



Missionary Team Leader Trip Checklist

As is the case for all travel, certain records must be completed and/or provided by your participants prior to the trip for your parish or school and for Casa Hogar. Copies to be provided to Casa Hogar should be sent no later than 1 month before the trip to nfurger@frjoesguild.org. All necessary documents and/or directions are listed below.

Best practice: 1) copy of all paperwork is with the group leader (can be hard copies or flash drive), 2) copy of all paperwork is left at parish, 3) copy of all paperwork noted below is sent to Casa via email.

Safe Environment

All requirements of the Diocesan Safe Environment program are applicable for all team members 16 years and older. Please review with your parish or school safe environment coordinator to ensure all are completed; records remain at parish or school. Casa does not require any of this documentation, only a list of approval dates.

Health, Medical, and Event Release

Forms for adults and minors can be found on the Casa Hogar website or by requesting them through email. Provide Casa Hogar a copy of the completed form. Casa requires this document. *If your school or organization requires a different form for this purpose, the team members will need to complete both forms. Casa Hogar only accepts the form we provide.*

Immunizations

Casa Hogar requires that all members of the mission team are up to date on vaccinations. Per Rene, Casa Nurse, no one is allowed to be part of a mission team without having received all routine vaccinations and boosters, except the Covid vaccination which is highly recommended but not required. Casa requires immunization dates are provided in medical and health form. *The immunizations records can be found on the Wisconsin Immunization Registry website.*

Passport

Provide Casa Hogar a legible copy of all passports. *Per Peru requirements, all passports must be valid no less than 6 months after the scheduled return date.*

Travel Itinerary

Travel itinerary should be sent to Casa Hogar, if changes occur at the last minute, please email the new itinerary and/or call Noel to ensure drivers picking up your team are aware of the change to your schedule.

Medical Insurance

Medical insurance coverage is required for each participant. Travel insurance covers medical costs for most travelers. However, if another policy will cover the participant, a copy of the front and back of the card is needed. Casa requires a copy to have on hand for medical care in the event the group leader is not available in an emergency.

Housing and Food

The cost for each team member is \$35 a day. Please submit payment at least 1 month before departure to: Diocese of La Crosse, Mission Office, PO Box 4004, La Crosse, WI 54602-4004.

Ask questions!

International travel is stressful, and making sure you have all the documents in order for your team can add even more stress. Please feel free to contact Noel Furger at 715-297-5139 at any time before, during and after your trip should you have any questions.