



**TRIP PLANNING MANUAL**  
BAJA CALIFORNIA AND PUERTO PEÑASCO, MEXICO

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This document replaces & supersedes all previous versions

# AMOR TRIP PLANNING TIMELINE

Here is a quick timeline of important deadlines along with basic trip information and group responsibilities. While your trip may not fall within these parameters, any questions that may arise can be answered by calling your Amor Trip Coordinator at 619.662.1200.

## 9 MONTHS + BEFORE YOUR TRIP

- Register your group and pay the group registration fee/down payment. Confirm your trip with your Amor Trip Coordinator. \*
- If anyone needs a passport, apply as early as possible. **Passports are required for everyone.**
- Return signed Fee Schedule and Statement of Commitment to Amor Ministries: 3636 Camino del Rio North Suite 215, San Diego, CA 92108 or email your Amor Trip Coordinator.

## 3 MONTHS BEFORE YOUR TRIP

- 60% of the group trip fee is due to Amor by this date.\*
- Secure transportation.
- Purchase Mexican vehicle insurance for all vehicles .

## 10 DAYS BEFORE YOUR TRIP

- Double-check the packing lists in Section 4 of this manual to make sure the group is all set on tools, and personal items for the trip.

## 6 MONTHS BEFORE YOUR TRIP

- Check on your organization's liability insurance policy. Ensure that your policy will cover traveling and working in Mexico.
- Begin fundraising.
- If you are not using Amor's program, La Cocina, or renting tools, start rounding up the necessary camping gear, cooking equipment and tools for your trip.

## 30 DAYS BEFORE YOUR TRIP

- Finalize participation numbers\*\* and pay remainder of trip balance.
- Set an arrival time for check-in at the border meeting spot.
- If going through voluntary declaration, start preparing your Vehicle & Cargo List.

*\*Payments can be made by check made out to "Amor Ministries". Or by credit card, over the phone or online at [www.amor.org/trips/payment](http://www.amor.org/trips/payment)*

*\*\*Materials for the houses are ordered 4 weeks before your trip. A significant change in group size could adversely affect the family in that time.*

# Section 1: Trip Preparations

## YOUR TRIP CHECKLIST

### Registration

- Set your trip dates
- Pick your location
- Register your group
- Add amenities (*tool rental, La Cocina, ect...*)
- Return signed Statement of Commitment and Financial Agreement
- Pay registration fee and down payment

### Trip Program

- Plan for community outreach (*see Community Engagement Guide*)
- Set evening program
- Read **Disrupted** by Gayla Congdon
- Check with your organization on liability insurance

### Transportation

- Secure transportation
- Purchase Mexican insurance for all vehicles
- Bring originals and copies of vehicle & trailer registrations

### Meal Preparation (if applicable)

- Set meal plan (*plan for 2 extra Amor staff to feed*)
- Organize cook team/plan rotation of crew

### Camping supplies

- Collect tents (if applicable)
- Seating arrangements (i.e. campfire time, for meals, etc.)
- Review group packing list

### Check in/Border Crossing

- Set check in time with Amor
- Everyone has an online participation form completed
- Everyone has a **PASSPORT/PASSPORT CARD**
- No donations
- No firewood
- No building materials
- Propane tanks must be empty

## Feeling overwhelmed?

Planning a trip can be a lot of work! If you need help figuring out all the details, here are some ways that we can help lighten the load. Your Amor Trip Coordinator is also here to help.

## Promo Materials:

We can help you produce the promo materials to promote your trip. We have basic digital fliers and posters on hand, and will be happy to customize something for your specific trip. Just ask your Amor Trip Coordinator!

## Community Engagement:

A trip is much more than just building a house! We can help arrange a church visit while in Mexico, or arrange for one of the Mexican pastors to come and share with your group in the evening. See our Community Engagement Guide or contact your Amor Trip Coordinator.

## Preparing your Group:

Having a great trip experience starts with preparing your heart ahead of time. Gayla Congdon (Amor's co-founder) has written a devotional guide **Disrupted** that you can use to create a mission mindset in your team before you arrive in Mexico and when you arrive home. Order online or talk to your Amor Trip Coordinator.

## QUICK TIPS: Save Money & Space!

If you are traveling a long way, you may save money and space by having Amor provide for some of your needs in camp and reducing the number of vehicles you need to bring. Some of the services we offer include:

- Camp chairs, bleachers, & tables
- Tool rental
- La Cocina
- Tent rental

## CHECK IN AND BORDER CROSSING INFORMATION

*These procedures are in place for groups meeting us in San Diego only. Groups going to Puerto Peñasco will receive special instructions unique to your trip via email.*

### Before Check-in

- Ensure everyone has **PASSPORT** or a **PASSPORT CARD**.
- Top off gas and ensure you have Mexican auto insurance for every vehicle and trailer.
- Ensure that all vehicles and trailers have originals and copies of registration.
- Eat and take care of any last minute shopping.

