

TEAM CASAS TRIP GUIDE

CASAS
P O R C R I S T O

Dominican

For questions and to submit documents, please contact our team coordinators at questions@casasporcristo.org or 915.778.0046.
Fax: 915.778.0086

QUICK GUIDE

3-6 Months Prior

- Register and pay the \$100 deposit.
- Apply for your passport.
- Read this Dominican Republic Team Casas Trip Guide.
- Do NOT purchase plane tickets until the trip is scheduled.

30 Days Prior

- ***If the trip has reached the minimum number of participants and is scheduled...**
 - Submit your final trip payment.
 - Secure your flight to and from El Cibao International Airport in Santiago, Dominican Republic.
 - Submit your flight itinerary, food allergies, disclosure of risk form, and medical release form to our team coordinators.
 - Check your email to find out your missionary, lodging, and family information.
 - Pray for the recipient family.
 - Casas por Cristo will purchase travel insurance on your behalf.

**At least 15 individuals need to register 60 days prior to the trip start date for a trip to be confirmed. Registrations will be accepted until the trip takes place.*

PACKING LIST

- Travel documents (passports, etc.)
- Tool belt or nail apron
- Work gloves
- Protective eye wear
- Long work pants (no capri pants or shorts on work site)
- Work shirts (t-shirts)
- Sturdy closed-toed shoes or boots & flip flops
- Hat or bandana
- Insulated water container
- Sun block
- Chap stick
- Bible
- Soap, shampoo, & other toiletries
- Bathing suit (one-piece for ladies) & beach towel
- Insect repellent
- Hand wipes
- Feminine hygiene products (tampons are difficult to find)

- | | |
|---|----------------|
| <input type="checkbox"/> Hammer (no smaller than 16 oz.) | REQUIRED TOOLS |
| <input type="checkbox"/> Carpenter's pencil | |
| <input type="checkbox"/> 25 ft. tape measure | |
| <input type="checkbox"/> Utility knife | |

- *Earplugs (for sleeping)
- *Flashlight
- *Wet wipes
- *Knee pads

→ **These items aren't mandatory but can be helpful.*

DO NOT PACK

- Tank tops or sleeveless shirts
- Torn pants
- Hair dryers, curling irons, and hair straighteners
- Shorts shorter than knee length (no cheerleading/running shorts)
- Tight fitting clothing (yoga/spandex pants)

30 DAYS PRIOR

Disclosure of Risk & Medical Release Form

You must fill out a Disclosure of Risk & Medical Release Form before you enter into the Dominican Republic. We now collect this form digitally. You will receive an email with instructions on how to fill out this form. Your form is due 30 days prior to your trip.

Final Payment

Make your final payment online or send a check to Casas por Cristo, PO Box 971070, El Paso, TX 79997.

Flights

Purchase your airfare to and from El Cibao International Airport in Santiago, Dominican Republic. Book flights to arrive between 7:00 am and 10:00 pm on the first date of the trip and depart between 9:00 am and midnight on the last date of the trip. Due to the unique situation of this trip, we will not allow any exceptions to the arrival and departure days. Forward your flight itinerary to our team coordinators.

Food Allergies

Email your food allergies to our team coordinators.

Missionary, Lodging, & Family Information

Check your email for a trip profile page link containing information about your assigned missionary, México lodging, and family. We will send it to you no later than 30 days prior to your trip.

Travel Insurance

Casas por Cristo will purchase travel insurance (see EMERGENCIES section for details) on your behalf. Your Casas missionary will keep a printed copy of your group's travel insurance ID cards throughout the trip.

TRIP DETAILS

Arrival & Departure

Your Casas missionary and one of our team coordinators will set up a video call with you and the other team members sometime before your trip to introduce ourselves, go over expectations for the week, and talk about your airport pickup. Once we have received everyone's flight itineraries, we will email you some scheduled pick-up times from the airport. Once you exit customs, you can wait in the airport until your designated pick-up time. Then exit the airport to meet your Casas representative out front and board the bus.

