are taking:

Insurance carrier: (Make sure your policy covers you overseas.)

\_\_\_\_\_ Policy #: \_\_\_\_\_

Group # \_\_\_\_\_ Contact phone # \_\_\_\_\_

In the event of a medical emergency, I hereby authorize those in charge to take me to the nearest licensed physician, medical center or hospital, and to secure necessary treatment (medications, injections, anesthesia or surgery) to protect my well being. I will be responsible for all medical costs not covered by my insurance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mission Trip Request and Release**

I hereby request to participate in the Short-Term Mission trip to

\_\_\_\_\_ (country) on \_\_\_\_\_ (dates)

sponsored by \_\_\_\_\_ (name of sponsoring church or school or non profit organization). I also hereby request that my spouse, minor child or children and/or other person who is dependent on me,

\_\_\_\_\_ be given permission to accompany me.

I understand that I am exposing myself to certain dangers by participating in this trip including but not limited to, the hazards of accidents or illness in remote places without medical facilities, the risks of political turmoil, the forces of nature and risks of negligence of the Church and its agents or employees in the exercise of reasonable care to avoid harm to participants.

In consideration of the granting of permission by \_\_\_\_\_ (sponsoring church / or organization) which I hereby request, I agree that I shall participate at my own risk and I waive any right to assert any claim against \_\_\_\_\_ (sponsoring church / or organization) or its agents in respect of work performed or any injury, illness or loss which I or any minor child or other person who is dependent on me may sustain in the course of or which arises out of such participation in the mission trip or such accompaniment. I waive any such claim both for myself and for any such minor child or other dependent person.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



**Permission to Travel in a Foreign Country**

(Required of anyone under 21 years of age)

Date \_\_\_\_\_

Dear Consul General:

We / I \_\_\_\_\_  
(Parents or Guardians Name)

of \_\_\_\_\_  
(Address)

Are parents or guardians and have legal custody of \_\_\_\_\_  
(Minor Child's Name)

a minor child, who resides with us at the address set forth above. We / I hereby authorize the minor to travel in \_\_\_\_\_ during the

dates of \_\_\_\_\_ with \_\_\_\_\_ and the  
(Trip Dates) (Group Name)

Designated group leaders (s) listed below:

\_\_\_\_\_  
(Leader's Name) (Leader's Name)

\_\_\_\_\_  
(Parent / Legal Guardian) (Parent / Legal Guardian)

**NOTE: IN the case of two parent families / Legal guardians, BOTH parents / legal guardians must sign this form and have it notarized. In the case of single parent families, the sole parent / legal guardian may sign.**

**NOTARY**  
**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

Be it remembered, that on this day, \_\_\_\_\_ before me, the  
(Date)

undersigned, a Notary Public in and for the county and state aforesaid, came

\_\_\_\_\_  
(Parent / Legal Guardian)  
**who is personally known to me to be the same person(s) who executed the above and foregoing instrument, and they duly acknowledge the execution of the same.**

**IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on this day and year above written.**

\_\_\_\_\_  
(Date commission Expires) (Notary Public)

## **Transportation Policy**

The Diocese of Phoenix Office of Youth, Young Adult and Campus Evangelization understands the importance and value of Mission Trips, pilgrimages and other such trips as traveling to athletic events for the fulfillment of one's personal call to evangelize and to take part in the mission and social activities of the Church. Therefore, commercial carrier of contracted transportation must be the mode of transportation for transporting students outside the metropolitan area.

### **A. Vans**

10 – 15 passenger vans are never to be rented to transport students.

### **B. Rented / Leased**

1. When a vehicle is leased or rented to transport students Liability Insurance must be obtained. The minimum acceptable limits are \$100,000 / \$300,000 or combined single limit of \$300,000.
2. If the vehicle is to be driven to Mexico, check that the contract does not prohibit travel to Mexico.
3. Obtain Mexican insurance through the vehicle owner or an insurance broker.
4. A copy of the Mexican insurance should be kept in the vehicle at all times and a separate copy kept with the leader or designated person.
5. A signed driver information sheet on each drive must be obtained.
6. Driver's must be 25 years of age or older.
7. Drivers must have a valid driver's license and no physical disability that could in any way impair his / her ability to drive the vehicle.
8. Vehicles must never be overloaded. There must be a seat belt for each passenger and the seat belts must be used.
9. Students are never allowed to ride in the cargo area of a vehicle or in a bed of a truck.
10. Students are never allowed to drive the vehicle.