### Check-in

- An Amor representative will contact you to arrange a check-in time at the meet location near the border. Check-ins are only permitted during day time hours and at least **two** hours prior to sunset.
- There may be more than one group checking in at a time. Please be flexible and on time.
- Check-in typically takes 10-15 minutes.
- All individual online participation forms must be filled out and signed.
- If traveling with unaccompanied minors, have the Minors List completed along with the accompanying cover letter notarized before you arrive. Keep it with you at all times.
- All financial obligations will be reconciled.

### Crossing the Border

- The group will be given a driver's briefing and depart for Mexico in a caravan.
- The caravan will be led to the border. *If your group is going through voluntary declaration, the caravan will be led into an inspection area where your group will be given further instructions. Please turn off vehicles and put away cell phones. No photos.*
- This is not a time for practical jokes. Please have all group members remain quiet in the vehicle(s).
- The Mexican border officials will inspect vehicles and trailers for any illegal items, building materials, firewood, propane and donations. Please be patient and respectfully quiet.
- All vehicles and trailers must have plates and proof of current registration when crossing the border.
- When crossing the border, please put away all cell phones and cameras; no pictures allowed.
- **Box trucks are considered commercial vehicles and are not permitted.**

## SAFETY

### Making a Call from Mexico to United States

001 Area Code and Phone Number

Amor Office: 001-619-662-1200

Amor Emergency Line: 001-619-662-1200 X 2

Having a cell phone with an international plan is encouraged. Amor has cell phones that allows the U.S. office to maintain contact with groups and the Amor Team at all times.

### Vehicle Break-Downs

Unfortunately, it happens. Flat tires, dead batteries, lost keys, broken belts, and more can happen while on a trip. Amor doesn't employ a mechanic, stock a large supply of repair tools, or always know of a local mechanic. Notify an Amor representative of any problems as they happen, and they will assist you to the best of their ability.

### I Saw on the News that...

The Amor staff keeps a close eye on the national, political scene along with the latest weather conditions. In the event of an emergency or weather condition that indicates that groups should leave Mexico, group leaders will be informed and an established evacuation plan will be implemented. Group leaders are responsible to review the safety guidelines included in this manual.

## SAFETY cont...

### First Aid Precautionary Measures

- **IMPORTANT:** The group leader is responsible for all first aid and medical care decisions for a group. We recommend that a representative from the group be appointed who is able to provide first aid care. Amor cannot make medical decisions for the group or its members.
- Groups should always have a first aid kit and carry a signed medical release form for each participant. If your organization does not have a form of its own, please call us and we will provide you with one.
- All prescription medication should be indicated on the medical release form and the first aid representative should be made aware of the prescription requirements. Prescriptions need to be in original container, with prescription on packaging.
- Don't drink water from faucets or barrels. The water has not been treated and may cause dysentery.
- Take a water break at least once every hour. Drink about two gallons of water daily. The average person can sweat up to two quarts or liters of water per hour while doing hard work. Soft drinks, coffee, and other caffeine drinks are no replacement for water.
- Use sun block, hats, sunglasses, and clothing to protect sensitive areas such as noses, necks and scalps.
- Group leaders should watch for signs of over-exposure. Fatigue, nausea, excessive, or alternately, a complete lack of sweating, and headache are primary indications of heat exhaustion and heat stroke.
- Group leaders should contact an Amor representative immediately if a group member displays any signs of heat exhaustion or heat stroke.
- The camp and worksites can be very dusty. Pack extra antihistamines for allergy sufferers and extra saline solution for contact lens wearers.

### Medical Services

- We recommend all medical attention be given in the United States, because of the close proximity to the border.
- An Amor representative is available to lead a medical evacuation if needed, but groups must drive the injured party to the hospital in their own vehicles. If the group decides to go to the hospital without an Amor representative leading, please have a group member inform the Amor Team of your plans immediately. In that event, an Amor Team member based in the U.S. will be notified and work with you to facilitate the return trip to camp.
- Limit the number of people and vehicles going to the U.S. One vehicle, one friend to support the patient (if necessary) and a group leader ought to be sufficient.
- Many times the patient will be conditionally released or it is too late to safely return to the camp. Amor can provide a list of motels in the area and arrange for a lead back to camp in the morning if needed.
- If the patient is a minor, notify the parent/guardian as soon as you know the extent of the illness or injury. Keeping them informed will prevent them panicking unnecessarily.
- If the injury or illness is dire or life threatening, Amor will call ahead to have an ambulance meet the patient and drive them to the border and then to a U.S. hospital, or if necessary work with the Red Cross to have a helicopter evacuation facilitated.

# ADDITIONAL MINISTRY OPPORTUNITIES

## Community Engagement

In order to provide you with the best trip possible, Amor offers ways for you to have a deeper connection with the people you serve. This can include a visit from a Mexican Pastor, an outreach, church visit, and/or other opportunities. See our Community Engagement Guide or contact your Amor Trip Coordinator for more information.

