

Short Term Mission Handbook

Table of Contents

1. First Steps

- A. Prayer List**
- B. Promoting Trip & Signing Up Team Members**
- C. Fundraising**
- D. Dividing Up Leadership**
- E. Informational Meetings**

2. Health

- A. Vaccinations**
- B. Insurance**
- C. Health Concerns**

3. Travel / Local Transportation

- A. Passports & Immigration**
- B. Airplane**
- C. Public Bus**
- D. Church Van/Automobile**
- E. Local Transportation**

4. What to Bring (And What Not to Bring)

- A. Clothing and Toiletries**
- B. Supplies**

I. Construction

II. VBS

III. Medical

C. Items to Donate

5. Peace of Mind

6. Money

A. Cash

B. Credit/Debit Cards

C. Checks

7. Accommodations

A. Economy/Low Budget

B. Mid-Range Hotels to All-Inclusive Resorts

8. Food/Dining

A. Bringing/Buying Food

B. Food Provided at the Mission

C. Eating Out

9. Spanish

A. Translators

B. A Few Essential Words/Phrases

C. Spanish Proficiency

D. Recommended Books/Courses

10. Outreach

A. Ministry

I. Testimonies

II. Dramas

III. Spanish Worship

IV. Bibles and Tracts

B. VBS

C. Construction

D. Medical Outreach General Guidelines

E. Basic Needs

11. Recreation (Mondays)

12. Budgeting

A. Deposits and Payments

B. Trip Formula

I. Economy/Low Budget Per Diem

II. Mid-Range Hotels Per Diem

III. All Inclusive Resorts

13. Registration Countdown

14. Sharing Your Experience

15. Additional External Links

Appendix - Forms

1 First Steps

A. Prayer List

Ask people to keep you in prayer before and during the trip. When you send out your support letter, be sure to ask others to intercede for you. Here are some of the things you want your prayer support team to be praying for. Arrange for a sending-off prayer during your church's service the Sunday before you leave.

Prayer Suggestions:

- Total provision to accomplish the mission.
- Traveling mercies for the duration of the trip.
- Health, welfare and safety for each missions team member.
- Favor with customs, immigration and other government officials.
- That the purpose of your missions trip would be accomplished.
- That the team would receive a special anointing to accomplish their mission.
- Unity among the team members and harmony with the leadership abroad.
- That God would work on hearts and bring salvation to those receiving ministry.
- That God would change the lives of the team members.
- Opportunities to share with others upon returning what God has done.
- That God would continue His work in the places where you ministered.

B. Promoting Trip & Signing Up Team Members

Suggestions of how to promote the missions trip:

- Have a sign-up table for those interested in the trip.
- Pin up posters announcing the trip throughout the church.
- Announce the missions trip in your church's bulletin, website and from the pulpit.
- Put together a video promo or use skits to announce the trip.
- Incorporate missions songs in the service.
- Have a "Missions Sunday" with speakers that have already been on missions trips.

We recommend that you have an initial information session where people will sign up. You can find the pricing information in Chapter 12, "Budgeting". The small required deposit helps people decide if they will commit or not.

C. Fundraising

Remember, keep the “fun” in the “raising!”

Writing Letters

Legible, hand-written letters have the biggest impact. Send out support letters for funds and prayers. Enclose a self-addressed return envelope with a stamp on it. The bigger your mailing list is, the better. You need to include relatives, friends, teachers, mentors, co-workers, pastors, churches attended past and present, any significant person in your life. Be sure to send out your letters no later than 90 days before the deadline set by your church to turn in your funds. Note to leaders, this deadline should correspond with the date you plan to purchase tickets, at least 30 days in advance your trip (this will help to ensure you get your tickets at the best rate). If some of your letters go unanswered, you may want to send to follow ups. Immediately after you do receive a response, make sure you send a thank you note!