### **C. Chartered Vehicles**

1. Obtain a copy of the company's liability insurance certificate and declarations page for the current policy term.
2. Require that the parish or school be named as an additional insured for the duration of the trip. The Parish must be named as an additional insured; it is not enough to be named as a Certificate holder.
3. Vehicles must never be overloaded. There must be a seat belt for each passenger and seat belts must be used.

## **Worldwide Travel Insurance Program**

## **Goal #6: Become more like Jesus in our attitudes and behavior.**

Be human beings, not human doings!

*Ours is a time of continual moment which often leads to restlessness, with the risk of "doing for the sake of doing." We must resist this temptation by trying "to be" before trying "to do". In this regard we should recall how Jesus reproved Martha" "You are anxious and troubled about many things; one thing is needful" (Lk. 10:41-42). NMI #15.*

Reflect on Luke Chapter 10

- My reflections on Luke 10:1-42:
- Why Jesus sent his followers out "two by two" in verse. 1
- Why Jesus mentioned "eating and drinking what ever they give you" in verse 7
- Things that gave the disciples joy (v.17)
- What Jesus said their joy ought to be based on (v.20)
- What was Jesus referring to in v. 24?
- Explain the parable of the Good Samaritan.
- What is the better part that Jesus was referring to when speaking to Martha?

*When we focus on BEING the person Christ wants us to be, God will empower us to DO what needs to be done. Doing is less important than being.*

## **Spiritual Inventory**

1. Two things I am very happy about in my spiritual life are:

2. Two areas where I would like to grow are:

## **Goal #7: Develop a servant's heart**

### **Ministering with the heart of a servant**

*“...Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave.” Matt 20:26-27*

Reflect on John 13 1-17 - The Washing of the Disciples Feet

Ministering with a servant's heart usually is not glamorous or self-glorifying. More often than not, it involves sweating, scrubbing and doing something for someone else without demanding recognition.

Having a “servant's heart” means that I will:

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How do I need to relate to my teammates and our hosts?

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Things I really appreciate about my teammates:

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## **Team Covenants**

I will pray for one another and our hosts.

I will remember it is God's mission.

I will have a servant's heart.

I will show the attitude of a learner.

I will respect the host culture – e.g. dress codes, customs, other religions.

I will not be a whiner!

I will not Gossip.

I will abstain from using profanity, smoking, alcohol and the use of illegal drugs.

I will encourage honest and open communication.

I will submit to the authority of our team leader(s) and or hosts. Eph. 5:21.

I will voluntarily give up the right to privacy and individualism in order to live and work together as a unified team.

I will participate in all team activities.

I will refrain from pursuing any romantic relationships while we are on this mission trip (with team members or with hosts).

I will as the need arises correct one another with gentle speech. (Prov. 27:5-6)

I will follow the guide in Matt. 18: 15 – 20 for resolving conflict.

I will be slow to anger and quick to forgive. (James 1:19; Heb. 12: 14-15)

Signatures of team member

\_\_\_\_\_ date \_\_\_\_\_



**Goal #8: God Is With Us!**

Reflect on God’s faithfulness as I have prepared for this trip:

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Reflect on Hebrew 13:5

*Keep your lives free from the love of money and be content with what you have, because God has said, “Never will I leave you: never will I forsake you.” Heb. 13:5*

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***Goal #9: Be Encouraging to one another!***

Reflect on John 13:2-10. Imagine yourself as one of the disciples reclining around the table that evening as Jesus lovingly washed and dried twelve pairs of feet. List to Jesus speak to Peter.

What Jesus might say to me as he kneels before me and washes my feet:

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Notes on the kind of encouragement my teammates may need during this mission trip:

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## **Common Sense Suggestions for Staying Healthy**

- ◆ Drink only boiled, bottled, or treated water.
- ◆ Avoid ice unless you are sure it is safe.
- ◆ Brush your teeth with safe water.
- ◆ Eat food that is thoroughly cooked and hot.
- ◆ Avoid fresh salads, fruit or raw vegetables (unless you peel them).
- ◆ Avoid street vendor food.
- ◆ Wash your hands every time you get a chance.
- ◆ Wear insect repellent that contains DEET
- ◆ Wear sunscreen (SPF 30 or higher)
- ◆ On the work site, wear eye and ear protection when needed
- ◆ Be careful with power tools
- ◆ Use ladders carefully
- ◆ Get help with heavy loads
- ◆ Know your limit and do not exceed them

See [www.lonelyplanet.com/health/keeping.htm](http://www.lonelyplanet.com/health/keeping.htm) for more information on staying healthy overseas.