## The Amor Store

Amor provides a camp store for the convenience of the participants and to further the ministry of the Mexican Pastors Board. Amor opens the store in the evening after groups have returned to camp from the worksites. The store accepts US cash and credit cards.

## La Cocina

Amor Ministries operates a program called La Cocina which groups can partner with to provide their food. The program provides an authentic Mexican meal experience at an affordable rate and providing employment by hiring cooks from the local community. Contact your Amor Trip Coordinator for more information and/or see La Cocina on page 10.

## Key Ceremony

The highlight of many Amor trips is handing the keys to their new home over to the family. We highly encourage you to plan a time for house dedication into your trip. If you would like one of the local pastors and/or a translator to be present, please let us know in advance so that we can arrange it! House warming gifts are certainly ok. See our House Warming Gift Guide or contact your Amor Trip Coordinator if you have questions on what could be appropriate.

## Donated Goods

Due to Mexican customs regulations, donations are not allowed across the border into Mexico. Due to limited storage capacity, Amor cannot store donations. You must receive approval on any donations from your Amor Trip Coordinator prior to arrival. Because regulations can change from year to year, please contact us for the current regulations.

## Section 2: Campsite & Worksite

### THE AMOR CAMP

Imagine participating in an event without rules of conduct. Now imagine this on a trip in a foreign country. The result: chaos! The Amor Camps are communities with their own sets of rules and regulations that the participants are expected to uphold. We've adopted the same principle found in most state campgrounds: take nothing but pictures; leave nothing but footprints.

#### Authority

- Group leaders are responsible for the whereabouts of group members at all times.
- The Amor staff serve as guides and hosts.
- The camp caretakers, people hired by Amor, are there 24 hours a day to prevent unauthorized entry into, and departure from, the camps.
- Groups choosing to do anything outside of Amor's camp or worksite will need to receive permission from Amor staff and complete the Outside Release Form.

#### Campsites

- Each campsite is a 'private' area. Do not enter without an invitation.
- Do not venture into areas outside of the main camp without permissions from an Amor team member.
- Every group is different; do not impose your standards on others.



#### Designated Campsites

- All groups will be given a designated, chalked out area to use as their campsite when they arrive in camp.
- Campsites are determined by group size.
- Plan for enough seating, cooking, and serving equipment for your entire group.
- Smokers must smoke only at their fire pits; no smoking in public places or on the worksite.

#### The Camp

- Groups are expected to stay at the Amor camps.
- The camps are established near where Amor builds homes.
- Camping provides an atmosphere of team building within each group.
- Fireworks, weapons, drugs, alcohol, and animals are not allowed at camp.
- Groups should not leave camp without notifying an Amor team member.
- The camps are open spaces of gravel and dirt.
- Keep vehicles locked when unoccupied and carry spare keys.
- Recreational vehicles (RVs) are welcome. There are no hookup or dump sites for these at camp.
- Sandals, shorts, and tank tops can be worn at camp, but please stress modesty within your group.

#### The Bathrooms and Showers

- A bathroom is called a baño (bahn-yo), and it resembles an outhouse.
- *Helpful Hint:* B.Y.O.T.P. (Bring Your Own Toilet Paper) to the worksite.
- Baños are cleaned and disinfected daily. Report any problems immediately to an Amor staff.
- Amor camps use bucket showers with separate, enclosed structures, marked "boys" and "girls."
- Shower in the appropriate enclosed structures only.
- There is a two and a half gallon limit for each person, per day.
- Water is provided in 55-gallon water barrels just outside the showers. Bring your own shower apparatus, like a "solar shower".
- Take shower water from the barrel or under the spigots; only bathe in the enclosed shower areas.
- Groups should not drink, brush teeth or wash dishes with water from the shower barrels.
- Proper shower attire is a bathing suit. Please exercise modesty while walking from campsites to the showers.
- Attire to and from the shower is anything large enough to cover the bathing suit.
- Keep personal items (especially razors) off the shower floor.
- Please do not allow trip members to litter.



## THE AMOR CAMP cont...

### Fire Pits

- Groups who want a campfire must dig a fire pit and it must be contained within their campsite.
- Only wood or paper products may be burned.
- Do not allow the fire to be more than 3 feet high.
- All fire pits must be cleaned and refilled before the end of your trip.
- Firewood is provided free at our Baja camps, and is available for purchase at our Puerto Peñasco camp.

### Generators

- If you feel a generator is necessary for your trip you must contact your Amor Trip Coordinator.

### Quiet Hours

- Quiet hours are 10pm-6am. Dismiss group members between 9:30pm and 9:45pm to use restroom, brush teeth, and be back in your campsite by 10pm.
- No radios or PA systems after 10pm or before 6am
- Quiet conversation within campsite.
- No loud voices to and from the baños.
- Respect those around you by adhering to quiet time rules.
- Groups are not allowed to leave camp after dark.