Here are some basic building blocks for your support letters:

- Catch up: How are you doing? How I’m doing...
- Be a reporter: Tell what, when, where, why, and how.
 - Mention the date and duration of the trip.
 - Mentioning a specific location, such as the city where you are going, can make the mission sound more concrete.
 - Explain what is motivating you to go.
 - Explain what you’ll be doing to accomplish your mission.
 - Mention who you are working with, both your church and Life Savers Ministries International.
- Include your supporters in the mission; show them how their involvement will impact lives.
- Explain that there are multiple ways they can be a part of your mission.
- Ask them to pray for you. You may even want to send them a wallet-sized photo they can stick on their refrigerator to remind them to do that.
- Financial support. You should mention this after you ask them to pray for you. You are trying to phrase your letter so your supporters feel included in the work you are doing, not as if you’re simply asking them for money.
 - Be specific: What is the total amount that you need? When do you need it by?
 - Give them a reason to send the money back before your deadline. For example, explain that airline tickets need to be purchased by a certain date.
 - Tell them who to write the checks out to and to earmark the checks with (put in the “memo” line) your name and the word “missions.”
- Let them know that you appreciate their support, whatever form it may take.
- Tell them that you will update them on how the trip went after you get back.

Here are a few examples of what a fundraising letter should look like:

Dear Uncle Bob:

How are you doing? I hope this letter finds you well. I have just started a new job and really like it so far. My coworkers are really great and my boss is a Christian.

I wanted to write you to let you know that I have been presented with the opportunity to do missions work in Mexico for ten days beginning June 15th. My church and I will be joining Life Savers Ministries International in Puerto Vallarta to do some construction work on the mission located a couple blocks away from the city dump. I'm really thrilled about all the Lord is going to accomplish during my time down there.

It's exciting to me the number of people who will be participating in this great labor of ministry and compassion, and I am not just counting those headed down to Mexico. I invite you to join those who are already praying for the trip. Please pray that God will prepare the hearts of the Mexicans to whom we will be reaching out. Please pray for the effectiveness of our ministry, that we would continually submit ourselves to God's guidance.

Your financial support will also have a huge impact in people's lives, not only by making our trip possible, but by allowing us to buy building materials for the mission, which will serve as a church, school, and community center for the people at the dump. I have included a postage-paid envelope for you to use if God puts it your heart to contribute to our efforts. I need to raise a total of \$1,630 by May 15 in order to purchase my plane tickets. Please make checks payable to Bethel Baptist Church, with my name and the word missions in the "memo" line. Whether you support me through prayer, financially or both, together we are advancing the Kingdom of God!

I look forward to telling you about all the lives God changed when I return June 25th.

God bless,

John Doe

Dear Bill:

How is it going? I've just started the second semester of senior year. It's been a lot of fun so far and I really like my classes, especially sociology.

You may already be aware of the terrible living conditions of Mexico's most impoverished. I am headed down June 1 to the impoverish shantytown section of Puerto Vallarta known as Magisterio where the city dump is located. I will be down there for ten days working with my church, Longwood Acres Lutheran, and Life Savers Ministries International to put on a Vacation Bible School in a mission located near the dump, hand out children's clothing, toys and food to poor families. This is a great opportunity for me, not only because we will be reaching out to impoverished children, but because I'm thinking about studying social work in the future.

I want you to be involved in the work that I'm doing. Your support will allow us to warm hearts of the children of Magisterio and their families because there's something about showing love to people and caring for them that transforms them. In order to be able to go, I need to raise \$1,450; this will cover not only my plane ticket, food, etc. but will also help to pay for some of the arts and crafts supplies for the Vacation Bible School as well as clothing and toys for the children and food for their families. If you are interested in supporting me, please write your check out to Longwood Acres Lutheran and earmark it with my name and the word "missions." In order to be able to go on the trip, I need to have my money turned in by May 1st.

Please mark the date I'll be down there on your calendar and keep me in your thoughts and prayers during that time.

