

# Mexico Caravan Ministries Planning Check List

Underlined items are forms you will receive from MCM staff.

## 12-6 Months from Trip Date

- Register your group at [mexicocaravanministries.org](http://mexicocaravanministries.org).  
Once we receive your registration, we will reach out to start planning.
- Familiarize yourself with the group leader packet.
- Use the group budget excel sheet to estimate your trip cost.  
Our group coordinator will create an invoice once they know the details.  
\*\*Spectrum is a separate ministry some groups choose to serve with. Connect with their office to schedule at 619-276-1385 or email Heather at [heather@spectrumministries.org](mailto:heather@spectrumministries.org)
- Pay the lodging portion of your invoice. This payment confirms your group is coming and holds your spot on our calendar.
- Start meeting as a team. Create a plan to raise funds!  
Confirm who is going. Fill out the participant form.
- Put together a team packet for each participant. Include:
  - MCM Waiver
  - FMM visa instructions
  - Parent release form for minors
  - Background check for designated leaders
  - Packing list

## 6 Months from Trip Date

- Arrange travel – flights, vans, hotels.  
Reach out if you need help with any of these arrangements.

## 1 Month from Trip Date

- Send in the final payment for your invoice.
- Purchase International Medical and Travelers Insurance for each participant. Recommendations:
  - Faith Ventures: They have a few different options but the one that would fit a trip to Caravan is the short term (up to 30 days, single trip plan). <https://www.faithventures.com>
  - IMGlobal: Outreach Travel Medical  
[https://purchase.imglobal.com/Quote/outreach\\_group?imgac=55924](https://purchase.imglobal.com/Quote/outreach_group?imgac=55924)
- Fill out and submit the trip confirmation form you receive from our group coordinator. You will need:
  - Participant form
  - Verification of background check for designated leaders
  - Verification of traveler's insurance for each participant.
  - Filled out waivers from each participant.
- Plan your ministry day.  
Reference the Esperanza & Casa Hogar documents

## 1-2 weeks from Trip Date

- All group participants complete FMM visa online (this can also be done upon arrival at the immigration office at the border).

## Communication from MCM staff:

- Meal planning
  - Breakfast – you are responsible to buy your own breakfast items. Continental is best. Most groups stop at Costco in San Diego before they cross to purchase food.
  - Lunch – lunch is provided by the families you build for. On ministry days (casa hogar & Esperanza) you are responsible for making lunch to serve during your time at each location. If you go to spectrum, you will eat at the dorms after you are done.
  - Dinner – MCM staff will take you to taco stands in the area.
  - Remember to purchase paper plates and plastic silverware.
  - Bring small bills. Some places take card, but plan on using cash at most locations.
- Other costs to plan for (if desired)
  - The casa hogar and Esperanza are always in need of donations. Please reference the ministry day forms to get a better idea of what you could buy or help with.
  - Sometimes groups choose to cover dinner for the interns they build with – not expected but something you can plan for if you want.
  - Meals in San Diego
- Packing (please also read through the packing list)
  - Shorts and tank tops are only to be worn in dorm rooms.
  - Participants need to bring closed toed shoes and work pants for the build site.
  - Sunscreen & personal water bottles
  - Bedding & pillow
  - Tools are provided. We have a limited supply of gloves – pack if you know you want them.
- Arrival
  - MCM address in Mexico can be found by searching in google maps “Mexico Caravan Ministries” it will take you right to us.
  - Av. las Torres 9219, Matamoros Norte-Centro-Sur, Mariano Matamoros, 22234 Tijuana, B.C.
  - We can meet up with your team if you want help getting here.
- Showers
  - Spencer will connect with you before you arrive to set up showers at the local bath house. They cost \$3 a person and towels are provided. It is not guaranteed that showers will happen when we plan them. Like most things in Mexico please prepare to be flexible.
- Phones and Wifi
  - We strongly recommend only allowing leaders to keep their phones. We have a safe place in the office we can store your team’s phones during your stay.
  - We only give Wifi to leaders.

Spencer’s Contact Information: 515-770-2358