## **Common safety measures when traveling in unfamiliar places:**

- ◆ Always go with a buddy. Do not go wandering around alone.
- ◆ Always let your team leader know where you are going.
- ◆ Obey the team leaders instructions
- ◆ Stay alert but not paranoid
- ◆ Stay with the crowds and the traffic
- ◆ Do not leave your bags unattended.
- ◆ Carry only small amounts of cash
- ◆ Keep a hand on your bag; carry your wallet in a front pocket

See [www.cie.uci.edu/world/safety.html](http://www.cie.uci.edu/world/safety.html) for more information on safety measures overseas.

## **Packing Tips**

1. Pack light – take half of what you think you need!
2. Pack one suitcase and one carry-on. Pack only as much as you can carry – not roll for a quarter mile.
3. Take one credit or debit card if needed. Lave extra credit cards at home. ATM's are available inmost cities worldwide. For currency conversion information see [www.oanada.com](http://www.oanada.com).
4. Avoid taking contact lenses if possible.
5. Pack liquids like lotions and aftershave in resealable plastic bags
6. Tell the leader if you have medication that requires refrigeration.
7. **IMPORTANT:** Pack your carry-on bag so that you can survive for several days if your luggage is delayed / lost.
8. Pack in “used” suitcases, not brand new ones.
9. Pack the heaviest items on the bottom.
10. Tie a colored ribbon / yarn on the handle of each team member's suitcase to make them easy-to-identify at baggage claim.
11. Mark each bag with your name, address and telephone number, but ideally, this information should be on a covered luggage tag so that it cannot be read by the casual passer-by.
12. Dress modestly out of respect for the host culture. No tube tops, short shorts, sleeveless blouses or shirts, t-shirts whit crude slogans, etc.
13. Simplify your hair dressing and make-up routine. If possible, leave blow dryers and curling irons at home.
14. Leave jewelry at home. Wedding rings and watches are OK.
15. Leave radios, TV's, ipods, CD players, cell phones, and gameboys, etc. at home.
16. Have one team member bring the basic first-aid kit for the whole team. (See First –Aid Kit items).

## **Packing List – Verify with your hosts on what to bring!**

### **Important Documents**

- Plane Ticket
- Passport with visa
- Picture ID
- Money
- Money belt
- Keys to luggage
- Travel insurance card

### **Toiletries (carry on)**

- Personal prescriptions
- Toiletries (toothbrush, paste, soap, shampoo, deodorant, razor, comb/ brush, feminine products)
- Mirror
- Make-up (min. only)
- Tissue packets
- Medicines for diarrhea, Aspirin, band-aids, etc.
- Water bottle
- Sunscreen
- Sunglasses
- Skin lotion & lip balm
- Insect repellent
- Water purification tabs
- Disinfectant hand wash

### **Other Good Stuff**

- Flashlight & batteries
- Camera, extra battery;
- Small pocketknife
- Resealable bags
- Voltage converter
- Pictures of family
- Travel clock/ alarm
- Sleeping bag & Pillow
- Granola bars
- Small laundry soap
- Travel games

### **Devotional Items**

- Bible
- Journal
- Pens / pencil
- Address list
- Reading material

### **Clothing**

- Two pairs of pants
  - Long modest shorts
  - 4 cotton shirts – t-shirts
  - Walking shoes
  - Church outfit & shoes
  - Light towel & wash cloth
  - Underwear
  - Socks
  - Sun hat / bandana
  - Poncho / umbrella
  - Jacket / sweater
  - Sweatshirt
  - Modest sleepwear
  - Modest swimsuit
  - Flip flops for shower
  - Ear plugs
  - Extra pair of glasses
- NOTE: pack one change of clothes in carry-on**