### Trash

- There is an area designated within the Amor Camp for all trash.
- Bag trash, tie all bags, and break down boxes before placing in designated area.

### Meal Planning and Preparation

- **IMPORTANT:** The Amor representatives who are assigned to your group may need to eat with your group. Check with your Amor staff upon arrival for the final number.
- Amor Ministries runs a program called La Cocina which groups can hire to provide their food. The program provides an authentic Mexican meal experience at an affordable rate and provides employment by hiring cooks from the local churches. Contact your Amor Trip Coordinator for more information.
- Each group is responsible for their own food, or hiring La Cocina or Baja Camp Cooks.
- Groups should plan to eat breakfast and dinner at camp and pack a lunch to take to the worksite.
- There are two proven methods to meal planning and preparation: Designate a team to be in charge of the meals, or share the responsibility and rotate meal preparation nights.
- Plan on using portable stoves that operate on their own energy source (such as Coleman-type stoves) and ice chests for refrigerated goods. Ice can be replenished from local stores.
- Make sure to bring enough empty propane tanks for your group to use. Once in Mexico we can show you where to purchase and fill tanks with the propane.

### Drinking Water

- Water is provided in your participation fees. Please bring your own containers for the water. If you are using La Cocina, water containers will be provided for you. Please bring reusable water bottles to cut down on paper cups.
- Two gallons of water per person per day for drinking is highly recommended to prevent dehydration, in addition to what will be used for cooking and cleaning.
- Ice can be replenished in Mexico for refrigeration purposes. Groups are responsible for purchasing their own ice at local stores.

## HELPFUL HINTS

- Consider purchasing a solar shower. Fill it, hang it in the sun, and by evening, there are two and a half gallons of warm water for a shower.
- An air mattress, cot, or at least a thick foam mat that fits under a sleeping bag is a smart investment.
- Canopies, folding chairs and tables are good to bring for dining, Bible study, and relaxation after a long day of work. Canopies can also provide shade at the worksite.
- Another smart buy is large steel tent pegs. Aluminum and plastic pegs are often too weak to penetrate or stay in the ground.

# LA COCINA

## What is La Cocina?

All groups have the option to partner with La Cocina for their meals as well as their tents. La Cocina provides traditional Mexican meals during your trip which helps provide an immersive cultural experience to your group. By choosing to partner with La Cocina, you help create jobs, with fair wages, for women and men in the local communities.

### What La Cocina Provides

- Ice water & Gatorade for camp and your build site
- Coffee, lemonade, and hot water (for hot chocolate & tea) are available to your group at camp
- A dining tent with tables & chairs for meal times
- Plates, cups, utensils, & napkins
- A complete cultural experience
- A safe environment to practice & learn Spanish
- Pre-scheduled opportunities to learn recipes or how to make fresh tortillas

### Location & Serving Hours of La Cocina

- All of Amor's camps will have a space designated for La Cocina. When you receive a camp map from your Amor Trip Coordinator, you will see this listed.
- Where La Cocina is located is where you will be served your meals, where drinks are located, as well as seating for your group.
- Each group will have the opportunity to schedule their breakfast and dinner according to their preferred daily schedule. La Cocina will do their best to accommodate the exact time. You can schedule breakfast no earlier than 6am and dinner no later than 7:30pm.

### How it Works

- You will let La Cocina know when you arrive to camp the times you prefer to eat breakfast & dinner.
- During breakfast, your group will make their lunches for the day. You will see a tote with your group's name on it. Instruct your group to put their lunches in the correct tote.
- When you leave to the worksite for the day, you'll pick up your tote of lunches as well as your ice water and Gatorade. When you return to camp in the evening, return your tote and containers where you picked them up.

### Sample Menu

- Breakfast: flour tortillas, eggs with vegetables, chorizo sausage, beans, fresh fruit, fresh salsa, instant oatmeal packets.
- Lunch: bread, ham, cheese, peanut butter, jelly, chips, fruit, granola bars.
- Pre-Dinner Snack: watermelon & cheese nachos.
- Dinner: corn tortillas, carne asada tacos, guacamole, beans, seasoned vegetables, salad, rice, fresh salsa.
- Dessert, arroz con leche (changes for every meal).

### FAQs

#### How many people can you accommodate?

-La Cocina can accommodate up to 500 people.

#### What locations offer La Cocina?

-La Cocina is offered at all Mexico locations.

#### Is the food safe to eat?

-The La Cocina staff is ServeSafe trained and the La Cocina Team Leader is ServeSafe Manager Certified. All food is prepared with the same care and safety standards you would find at your favorite restaurant.

#### Do you accommodate food allergies?

-La Cocina will do their best to accommodate any food allergy and work with your group when extreme cases are involved. Please make sure to let your Amor Trip Coordinator know prior to your trip.

#### Do you provide options for different dietary needs?

-Yes! We will make sure you have healthy and nutritious vegan, vegetarian, or gluten free options. Please make sure to let your Amor Trip Coordinator know prior to your trip.

