


DOCUMENTATION REQUIREMENTS FOR ALL MISSION TEAMS AND VISITORS

Just like with any trip, there are a few important forms and documents your group will need to complete before heading to Casa Hogar. These are required both by your parish, school, or organization **and** by the Father Joseph Walijewski Legacy Guild. These documents are in place to protect all parties involved and should be considered absolutely necessary.

 **Document deadline is ONE MONTH before departure for your trip.**

 **This is an ABSOLUTE deadline!** Missing or incomplete documents may prevent individuals or teams from participating. Please note that last-minute submissions will no longer be accepted under any circumstances.

 **Please send all documents to nfurger@frjoesguild.org.**

Submit all required documents as **scanned PDF's**, not as photos or image files. Do not send one file with documents of the entire team; each participant's documents must be submitted as a complete set in a single PDF file (one file per person).

Documentation Quick Tips:

1. Keep a full set of documents with the group leader (either printed, flash drive or cloud storage).
2. Leave a copy at your parish or school.
3. Email the required documents to Casa.

WHAT YOU'LL NEED TO SEND

Safe Environment Info

All participants must complete the Safe Environment requirements through your parish or school. Records are maintained by the school or parish, only provide a list of completion and approval dates with your paperwork.

Safe Environment Program requirements include:

- Basic Criminal Background Check – Ages 16 and older.
Volunteers 16-18 complete form without social security number.
- Confidential Questionnaire – All
- Online Safe Environment Training – All
- Annual Verification of Safe Environment Training – All

Online Safe Environment training can be found at:

- For adults, go to www.dioc.org/safe-environment/training. Scroll to *Paid Staff and Volunteers in Parishes/Schools*.
- For minors, go to www.dioc.org/safe-environment/library. Scroll to the bottom of the page and find age-appropriate training. This training must be done in person with the group leader or if student attends a Diocese of La Crosse Catholic High School, the date of their annual training may be submitted by the school.

☒ **Event Release & Medical Form**

These are required for **everyone** (adults and minors).

- Complete the official *Father Joseph Walijewski Legacy Guild Event Release & Medical Form* (available online or by email request).
- If your school or parish has its own form, the Diocese of La Crosse has determined that **BOTH** must be completed as the Guild form does not protect the school or organization.

☒ **Immunization Info**

Everyone is asked to be up-to-date on routine vaccinations and boosters.

- Include immunization dates on the medical form.
- If unsure of dates, records are available on the Wisconsin Immunization Registry.
- If immunization exemption is claimed, complete exemption section in the Event Release & Medical Form.

☒ **Passport Copies**

Submit a **clear copy** of everyone's passport.

- Passports must be valid for **at least 6 months after** your return date (Peru's rule!). Please be aware, there was a Casa visitor that was refused entry with a passport that expired 5 months after planned departure.

☒ **Travel Itinerary**

Send your travel schedule as soon as it's set. If there are last-minute changes, email the update or call Noel to ensure the scheduled airport pick-up is adjusted.

☒ **Medical Insurance**

Every participant must have valid medical coverage to visit Casa Hogar.

- **Travel insurance is highly recommended.**
- **Proof of insurance is required.**
- If using a policy other than travel insurance, please submit:
 - A copy of the front and back of the insurance card.
 - A portion of the policy that confirms international coverage and reimbursement.

☒ **Individual Charge for Stay at Casa Hogar**


The cost is **\$35 per day per person**.

Payments must be received in the Mission office **no less than one month** before your departure. Send to:
Diocese of La Crosse
Mission Office
PO Box 4004
La Crosse, WI 54602-4004

Questions? Just Ask!

Planning international travel can be a lot—we get it! If you have **any** questions before, during, or after your trip, feel free to reach out.

Contact: Noel Furger

 715-297-5139

 nfurger@frjoesguild.org