Thanks and God bless!

Other ideas:

Letter writing isn't the only way of raising support. By sacrificing things such as trips to the movie theater or eating out, you can set aside some of your own money. Have your family put all their loose change in a "mission fundraising" jar. Doing a neighbor's yard work, washing windows, babysitting, or other odd jobs, putting together a car wash, yard sale or bake sale, or even asking for support money for your birthday are just a few more ways you can gather funds for your trip. One person I know even went door to door offering to let people smash an egg on his head for \$10.

D. Dividing Up Leadership

We need a primary person in charge of the group who will be LSMI's contact as we plan the trip together. This same person should be the point person for the group on the field. Especially if your team is a youth group, we would advise you have a sub leader for every six people that you bring down to help to supervise and keep the group organized.

E. Informational Meetings

Give your team the facts: when, where, why, what to bring, etc. If there is anyone who has already done missions work in the country where you are headed, have that person give a Q & A session. Print out the following sections of this guide and have your group members read them: First Steps (Fundraising), Health, Travel (Entering Mexico, Passports & Immigration, Airplane), What to Bring (Clothing & Toiletries, Items to Donate), Money, Language, Facts About Mexico, Testimonies, Outreach*, and Sharing Your Experience.

*All applicable sections

2. Health

A. Vaccinations

Find a local health clinic that deals with "travel medicine." Tell the doctor the country and city or region that you are traveling to and he or she will give you immunizations prescriptions for medication specific to the diseases in that particular area. Your doctor will also give you an International Certificate of Vaccination as approved by the World Health Organization; keep this for your records.

B. Travel /Health Insurance

We recommend that you get some form of traveler's / Health insurance. Check first with your insurance agent to see if you are covered. AAA Insurance, Seven Corners and Travelex offer international travel insurance, or ask your travel agent for recommendations.

C. Health Concerns

- It's very important to wash your hands before you eat.
- Try to avoid touching your eyes if possible.
- Be sure to wash your face and your hands with antibacterial soap.
- We recommend that you drink bottled water and not tap water.
- When drinking from a bottle, clean the lip with a clean napkin.
- If you buy fruits or vegetables, soak them in water mixed with an antibacterial solution.

3. Travel / Local Transportation

A. Passports & Immigration

You will need a passport. Don't wait till the last minute, it could take you a couple months to get one. Go to your government's website to find information about how you can obtain a passport. Some countries may require a visa, though most do not. When entering Mexico which does require a visa, you will be asked to fill out a form that specifies what type of visa you wish to be issued. Request a tourist visa. This is the simplest to obtain, it's free. Do not say you're a missionary as Mexico only issues visas to long-term missionaries and this type of visa is much more difficult to obtain.

B. Airplane

Flying is the most convenient, cost-effective, safest and most time-efficient means of traveling to Puerto Vallarta. Check out travel advisories with your airline. If you are coming to our main base, fly directly to the Airport in Puerto Vallarta. We do not recommend flying into Guadalajara. From Guadalajara to Puerto Vallarta is five hour journey which you end up traveling by a combination of taxis and buses, incurring more meals and a possible hotel stay. Even if the ticket is \$50 to \$100 cheaper, it will cost you more money in the long run.

C. Public Bus

Though this can be a great way to see the country, it can also be long and tiring and will also require more planning on your part. You will probably end up sleeping on the bus several nights. Although you may want to do a cost comparison, you will probably not save any money compared to flying, and you certainly will not save time. Potential additional expenses for traveling in a public bus include: *meals, taxis and hotel stays*.

