

# YWAM San Diego/Baja Mission Adventures Policies and Timeline

To prepare you and your team, we have put together a few helpful reminders.

## Register ONLINE:

- Go to our website ([www.ywamsdb.org/ma](http://www.ywamsdb.org/ma)) and fill out our Mission Adventures registration online.

## Send application fee:

- Please send in your \$75 per person (included in the total cost of your trip), this can also be paid online at the time of your registration. This is due 30 days after your registration. (Registration fee is non-refundable).
- Once we receive your application fees we will send you our Outreach Training Manual. This manual includes a packing list, cultural guidelines, YWAM information, testimony tips and more.

## Send Application forms:

- Please send in all forms, which can be downloaded from our website. These forms include the Group List, Group Arrival Information, Release of Liability and Consent for Treatment form.
- Please make a copy of the Release of Liability and Consent for Treatment forms for your church.
- Send the **ORIGINAL** Release of Liability and a **COPY** of the Consent for Treatment form to the ATTN: Mission Adventures Registrar at the YWAM San Diego/Baja office (address is below).
- All forms should be into the office **NO LATER THAN** 4 weeks before your trip.

## Talk with the Outreach Contact Person:

- We have a contact person who is available to give you specific information regarding your outreach.
  - Ensenada teams: contact [maens@ywamsd.org](mailto:maens@ywamsd.org) or call the MA office in Ensenada at 619-240-2309.
  - Tijuana teams: contact [matj@ywamsdb.org](mailto:matj@ywamsdb.org)

## Signed Affidavit from Parents:

- For each minor you are traveling with, you will need a notarized signed affidavit stating that you have permission to take their child out of the country.
- For each minor traveling with one parent/guardian, they will need a notarized signed affidavit by the other parent/guardian stating that they have permission to travel out of the country with said minor.

## Review Policies and Other Due Dates

- **House fees - \$5100 (if applicable)**
  - If your group is participating in our Homes of Hope ministry your house fees are due 6 weeks out from your trip.
- **Furniture Kit - \$1350 (optional)**
  - If your group would like to purchase the furniture kit for the family (double bunk bed with bedding, table & 4 chairs with place-settings, propane stove/oven, and various housewarming items) please let the registrar know at least 4 weeks out from your trip.

- **Balance of fees**
  - The balance of your fees are due 4 weeks prior to your group's arrival. If you can have all forms and monies in to the office by 6 weeks prior to your trip, the **leader comes free!!!!**
- **Cancellation Policy**
  - No refund of program or house fees for any cancellation less than 30 days prior to scheduled arrival date.
- **Additions to Teams**
  - Any additional increase in your group size must **first** be cleared and approved through our San Diego office, as space is limited.
- **IDs to process Mexican VISA**
  - Please send in a **PHOTO ID** for each participant 6 weeks prior to your arrival so that we can process your Mexican VISA and you can legally enter Mexico.
- **Entry into Mexico**
  - While it is suggested at this time that everyone participating in Mexico needs to have a passport or passport card, Mexico/US border policy is currently:
    - US & Canadian citizens under the age of 19 arriving by land and traveling with a school or religious group may present an original copy of his/her birth certificate & government issued photo id.

## Timeline

- **6 months - a year prior to trip**
  - Register your trip ONLINE at [www.ywamsdb.org/ma](http://www.ywamsdb.org/ma)
  - Pay Registration fees (\$75 per person) 30 days after Registration (*mailed or online*)
- **3-6 months prior to trip**
  - Deposit fees for your trip are due to San Diego office
  - Prepare forms for students/leaders to sign
  - Receive Outreach Training Manual and Material
  - Begin training for the trip
- **6 weeks prior to trip**
  - Send in all forms and monies so that the **leader comes free!!!**
  - Send the following forms and information to ATTN: MA Registrar (address listed below)
    - **ORIGINAL** Release of Liability forms (***MUST BE MAILED***)
    - **COPY** of Consent of Treatment forms (*can be scanned and emailed*)
    - **CLEAR READABLE COPY** of Photo ID (passport, passport card, birth certificate with photo id) (*can be scanned and emailed*)
    - **Group List** (first and last names should match their ID, please indicate gender and t-shirt size) (*can be scanned and emailed*)
    - **Group Arrival & Departure List** (*can be scanned and emailed*)
    - **Furniture Kit** add to registrar & fees due to San Diego office
    - **House-Building** money due to San Diego office.

YWAM San Diego/Baja  
ATTN: Mission Adventures Registrar  
100 West 35th Street, Suite C  
National City, CA 91950