

## Trip Leader Duties and Instructions

- Trip leaders must be over the age of 21.
- Contact Ita to find out if there are any new safety concerns
- Approve cars in advance (type, number of seatbelts, equipment, etc.)
- Designate pre-determined assembly point with drivers
- Assign team leaders to coordinate food, games, projects, etc.
- Make a cell phone list of all going
- Assign cars
- Register trip at <http://travel.state.gov/>
- Folder for each car
  - Hospital map for Mexico and Texas hospitals
  - Cell phone list
  - For each passenger:
    - LHI Participant Registration Form
    - LHI Consent for Medical Attention Form
    - Copy of passport
    - Copy of medical insurance card
- Folder for Leader:
  - For each passenger:
    - LHI Participant Registration Form
    - LHI Consent for Medical Attention Form
    - LHI Liability Waiver
    - Vineyard Liability Waiver
    - Copy of passport
    - Copy of medical insurance card
- Store at Link
  - For each person going:
    - LHI Participant Registration Form
    - LHI Consent for Medical Attention Form
    - LHI Liability Waiver
    - Vineyard Liability Waiver
    - Copy of passport
    - Copy of medical insurance card
- If applicable, assign room leaders to book rooms:
  - La Quinta Inn Harlingen**  
1002 South Expwy. 83,  
Harlingen, TX 78552  
Phone: 1-956-428-6888  
Fax: 1-956-425-5840
- Responsibilities while on trip
  - Know where team members are at all times
  - Review Esperanza Viva “house rules” with team mates.
    - Leader decides consequences should rules be broken
  - Carry a cell phone that works on both sides of the border.
  - Inform team of the emergency plan: meet in the living room of the main building or in the downstairs dorm room