Animals

It is important that you do not feed or touch the animals in the Dominican Republic. Many of them carry diseases and have the potential to bite or scratch.

Attire

Please bring clothing that is modest and appropriate. The following clothing items are prohibited: tank tops, cutoff shirts, torn pants, shorts shorter than knee-length (no cheerleading/running shorts), tight-fitting clothing (no leggings or yoga/spandex pants). On the work site, everyone must wear long pants and closed-toed shoes for protection. You may wear modest, knee-length shorts whenever you are not on the work site.

Cell Phones

Talk with your carrier to see if you will have service in the Dominican Republic and what charges you may incur. Your Casas missionary will have a cell phone with service in the Dominican Republic in case of emergencies.

Cost

The cost can be found on your invoice and on our website. The cost includes all materials, meals, transportation, lodging, and insurance in country. The cost does not include airfare to and from Santiago. The \$100 deposit is non-refundable and non-transferable. However, if we do not reach the minimum number of participants, the trip will be canceled and your deposit will be refunded.

Cultural Sensitivity

Casas por Cristo exists to open the door for local pastors and churches to share the love of Jesus Christ by serving. The Dominican church culture is generally more conservative than yours. Please be sensitive to the desires of the pastors you are here to serve. Our pastors have asked that our teams refrain from

purchasing or consuming alcohol and tobacco, dress modestly, and respect the facilities. Ask your Casas missionary for more specific information about your assigned pastor/church.

Dedication

Start thinking about how you would like to dedicate this home. We will provide a Spanish Bible, keys, and a plaque. This will be a great time for the group and family to speak with one another, present gifts, and pray together. Check out our [dedication sample outline](#) for more details.

Devotions

Reflecting on each day is an important part of your experience. We will plan a time each day for a group devotional and reflection. We may ask some you to lead a devotion during the week. We will email you details if you are selected.

Documentation

Passports are REQUIRED for all team members! If you plan to travel with minors without parents, please see the US Customs & Border Protection's [recommended documentation](#).

Excursion

Your trip includes one public beach day at [Playa Cabarete](#) on the day prior to your departure. You are responsible for purchasing your lunch while at the beach, so you will need to exchange approximately \$15 US dollars into Dominican pesos. If you'd like to rent a beach umbrella and chair, the cost is \$150 Dominican pesos (~\$4 US dollars). In the event your home takes longer to complete than anticipated, you will give up your excursion day to stay and finish the house.

Gifts for the Recipient Family

If you would like to buy a gift for the family, we recommend food or the following gifts, which can be purchased in our [online store](#): dining room set, pedestal fan, stove, full-size bed, and twin-size bunk bed. While toys for children are very nice (crayons, bubbles, books, etc.), most families also have more pressing practical needs. **We have been asked by our Pastors Committee in the Dominican Republic NOT to give monetary donations to the families. Please respect this request.** If you have questions about other items that may be appropriate gifts, call us. We would be happy to advise you. We have found that the best time to give gifts to the family is during the dedication.

Note

Dominican customs agents look for illegal importation of goods. Please pack all of your gifts for the family with your personal belongings, in a suitcase or traveling bag, and not in trash bags or store bags.

Immigration & Entry Forms


DIRECCION GENERAL DE MIGRACION
 TARJETA INTERNACIONAL DE EMBARQUE • DESEMBARQUE
 INTERNATIONAL EMBARKATION • DISEMBARKATION CARD

SOLO PARA VISITANTES - NO RESIDENTES - ONLY FOR VISITORS

LLENSE FIRMEAMENTE EN LETRAS DE MOLDE / PLEASE PRINT FIRMLY

Nombre Completo: Smith
 Full Name: _____
 Apellidos / Surname: John

Nombres / Names: _____
 Fecha de Nacimiento: 31 / 10 / 79 Sexo / Sex: M F
Day / Day Mes / Month Año / Year

Lugar de Nacimiento: USA
 Place of Birth: _____
 Nacionalidad / Nationality: USA

Ocupación: Pastor
 Occupation: _____
 Estado Civil / Marital Status: Soltero(a) Single Casado(a) Married

