

# PAPERWORK FOR TRIP COORDINATORS

Your Amor Trip Coordinator will keep you on track to ensure your crew has the proper documentation. You can also use the checklist below to help guide you along.

√	Document	Deadline	Send to Amor? Keep on you?
	Statement of Commitment (1)	Soon after you register	Send to Amor
	Financial Agreement (2)	Soon after you register	Send to Amor
	Vehicle & Cargo List (3)	Two weeks prior to arrival	Send to Amor
	Individual Participation Forms (4)	Prior to check-in	Neither—it's all online!
	Outside Release Form (5)	Prior to check-in or at check-in	Send to Amor
	Notarized Minor's List (6)	Prior to check-in	Keep on you
	Lista de Vehiculos (7)	Prior to check-in or at check-in	Keep on you
	Mexican Insurance (8)	Prior to check-in	Keep on you
	FMME (9)	Prior to check-in	Keep on you

- (1) The **Statement of Commitment** is found in your confirmation email from your Amor Trip Coordinator. Only you, as the Trip Coordinator, need to sign it.
- (2) The **Financial Agreement** is also found in your confirmation email. You, as the Trip Coordinator, need to sign it. If applicable, your financial administrator can also sign it.
- (3) Depending on the vehicles you cross the border in, you may be required to go through voluntary declaration. This will require the **Vehicle & Cargo List** to be filled out and submitted two weeks prior to your arrival. As soon as you know what vehicles you will be crossing the border in, please let your Amor Trip Coordinator know so they can help guide you through this process. For a sample and instructions on this process, please visit the link listed at the bottom of this page.
- (4) Every person on your trip needs to complete an **Individual Participation Form** online, via DocuSign. In your confirmation email you will find two links specific to your group. Instructions on this process are found at the link below.
- (5) The **Outside Release Form** is for groups that plan to do anything outside of Amor's campsite or worksite (i.e. stop at the store, eat at a restaurant, visit a previous home built, etc.). You as the Trip Coordinator will sign this form for your entire group, so only one form needs to be submitted.
- (6) The **Notarized Minors List** is for minors who will not have a legal guardian on the trip with them. You as the Trip Coordinator will fill this form out, listing all minors without legal guardians and have it notarized. The California All-Purpose Acknowledgement is only for California residents.
- (7) The **Lista de Vehiculos** is the simple list that asks for each vehicle's details. This is different from the Vehicle & Cargo List. If you are renting vehicles, we understand that you will not know your vehicle details until the day you pick them up. You can fill out this form at check-in.
- (8) **Mexican insurance** is required for all vehicles and trailers. We recommend Baja Bound but you are free to use whatever insurance company best fits you!
- (9) The **FMME** is optional. The border has been known to occasionally have passengers exit their vehicles in order to walk through immigration. In case you are required to exit your vehicle and walk through immigration, you can fill out the immigration form online, print it at home, and bring it with you on the trip. Instructions are found at the link below.

[www.amor.org/trips/tripforms](http://www.amor.org/trips/tripforms)