### **Ministry Stuff**

- Work gloves
- Work shoes
- Tools (that you can donate)
- Ministry Materials - ask leaders
- Outline of your testimony
- Musical instrument
- Servant's heart
- Simple gifts for hosts
- Flexibility
- Positive attitude

## **Sample Daily Schedule**

<b>6:00 a.m.</b>	<b>Wake – up</b>
<b>7:00</b>	<b>Breakfast</b>
<b>8:15</b>	<b>Mass</b>
<b>8:50</b>	<b>Travel to project</b>
<b>9:00 – 4:00 p.m.</b>	<b>Work on project or projects (Lunch on project sites)</b>
<b>4:00</b>	<b>Free Time</b>
<b>6:00</b>	<b>Dinner</b>
<b>7:00</b>	<b>Reflection time around camp fire – close with prayers of petitions &amp; Hail Mary</b>

## **Team Member Roles**

**Liturgical & Prayer Time Coordinator** – coordinates the liturgy & prayer times.

**Reflection Leader** – Most likely the team leader; the person who helps the team debrief and reflect on their experiences.

**Treasurer** – carries team monies, keeps track of all expenses, saves all receipts, and prepares financial report.

**Photographer** – Takes photos on behalf of team.

**Team Medic (EMT)** – puts together and carries the first-aid kit. Make sure the medic is aware of any special medical needs of team members.

**Gift Coordinator** – makes a list of all the gifts brought by team members  
And coordinates with team leader and hosts regarding the who, when, and how of giving.

**Keeper of the Journal** – asks team members to take turns writing about team activities and impressions in the team journal.

**Thank – You – Note Person** – Keeps track of names & addresses of all hosts, parishes, host families, etc. and asks team members to write the thank you notes; uses team monies for stationery and postage.

**People Counter** – counts the team members to make sure nobody is left.

**Emergency Coordinator** – someone who can keep cool in tense situations (accident, political turmoil, natural disaster) and help the team manage the crisis. This person should have access to the important documents file containing the Emergency Medical Information form for each member.

**Team Schedule Coordinator** – informs the team about the next day's schedule (in coordination with the team leader), makes sure the team is ready to go on time.

**Music Leader** – song leader, guitar player that can lead Praise and Worship and help the team prepare selections to sing at local parishes etc.

**Project Coordinator** – works with local coordinator to plan and assign responsibilities for the various projects for team members.

**Translator** – someone fluent (or at least somewhat knowledgeable!) in the local language who can translate for the team.

**Chief Cook** – Prepares team meals with the assistance of team members.

**Cyber Chief** – Sets up regular communication with home parish via e-mail.

**Team Reporter** – prepares news stories to send back home via e-mail

## **Basic First-Aid Kit**

- Aspirin or Tylenol
- Decongestant for colds & flu – (take before flights to avoid damaging ears)
- Antihistamine (e.g. Benadryl)
- Antiseptic (e.g. Betadine)
- Triple-antibiotic ointment or germicidal soap
- Band – Aids
- 4 Adhesive pads of all sizes – 2 ½ by 3 ½ to 2” x 3”
- Adhesive tape
- Non prescription pain killer
- Cough drops
- Tweezers
- Ice pack
- Scissors
- Matches
- Sanitary pads
- Cotton
- Eye wash
- Thermometer
- Ace Bandages
- Diarrhea medication (e.g. Imodium)
- Rehydration mixture (incase of severe diarrhea) Gatorade powder works well.
- Laxative
- Pepto-Bismol – chewable is less messy
- Cold & sore throat medication
- Anti-itch ointment for stings, bites, sunburn (e.g. calamine lotion)
- Thermometer
- Ace bandage
- Water purification tablets
- Bee sting / snake bite kit

### **Additional Items:**

## **Journal Notes**

- First impression of sights, sounds, smells
- Feelings and emotions
- Expectations about what will happen
- Names, titles and addresses of people you meet
- Highlights of what happened to the team today
- What events or encounters touch your heart with joy or grief?
- What stories did you hear today?
- What do you think God is trying to teach you through what happened today?
- Quotes from team members, hosts
- Funny things that happen
- What is the team praying about?
- How have you “caught God at work” in the lives of your hosts and your team?