Dirección Permanente: 1234 South St.
 Permanent Address: _____
Calle y No. / Street and No.
St. Louis MO USA
City / City Estado / State País / Country

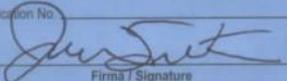
Zona Postal / Zip Code: 63000
 Dirección en Rep. Dom.: Calle Las Mercedes #48
 Dominican Republic Address: _____
Calle y No. / Street and No.
Villa Bisono, Navarrete, Santiago

Puerto de Embarque: STL Vuelo No: AA123
 Port of Embarkation: _____ Flight No: _____

Puerto de Desembarque: STL Vuelo No: AA2365
 Port of Disembarkation: _____ Flight No: _____

Motivo de Viaje / Purpose of Trip: Recreo / Pleasure Negocios / Business Convención-Conferencia / Convention-Conference Estudio / Study

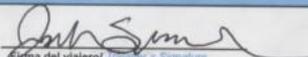
Visita Amigos y/o Parientes: Otros, Especifique: _____
 Friends and Parents Visit: _____ Other, Specify: _____

Estadía / Stay, Tiempo / Duration of Stay: 7 days
 No. Pasaporte: 123456789
 Passport No.: _____
 Cédula No./Identification No.: _____

 Firma / Signature: _____

(SOLO PARA USO OFICIAL / ONLY FOR OFFICIAL USE)

OBSERVACIONES: _____

Each **individual** must complete this form and present it to the customs desk agent along with your passport.