D. Church Van/Automobile

If you decide to ride down here, your vehicle needs to be in top condition as you will be traveling not only through a rugged mountain range, but desolate desert areas. We recommend that you register with Sanborn's Insurance (www.sanbornsinsurance.com), as they offer a lot of useful services, including an excellent travelog with detailed information, which will come in handy as you travel through Mexico. We do not recommend coming to Puerto Vallarta by van as the best option as it will require a lot more pre-planning on your part. You also risk problems such as flats, break downs, etc. Potential additional expenses for traveling in your church vehicle will include: *meals, hotel stays, tolls (which will be indicated in Sanborn's travelog), Mexican auto insurance, gas, vehicle maintenance and possible repairs.*

E. Local Transportation

LSMI will provide pickup /drop-off at the airport in the ministry vehicle and to and from local ministry sites for the group on scheduled workdays. Fuel expenses for this service are included in the per diem (see chapter 12 section B). All other excursions can be accommodated through public transportation. Be sure you have pocket change to cover bus fare and taxis for any extra curricular activities for your group.

4. What to Bring (And What Not to Bring)

Puerto Vallarta is a tropical city of 400,000 people. We do have a Wal-Mart and a Sam's, therefore just about anything you forget or need will be here. Pack a carry-on for your documentation, valuables, and essentials. Pack your second check in bag full of ministry supplies. Remember that most airlines have a 50lb limit per suitcase.

A. Clothing, Toiletries, etc.

- Clothing for a tropical, sunny climate, including bathing suite.
- Hand wipes and waterless alcohol-based hand cleanser.
- Hat and sunglasses.
- Leisure reading material, books in English can be hard to come by.
- Pair of Tennis Shoes (make sure they have good padding).
- Skin-So-Soft Insect Repellent.
- Shower sandals.
- Tooth brush, toothpaste and other toiletries. Scented toiletries draw mosquitoes.
- Towel and wash rag.
- Ultra light rain jacket/windbreaker.
- Your Bible.

Remember if you are flying, all liquids and gels should be stored in your check-in luggage and not your carry-on.

Dress Code:

Please dress modestly! Think about what kind of attention you want to attract to your group. Girls, please don't bring spaghetti strap or low cut tops. Do not show cleavage. Also no skirts or shorts that come more than four inches above the knee. Please do not bring bikinis. Boys, please don't dress in such a way that your underwear is visible. We recommend T-shirts (non-offensive), and comfortable jeans, shorts or skirts.

B. Supplies

Do not bring anything in boxes; always put things in suitcases. Boxes trigger problems with customs.

I. Construction

Bring your own tools, keeping in mind that the type of construction in Puerto Vallarta is masonry construction. Many tools will also be available for purchase in Puerto Vallarta. Bring money for building supplies which we will purchase here in Mexico.

II. VBS

Bring all supplies and materials that you will need for VBS. You might not be able to find certain items for craft projects, etc. down here.

III. Medical

Please email in advance us a list of medications and medical instruments that you will be bringing into the country, since the rules for what medical items can and can't cross the border change frequently. Remember to pack medications in durable containers that will prevent them from being crushed during your travels. For the medications you're bringing, you will need a list containing the following information: the names of the drugs, the manufacturers, the expiration dates and the number of containers.

- Analgesics - Acetaminophen, ASA, Ibuprofen, NSAIDS and muscle relaxants
- Antacids and Antiflatulants - Digel, Maalox, Mylanta, Pepcid and Zantac
- Antibiotics - Ampicillin, antibiotic ointments, Cipro, Erythromycin, Metronidazole, Penicillin, Tetracycline and TMX/Sulfa
- Antifungals - Loprox, Lotrimin, Monistat 3, Nizoral, Nystatin and Tinactin
- Antinausea - Dramamine, Gravol and Meclizine
- Antispasmodics - Donnatal, etc.
- Asthma - any asthma preparations
- Cardiovascular - ACE inhibitors, Aldomet and Hydrochlorothiazide
- Cold and Cough - Dimetapp, Nyquil, Robitussin and etc.
- Diarrhea – Imodium, Kaopectate, Lomotil and Pepto-Bismol
- Ears – analgesics, antibiotics and wax softeners