## **Tips for Managing Jet Lag**

- 1. Eat lots of fruits and vegetables for two days before you leave and three days after you arrive at your destination. Eat pasta or rice the night before your flight.**
- 2. Avoid heavy meals for 24 hours before your flight (e.g. hunks o meat, fatty or fried food).**
- 3. About 48 hours before your flight, set your watch to the time of your destination country. Make sure this is not you alarm clock! Begin to adjust your daily schedule to match that of your destination country.**
- 4. Drink plenty of water and fruit juices, especially during the flight. Avoid caffeine and alcoholic drinks.**
- 5. After you arrive, spend as much time as possible out of doors in natural lighting. This will help your body to naturally adjust to the time change.**
- 6. Make a special effort to get plenty of exercise in the first couple of days after arrival. Also, walk around the plane once every hour on long flights.**
- 7. Count on your body taking about on day to adjust to teach hour of difference in time. So, for example, it will probably take about three days for your body to adjust to a three-hour time difference between your home and the destination country.**

## **Mexico Specific Information**

### **Permission to travel in a Foreign Country**

When transporting minors out of the country, at the boarder inspection station, if stopped, you may need to provide a notarized form that gives you permission to take any minors out of the country. (Sample enclosed)

### **Import / Export Issues**

Each passenger is allowed to re-enter the United States with \$50.00 of goods without taxation.

You are not allowed to bring perishable food back into the states.

### **PASSPORTS / BIRTH CERTIFICATES**

Out of country travel requires a current passport or a photo ID along with a certified birth certificate in order to obtain temporary visa to visit the foreign country.

### **Money**

It would be wise to check on the exchange ahead of arrival so the participants can know how much money to bring and what to expect when they shop.

### **21 KILOMETER**

You will be allowed to travel about 15 miles inside Mexico before you must stop and register your vehicle. The rules to register your vehicle change often and suggest you call the Mexican Consulate General in Phoenix to find out the current regulations you will need to follow.

Mexican Consulate General 602-242-7398 x228  
1990 West Camelback Rd., Phoenix Ste. 110  
Open Monday – Friday from 8:00 a.m. to 12:30 p.m.

## **Sample Three Day Menu**

### **Friday**

#### **Breakfast**

Scrambled Eggs with cheese  
Hashbrowns  
Tortilla shells  
Salsa  
Juice

#### **Lunch**

Peanut butter & Jelly  
Ham & Turkey w. mayo &  
mustard  
Bread  
Carrots & Ranch Dressing  
Chips  
Cookies  
Kool-Aid

#### **Dinner**

Macaroni & Cheese  
Chicken nuggets  
Corn  
Canned Fruit:  
Peaches / applesauce  
BBQ sauce  
Kool-Aid

### **Saturday**

#### **Breakfast**

Pancakes  
Syrup  
Sausages  
Juice

#### **Lunch**

Grilled Cheese  
Tomato or veg. soup  
Crackers  
Kool-Aid

#### **Dinner**

Hamburgers  
Hotdogs  
Buns  
Chips  
Beans  
Marshmallows  
Graham Crackers  
Soda & Kool-Aid

### **Sunday**

#### **Breakfast**

Toast w/ cinnamon & sugar  
Poptarts  
Cereal & Milk  
Juice

## **Supplies List**

### **Supplies for Kitchen**

- Large stack of paper plates
- Plastic forks
- Red plastic cups (Bring permanent marker to write names on them)
- Large stack of napkins
- A few trash bags
- Roll of paper towels
- Small bottle of Clorox to use when washing dishes
- Towels and dish rags
- Bag of charcoal
- Matches
- Lighter fluid
- Hangers or sticks for roasting marshmallows

**Food to be packed in boxes**  
**(“Large can” = Costco Size for 25 people)**

- Five boxes of macaroni and Cheese
- Large can of Corn
- Large can of fruit
- Bottle of BBQ sauce
- Large bottle of salsa
- Pancake mix (complete, just add water)
- Large bottle of Pancake syrup
- Small bottle of ranch dressing
- 4 Bags of potato chips and or Doritos
- Large can of Pork & Beans or baked beans
- 3 bottles of ketchup
- 4 bags of marshmallows
- 2 boxes of graham crackers
- 3 packages of cookies
- Large container of Peanut butter
- Large jar of jelly
- Bag of sugar
- 2 bags of cereal (any kind)
- 3 boxes of pop tarts
- 3 large cans of tomato or vegetable soup
- Box of saltines crackers
- 6 gallons of Tampico juice
- Bottles of water (one for every person to label and us for brushing teeth)
- 1 Can of Coffee if desired
- At least 10 Kool –Aid packets
- Many large coolers of water
- 8 loaves of bread
- 7 bags of hamburger buns
- 3 bags of hotdog buns
- 30 to 40 tortilla shells