 DECLARACION ADUANERA DE INGRESO O SALIDA DE PASAJEROS CUSTOMS DECLARATION FORM FOR ARRIVAL / DEPARTURE		36366149
NOTA 1: La presentación de esta declaración es obligatoria para todo pasajero que salga o ingrese a la RD. La declaración de informaciones falsas o incompletas puede originar penas de comiso de valores, de mercancías y de privación de libertad, conforme el artículo 200 de la Ley 3489, del Régimen de Aduanas, y el Artículo 8 de la Ley No. 72-02 Contra el Lavado de Activos. Esta declaración debe ser firmada donde se indica. NOTE 1: This declaration is mandatory for all passengers entering or leaving the Dominican Republic. Declaring false or incomplete information could cause penalties of seizure of values, merchandise or arrest, in accordance with article 200 of the 3489 Customs Law and Article 8 of the 72-02 against the money laundering. This declaration must be signed where indicated.		
<i>Utilice letra de molde por favor / Please print</i>		
1. Fecha: <u>21</u> / <u>06</u> / <u>2017</u> DD MM AA/YY	2. <input checked="" type="checkbox"/> Ingreso / Arrival	3. <input type="checkbox"/> Salida / Departure
4. Nombre completo: Full name: <u>John William Smith</u> Primer Nombre / First Name Segundo Nombre / Middle Name		5. Apellido de Casada / Husband's Surname
6. Fecha de Nacimiento: <u>31</u> / <u>10</u> / <u>79</u> Date of birth: DD MM AA/YY		7. Nacionalidad: <u>USA</u> Nationality:
8. No. de Pasaporte / Passport No.	9. ¿Reside en República Dominicana?: Do you live in Dominican Republic? <input type="checkbox"/> SI/Yes <input checked="" type="checkbox"/> NO	
10. Dirección en la República Dominicana: Address of where you will be staying in Dom. Rep. <u>Calle Las Mercedes #48, Villa Bisono Navarrete, Santiago</u>		
11. Medio de transporte: Means of transportation: <input checked="" type="checkbox"/> Aéreo/By air <input type="checkbox"/> Terrestre/By ground <input type="checkbox"/> Marítimo/By Sea		12. País de origen o destino: Country of origin or destination: <u>Dominican Republic</u>
13. Empresa transportista: Transportation Company: <u>American Airlines</u>		14. Número de Viaje/Trip No.: <u>A42345</u>
15. ¿Trae consigo, o en su equipaje, una suma de dinero (en efectivo o Título Valor) mayor a US\$10,000.00? Do you have in person or in your baggage (cash or checks) over US\$10,000.00? <input type="checkbox"/> SI/Yes <input checked="" type="checkbox"/> NO		
16. En caso de respuesta afirmativa a la pregunta anterior (15) favor escriba la cantidad: If the answer to the previous question (15) is yes, please write the amount:		17. Tipo de moneda o título: Type of currency or checks: <input type="checkbox"/> RD\$ <input type="checkbox"/> US\$ <input type="checkbox"/> € <input type="checkbox"/> Otros (especifique) other (please indicate)
NOTA 2: Las siguientes casillas deben ser llenadas únicamente por personas que ingresan a la República Dominicana NOTE 2: The following boxes must be completed only by persons arriving to the Dominican Republic.		
18. ¿Número de familiares que viajan con usted? Number of family members travelling with you? <input type="checkbox"/>		
19. ¿Trae consigo, o en su equipaje, animales vivos, plantas o productos alimenticios? Are you bringing with you, or in your baggage, live animals, plants or food products? <input type="checkbox"/> SI/Yes <input checked="" type="checkbox"/> NO		
20. ¿Trae consigo, o en su equipaje, mercancías sujetas al pago de impuestos (ver instrucciones al dorso)? Are you bringing with you, or in your baggage, merchandise subject to payment of taxes? (Please see instructions on back of this form)? <input type="checkbox"/> SI/Yes <input checked="" type="checkbox"/> NO		
21. DETALLES DE MERCANCIAS SUJETAS AL PAGO DE IMPUESTOS / DETAIL OF GOODS SUBJECT TO TAX		
Description of Goods	Valor en Dólares Value US\$	Para uso de aduana solamente For Customs use only
Nota 3: En caso de que la cantidad de artículos sujeto al pago de impuestos exceda las casillas reservadas en el ítem 21, consulte con un Oficial de Aduanas para que le asesore con el llenado del Form. 003-2007 "Declaración Única-Aduanera". Note 3: In the event that the amount of articles subject to taxes exceeds the boxes provided at item 21, consult with a Customs Officer to be advised on completing the Form 003-2007 "Customs Standard Declaration".		
Declara y juro de conformidad con la Ley y ante la autoridad competente, que los datos declarados en el presente formulario son ciertos y exactos, y me someto a las sanciones que la ley establece al comprobarse cualquier inexactitud u ocultación de las informaciones ofrecidas. I declare and swear in agreement with the law and before the appropriate authority that the information declared in this form is true and correct and that I will surrender to the sanctions by the law in the event of any inaccuracy or omission of information provided.		
 Firma del viajero / Traveller's Signature		

Each **family** must complete this form and present it as you are exiting the airport with your luggage.

Immunizations

We do not require any immunizations; however, we do recommend current Tetanus and Hepatitis A & B immunizations. You may check the CDC website to see what they recommend for travel to the Dominican Republic.

Meals, Transportation, & Lodging

Casas por Cristo will arrange your [meals](#), transportation, and lodging in the Dominican Republic. The only meal not included is lunch while at the beach (~\$15). The fees for this are included in your final payment. There is an additional fee if you are staying longer than the scheduled 7-day trip.

Merchandise

You may purchase Casas souvenirs (t-shirts, hats, mugs, etc.) from the Casas store located at our office in Navarrete. You can also shop online on our [website](#). US dollars, Dominican pesos, and credit cards are accepted.

Money

In the Dominican Republic, the currency is called the Dominican peso. The US dollar is **not** accepted in country. Exchange your money state side at a bank before your trip or at the airport. Your Casas missionary will also exchange money for you at the beginning of the week.

Personal Belongings

Don't bring anything to the Dominican Republic that you would be heartbroken to leave without. We recommend keeping anything of value with you at all times (money, passports, jewelry, etc.).

