

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.

### DEADLINES FOR ALL PARTICIPANTS

 **Document and Forms ONE MONTH before departure for your trip.**

 **Safe Environment approval must be at least 6 WEEKS before departure for your trip.**

Missing or incomplete documents may prevent individuals or teams from participating.  
*Last-minute submissions will no longer be accepted under any circumstances.*

 **Please send all documents to [nfurger@frjoesguild.org](mailto:nfurger@frjoesguild.org).**

- Submit all required documents as **scanned PDF’s**, do not send image files.
- Do not send one file with documents for 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:**

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

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#### **WHAT YOU NEED TO SEND**

##### **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.

##### **Passport Copies**

Submit a .PDF **clear copy** of passport. *Ensure it is not too dark or off skew.*

- 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 from Peru.

##### **Event Release & Medical Form**

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

- Complete the official *Father Joseph Walijewski Legacy Guild Event Release & Medical Form*
- Diocese of La Crosse, School and Parish Event Release and Medical Form must also be completed for school or parish. **Do not submit** with documentation for the mission trip but keep with your files for the protection of your organization.

**Safe Environment Info**

All participants must complete the Safe Environment requirements through your parish or school. Records are processed and maintained by the school or parish as required by the Diocese of La Crosse. Leader's must provide a list of completion and approval dates with your paperwork. This list will be verified with Teresa Brown to ensure its accuracy. *Only in the case of independent groups (non-Diocesan parish or school), should forms be forwarded to the Guild for processing.*

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 participants
- Online Safe Environment Training – All participants
- Annual Verification of Safe Environment Training – All participants

Online Safe Environment training can be found at:

- For adults, go to [www.dioc.org/safe-environment/training](http://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](http://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.

**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 online on the Wisconsin Immunization Registry.
- If immunization exemption is claimed, complete exemption section in the Event Release & Medical Form.

**Travel Insurance with Medical Coverage**

Every participant is required to have a travel insurance policy which includes medical coverage. Personal health insurance medical coverage is no longer acceptable.

- **Proof of insurance is required.** Policy with details of medical coverage must be submitted with paperwork.
  - If purchased as a group, one policy can be submitted with the invoice or statement if all names are listed.
  - If purchased individually, each participant must submit with their paperwork.

**Room & Board Charges**

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

- Make payable to: Casa Hogar Juan Pablo
- Payment should be submitted by organizing group, not individuals, and 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

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## RECOMMENDATIONS, NOT REQUIRED

### Earlier Submission of Documentation and Forms

While the required deadline is one month before departure, we'd strongly encourage you to consider submitting paperwork even earlier - ideally before tickets are purchased. This past year, we had a participant whose medical condition - for her own safety - meant she we couldn't approve her participating in the mission trip. Thankfully her ticket was refundable, but that isn't always the case. Getting forms in early can help avoid that situation entirely.

To be clear, this was a rare exception - the only time I've had to deny participation. We've happily accommodated all kinds of physical limitations, including mobility challenges and even blindness, so it's unlikely to be an issue. That said, given the more cautious approach the Diocese of La Crosse and Legacy Guild are taking right now, I'd encourage you to share any uncertainty with the Legacy Guild prior to booking the flights.

### STEP Registration


This has been suggested since 2022 and remains a recommendation, not a requirement — but given the current state of the world, it's more important than ever to ask your team members to register. It takes only a few minutes to complete and could make a meaningful difference.

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### 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](mailto:nfurger@frjoesguild.org)