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**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.

**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. Provide Casa Hogar the dates (only) of 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. Group leader should also bring a copy with them for all team members.

*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.*

**Covid Vaccination Card**

Provide Casa Hogar with a copy of the Covid vaccination card.

**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 is accurate for picking up your team at the airport.

**Peruvian Declaration**

Since the beginning of the pandemic, Peru has required that a Peruvian Declaration is completed. This should be done 1-3 days before you travel to Peru. Assistance will be provided in-person or via zoom to ensure all forms are completed accurately.

**Covid Testing Costs in Peru**

 In addition to the Covid tests prior to leaving the U.S., two more tests are required:

1. When you arrive at Casa a rapid antigen test to verify you are healthy.
2. Before leaving to return to the U.S. a rapid antigen test will be performed to travel.
	1. If a test comes back positive, a PCR test will be conducted to ensure the rapid test was accurate and assess the health of the infected person.

The cost of the tests at this time are $25 antigen and $75 PCR. Payment of $50 per person for the tests should be made directly to Casa Hogar. Please bring cash (crisp, new bills) to Casa Hogar to pay for the testing.

**Housing and Food Cost**

 The cost for each team member is $30 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.