

Trip Leader Checklist

Hola!

Thanks for considering being the group leader on a trip to Tijuana, it's easier than you think!

Leaders come from all walks of life: youth pastors, parents, business people, volunteers, and even college students. Leaders that typically thrive in Tijuana have a healthy appetite for coordination, team work, and adventure.

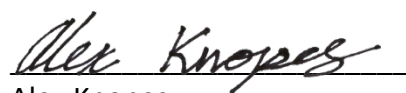
Of course, we're here to support you and help set your group up for success. If it's your first time, we even encourage you to come down for a day and just see what it's all about. We're happy to show you TJ, our partners on the ground, and partake in some delicious tacos! For first time groups we also reserve the right to have a Doxa Leader accompany you throughout your entire trip. While nothing we do is rocket science, it does help to have someone with experience be with you the first time.

Just about all groups use this house building experience as a platform for something else. Whether its youth ministry, team building, family time, company retreat, alternative vacation, fulfilling volunteer hours, or a combination of things, the common theme is that the house isn't the only thing getting built.

Leading a group of 8 is much different than leading a group of 100+ people. So take all of the information in this packet with some perspective. We do recommend assembling a leadership team of appropriate size. For smaller groups, it's possible that one person fulfills several tasks while larger groups may require a larger leadership team. We see this as a critical point for success instead of burning yourself out with all the details. Additionally, using a leadership team provides opportunities for everyone with different gifts to shine.

All groups have considerable latitude in crafting their TJ experience. This flexibility is essential as every group has its own needs and knows what will work best for themselves. We do, however, ask everyone to follow some common guidelines to ensure that the actions of one group will not have lasting consequences for future groups. These are outlined below.

As with most things in Tijuana, an excellent and impactful trip starts with sound preparation. The information below is meant to help with that preparation. This packet is organized in a checklist format, meant to be completed in the months prior to your arrival in Tijuana. Some sections that require more in-depth information reference additional materials. All resources can be found on Doxa's website: <https://doxaserves.org/home/hb/trip-resources>



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Trip Leader Checklist

This checklist is meant to be used as a loose guide, as all parts may not apply to your group. It also references many documents that contain more in-depth information and are available on Doxa's Trip Resources webpage: <https://doxaserves.org/home/hb/trip-resources>

- ❑ Assemble Leadership Team
 - Surround yourself with a great leadership team for this experience. Feel free to divide and conquer the tasks below in whatever way makes the most sense for your team, several of these could even be completed by the same person.
 - If this is your first trip to Tijuana, we'll make sure you have an experienced leader with you. The ultimate goal is that you'll learn from this experience and become comfortable with doing it on your own.
 - Leadership team functions
 - Administration & Budgeting
 - House Construction
 - Program
 - Transportation & Logistics
 - Lodging & Food
 - Medical
- ❑ Administration & Budgeting
 - Review the [Trip Planning Timeline](#) to see how everything fits together.
 - Required Documents (see [Trip Resources webpage](#) for files)
 - Doxa waivers (due 3 weeks in prior to trip by email)
 - Emergency medical forms
 - Trip Participant Roster (due 3 weeks in prior to trip by email)
 - Border crossing documents
 - Valid United States Passport, green card, enhanced driver's license, etc.
 - For other documents, see <https://www.usa.gov/enter-us#item-34787>
 - Cell coverage in Tijuana is good. Roaming and data fees depend upon carrier.
 - Checkout the sample [Packing Lists](#).
 - See [Doxa Price List](#) for current prices. Items not paid through Doxa include food, rental vehicles (except trucks), airline tickets, insurance, and medical supplies.
 - If you're looking for ways to decrease trip cost, Doxa's Executive Director would be happy to help provide some ideas, email Alex at alex@doxaserves.org
- ❑ House Construction
 - Previous construction experience is not required! A leader who reads the manual and facilitates teamwork is going to knock this out of the park!
 - Get familiar with the [House Building Manuals in English](#), as well as a [video showing how to build the house](#).
 - The [Spanish building manual](#) can be used to help communicate and form a relationship while building the house alongside the family.
 - Most worksites function best with 8-13 people. If your group has more than that, consider building more houses!

- Worksite preparation options (not required, but sometimes requested)
 - Site leveled and form boards pre-laid
 - Cement slab pre-poured
- Plan to bring your own tool kit or rent one of [Doxa's Tool Kits](#).
- Most people in Tijuana can understand English (even if they say they can't). Please watch what you say on the worksite!
- Program
 - Most groups use this house building experience as a platform for something else. (youth ministry, team building, company retreat, volunteer hours, etc.)
 - Scheduling daily time for some type of program or activity can help accomplish the main reason for your trip. It could be a simple daily debrief or something much more involved. This structure depends on your vision.
 - Upon completion of the house, groups present the keys to the family. This is the culmination of your hard work, entering into a relationship with the family, and persisting through the building process. Some groups pray, take turns saying words, take pictures, give hugs all around, etc. Make this time what you want.
- Transportation & Logistics
 - Need to get your team to Tijuana, around Tijuana, and back home safely.
 - Airlines: flying to/from San Diego International Airport (SAN).
 - Vehicles: either using yours or renting.
 - Helpful locations available at bit.ly/doxamap.
 - See [Trip Resources webpage](#) for information on renting vehicles, border crossing, and directions around Tijuana.
- Lodging
 - You will stay at [Hogar de los Niños, Unidos por Siempre, or El Rancho](#). Each location has a kitchen, limited number of beds and bathrooms, parking, a safe to store valuables, and full-time staff that live on the premises.
 - We can accommodate groups from 8 to 200 people.
 - Always store passports and valuables in the safe at your location.
 - When coming and going from your lodging, always lock exterior gates.
 - All of the lodging locations have a no alcohol policy.
 - Please leave all facilities in the same or better condition than you found them in.
- Food
 - You can cook your own food, eat with the orphanage, and/or go out for tacos.
 - Tijuana has Costco, Sam's Club, and grocery stores for food purchases. Most accept credit/debit cards. Let your bank know of your travel plans ahead of time.
 - Do not drink the tap water in Mexico, purified drinking water will be provided.
 - Cooks should come up with a trip menu, see [this sample menu](#).
- Medical
 - First aid kits should be available at every worksite and work starts with a quick safety talk each day. An ounce of prevention is worth a pound of trouble.
 - Everyone fills out an [emergency medical form](#) and they are easily accessible.
 - Establish medical response protocol for any accidents that may occur.
 - Reference the [medical information document](#) for further guidance.