



Planning Check List

Step-by-Step Timeline for Organizing Your Radius Serve Trip.

For Group Leaders | group.info@radiusinternational.org

12-6 Months from Trip Date

- Register your group at <https://portal.radiusinternational.org/rs-short-term-trips>.
- Once we receive your registration, we will reach out to start planning.
- Familiarize yourself with the group leader packet.
- Use the group budget to estimate your trip cost. Our group coordinator will create an invoice once they know the details.
- Spectrum is a separate ministry some groups choose to serve with. Connect with their office to schedule at 619-276-1385 or email Heather at **heather@spectrumministries.org**
- Pay your registration fee. This payment confirms your group is coming and holds your spot on our calendar.
- Confirm who is going. Upload your participants on the dashboard. They will receive an online waiver to sign.
- Conduct a background check on all adults 18+
- Put together a team packet for each participant. Include: FMM visa instructions, Parent release form for minors, Packing list
- Watch/read build & drive safety guidelines for while in Tijuana

6 Months from Trip Date

- Arrange travel – flights, vans, hotels. Please reach out if you need help with any of these arrangements.

50 Days from Trip Date

- Send in the final payment.
- Make sure dashboard tasks are complete:
 - All participants uploaded and waivers are signed
 - Upload Background Check for leaders
 - All adults 18+ have passed a background check
- Plan your ministry day. Reference the Esperanza & Casa Hogar documents

1-2 Weeks from Trip Date

- All group participants complete FMM visa online (this can also be done upon arrival at the immigration office at the border).

Communication from Serve Staff

Meal Planning

- Breakfast – you are responsible to buy your own breakfast items. Continental is best. Most groups stop at Costco in San Diego before they cross to purchase food.
- Lunch – lunch is provided by the families you build for. On ministry days (casa hogar & Esperanza) you are responsible for making lunch to serve during your time at each location. If you go to Spectrum, you will eat at the dorms after you are done.
- Dinner – Serve intern staff will take you to taco stands in the area.
- Remember to purchase paper plates and plastic silverware.
- Bring small bills. Some places take card, but plan on using cash at most locations.

Other Costs to Plan For

- The casa hogar and Esperanza are always in need of donations. Please reference the ministry day forms.
- Sometimes groups choose to cover dinner for the interns they build with – not expected but something you can plan for.
- Meals in San Diego

Packing

- Shorts and tank tops are only to be worn in dorm rooms.
- Participants need closed toed shoes, work pants, and protective eyewear/sunglasses for the build site.
- Sunscreen & personal water bottles
- Bedding & pillow
- Tools are provided. We have a limited supply of gloves – pack if you know you want them.

Arrival

- Radius Serve address: search in google maps "Mexico Caravan Ministries"
- Av. las Torres 9219, Matamoros Norte-Centro-Sur, Mariano Matamoros, 22234 Tijuana, B.C.
- We can meet up with your team if you want help getting here.

Showers

- Spencer will connect with you before you arrive to set up showers at the local bath house. \$4 per person, bring a towel. Please prepare to be flexible.

Phones and Wifi

- We strongly recommend only allowing leaders to keep their phones. We have a safe place in the office to store your team's phones.
- We only give Wifi to leaders.

Spencer's Contact Information: 515-770-2358