



Resources for new group leaders

We are excited that you will be leading a group of volunteers for an Esperanza trip! With the input of experienced group leaders, we have put together resources to help you plan for a successful trip.

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Event Planning Timeline - When to Get Things Done

Six months to one year before a trip: group registration

- A group leader requests dates from the Esperanza Program Director and Esperanza sends out a volunteer group agreement.
- A group is registered when Esperanza receives the signed volunteer group agreement form and the non-refundable reservation deposit.
- Groups should think about airfare and transportation needs and ensure that all participants have a passport or the ability to obtain one before the trip.
- Consider options for purchasing international medical insurance and look at your organization's liability insurance policy (if applicable). This policy covers suits brought against an organization if a person is harmed during an activity, or in this case, a trip. A group should ensure that their policy will cover traveling and working in Mexico. A group which does not have adequate coverage can often purchase a temporary policy, called a rider.
- Some groups schedule fundraisers to help pay for the cost of the trip.

Five months to seven weeks before a trip

- If the registered owner of a vehicle is not in the vehicle you will need a signed statement giving you permission to take their vehicle into Mexico.
- Begin regular group meetings. We encourage groups to learn about the philosophy, work and structure of Esperanza and learn about the border region of Tijuana including culture, history and current events. Please contact Esperanza's Program Director for additional resources.
- Plan food for your group. Please note that the staff can prepare meals for your group at an additional cost.
- The second prepayment is due to Esperanza.

Three months before a trip

- All program fees are due to Esperanza.

Four weeks before a trip

- Distribute and collect Esperanza's Liability and Medical Forms.
- The group leader confirms the final size of the group.
- Groups must get Mexican auto insurance for any vehicle that will go into Mexico. Mexico does not recognize any American car insurance policy. An American driver could go to jail if he/she is involved in an accident and does not have Mexican liability coverage.
- Finalize a food plan and make shopping lists.

Ten days before a trip

- The Posada fees are due to Esperanza.
- Double-check the packing lists found in the group leader handbook.
- Group leaders might want to contact their cell phone providers and activate international service. This does not cost anything to activate however your airtime in Mexico may cost around \$1.60 per minute.
- Send Esperanza information about your medical insurance.

Transportation and Medical Insurance

Many group leaders start thinking about their group airfare and transportation needs six months before their trip. Groups have the option of renting vehicles in San Diego or using an Esperanza minibus while in Mexico.

Group Airfare

One potential resource for obtaining airfare discounts is MTS Company. They specialize in humanitarian travel and can work with groups to provide discounted rates. Here is their website: <http://www.mtstravel.com/>. Please note that we have no history or relationship with this company or any other company on which to base a recommendation or endorsement. We make no commitments or promises regarding the performance or reliability of this or any other company.

Esperanza Minibuses

We have two minibuses available for rent for \$150 a day. The buses seat 18-20 people and are driven by staff members in Mexico with special licenses. We can pick groups up at the border and provide you with transportation to and from the work site and to five activities during the week.



San Diego/Tijuana Area Vehicle Rental

| | |
|--|---|
| ASAP Rent-a-Van 888-844-2727 www.asaprentavan.com 15 passenger vans and offer roadside assistance in the Tijuana area. Offer free local deliver and pick up. | Fuller Ford 619-656-3370 www.thinkfullerfordautos.com/ 15 passenger vans & pick-ups available. |
| Airport Rent-a-Car 619-295-3111 Manager Bruce has given discounts to Esperanza groups. Close to the airport. | Mission Rent-a-Van 619-456-0270 www.missionrentavan.com Specialize in renting 15 passenger vans for groups. |
| Budget Rent-a-Car 619-542-8001 www.budget.com 7 & 15 passenger vans. | Sun Diego Car Rental 866-704-8267 www.sundiegotcarrental.com 12 & 15 passenger vans available. |
| Dollar Rent-a-Car 866-434-2226 www.dollar.com 12 & 7 passenger vans. | Service Rent-A-Car in San Jose 408-292-6351 www.servicerentacar.com 15 & 11 passenger vans available. |
| Enterprise Rent-a-Car 619-294-3313 www.enterprise.com Cargo vans available. | |

Auto Insurance for Mexico

Mexican law requires you to carry Mexican auto insurance, and insurance policies from U.S. or Canadian providers do not fulfill the basic requirement for insurance in Mexico and are not recognized by Mexican authorities. If you are involved in an accident while in Mexico, having a Mexico auto insurance policy will limit your financial burden and can reduce the chance that you will face jail time. In addition, some full coverage policies include roadside assistance, legal aid and medical services assistance to meet your needs. We recommend this full coverage option. Many rental companies require you to purchase Mexico auto insurance directly from them.

