



Group Preparation Checklist

The Essentials

- ☐ **Contact Amanda Lasik**, Esperanza International Program Director, to set dates for your trip
- ☐ **Deposit:** Make sure deposit is sent to Esperanza on time (Amanda will tell you what date the deposit is due)
- ☐ **Travel documents:** Make sure trip participants know to have their necessary travel documents before crossing the U.S.-Mexico border
- ☐ **Forms:** Make sure trip participants fill out Medical/Liability forms
- ☐ **Meal Plan:** Make meal plan for week
- ☐ **Pack:** Use group packing list from Esperanza Handbook:
<http://www.esperanzaint.org/wp-content/uploads/2011/01/Esperanza-handbook-8-1-12.pdf>

Recommended Tasks

- ☐ **Promote:** Advertise trip via Facebook event or other social media outlets
- ☐ **Fundraise**
- ☐ **Meet:** Schedule periodic meetings in person or via Skype with group members before trip.
- ☐ **Delegate:** Find other leaders to help you plan your trip
- ☐ **Check In:** Touch base with trip participants to make sure there are no pre-trip questions or doubts.

Other Tasks

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



Trip Notes