



Missionary Team Leader Trip Checklist

As is the case for all travel, certain records must be completed and/or provided by your participants prior to the trip for your parish or school and for Casa Hogar. Copies to be provided to Casa Hogar should be sent no later than 3 weeks before the trip to nfurger@frjoesguild.org. All necessary documents and/or directions are listed below.

Best practice: 1) copy of all paperwork is with the group leader (can be hard copies or flash drive), 2) copy of all paperwork is left at parish, 3) copy of all paperwork noted below is sent to Casa via email. Casa will shred all paperwork upon departure of the group.

Safe Environment

All requirements of the Diocesan Safe Environment program are applicable for all team members 16 years and older. Please review with your parish or school safe environment coordinator to ensure all are completed; records remain at parish or school. Casa does not require any of this documentation; provide Casa dates only for background check approval and safe environment training.

Comprehensive Medical Release and Permission Form

Forms for adults and minors can be found on the Casa Hogar website or by requesting them through email. Provide Casa Hogar a copy of the completed form.

Note: Casa Hogar requires that all members of the mission team are up to date on vaccinations. Per Rene, Casa Nurse, no one is allowed to be part of a mission team without having received all routine vaccinations and boosters. Dates must be provided on the medical form.

Passport

Provide Casa Hogar a legible copy of all passports. *Per Peru requirements, all passports must be valid at least 6 months after the scheduled return date.*

Travel Itinerary

Travel itinerary should be sent to Casa Hogar, if changes occur at the last minute please email new itinerary and call Noel to ensure the information has been given to Casa Hogar for proper pick up of your team at the airport.

Covid Vaccination and/or Card

NO Longer required by Peru but be aware that Peru can change their policy with very little notice.

Medical Insurance

Medical insurance coverage is required for each participant. Travel insurance covers medical costs for most travelers. However, if another policy will cover the participant, a copy of the front and back of the card is needed. Group leader should bring a copy with them for all team members as well.

Costs to be paid to Casa Hogar or the Diocese of La Crosse Mission Office

Covid Testing Costs in Peru

Since neither the United States nor Peru requires Covid testing, this is no longer applicable. Should the requirement be reinstated, the cost for a test in Peru is \$25 per test.

Housing and Food Cost

The cost for each team member is \$35 a day. Please submit payment at least 3 weeks before departure to: Diocese of La Crosse, Mission Office, PO Box 4004, La Crosse, WI 54602-4004.

Ask questions!

International travel is stressful, and making sure you have all the documents in order for your team can add even more stress. Please feel free to contact Noel Furger at 715-297-5139 at any time before, during and after your trip should you have any questions.