

# TRIP LEADER CHECKLIST

## GUATEMALA



el centro

Below are the things that will help you plan and be prepared for your trip. Please let us know if you have any questions or concerns along the way.

### YOUR TRIP DETAILS:

Trip Dates: \_\_\_\_\_

Trip Cost Per Person: \_\_\_\_\_

Includes basic lodging in hotel, meals, hands on ministry experience, 1 El Centro T-shirt per participant, 1 free time activity. \* Cost does not include airfare, travel insurance, passports, vaccinations, or personal spending money,

Non-Refundable Deposit: \_\_\_\_\_

This deposit is a one-time, non-refundable deposit. It is not in addition to the cost per person, but will be deducted from your total cost.

### CHECKLIST:

1. **FORMS: All forms must be completed and submitted with your deposit.**
  - Participant Registration Forms (1 per participant)
  - Liability Form (1 per participant; notarization required)
  - Conduct Agreement (1 per participant)
2. **DEPOSIT: Submit non-refundable deposit at least 3 months prior to your departure date.\*\***
3. **TOTAL FUNDS: Please submit total of all remaining funds for your trip no later than 6 weeks prior to your departure date.\* \*\***
4. **PASSPORT COPIES: Everybody needs a total of 3 legible color copies of their passport.**
  - 1 Copy for home records
  - 1 Copy to be submitted to El Centro with each individual registration as precaution.
  - 1 Copy to be kept with the team leader while on the trip just in case.
5. **PRE-TRIP MANUAL: Read the pre-trip manual, distribute, and review with your group so that everyone knows what to expect, what to pack, etc.**
6. **BOOK AIRFARE: Purchase airfare ASAP and submit your flight information to El Centro Ministries (The sooner you are able to purchase airfare the better price and seat availability)**
  - **Arrival flight (to Guat):** When booking airfare, please be sure to arrive at Guatemala City International Airport on the start date of your trip. We will pick you up there. Please arrive between the hours of 10:00am and 3:00pm. It's important that you arrive during daylight hours.
  - **Departure flight (to U.S.):** When booking airfare, please be sure to depart from Guatemala City International Airport on the end date of your trip. Everyone will travel to the airport together and we will see you through the check in process. Please make sure your departure time is sometime between 11:30am and 5:00pm. It is important that you depart during daylight hours.

*\* Please have all checks made out to El Centro Ministries.*

*\*\* Additional expenses may be required depending on the scheduled activities. We will notify you if this is the case and include it in the total cost per person.*

#### Send Mail To:

El Centro Ministries  
PO Box 291  
Lincoln University, PA 19352