



Spring Break	House #18	March 11-15, 2012 (Acuna)
Memorial Day Weekend	House #19	May 25-29, 2012 (Jaurez Men's trip)
Christmas Break	House #20	Dec. 27-31, 2012 (Acuna)

All trips have a maximum of 22 people and must maintain certain ratios (number of adults to youth and kids). We encourage you to apply early for these trips to ensure a spot.

Steps to applying to go on a trip with F2F:

1. Pray and ask for God's direction in regard to this ministry.
2. Please read this entire document.
3. Decide on a specific trip and Email Brian Carroll (bcarroll@cbcintl.org) to check on space availability.
4. Adults - Fill out the online application Note there is an application fee (application fee is tax deductible and will go toward each individuals F2F trip fees. This fee is non-refundable. If a person needs to cancel a trip, this fee can be transferred to a future trip with a 2 month cancellation notice). Youth applications will be sent via email to adults after they have submitted their application.
5. Apply for a passport if you don't have a current passport. Passport information link is available on our site.
6. You will receive a confirmation if your application has been accepted. All applications include references. If any reference expresses concerns about an applicant taking an F2F trip – the applicant will be contacted to discuss those concerns and determine if taking an F2F trip is the best choice.

What are the expectations for team members?

Who is eligible to go on a F2F trip?

- Anyone who is 10 years or older (see team requirements regarding children)
- Need to be in reasonably good health and able to contribute to a construction team
- Teams are open to individuals, singles, couples, families, parts of families, small groups, etc.
- Those who have completed, approved applications (with 2 references)

What are the team requirements?

- All teams must have 15 workers (a worker is defined as anyone 15 or older).
- A team may have up to 7 children (10-14 years old)

- All juveniles (10-17) must have a parent or guardian accompany them and assume oversight responsibility for those juveniles
- All children 10-14 must have a 1:1 ratio of children to parents. (For example – if you had two children you wanted to take – ages 10 and 12, both parents would need to go on the trip).
- The maximum size of a team is 22 people

What are individual requirements?

- A willingness to help others
- A level of physical stamina (there can be long hours at the worksite)
- There is no construction skill requirements – there is on the job training for those who have never done construction work before
- If you have construction experience, it is critical that you let the Casas Representative be the leader – this ministry has built over 3,000 homes and they follow a set plan
- Must have a Passport
- Must attend 3 team training meetings
- All adults must be willing to lead or assist in a specific responsibility for the trip (i.e., meal planning, food preparations, loading vans, overseeing tools, etc.)
- Ability to get along well with others in cramped living conditions and long work hours with out all the comforts we are accustomed to (it only lasts a week – so most people can meet this expectation)
- Complete an application and have it approved (based on the feedback from 2 references that you give)

What are the costs involved with F2F?

- One week of your time (most trips leave on Saturday and return on Friday – team members cannot join team late or leave early).
 - Passports – each individual is responsible for acquiring these and paying for these as they are personal property
 - \$50 deposit per person for all going on trip (adults, youth and children)
 - Workers (15 and up) Maximum of \$700 per person (includes deposit);
Children (10-14) Maximum of \$300 per person
- The funds involved go to pay for food, lodging, transportation, casas support, and the materials used to build the house
- Trip participants are responsible for the raising of their own funds for the trip and may choose any of the following options
 - donate the total yourselves
 - participate in deputation – raising support,
 - or a combination of the two (donating and deputation).

These options and details will be discussed during the training meetings. Sample deputation letters and the process will be explained thoroughly during the first training meeting.

- Personal supplies (clothing, water thermos, toiletries, etc) - a list is provided during the team training process
- Please note that cots, laundered sleeping bags, and all tools are provided by the F2F Ministry – you do not need to have these or bring these.

What is my financial responsibility?

- All team members assume responsibility to raise or donate their portion of the team's expenses. The current costs of a trip are:

Workers (15 and up)	\$700 per person (including \$50 deposit)
Children (10-14)	\$300 per person (including \$50 deposit)

There are three possible ways for this to be funded:

1. Pay expenses personally
2. Raise support through deputation
3. Combination of #1 and #2

Please note – There is a public church acknowledgement each time a team is sent out and the church is provided an opportunity to give financially. All funds donated to a specific trip or team will be equally divided among all workers (age 15 and up). Please do not plan on this money as it may fluctuate and is never guaranteed. Team members are given regular updates on the money that has come in specifically for them and their portion (if any) of the money that has come in from the church.

- All team members are encouraged to send personal thank you notes to those who contribute toward their trip

What are travel arrangements and accommodations like?