Please have everyone in your group bring a re-usable water bottle to cut down on the use of cups. If not possible, cups will always be provided.

## THE WORKSITE

### Dress Code

- The Amor Ministries worksite dress code is clothing that is culturally appropriate and will promote health and safety.
- Our pastors have specifically requested these requirements.
- A t-shirt, long pants, and a pair of close-toed shoes are the minimum dress code requirement for the worksite.
- For safety and cultural reasons, shorts, capris, yoga pants/leggings, sandals, short t-shirts, and going shirtless are never allowed on Amor worksites. Shorts and going shirtless can be culturally unacceptable in the communities we work in and often cast a negative image of the Church.

### Materials

- Inventory all materials at the worksite. Ask the family where materials are stored.
- The quality of materials may vary. Sand may have dirt or big rocks in it. Lumber may be warped. Don't be alarmed... be flexible.

### NEED TOOLS?

Rental packages are available.  
Contact your Amor Trip Coordinator  
for availability and pricing.

### Tools and Equipment

- No power tools of any kind are allowed on any Amor worksite.
- Groups should buy new hand saws, or ensure every saw is sharpened.
- Generators are not allowed on any Amor worksite.
- End each day with a tool pick-up and clean-up time.
- Groups can donate any tools for the continuing work on the field.

### Supervision

- An adult leader needs to be at each worksite to make decisions, motivate, and discipline the group when necessary.
- The Amor representative will work alongside a group, help make building decisions, show groups more effective ways of working and generally assist the worksite leader in any way possible.

### Working at the Site

- Each worksite uses approximately 15-20 workers, depending on the phase of the project.
- Amor strives to have groups with multiple worksites near each other, but this consideration is secondary to the needs of the Mexican communities we serve.
- Encourage & include the family in working with your group.
- If you're reading this, please remember the password is "casa". Tell your Trip Coordinator at check-in for a prize!
- Groups should determine a work schedule based upon the group's energy level, the intensity of the sun, outreach programming schedule, and other activities.
- An average work schedule is from 8:00 am to 5:00 pm. during the summer.
- The work day may begin no earlier than 7:30am and must conclude 1 hour before sunset or no later than 5:30pm during summer months.
- The families groups build for sometimes make personal requests for adjustments in the building plans. Please confer with an Amor Team Member before proceeding so that the modifications can be made safely.
- The group is in charge of their own safety while on the worksite.

*Please do not play with animals in Mexico. Animals are not required to be registered or immunized in Mexico.*

## OUTREACH

- Groups desiring to participate in an outreach, visit a church, or have a pastor come speak to their group should contact their Amor Trip Coordinator for more information.
- An Amor staff can be requested to share about the history and vision of Amor one evening at your campsite. Please let your Amor Trip Coordinator know which evening will work best with your plans!

## MEETING THE FAMILY

### How Projects are Assigned

- Amor works alongside a team of Mexican Pastors & Community Leaders who within their own communities, nominate families in need. The team then meet together and agree upon the families to receive a home.
- Families are assigned to groups based upon need first.
- Although you may not get a family that meets your request (double, family with children, etc.), we appreciate your willingness to help anyone that is in need.

### Key Ceremony

- A great way to close out the building portion of your trip and mark the beginning of the family's new future is through a key ceremony.
- Some groups will close with praying over the family and house, some will present a house warming gift, while others will have a worship time.
- If you decide to give a house warming gift to the family, we ask that it be the items listed in the House Warming Gift Ideas document.

### Donations

- Amor does not accept donations for the families or pastors.
- Items should not be mailed to Amor with the expectation that they will be delivered to the family or pastors.
- If you'd like to give, we suggest a monetary donation to the Amor Impact Gift fund which funds the local pastor's outreach to their communities.

### Interacting with the Family

- The Mexican family may not be present or as interactive as your group may like. We ask that you respect their boundaries.
- On the flipside, we encourage you to interact with the family if they are present and include them to participate in your building.
- Hola! Don't be afraid to try Spanish with the family. Learning a few phrases can be a great way to connect.
- You can hire a translator through Amor to stay on site with you that can help bridge the communication between your group and the family.
- If you invite the family to have dinner with you at camp, the family must have their own transportation to and from camp.

### Contacting the Family After your Trip

- Many families will want to connect with you (whether that be through Facebook, sharing email, etc).
- Communication is great but we discourage conversation about giving money, bringing donations next year, and setting expectations.
- It's important to remember that we want to support the pastors and their ministry to the family. We don't want our interaction/communication to interfere.

### FAQs Regarding Families


- **What are the requirements for the family to receive a home?**
  - They must have a need and they must own (or be paying for) the land where the home will be built.
- **Do families have access to clean water?**
  - Yes! Water trucks come through with clean water often at an extremely affordable price.
- **Can we visit the family we built for in previous years?**
  - Groups may visit a family for whom they built previously. This does fall outside of the trip parameters, and our general rules still apply. Amor needs to know where a group is going and the group needs to be able to contact an Amor representative. We likely will not be able to escort a group to the previous site. Groups should only do so during daylight hours.

