

# Missions to Mexico

## Mission Trip Promotion & Planner Guide

### 1. Register Your Group to Confirm Your Trip Dates

- If you haven't already done so, please go to the registration form page and fill out the electronic registration form to confirm your dates. Registration fee is \$250 per group (**this is a non refundable fee that is a separate fee from your group fees**).
- Send your registration fee to:

Missions to Mexico (make check payable to this name please)  
PO Box 186  
Sutherlin, OR 97479

### 2. Promote the Trip (Start as soon as possible)

- **ANNOUNCE THE TRIP DATES** - Do it up big!! Put announcements in the bulletin, announce it up front, promote it from the pulpit, call people, talk to people; ask for stories of people who have already gone on a short-term mission trip, do a skit, do whatever you can to get the word out.
- **PUT A SIGN UP SHEET IN THE LOBBY OF YOUR CHURCH**- Put out a nice, attractive, sign-up sheet in a well known spot and encourage people to sign up if they're interested in going. Your first step is to throw wide the net and gather all who have any interest.
- **PUT TOGETHER AN INFORMATION TRIP PACKET** - Along with the sign-up sheet, if you have the capability, put together a mission trip packet that answers as many questions as you can think of. This will provide information prior to your information meeting to better inform those interested.
- **SET A DATE FOR AN INFORMATION MEETING** - About one month after you have started promoting the trip, have an information meeting to inform those interested and to answer everyone's questions. Some issues to cover would be; finances, food prep, VBS prep, trip schedule, meeting schedule for trip planning, and etc.).
- **ANNOUNCE THE PROCEDURE FOR GROUP REGISTRATION** - As part of your meeting, let those at the information meeting know how to get on board. It works well to set a \$25.00 or more non-refundable registration fee for group registration. For some reason, money firms up decisions.
- **ESTABLISH THE MISSION TRIP PRICE** - Take into consideration travel costs, possible insurance costs, food, and other costs. Take into account the two following options that might affect your trip costs that need to be decided:
  - **Food costs** - We provide an option (highly recommended) to groups of eating the Sunday evening meal and the noon meals at the church you will be serving at, prepared and served by the women of the church (Monday-Thursday). This is a wonderful way to save time, money, and get to know the people and culture of Mexico. It's a popular hit among all groups. We recommend a donation of \$3.50 per person per meal for this option. This amount also includes enough money so the Mexicans who are ministering with you can eat with you as well.

- **Work projects** - No need to worry about this, we will provide the building materials for you out of your group fees. We also have most tools you'll need too. If you want to do a major construction project you will need to raise additional funds.
- **Ministry costs** - You will have some costs for Bibles, tracts and Vacation Bible School supplies that you might want to take into consideration.

### 3. Establish Your Group

- SET UP YOUR MEETING SCHEDULE FOR GROUP PREPARATION - You will normally need a minimum of about 6-8 meetings to allow adequate time for V.B.S and ministry prep. Don't forget your spiritual prep (the most important of all).
- SET UP MONEY DUE DATES AND ETC.

### 4. Establish Your Pre-Mission Trip Prep. Meetings & Schedule

**Here are some items you might want to consider in your mission trip prep. meetings:**

- Fund Raising Help and Ideas for team members - An important part of making your mission trip happen is fund raising. Here's a link on our website that provide help in this area:  
[www.missionstomexico.org/manualfundraisingletter.html](http://www.missionstomexico.org/manualfundraisingletter.html)
- V.B.S PREP – You will be doing a total of five V.B.S.'s during your week in Mexico. Your V.B.S. crafts and snacks will need to be packaged in groups of ten, and each put in one larger bag. This is a very important detail that if not followed can cause us big problems during the V.B.S. time as we will be dividing the children at the V.B.S. in groups of ten in order to maintain control. This is the best way we have found to maintain crown control. Also, if you can bring some sports items for the playtime during V.B.S. it would be helpful.
- MEAL PREP – An option to consider if you don't have a cook, is to designate a kitchen and meal coordinator to oversee the meals and kitchen. Divide the group into food teams and allow them to plan the meals (with the oversight of the kitchen and meal coordinator). Some meals can be pre-cooked in the States and then prepared in Mexico. Make sure you have healthy meals as you will be exerting extra energy while on your trip. Take into consideration the option of eating the noon meal at the church you will be serving at. This will cut down on the amount of meals to prepare. Also, many groups like to eat out at least once during the week.
- SPIRITUAL PREP - Don't neglect this important area. Without right hearts we have nothing to offer. One of the great benefits of a mission trip like this is that you have a wonderful platform for discipleship training. You can go to the [coordinator's page](#) for helpful info in this area. The trip can serve a much larger purpose than the week while in Mexico; try to get as much mileage out of your discipleship training time as possible and think of ways to disciple and use the group or individuals upon returning home.