- All team members will travel in a rented van from Houston to Acuna or Jaurez and back. There will be a maximum of 11 people in a 15 passenger van. This allows for two people in the front seats, 2 people per bench seat (with three people in the longer bench seat in the back).
- We will spend all nights at a Mexican Church in Acuna or Jaurez
 Mexican accommodations for this trip may be rustic. Mexican churches are generally small facilities and team members will sleep on the floors. Specific sleeping locations and how people will be grouped will be determined by the leader. Some churches allow for families to stay together. Others may separate men and women into two different areas. Regardless of the arrangements, all participants are encouraged to bring modest sleeping clothes. Showers are limited and sometimes only have cold water
- F2F provides cots and laundered fleece sleeping bags for the trip (1 cot and 1 lightweight sleeping bag per person)

Typical Itinerary for Acuna or Jaurez

Loading Day (Generally Sat.)

- Van drivers pick up rental vans
- Typically one day before departure day. Meet at CBC to load tools, supplies, gifts for family, coolers, cooking equipment, luggage, etc.

Departure Day (Generally Sun.) Acuna

- Depart from CBC at 10:00 AM. Plan on taking 6 hours drive time to Del Rio to Acuna This includes time for lunch on the road and stops for fuel and restroom breaks.
- For Acuna dinner in Del Rio, Texas.
- Cross Border and unpack at Mexico Church.

Departure Day (Generally Sun.) Jaurez

- Depart from CBC at 6:00 AM. Plan on taking 12-14 hours drive time to El Paso to Jaurez. This includes time for lunch on the road and stops for fuel and restroom breaks.
- For Juarez Food Team will pick up perishables at 24hr. Wal-Mart in El Paso
- Team will stay overnight at a church in El Paso.

Build Day #1 – Laying the Foundation (Generally Mon.)

- Dress in work clothes today!
- Meet Casas representative at 8:00
- Pick up Casas tools in Acuna or Jaurez
- Go to work site, meet family and start building
- Return to host church for evening meal and sleep

Build Day #2 – Putting up the Walls (Generally Tues.)

- Wake up early, eat breakfast and get ready to go to work site
- Winter and spring groups will pack lunches to take with them. They will stay at the work site all day. Summer groups work in the morning, return to host church for lunch and siesta and return back to work in the late afternoon – this split schedule is because of the intense heat. This same schedule is followed for Build Days 2 & 3.
- Return to the host church for evening meal and sleep

Build Day #3 – Finishing Interior and Exterior Surfaces and House Dedication (Generally Wed.)

- Wake up early, eat breakfast and get ready to go to work site
- Winter and spring groups will pack lunches to take with them. They will stay at the work site all day. Summer groups work in the morning, return to host church for lunch and siesta and return back to work in the late afternoon – this split schedule is because of the intense heat. This same schedule is followed for Build Days 2 & 3.
- Dedicate House
- Return to the host church for evening meal and sleep
- Begin to clean host church for departure on Thursday

Day #4 – Clean Church, Cross border, debrief, and head back to US (Generally Thurs.)

- Clean church and pack up belongings
- Extra food is left for Mexican family or church.
- Lunch at Mexican market
- Cross the border and return to Casas Office
- Debriefing meeting in Del Rio
- Travel Back to Houston
- Arrive in Houston around 10:00 PM

Day after Return (Generally Friday)

- Unload van, clean and organize all items and return to trailer
- Van drivers return van to rental company

Passport Information

Turnaround time

Routine 6-8 weeks

Expedited 2-3 weeks

Information needed

Birth certificate (They will not accept the Hospital original)

If you do not have a certified copy of your birth certificate and can not get one through the **Bureau of Vital Statistics**

You will need a Letter of No Record

AND as many of the following as possible

Baptismal certificate

Hospital birth certificate

Census record

Early school record

Family Bible record

Doctor record of post-natal care

If you need to apply for a birth certificate in Texas

Mail a request to: **Bureau of Vital Statistics**

Texas Dept. of Health

P.O. Box 12040

Austin, Texas 78711-2040

Check or Money orders accepted

For birth certificates from other states, go to the following web page:

<http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>

For minors under 14

Must show proof of citizenship **AND** proof of relationship (birth certificate)

Both parents must appear together and sign **OR** one parent appears, signs, and submits second parent's **notarized** statement of consent.

US Government Passport website:

www.travel.state.gov/passport

Below is a copy of local post offices that provide Passport services.

We found the Hockley location has the shortest wait time.

Local Post Offices for Passports

Facility Name	Street Address	Zip	Phone	Hours of service
Cypress	16635 Spring Cypress	77429	281-373-9125	M-F 9-3
Tomball	122 N.Holderrieth Blvd.	77375	281-516-0513	M-F 9:30-2:30
Fairbanks	7050 Brookhollow West	77040	713-937-6827	M-F 9-11/11:30-2:20
Klein	7717 Louetta	77379	281-257-3806	M-F 10:30-2:45
Hockley	17210 Warren Ranch Rd.	77447	936-372-3261	M-F 8:30-1:30
Pinehurst	34635 Wright Rd.	77362	281-259-0234	M-F 10-2

Thanks for your interest in the F2F ministry. We appreciate your prayers as we minister to needy families in Mexico and tangibly demonstrate the love of Christ by building one house at a time.

Serving together with you,

Brian Carroll
Family Life Pastor