- Gynecological – Flagyl, Monostat and vaginal ointments
- Laxatives - fiber supplements, hemorrhoid suppositories, ointments, and stool softeners
- Skin – ointments, topical creams and Kwell
- Urinary - Bactrim, Macrochantin, and Septra
- Vitamins and iron - adult, pediatric and prenatal

The medical dispensaries will also need the following:

- brown paper bags
- clean medicine containers
- dispensing envelopes
- labels
- marking pens
- rubber bands
- small plastic bags
- sterile gloves

C. Items to Donate

For kids, you may bring summer clothes that are in good condition to give away. If you wish to, you may donate your towel, wash rag and toiletries at the end of your trip.

5. Peace of Mind

Good safety and security habits will help alleviate some of the worries you may have and make your time of ministry more enjoyable. A lot of safety advice is simple common sense.

- Don't wear expensive jewelry or watches.
- Be discrete about handling money in public.
- We recommend a travel pouch or belt that can be hidden underneath your clothing.
- Carry your wallet and passport in your front pants pocket.
- Keep copies of all important documents including your passport in your luggage.
- We recommend fanny packs over purses.
- If you must carry a purse or a single-strap book bag, hang the strap from the shoulder opposite of the hip that it rests against.
- Do not leave suitcases, backpacks or any possessions unattended in a public place.

6. Money

A. Cash

If you plan on bringing cash into Mexico, you need to go to a bank for money exchange. They will not accept \$100 bills. There are several ATMs which will also give you good exchange rates, though there is a service charge. Keep in mind, the daily limit for withdrawal is \$500. See Exchange Rate Website: www.xe.com

B. Credit/Debit Cards

Credit/Debit cards are accepted at Wal-Mart, big name grocery store and high end restaurants. They are sometimes, but not always, accepted at chain convenience stores and gas stations. They are almost never accepted at mom'n'pop shops or local eateries.

C. Checks

Do not bring checks, they generally cannot be cashed in Mexico. Traveler's Checks, which are declining in popularity due to the increase of ATMs, are not a good idea either. Not all places accept them and the ones that do often charge you a fee of up to 5% to cash them.

7. Accommodations

When staying in Puerto Vallarta, Mexico, you have different options:

A. Economy/Low Budget

These accommodations will be at a church or mission with showers available. You will need to bring sleeping bags and bedrolls as well as your own toilet paper. Depending on the size of the group, some cots are available. This is on a first come, first serve basis. A \$5 per day deposit for each person planning to attend should be sent 90 days in advance. This deposit is a non refundable application fee. (Applies toward total cost and will be refunded if for any reason your application is not accepted) Payment can be made through the LSMI.org website or mailed to LSMI PO Box 3069 Humble, Texas 77346. Make payment to "LSMI" and note on the payment that it is a deposit for the mission trip. You must include your **LSMI Group Sign Up Form** with the payment. The reservation cannot be confirmed until the deposit and **Group Sign up Form** is received and processed

B. Mid-range Hotels to All-Inclusive Resorts

You deal direct and make your own reservations. The best deals are on the internet. All-inclusive resorts offer breakfast, lunch, and dinner. We recommend that you book a hotel in the Nuevo Vallarta, or the Bucerias area. This is the area known as the Riviera Nayarit, in the state of Nayarit Mexico, just north of Puerto Vallarta.

8. Food/Dining

A. Bringing/Buying Food

Bring some snacks for the journey down, granola bars, candy bars and so forth. However Mexico generally does not allow perishable foods, especially fruits and vegetables across the border. It may be a good idea to buy bulk cereal and milk while you are down here.

B. Food Provided at the Mission

If you are doing all day missions projects, plan to be fed at the mission site. Meals will cost \$5.00 to \$7.00 per person (drinks included) depending on what we fix.

C. Eating Out

Economic restaurants cost on average \$5.00 to \$7.00. We can recommend some cheaper places if you'd like. Nicer restaurants can be pricey. Tipping is generally 10% to 20%.

