

Step-by-Step Guide for Leaders

Working alongside a family trapped by poverty, to build them a new home.

This Guide will take you through all the tasks you need to complete in order to prepare yourself and your group for your Mexico trip.

Stage 1: Application Process

- Go to <https://www.amoreurope.org/mexico-2021> and fill in the online **Group Registration Form**. We will then send you a web link to a password protected online **Application Form** for you to forward to each member of your group.
- Each team member, including yourself, will need to fill in and submit the online **Application Form**. This will require uploading **a picture of the photo page of their passport** and paying a **non-returnable deposit of £150**.

Please ensure you have at least one adult leader (over the age of 18) for every five young people in your group. If you are bringing male and female young people, you will also need male and female leaders.

Note: the deadline for all applications is **November 30th, 2020**.

Stage 2: Preparing Your Group

Information Packs

Ensure each person in your group is given an **Info Pack**, including the following documents:

- **About Your Trip**
- **Fundraising Ideas**
- **Sponsor Forms**
- **Donation Slips**

Parents

Keep in touch with parents. We recommend that you contact the parents of each person in your group who is under the age of 18, to introduce yourself to them and to answer any questions they may have.

Finance

Please ensure that the following financial systems and processes have been put in place:

- Familiarise yourself with the **Money Matters** section in the **About Your Trip** document.
- Open a bank account. Alternatively, agree an existing account that will be used for money to be paid into from your group's fundraising.
- Ensure all money paid in is properly documented and accounted for.

- Send regular payments to Amor Europe as funds are raised, we suggest monthly. This will help us with costs that will be incurred prior to the trip, such as flights, insurance, and so on.
- Ensure your group meets the following payment deadlines:
 - end of November 2020 — £150
 - end of December 2020 — £450
 - end of January 2021 — £750
 - end of March 2021 — £1,100
 - end of May 2021 — £1,500
 - by the 11 July 2021 — £1,815

Please note, £1,815 is the estimated cost. The actual cost will be confirmed once the flights have been booked.

- When sending payments to Amor Europe please remember to:
 - Use the **Payment Slips** provided;
 - Write the name of your group on the back of the cheque;
 - Update your spreadsheet and email it to us.
- Ensure all in your group understand how to use the **Sponsor Forms** and **Donation Slips**.

Fundraising

Establish a fundraising strategy. We recommend that you plan your fundraising strategy as a group, and agree what will be done individually and what will be done together.

Medical

Read through the medical sections of your group's **Application Forms** and inform Amor Europe of any medical issues or conditions which have been reported.

Ensure each person in your group books an appointment with their own doctor or travel clinic to discuss vaccine recommendations.

Legal

You **MUST** have legal consent for under 19's to travel to Mexico unaccompanied by their parents. Please ensure that the parents of each person in your group who is under the age of 19 have signed an **Affidavit in the presence of a solicitor** giving their consent for their child to travel with you to Mexico. Amor Europe will provide a document that can be used for this purpose. Any costs related to this are in addition to the trip fees.

Travel

Put in place your transport arrangements to and from the departure airport. Please note, you are responsible for this element of the trip, and it is not covered by the trip fee.

Visa Waiver Programme

To be allowed access into the USA, each member of your team will need to apply for an ESTA (Electronic System for Travel Authorisation). Every group leader must take full responsibility for this. If you fail to do this, your group will not be allowed into the USA.

How to apply for ESTA

- ESTA applications should be made online by going to <https://esta.cbp.dhs.gov/esta>
- All ESTA applications must be done no later than 72 hours before departure, although we strongly advise that this should be done between 4 to 6 weeks before your trip.
- When filling in your ESTA application please use the following address for where you will be staying:
 - Amor Ministries
 - 3636 Camino Del Rio N Suite 215
 - San Diego 92108
- ESTA applications are likely to cost about \$14 (£11) per person. This will be an additional cost to your trip.
- If you have obtained an ESTA in the last 2 years then this will still be valid and can be used for this trip. To check that it is still active you can simply go onto the above website, log in and enter this trip's flight details.

Well done! — your group is now ready for their trip. Once you arrive at the airport all other practical arrangements (onward transport, accommodation, food, house building, and so on) will be arranged for you. This will allow you to focus on supporting and supervising your young people.

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