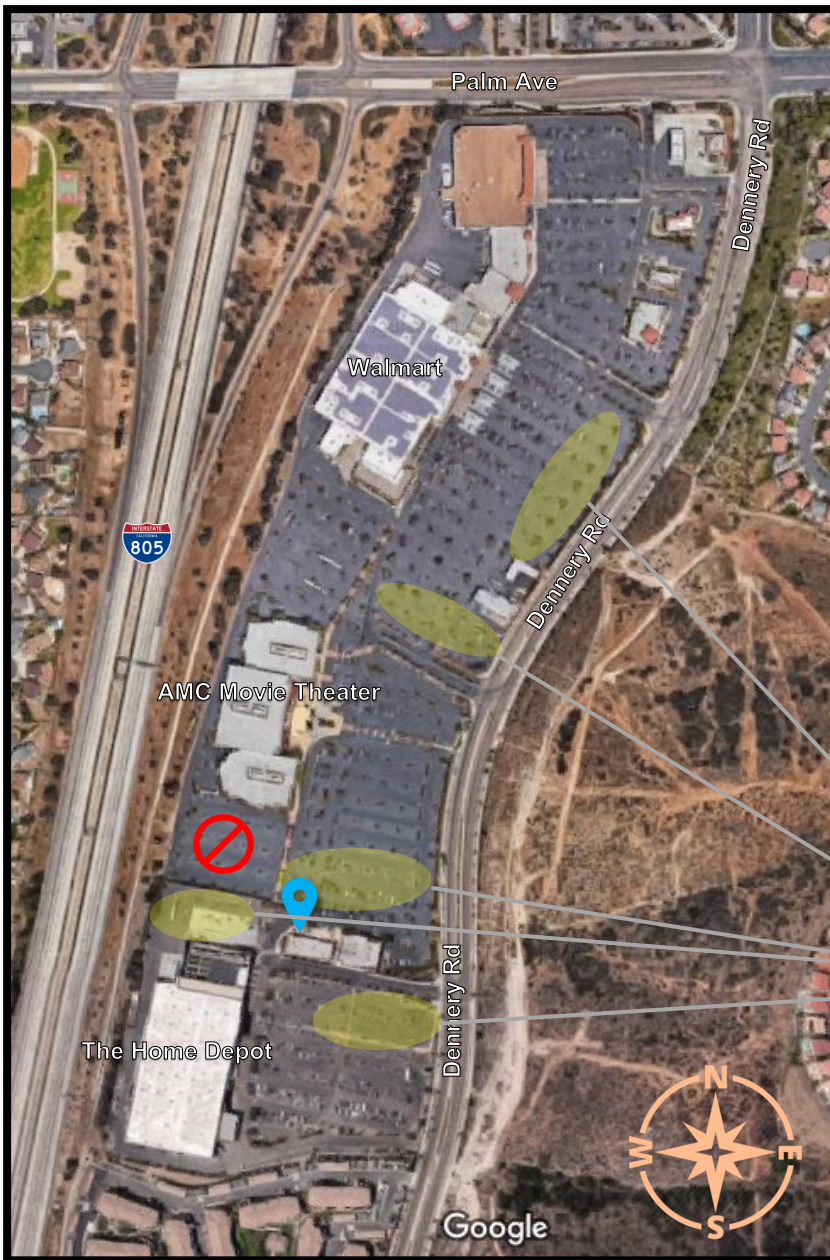


# Section 3: Maps

## Amor Check-in Location for Baja Trips

We'll meet you in front of Starbucks, between  
**Home Depot &  
AMC movie theater.**