Recipient Family

We do not require that the recipient families participate in the building process beyond having the site prepared. However, many families are eager to help but are shy and feel like they would be in the way. Make every effort to include your family in the building process. Some families will prepare meals for teams to show their gratitude. These families make extra efforts to ensure that the food is safely prepared.

Smart Traveler Enrollment Program

We will enroll your group in the Smart Traveler Enrollment Program at STEP.state.gov . This will help the US government reach you in an emergency.

Spanish

The primary language spoken in the Dominican Republic is Spanish. We encourage you to learn some Spanish phrases beforehand to be able to speak with your family.

Support Your Missionary

In order to keep the cost of our mission trips low, our missionaries raise their own salaries to serve at the ministry. Each missionary depends on gifts from churches and dedicated individuals to cover their salaries. Changing a family's life this week could not happen without your effort and sacrifice. It also could not happen without your financial support of our missionaries. At the end of your trip, encourage your missionary by giving a donation and consider joining their monthly support team.

Team Captain

Each Team Casas will have a Team Captain. Team Captains are volunteers who work as liaisons between Casas and the team to help recruit, prepare for, and carry out the mission trip. They are not staff missionaries, but are helpers, especially behind the scenes and in the planning of the trip. They are there to help team members. If you've been on a group trip with Casas, they are similar to the group's team leader. They will not be leading the home construction.

Team Members

The ideal group size is 15 to 25 people per house. We will send you a roster of your team prior to your trip. The work will include pouring concrete, building walls, and installing metal roofing, electrical, siding, windows, and a door. Each of these tasks has at least one element that everyone can perform. Skilled laborers are not needed.

Time Zone

The Dominican Republic is in the Atlantic Time Zone but does not follow daylight savings time. When establishing meeting times, we will refer to this time zone.

Water

Tap water in the Dominican Republic is not purified to American standards. To avoid getting sick, please drink only the purified water that Casas will provide for you at your work site and lodging.

Weather

The weather in the Dominican Republic varies from 70 to 100 degrees year-round. Rain is a common occurrence, and a light rain jacket is recommended.

Your Casas Missionary

One of our trained missionaries will be with you 100% of the time you are in the Dominican Republic to lead and live with your team for the week. He or she will teach, supervise, and ensure safety and quality. We take care of the details so that you can focus on building and serving. Most of our missionaries have a basic understanding but are not fluent in Spanish. Our missionaries are

here for you and your group and will work to accommodate your requests.
Read a brief bio about your missionary on the [missionaries page](#) of our website.

EMERGENCIES

Casas por Cristo Office Number: 915.778.0046

Please leave our office number 915.778.0046 with your families and friends at home in case of an emergency where they would need to contact you while you're out of the country. Even if it is after business hours, they will reach one of our missionaries who will assist in relaying their message and provide any necessary follow-up.

Emergency Number In The Dominican: 911

If an ambulance is needed in the Dominican, dial 911.

First Aid Kit

Your Casas missionary will have a basic first aid kit. We recommend that you also bring a first aid kit to treat minor medical incidents throughout your trip.

Medical Treatment

In case of a medical emergency your Casas missionary will evaluate the severity of the injury. For minor medical issues (dehydration, minor scrapes and cuts, food-related sickness, etc.), the team member will see the local doctor, Dra. Petra Pena, in Navarrete, Villa Bisono, Santiago, Dominican Republic at Centro Medico (GPS: 19.556808, -70.863013). For more serious injuries, the Casas missionary will call the international insurance your team has purchased and take the injured person to Santiago De Los Caballeros to receive treatment at a larger medical facility, HOMS (GPS: 19.436122, -70.661062) or Union Medica (GPS: 19.459283, -70.680169). The team member will be accompanied by a Dominican field missionary while another Casas missionary attends to the needs of your team. The injured team member will be sent back to the US as early possible.