9. Spanish

A. Translators

You need to speak slowly and stay away from colloquialisms and slang expressions. You need to speak one sentence and stop. Allow the translator to finish speaking before starting your next sentence. Write down the Bible verses you plan on using and give them to the translator in advance so that they can mark them in their Bible. Also keep in mind that your message will take twice as long to deliver, so keep it short and simple.

B. A Few Essential Words/Phrases

Hello! <i>¡Hola!</i>	I'm hungry. <i>Tengo hambre.</i>	It's expensive. <i>Es caro.</i>
Good bye! <i>¡Adios!</i>	I'm thirsty. <i>Tengo sed.</i>	It's cheap. <i>Es barato.</i>
What is your name? <i>¿Cómo te llamas?</i>	Where is the bathroom? <i>¿Dónde está el baño?</i>	Jesus loves you. <i>Jesús te ama.</i>
My name is... <i>Me llamo...</i>	How much does it cost? <i>¿Cuánto vale?</i>	God bless you. <i>Díos te bendiga.</i>

C. Spanish Proficiency

There are several web tests available. This test is divided up by level so the better you are the longer it takes to complete (good news for anyone who only knows a little Spanish).

www.spanish-test.net

D. Recommended Books/Courses

The *RosettaStone* series, *Living Languages* from Random House, *Practice Makes Perfect*, *501 Verbs* and *Webster's New World Spanish Dictionary*, *Berlitz* and *Spanish for Dummies* are some good options. Also see what's available at your local library.

10. Outreach

A. Ministry

I. Testimonies

A well delivered testimony is a powerful, personal and persuasive way of sharing the Gospel message. It is effective both in one-on-one ministry and or in front of a group. Write your testimony down and read over it several times before sharing it. Refer to your copy when you share your testimony, but be sure to make plenty of eye contact with your audience. Your testimony should be brief, no more than three minutes (about 1½ pages double spaced). Use a theme and key Bible verse to keep your testimony on focus. It should follow the "before/how/after" construction which is: how you were before Christ, how you accepted Him, the difference Christ has made in your life. In Acts 26:9-23 Paul make use of the "before/how/after" testimony.

Sample Testimony:

Job 33:29-30 says "Behold, God works all these things, twice, in fact, three times with a man, to bring back his soul from the Pit, that he may be enlightened with the light of life." Whenever I read this verse, I can't help but feel as though it was written with me in mind. When I was twelve years old my parents went through a terrible divorce. I remember clearly all the anger and shouting that lead up to their separation. This shattered my sense of security and broke my world in two. We sold our home and mom, my brother and I moved in with our grandparents. I blamed myself for the divorce and buried myself under a burden of shame and guilt. I was constantly looking for attention, love and acceptance, something, anything to fill the hurt and pain left by the failure of my family.

As I got older, I have several ungodly relationships which compromised the values that I had learned growing up in church. I started dating a girl named Jennifer who had beautiful blue eyes and a good head on her shoulders, or so I thought at the time. She told

me several times that my parents divorce wasn't my fault – it was their fault – that I would feel better if I blamed them. I listened to her and exchanged my feelings of shame for bitterness.

One day Jennifer came to me and apologized. She told me that she had things all backwards; she had encountered Jesus Christ whose message was that of forgiveness rather than blaming others. I told her she was crazy and broke up with her shortly afterwards. Jennifer didn't give up on me though. She kept inviting me to go to a Christian summer camp with her and some of new friends. After much protesting, I finally gave in. When I arrived there, I saw a lot other guys and girls my own age, many of whom seemed to be genuinely happy. On the last night of the camp, one of the youth councilors shared the story of his parents divorce. I felt a chill run down my spine as I realized of how similar our life stories were. He told how had Christ filled the void in his life and had given him hope and a purpose. He talked about how God, being a perfect father, was teaching him how to forgive his earthly father. I invited Christ into my heart to be my Savior and to unite me with my Heavenly Father.