 940 Denney Rd #101  
San Diego, CA 92154



### Parking Locations

*Please park in the highlighted lots only*

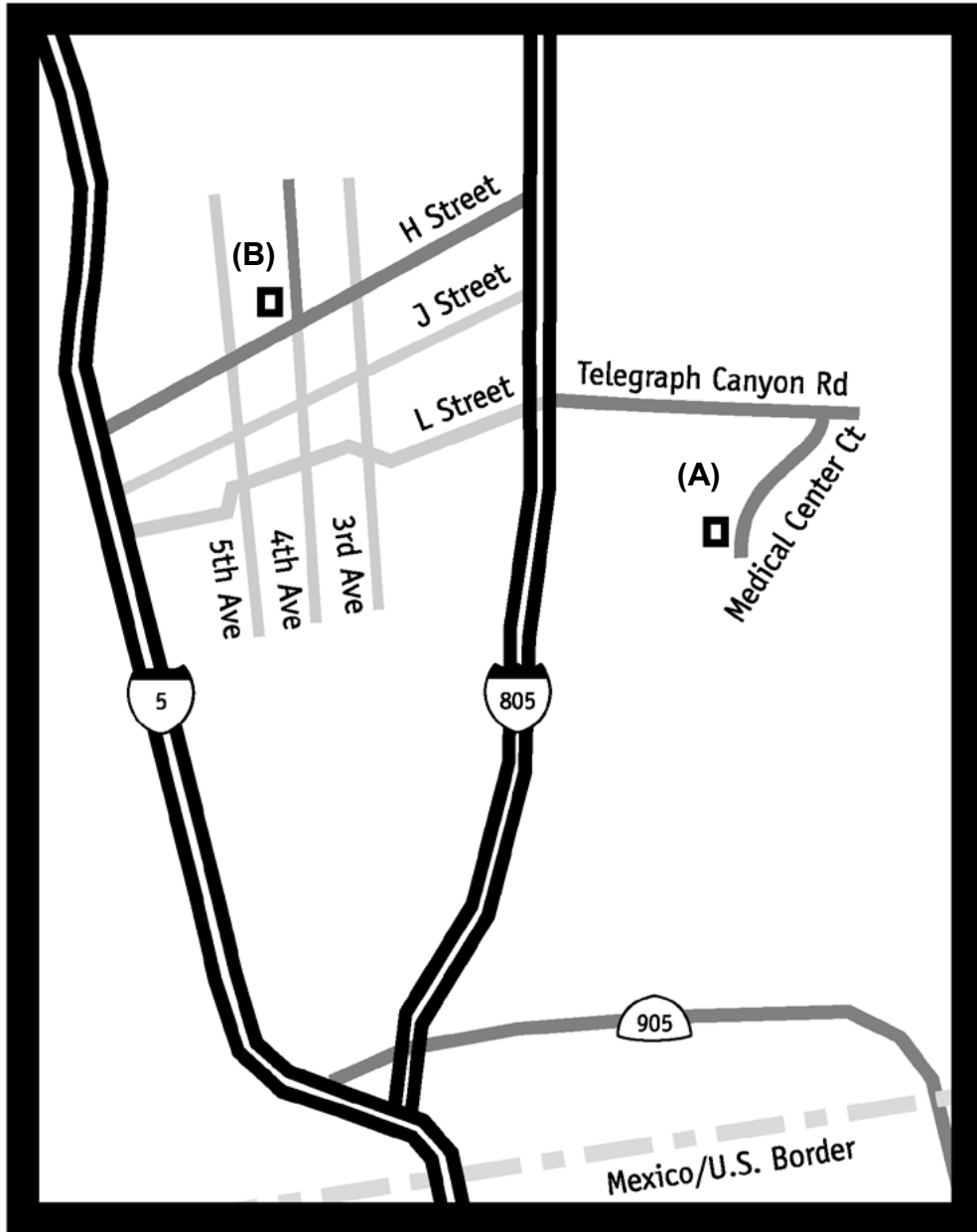
Groups can use the parking lots near Home Depot, in front of Starbucks, and near Walmart.

Avoid using the movie theater lot.

**Parking OK**

Running late? Give us a call at 619-662-1200

## SAN DIEGO HOSPITAL EVACUATION MAP



**(A) Sharp Chula Vista Medical Center**  
751 Medical Center Court  
Chula Vista CA 91910  
(619) 502-5800

**(B) Scripps Memorial Hospital**  
435 H Street  
Chula Vista CA 91910  
(619) 691-7000

**Amor Ministries  
Emergency Line:  
619.662.1200 X 2**

## Section 4: Forms

### PERSONAL PACKING LIST

ITEM	HAVE	BORROWED	PACKED
ONLINE PARTICIPATION FORM COMPLETED			
<b>PASSPORT OR PASSPORT CARD</b>			
Sleeping bag, blanket, and pillow			
Foam or air mattress and/or cot			
Toiletries (toothbrush, toothpaste, brush, soap, and shampoo)			
Towel(s) and wash cloth			
Flashlight (bring extra batteries)			
Water bottle or canteen			
Camp chair			
Sunglasses and hat/visor			
Sun block and lip balm			
Insect repellent			
Work gloves (two pairs)			
Work shoes			
Work clothes (no dresses, shorts, capris, tank tops)			
Bathing suit and cover for showers			
Warm clothes for evenings			
Camp clothes			
Solar shower and camp shoes			
Jacket(s) and sweatshirt(s)			
Rain gear			
Bible, journal, and pen			
Spending money (US cash or credit card for Amor Store)			
Camera			

Do not bring: Alcoholic beverages, illegal drugs, fireworks, blow dryers, or curling irons.