Travel Insurance

Casas por Cristo will purchase the [International Assurance Travel Medical Plan](#) through Insurance Services of America and Azimuth Risk Solutions on your behalf. We offer an [Explanation of Travel Insurance Coverage](#). We will purchase a maximum benefit of \$600,000 for individuals under age 70 (\$50,000 for individuals age 70-79 and \$12,000 for individuals 80+) and a deductible of \$250. We will also add the sports rider. No later than a week prior to your trip, we will email you a copy of the policy. Your missionary will keep a copy of your ID cards during the trip, but feel free to print a copy for yourself, as well. We recommend bringing at least \$250 in emergency cash to pay up front for medical treatment in country. If you need assistance from the insurance company, please contact Adam Bates, Vice President, at 800.647.4589 or adam@missionaryhealth.net.

Safety

Your team's safety is of the utmost importance to us. We have been working diligently since our inception in 1993 to ensure that we have a number of fail-safes in place regarding personal safety and emergency situations. Read our [Risk Plan](#) for more details.

US Embassy Santo Domingo

Sometimes, in spite of careful planning, things still go wrong during a trip abroad. Contact the US Embassy for help with emergencies.

US Embassy Santo Domingo

Av. Republica de Colombia #57

Santo Domingo

Dominican Republic

Phone: (809) 567-7775

DOMINICAN LODGING

You will stay at one of our facilities for the duration of your trip. We will email your team leader the link to your trip profile page containing details about your lodging no later than 30 days prior to your arrival.

Bathrooms

All toilet paper should be thrown away in the trash can. Do not place it in the toilet.

Showers

All of our accommodations have a shower. However, many of them do not have hot water. We ask you to take military showers: get wet, turn the water off, soap up, and then turn the water back on to rinse off.

Sleeping

Sleeping arrangements vary by facility. A bed, pillow, sheets, blanket, and towels will be provided.

Typical Schedule

Day 1

Arrive at the airport, exit customs, and walk outside to meet your Casas representative and get on the bus. Arrive at your accommodations and enjoy a simple sack lunch/dinner in case you haven't eaten prior. A short orientation will be given

Days 2 - 4

- 7:00am – Breakfast
- 7:30am – Head to worksite
- 4:00pm – Return from work
- 6:00pm – Dinner
- 10:00pm – Lights out

Day 5

Choose one excursion option for your team. You might be responsible for purchasing your lunch. Leave after breakfast, return late afternoon, and have dinner at your accommodations.

Day 6

Early morning: go to the airport. Time will be determined by your flight back to the U.S. **If doing the alternate 7-day schedule, you will arrive day 1, workdays 2-5, go to the beach day 6, and depart day 7*

WORK SITE

Construction Process

The house you will be building will have a concrete foundation followed by 2"x4" framed walls. The outside of the house will be covered with wooden lap siding. The inside of the house will have electricity, and 1/4" plywood wall paneling. The roof is framed with 2"x6"s then covered with corrugated metal roofing.

Preparedness

Be sure to arrive at the work site with all of the equipment that you will need. You will need to take a positive attitude, sunscreen, water bottle, and tools.

Stay in a Group

Your team leader and your Casas missionaries should know where you are at all times. Your team should stay together as a group at all times.

Tools

Casas por Cristo provides the majority of the tools you will need, **but you do need to bring the required tools on the packing list.** You and your team are responsible for the tools we provide. If tools break due to normal wear and tear, we will replace them. However, if they are lost or neglected, your team will be responsible for the replacement costs. The Casas toolkit is equipped with the following power tools: cement mixer, drill, power saw, and generator, if necessary. You are welcome to bring any additional tools or nail guns. We have found that extra battery-powered tools are more helpful than corded tools. Your team may have to load and unload all of the tools multiple times every day.

Work Site Bathroom

There is a bathroom facility of some sort at each work site. However, some may be more primitive than others.

Work Site Safety

The two most frequent work site injuries are debris in an eye and dehydration. If your Casas missionary asks you to do something that you are unable to perform, please ask him or her to reassign you to another task. Please take the following precautions.

- Wear eye protection at the work site.
- Drink one gallon of water per day.
- Wear sunscreen or protective clothing to prevent sunburn.

C A S A S *Por* C R I S T O

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