Twice, three times, more times than I may ever realize, God has pulled me from the pit. My life has ups and downs and things are not always easy, but I've left behind my shame and bitterness and God has filled my life with the light of His love and forgiveness.

II. Dramas

Sometimes it's easy to forget when preparing dramas to share in Latin America that your audience won't understand English, whether written, spoken or sung. The good news is that Delirious?, HillSong, and other Christian artists have translated some of their music into Spanish. Thus you can practice your drama with the English-language song and perform it with the Spanish-language song. Make sure that if your props have writing on them, the writing is in Spanish. For some ideas for skits, we recommend looking on www.youtube.com. Try typing in "Christian drama" or other similar searches.

III. Spanish Worship

As we mentioned in the drama section, many Christian artists have translated their songs into Spanish. This means you can learn and perform in Spanish some of the same songs you sing at your church. For example, you could purchase Delirious? album *Libertad* which has songs such as "Shout to the North" in Spanish or Don Moen's *Trono de Gracia*. Other titles such as Vertical's album (from Integrity Music) *Imagine (I Can Only Imagine)* takes hits from several Christian artists and translates them into Spanish. You can usually purchase (or order) these titles wherever you normally buy music. The lyrics should be printed in the sleeve of the CD, if not you should be able to find them on the internet. If you do not have any musicians on your team, many of these songs are also available in a Karaoke version.

IV. Bibles and Tracts

The following sites are good resources for Bible and tracts that your group can bring down. Remember to order/print only materials in Spanish! There are multiple Bible translations in Spanish. Reina-Valera, which is similar in style to our Old King James Version is very difficult even for Spanish speakers to understand. The NIV Spanish and other newer translations are easier for the average reader to understand.

www.bibles.com www.atstracts.org www.gnpcb.org
stores.ebay.com/Wholesale-BIBLES_Spanish-Bibles
www.tractministry.com/favorite_tract.html

B. VBS

A lot of churches simply reuse VBS programs that have worked for them in the past with the aid of a translator. Concordancia Publishing House (www.cph.org/cphstore) sells bilingual VBS curricula and Lifeway (www.lifeway.com) has several Spanish titles. It is customary that meals and snacks are provided daily for the children that are attending these programs.

C. Construction

We encourage both youth and adult groups to consider coming down for a construction-focused mission. It is an area of great need and your labor of love and purchase of building materials will bless children and families for many generations to come! Construction on community centers/churches is primary masonry, even though it can also include plumbing, electrical, etc. Even if you have no experience in masonry, just bring a good attitude and willingness to work and we'll show you what to do. Just remember, a good thick layer of stucco will hide a multitude of imperfections.

D. Medical Outreach General Guidelines

Most of the work we do is to help in our community centers/churches. These are not medical clinics, so everything will have to be brought in and set up for whatever type of clinic is being offered. We invite pediatrics, dental, optical, health and hygiene clinics.

E. Basic Needs

These outreaches are designed to share with poor children and their families such things as food for their pantry, school supplies for the children, and construction of temporary housing and home repairs to meet the shelter needs of indigent families.

11. Recreation (Mondays)

Plan Monday as the Group's day for recreation. This allows the pastors that we work with to enjoy a day with their families. There are many exciting things to do here in Puerto Vallarta, not the least of which is laying on the beach and shopping. For more information on available activities, check it out on the internet.

12. Budgeting

This is a guide to help you determine how much each individual needs to raise for your great adventure of ministering to the poor in Puerto Vallarta, Mexico.

A. Deposits and Payments

A \$5 per day deposit for each person planning to attend should be sent 90 days in advance. This applies regardless of your choice in accommodations. This deposit is a non refundable application fee. (Applies toward total cost and will be refunded if for any reason your application is not accepted) Payment can be made through the LSMI.org website or mailed to LSMI PO Box 3069 Humble, Texas 77346. Make payment to "LSMI" and note on the payment that it is a deposit for the mission trip. You must include your **LSMI Group Sign Up Form** with the payment. The reservation cannot be confirmed until the deposit and **Group Sign up Form** is received and processed. Scheduling is on a "First Come, First Serve" basis.