## GROUP PACKING LIST

ITEM	NEED	HAVE	BORROWED	PACKED
Tents				
Metal tent stakes and mallet				
Rain tarps and ground cloths				
Tie-downs				
Canopies and poles				
Lanterns				
Heavy duty trash bags				
Toilet paper				
First aid kits, one per vehicle				
Work tools (see separate list)				
Vehicles (one person per seat belt)				
Copy and original of vehicle registration				
Copy of proof of U.S insurance				
Copy of Mexican insurance				
Jumper Cables				
Spare set of keys				
Spare tire, lug wrench, and jack				
Tire chains (good for driving in mud)				
Written permission to use vehicle from owner				
<b>THE FOLLOWING ARE FOR GROUPS <b>NOT</b> USING LA COCINA</b>				
Cook stove(s), fuel, and matches				
BBQ grills, fuel, and matches				
Food preparation and serving tables				
Water jugs and coolers				
Wash basins				
Cooking equipment (pots, pans, and utensils)				
Dish soap and towels				
Food storage containers				
Food (good idea to make a separate list for this!)				
Plates, cups, bowls, and glasses				
Serving and eating utensils				



## TOOL LIST

These are the tools provided in Amor's tool rental packages. Save time, space, and effort by renting. The tools will be delivered to the worksites by the Amor team. Ask your Amor Trip Coordinator for rates and availability.

### LARGE TOOLS

QTY	TYPE	
2	Wheelbarrows	
3	Mixing Tubs, Large	
5	Five-gallon buckets	
4	Shovels, Round	
2	Shovels, Square	
6	Hoes	
2	Rakes	
2	Picks	
2	10' Ladders	
1	Sand Sifter	
1	4' Level	

### HAND TOOLS

QTY	TYPE	
6	Saws	
15	Hammers	
1	Prybars	
4	Utility Knives	
4	Wire Snips	
6	Tape Measures	
2	Squares, Large	
4	Squares, Speed/Tri	
1	Chalkline/Chalk Bottles	
10	Trowels, Metal	
5	Pencils	
2	Clamps	
1	Wire Brush	
1	Hand Sledge	
1	Wood Chisel	
1	Phillips Screwdriver	
10	Hawks	

# CAMP RULES

**QUIET HOURS ARE FROM 10pm to 6am!** Be respectful. Please have campfires and pre-bed bathroom trips completed by 9:45 to be back in your camp area and quiet by 10pm. **No generators before 6am.**

**NO DRUGS OR ALCOHOL**

**NO PETS**

**NO DRONES**

**DO NOT EXCEED 4MPH AT CAMP**

**NO BONFIRES**

**NO FIREWORKS**

**NO RIDING IN THE BACKS OF TRUCKS OR ANYWHERE OUTSIDE OF A MOVING VEHICLE**

**DO NOT PLAY WITH OR TOUCH ANY ANIMALS IN CAMP**

**VISITORS IN CAMP:** All visitors in camp must be approved by your Amor Trip Coordinator or Amor Field Representative. All visitors must fill out a participation form prior to entering Amor's campsite. As the Trip Coordinator, you assume responsibility for any visitors.

For your safety please notify the Amor Staff where you are at all times. Gate is locked at 10pm, please inform the Amor Staff if you will not be returning until after.

Stay in the Amor Ministries camping area as demarcated by the fence. Surrounding area is the private property of others and we are not permitted to enter.

Notify Amor Staff immediately if you see something/someone out of the ordinary.

**Showers:** Swimsuits are required, 2.5 gallons of water per person per day. Do not use this water for brushing your teeth. Please cover up when walking to and from the showers. Modesty is key!

**Baños:** At camp, please use only the toilet paper provided. Lock doors during use.

**Trash:** Please bag and tie all trash and put in designated area. Burn paper products only.

# WORKSITE

**IN CASE OF AN EMERGENCY,** contact Amor Staff immediately. (i.e. theft, injury, accident)

**NO POWER TOOLS!** *Ever, not even if you are a professional!* This is an Amor Ministries Board of Directors' policy!

Be off the work sites by 5:30pm during daylight savings time (after early March) and by 4pm after daylight savings time (after early November)

**DO NOT PLAY WITH ANIMALS!** If someone is bitten apply necessary first aid and find Amor Staff immediately. If it is safe, keep track of where the animal goes.

Follow all posted speed limits and do not exceed 15 mph in the communities you are building.

Drink 1.5 gallons of water per person per day. If you have a dehydrated group member, have them drink small amounts of water slowly, put then in shade, and contact an Amor staff person.

Be aware of yourself and those around you while working with tools and lumber. Take your time and work smart.

Wear gloves when handling cement. Protect your skin from chemical burns.

At the request of our pastors, please wear long pants on the work site. No tank tops and no yoga pants.

Lock your vehicles at all time. Park as close to work sites as possible. Do not leave valuables lying in the plain view.

Utilize the buddy system on the work site. Notify your group leader if you want to leave the site to go to the store.

**VISITORS:** All visitors must be approved by your Amor Trip Coordinator or Amor Field Representative. Prior to coming onto the build site, all visitors must fill out a participation form.



Emergency Phone Dialing:

When dialing from Mexico: 001-(area code)-number

Amor Office **EMERGENCY LINE:** 001-619-662-1200 x2