➤ PAPERWORK PREP

- **Appendix A:** Parental release form to allow minors to travel in Mexico if not accompanied by a parent. This is Mexican law so make sure you have this for each minor not accompanied by a parent. This form should be carried by a leader.
- In addition to this form, you will need to be sure each person has a Passport or original Birth-Certificate and photo ID. A photocopy of each person's driver license or student body card will do. (Children exempt)

**5. One month prior to trip departure**

- Double check the "Master Checklist" to make sure you have covered all your bases.
- Order Bibles and Tracts if not already done.

**6. Final Departure Plans**

➤ PAPER WORK FOR MISSIONS TO MEXICO - Bring the following paperwork for us in Mexico:

- Group list form\_- A list of all members of your group (form provided if needed or you can make your own)

➤ MISSION TRIP FEES

- Mission trip fees should be brought to Mexico with you. They should be paid as follows:
- 1 /2 in U.S. Dollars (cash) and 1/2 as a check made out to "Missions to Mexico."

<b>Adults/Youth (13 &amp; older)</b>	<b>\$225</b>
<b>Children (6-12)</b>	<b>\$200</b>
<b>Pre-school (5 &amp; younger)</b>	<b>Free</b>

➤ PAPERWORK FOR YOUR OWN RECORDS

- Form "A" - Notarized form for minor to travel in Mexico
- Passports for all

**Important note: We recommend that all paperwork is kept in a briefcase or etc. in the possession of the leader. Teens can easily loose their paperwork.**

➤ REVIEW YOUR MISSIONS TO MEXICO [MASTER CHECKLIST](#) TO HELP YOU REMEMBER EVERYTHING.

**7. Misc. Helps**

Chapel Prep

During the week while in Mexico, we will have chapel each morning. We as the site missionaries will do the orientation meeting Sunday morning, and the last chapel on Friday morning (we can do more if you like). You will be responsible to do the chapels Monday - Thursday. Chapel starts at 7:45 and last 45min. Your group will be in charge of your own music.

## Is it safe to travel in Mexico?

Traveling in Mexico carries no more inherent risk than in the U.S. A custom that is used in Mexico which is helpful, and at the same time confusing, is the way they use their left blinkers. If you are on an open stretch of highway, and following a slow vehicle, they will often put on their left turn signal. This tells you that no one is coming and you can pass them. (But be careful here, they might actually be going to turn left!) A valid driver's license from the U.S. is valid in Mexico. Thievery is also common in Mexico, so leave your valuables locked up, or out of sight. You can consult our website for more help. Go to the Trip Prep Section, go to the bottom and click on "Travel FAQ's."

## Group tee-shirts

If you would like, you can design your own tee-shirts for your mission trip. This can be very valuable and acts as a great keepsake and reminder of God's work in each person's life.

## Entering Mexico

When entering, or at a different checkpoints you might be asked some questions. It's possible they might ask you what your purpose is in Mexico. Tell them that you're coming as a tourist. Mexico has no real law for handling mission groups so it's best to come under their recognized category of tourist.

## Sleeping bag & pillow

The bunk beds have wood bottoms and foam cushions, however each person will need their own sleeping bag and pillow.

## Clothes for the beach

We have lovely close-by beaches that you'll certainly want to take advantage of while here. Please bring modest swim suits for this.

## Vehicle Insurance

Although vehicle insurance is not required in Mexico, you might want to have it just in case. We strongly recommend that you purchase insurance prior to your trip. Purchasing insurance at the border can be costly and time consuming.

## Ideas for leadership positions to help you delegate responsibilities

1. Food & Kitchen Coordinator - Oversees kitchen, makes certain each team cooking understands about set-up, hot water for washing dishes, clean-up, and general kitchen supervision.
2. Supplies Purchaser - Purchases paper products: towels for bathrooms, toilet paper, hand washing soap and etc.
3. Packing Coordinator - Is in charge of overseeing the packing and transportation of items for the trip. Also, for unloading and loading suitcases and sleeping bags on our trip down and back.
4. Paperwork Coordinator - Makes certain Birth Certificates and other paperwork is gathered and ready to bring to Mexico.
5. Clean-up Coordinator - Makes certain all items used, or borrowed for the trip to Mexico are cleaned and returned when we arrive home.

6. Tool Coordinator - Organizes all tools for special construction projects for Mexico, also cleans and returns any borrowed tools. Buys any supplies needed for projects in Mexico.
7. Craft Coordinator for V.B.S. - Oversees and makes sure we have 100 crafts for 5 V.B.S. and that they are packed in Zip Lock bags containing 10 each. Also, is responsible to sort and package the crayons we will use for some of the crafts.
8. Snack Coordinator for V.B.S. - Gathers snacks for 100 children for 5 V.B.S. Makes sure they are packed in Zip Lock bags containing 10 each.
9. Sports Equipment Coordinator for V.B.S. - Gathers different kinds of sport things to use for playing with children at V.B.S. Jump ropes, bubble makers, bean bags, balls, and etc., and makes sure they are loaded for each day of V.B.S.
10. Puppet Coordinator for V.B.S. - Helps with puppets, and the puppet presentations at V.B.S.
11. Thank you Coordinator - Writes thank you notes to those who have donated items for the trip