B. Trip Formula

I. Economy/Low Budget Per Diem

\$5	Lodging - Sleep on cot at Church (See Chapter 7 section A)
\$15	3 Meals at Church or Mission (See Chapter 8 section B)
\$10	Ministry Opportunities – Minimum amount needed (See Chapter 10)
<u>\$10</u>	Transportation (See Chapter 3 section E)
\$40	Total per Diem for Individual

* Bring money for recreation, incidentals, souvenirs and occasional meals out.

II. Mid-Range Hotel Per Diem

(Work out how many people per room to determine cost per person once you have established a room rate (see chapter 7 section B). Sometimes breakfast is included in your rate, check with your hotel)

_____	Hotel (See Chapter 7 section B)
_____	Meals (See Chapter 8 section C)
\$5	Lunch at mission on work days
\$10	(Minimum) Ministry opportunities (See Chapter 10)
\$10	Transportation (See Chapter 3 section E)
	Total per Diem for Individual

* Bring money for recreation, incidentals, souvenirs and occasional meals out.

III. All Inclusive Resort Per Diem

(See Chapter 7 section B)

_____	Lodging and Meals
\$5	Lunch at mission on work days
\$10	(Minimum) Ministry opportunities (See Chapter 10)
\$10	Transportation (See Chapter 3 section E)
	Total per Diem for Individual

* Bring money for recreation, incidentals, souvenirs and occasional meals out.

13. Registration Countdown

A. The Group Organizer must gather and send the following: *(Please note that all forms can be found in the Appendix.)*

I. 90 days before “Missions Trip” *(Mail in a single packet to LSMI)*

1. Completed **LSMI Group Sign up Form** (See Appendix)
2. Deposit /Application Fee (See Chapter 12 section A)
3. Confirm that all prospective team member have a Passport or have applied.

II. 60 days before “Missions Trip” *(Mail in a single packet to LSMI)*

1. A Pastor’s letter of recommendation for EVERY team member
2. Completed “**Individual Application Form**” for EVERY team member.
3. Completed “**Liability and Medical Release Form**” for EVERY team member.
4. Copy of Driver’s License for EVERY team member.
5. Release Form for Minors, Unaccompanied by a Parent or Guardian, to Travel in Mexico (as applicable.)

III. 30 days before “Mission’s Trip” *(Mail in a single packet to LSMI)*

1. Copy of Group’s travel itinerary.
2. Copy of Passport of each team member.

14. Sharing Your Experience

Get the word out about the lives that were touched while you were down here! Tell people how it impacted your own life. Share your missions experience in as many creative ways as you can think of. Discuss your experience at church, in your Bible study and at work. Put together a power point presentation, make a MySpace page, or post a short photo montage on YouTube. Point people to our website where they can sponsor needy children like the ones you saw during your trip. Consider sponsoring one of the children yourself. We have brochures on our site that you can print off to explain to your friends and family what you are a part of.

15. Additional External Links

CIA World Factbook Article:

<https://www.cia.gov/library/publications/the-world-factbook/geos/mx.html>

Wikipedia Article:

<http://en.wikipedia.org/wiki/Mexico>

Time Zone Information:

http://www.timetemperature.com/tzmx/mexico_time_zone.shtml (Puerto Vallarta is located in the Mexican state of Jalisco which observes Central Time)

Weather Information:

<http://www.weather.com/outlook/travel/businesstraveler/local/MXJO0047>

Appendix – Forms

[Group Sign-Up Form](#)

[Individual Application Form](#)

[Liability and Medical Release Form](#)

[Release for Minors, Unaccompanied by a Parent or Guardian, to Travel in Mexico](#)