## **Food to be packed in Coolers**

- Large bag of Chicken nuggets
- 4 packs of frozen sausages
- 3 cartons of eggs
- 2 gallons of milk
- Large Container of butter
- 4 packs of sliced cheese
- Large bag of frozen hash browns
- 40 to 50 frozen hamburger patties
- 3 packages of hotdogs
- 1 package of ham
- 1 package of turkey
- Large bag of baby carrots

## **For Food Distribution (Can be purchased at Costco)**

- 2 large bags of flour
- 2 large bags of sugar
- Large bag of rice
- 2 large bags of beans
- Bags of candy or cookies for children
- Boxes of ziplocks (sandwich size) for packing flour, sugar, beans & rice

## **Chaperons**

**Absolutes for those Chaperoning minors:**

**Never be alone with a minor**

**Never counsel a minor alone – if in a separate room, leave the door open**

**Always know where your participants are.**

**Never allow participants to go off anywhere alone.**

**Housing: If setting requires adult to room with minors, two adults must occupy each room housing teens. No one adult may sleep alone in a room with minors.**

**All Chaperons must have completed the Protecting God's Children workshop provided by the Diocese of Phoenix.**

**All chaperons must be responsible, and have a clean history.**

**Ratio: Two adults for first 10 teens on any give event, trip or activity and 1 to 10 adults after that.**

## **Drivers**

1. All drivers transporting youth shall be 25 years of age.
2. Drivers can be 21 – 25:
  - a. If they are employed by the parish or Diocese of Phoenix
  - b. If they are driving a vehicle that has no passengers
3. Drivers shall possess and provide proof of appropriate insurance coverage as stated under insurance guidelines.
4. Drivers shall have a proper and current valid driver's license.
5. Drivers must insure at all times that every passenger has a seatbelt that is in use when ever the vehicle is moving.
6. Driver is responsible to see that the number of passengers never outnumber the seats and seat belts provided for the vehicle.
7. Maximum drive time without a break for each driver is four hours.
8. Drivers should check over the vehicle at each stop, looking at tires, gas, and under the hood for any possible problems.
9. The responsible church leader should have a Driver's form on each driver who transports young people. (See Driver Information sheet)

**Driver Information Sheet**  
**(Required by all who transport minors)**

**Driver Information**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ S.S. # \_\_\_\_\_  
Driver License : State \_\_\_\_\_ Telephone \_\_\_\_\_  
DL # \_\_\_\_\_

**Vehicle that will be used**

Name of Owner \_\_\_\_\_ Vehicle Model \_\_\_\_\_  
Address of Owner \_\_\_\_\_ Make \_\_\_\_\_  
\_\_\_\_\_ Year \_\_\_\_\_  
License Plate \_\_\_\_\_ Date of Expiration \_\_\_\_\_

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

**Insurance Information**

Insurance Company \_\_\_\_\_  
Agent's Name \_\_\_\_\_  
Policy Number \_\_\_\_\_ Policy Expiration \_\_\_\_\_  
Liability Limits of Policy: \_\_\_\_\_

**CERTIFICATION**

*I certify that the information give on this form is true and correct to the best of my knowledge. I understand that as a driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used to transport minors.*

\_\_\_\_\_  
Driver's Signature Date

\_\_\_\_\_  
Representative of the Organization / Church



## **Work Restrictions for Under 16 Years of Age**

*The following summary was taken from the Arizona Labor Board Restrictions, setting limits for employment of child labor. Should any law suit arise from any source of work, volunteer or paid. The litigation would in all likeliness take place in Arizona. It is likely that the legal stating of these guides would be used as a resource to determine the risk level of the activity.*

