

Trip Planning Timeline

- ❑ Minimum of 3 months before arrival in Tijuana (6-12 months recommended)
 - Conceptualize your trip and experience in TJ.
 - What are your goals for the experience?
 - What would success look like to you?
 - Why are you doing this?
 - Form trip leadership team: define roles, strategies, and execution.
 - Dates confirmed with Doxa, contact Executive Director.
 - Recruitment: advertise your trip to target population or group.
 - Costs and funding: budget costs and kickoff funding plan for trip.
 - Estimate number of trip participants.
 - Estimate number of houses to build.
 - Reserve rental vehicles and flights, if needed.
 - Team prep meetings? Can be beneficial for parents and participants to get questions/concerns squared away early.
 - If anyone needs a passport, apply as far in advance as possible.
- ❑ 1-2 months before arrival in Tijuana
 - Finalize number of houses to build.
 - Meeting with leadership team to track progress on all fronts.
 - Draft invoice sent to trip leader.
 - Confirm details of trip with Doxa's Executive Director.
 - Team prep meetings?
 - Right mindset before coming to TJ, waivers and medical forms filled out, any other forms and information communicated. Any final questions are answered.
 - Confirm everyone has appropriate documentation for entering Mexico and the US.
- ❑ 3 weeks before arrival in Tijuana
 - Finalize number of participants.
 - Submit Doxa waivers.
 - Submit trip participant roster.
 - Submit emergency and medical forms.
 - Finalized invoice sent to group leader.
 - Confirm airline and rental vehicle reservations, if applicable.
 - Final team prep meeting, if needed.
- ❑ Trip dates
 - Be in TJ between 3 and 7 days for your trip.
 - Execute travel plan.
 - May include airport transportation, airlines, rental vehicles, etc. All drivers should be prepped appropriately with information on border crossings, directions, and caravan driving procedures.
 - Execute plan for arrival and setup, items may include: rental vehicle pickup, prepping orphanage spaces, food shopping, confirming baño delivery, drinking

water supply, gas for cooking, familiarity with kitchen operation, house building materials storage area, connecting with orphanage staff, sleeping arrangements plan, and visiting the house building sites.

- Upon group arrival at the orphanage, provide an introduction to the space and the plan. Introduction to orphanage staff and hear any considerations they would like of your group while staying in their home.
 - If your group is building more than 3 houses, you may want to consider sending a small advance team to prep for your arrival.
 - We'll see you in TJ!
- ❑ 1 month after departure from Tijuana
- Trip invoice paid in full.
 - Leader survey complete (emailed after trip).
 - Team report meeting? Share time at church service or with supporters?
 - Start planning next trip!