One resource for taking care of your car insurance needs is Bajabound.com. This website allows you to purchase and print your Mexican insurance policy before departing on your trip. This link is provided as an informational resource only. We have no history or relationship with this company or any other company on which to base a recommendation or endorsement. We make no commitments or promises regarding the performance or reliability of this or any other company. Bajabound.com is one company among many companies who provide this service. You can reach Baja Bound Insurance Services at: www.bajabound.com or (888)552-2252.

International Medical Insurance

In order to ensure that participants have a safe experience, in 2015 we are requiring all volunteers to have international health insurance during the duration of their Esperanza trip. Specifically, we ask that participants have insurance that covers emergency evacuation and emergency medical care and that group leaders send me a certificate of insurance one week before the trip. Below are links to resources that provide insurance products. We have no history or relationship with these companies or any other company on which to base a recommendation or endorsement. We make no commitments or promises regarding the performance or reliability of these or any other companies and are providing them as informational resources only.

- InterMedical—provides international medical insurance including illness, injury and emergency medical evacuation. Deductibles vary and rates start at under \$1/day with a minimum purchase of five days. <http://www.travelinsure.com/what/imedhigh.htm?32701>.
- Mission Trip Insurance/Patriot insurance through IMG Group—group insurance rates that start as low as \$.93/day and include deductible choices from \$0 to \$250. Includes emergency medical care and evacuation; 5 day minimum purchase. Mission Trip link: <http://www.missiontripinsurance.com/img-outreach-group-travel-medical>. Patriot link (students, vacation, etc.): <http://www.imglobal.com/en/img-insurance/travel-medical-insurance/patriot-travel-medical-insurance.aspx>.
- World Nomads Travel Insurance—includes accident/sickness expenses as well as emergency evacuation. Has no deductible and includes other benefits such as emergency dental and trip cancellation. Minimum coverage is for one week and starts at around \$50. <http://www.worldnomads.com/>
- International Volunteer Card—the basic plan starts at \$29 and is good for up to 60 days. Includes emergency medical care and emergency evacuation without deductibles. You can also purchase a card that can be used for multiple trips within a year. They have an online group ordering tool. <http://www.volunteercard.com>

Sample Trip Itinerary

*Some groups will stay an extra day and spend time at the beach, visit a winery or the Tijuana brewery or visit the Bufadora (a marine geyser or blowhole). The Esperanza Program Director and staff in Mexico are happy to provide you with activity suggestions.

Sunday

- Arrive at the San Diego airport
- Rent vans and drive to the Posada or take the San Diego trolley and be picked up on the other side of the border. Please note that Esperanza International's Program Director lives in San Diego and is happy to help new groups with logistics
- Orientation with Fundación Esperanza de Mexico's Volunteer Coordinator
- Shopping for food at Costco or other stores in Mexico

- Dinner at a taquería in La Gloria

Monday

- 7:30 Breakfast
- 8:30am Depart the Posada for construction in one of the communities
- 9:00am Introductions with the family who you will be working with and construction
- 12:00pm Lunch
- 1:00pm Resume construction
- 3:00pm Complete construction for the day
- 3:30pm Take a tour of the border on your way back to the Posada
- 5:00pm Return to the Posada, shower and prepare dinner
- 6:00pm Dinner
- 7:00pm Group reflections

Tuesday

- 7:30am Breakfast
- 8:30am Depart the Posada for construction in one of the communities
- 9:00am Begin construction
- 12:00pm Lunch
- 1:00pm Resume construction
- 3:00pm Complete construction for the day
- 3:30pm Return to the Posada and shower
- 5:00pm Visit Casa del Migrante (a migration center) and have dinner and conversations
- 8:00pm Return to the Posada