**No person shall employ or allow a person under the age of 16 years to work in, or about or in connection with:**

- 1. Manufacturing**
- 2. Processing**
- 3. Laundering or dry cleaning in a commercial laundry**
- 4. Warehousing**
- 5. Construction**
- 6. Boiler, furnace or engine rooms**
- 7. Occupations involving work from a ladder, scaffold, window sill or similar structure or place more than five feet high.**
- 8. Any of the work in a retail food or gasoline service establishment**
  - a. Maintenance or repair of machines or equipment**
  - b. To include inflation of tire mounted on a rim**
  - c. Cooking and baking**
  - d. Setting up, adjusting, cleaning or oiling power driven food slicers, grinders, choppers and cutters**
  - e. All work in preparation of meats for sale**
- 9. Any of the following agricultural activities**
  - a. Operating a tractor over 20 horse power**
  - b. Connecting or disconnecting an implement or any of its parts to for from a tractor over 20 horse power**
  - c. Operating (starting, stopping, adjusting, feeding or other activity regarding physical conduct associated with) a corn picker, cotton picker, grain combine, hay mower, forage harvester, hay bailer, potato harvester, mobile pea viner, feed grinder, crop dryer, forage blower, auger, conveyor or self loading wagon , power post hole digger, power driven no-walking rotary type tiller, trencher or earth moving equipment.**

10. Work in a pen occupied by a bull, boar, or stud horse, sow with young pigs, or cow with newborn calf.
11. Felling, bucking, skidding or unloading timber with butt more than six inches in diameter
12. Picking or pruning from a ladder over eight feet in height
13. Riding on a tractor as a helper or driving a bus, truck or automobile
14. Working inside a fruit storage area or grain storage area designed to retain an oxygen deficient or toxic atmosphere, an upright silo with in two weeks after silage has been added, a manure pit or operating a tractor for packing purposes in a horizontal silo.
15. Handling hazardous agricultural chemicals
16. Handling explosives
17. Transporting, transferring, or applying anhydrous ammonia

### **Under 16 Years of Age – Allowances**

A person under 16 May do the following:

Dispense gasoline and oil to vehicles

Courtesy service, care cleaning, washing and polishing

Work at a soda fountain, lunch counter, snack bars or cafeteria counters

Wrap, seal, label, weighing and pricing meats

Use a hoe or hand operated no-powered garden tools to plant, weed or till the ground.

Plant flower beds, garden products, trees, shrubs and general landscaping.

## **Under The Age of 18 Years – Restrictions**

*Unless a variance is granted to pursuant to section 23-241, a person shall not employ or allow a person under the age of eighteen years to work in about or in connection with:*

- 1. An establishment manufacturing or storing explosives, except a retail establishment if the employment does not include handling explosives other than prepackaged small arms ammunition. (ammunition not exceeding .60 caliber in size, shotgun shells, or blasting caps.)**
- 2. Occupations as a motor vehicle driver or outside helper, except for driving incidental to employment if the person has a valid drive license for operation of the vehicle.**
- 3. Mine or quarry occupations**
- 4. Logging occupations**
- 5. Occupations involving the operation, set up repair, adjustment oiling or cleaning of power-driven woodworking machines.**
- 6. Occupation involving exposure to radioactive substances and to radiation in excess of 0.5 rem per year.**
- 7. Occupations involving the operation or assistance in the operation of a power driven hoist with a capacity exceeding one ton or an elevator, except operation of an automatic elevator incidental to employment.**
- 8. Occupations involving the operation of a power driven metal working, forming punching or shearing machine.**
- 9. Occupations involving slaughtering, meat packing processing or rendering of meat or the operation, set up, repair, adjustment oiling or cleaning of a power driven meat processing machine.**
- 10. Occupations involving the operation of a power driven bakery machine.**

11. Occupations involving the operation of a power drive paper products machine.
12. Occupations involving the manufacture of clay construction products or silica refractory products.
13. Occupations involving the operation of a power driven saw.
14. Occupations involving wrecking, demolition and ship-breaking operation.
15. Occupations involving roofing operations or equipment attached to or placed on roofs.
16. Occupations in excavation or tunnel operations, except manual excavation, backfilling or working in trenches or other penetrations of the ground surface that do not exceed two feet in depth at an point.

### **Under 18 Years Of Age – Allowances**

1. Work on adobe construction housing not requiring heights of over 5 feet.
2. Painting and patching of existing walls.
3. The use of hand saws.
4. The use of shovels in mixing concrete in simple ways, not requiring a cement mixer of electrical nature.
5. Hammers
6. Planers
7. Hand operated sanders