Wednesday

- 7:30am Breakfast
- 8:30am Depart the Posada for construction in one of the communities
- 9:00am Begin construction

- 12:00pm Lunch
- 1:00pm Visit the Esperanza Health Clinic
- 3:00pm Return to the Posada, showers and relaxation
- 6:00pm Dinner
- 7:00pm Group reflections

Thursday

- 8:00am Breakfast
- 9:00am Depart the Posada for construction in one of the communities
- 9:30am Begin construction
- 12:30pm Lunch
- 4:00pm Complete construction
- 4:30pm Return to the Posada, showers and relaxation
- 6:00pm Dinner
- 7:00pm Group soccer game with members of the community

Friday

- 7:30am Breakfast
- 8:30am Depart the Posada for construction in one of the communities
- 9:00am Begin construction
- 1:00pm Break for fiesta lunch with the family
- 2:30pm Return to the Posada, showers
- 4:00pm Visit a local orphanage and play with the kids
- 7:00pm Dinner

Saturday

- Breakfast and morning activity or group time
- Depart the Posada
- Fly out of San Diego

Sample Shopping List and Menu

Grains: sandwich bread, bagels, English muffins, cereal, granola bars, hoagie buns, hamburger buns, garlic bread, trail mix, chips, cookies

Vegetables and salads: green salad, Caesar salad, pasta salad, potato salad, tomatoes, broccoli/carrot tray

Dairy: several gallons of milk, deli-sliced cheese, cream cheese, butter, yogurt

Meat/protein: pre-cooked lasagna, hamburger patties, rotisserie chicken, pre-cooked bacon, salami

Miscellaneous: miscellaneous fruit, peanut butter, jelly, BBQ sauce, ketchup/mayo/mustard, salad dressing

Beverages: orange juice, soda, coffee

Sunday

Meal at the taqueria

Monday

Breakfast

Dinner: pre-cooked lasagna, Caesar salad, garlic bread

Tuesday

Breakfast

Dinner: pizza from a local place

Wednesday

Breakfast

Dinner: hamburgers, rotisserie chickens, potato salad, pasta salad, chips

Thursday

Breakfast

Dinner: bbq chicken sandwiches, sandwiches, potato salad, pasta salad, chips

Friday

Breakfast

Dinner: hoagie sandwiches, chips, sides, green salad

Saturday

Breakfast

Lunch in San Diego

Sample Chores Schedule

| | SAT | SUN | MON | TUE |
|---|-----------------------------|----------------------------------|----------------------------------|----------------------------------|
| Breakfast Prep and Cleanup | On your own | On your own | On your own | On your own |
| Load/Unload Vans and Lunch Cleanup | N/A | N/A | John Bill Deb Mary | David Paul Brenda Ellen |
| Clean Bathrooms | N/A | Frank Leo Sally Jane | Mark Tom Jen Tracy | John Bill Deb Mary |
| Cook Dinner | John Bill Deb Mary | David Paul Brenda Ellen | Frank Leo Sally Jane | Mark Tom Jen Tracy |
| Dinner Cleanup | Mark Tom Jen Tracy | John Bill Deb Mary | David Paul Brenda Ellen | Frank Leo Sally Jane |

Sample Trip Budget

| Expense | Group Cost | Individual Cost | Individual Cost (no airfare) |
|----------------------------------|-------------------|------------------------|-------------------------------------|
| *Budget based on 16 participants | | | |
| Esperanza fee | \$4,400 | \$275 | \$275 |
| Posada fee | \$1,680 | \$105 | \$105 |
| Airfare | \$3,976 | \$284 | |
| Rental vans 3 for days | \$2,430 | \$151.88 | \$151.88 |
| Food | \$1000 | \$62.50 | \$62.50 |
| Incidental Expenses | \$50 | \$3.13 | \$3.13 |

| | | | |
|--------------|-----------------|-----------------|-----------------|
| Total | \$13,536 | \$881.50 | \$597.50 |
|--------------|-----------------|-----------------|-----------------|

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