

Last Minute Details and 4 Emails You Need To Send

Thank you for leading your team to the Amazon. We appreciate the time and prayer it has taken you to prepare. AO is proud to be a sending organization. Without you, it would not be possible. We look forward to hearing all God does during your time on the River. Anchors Up, Get Going, Take Faith, Hope, and Love to a Forgotten People!

How, then, can they call on the one they have not believed in? And how can they believe in the one whom they have not heard? And how can they hear without someone preaching to them? And how can anyone preach unless they are sent? As it is written: "How beautiful are the feet of those who bring good news!" Romans 10:14,15

Below are some helpful **Email Templates** to share with your team and a list of things you'll need to take.

Make sure you have 6 Sharpies, one duct tape, two small bottles of Lysol concentrate for a chigger solution, and some gallon zip locks to collect passports and wallets. Besides these items, here's a list of things to print...

1. TEAM TRAVEL ROSTER

In Managed Missions, click the "Team Members" link, and you will see the "Group Travel Roster" link on the right under "Actions". This will provide a document with all the vital team info in an emergency (emergency contacts, medical conditions, allergies, etc.)

2. TEAM AIR "TRAVEL RESERVATIONS"

You will find these in Managed Missions under "Documents" labeled as "Travel Reservations." Each travel reservation will have a different locator number, so print all "Travel Reservations." You don't need to print documents labeled "contract," "deposit," or "update."

3. SECURITY PROTOCOLS

You will find these in Managed Missions under Links/ Resources/ Leader Resources.

4. TRAVEL MEDICAL INSURANCE CARDS

A week or so before departure, an email from TraveliQ will accompany each team member's travel medical insurance card. They need to print the card and take it with them. As a trip leader, you should receive a summary of the whole team with each person's policy numbers (invoice). If not, contact Brenda Holmes. Remember, if any accident happens on the trip, inform the AO representative on the boat. The incident has to be documented in Brazil by a recognized Brazilian physician or clinic to be eligible for coverage.

Cut, paste, and edit the following Email Templates to keep your team on track.

1. **Stuff You Need to Know Before You Go!** (Send an Email About Four Weeks Before Departure)
2. **Packing Party Details** (Send an email 1-2 weeks before Packing Party)
3. **Short on Funds?** (Send to team members not fully paid beyond the final financial deadline)

1. Email Subject Line: Stuff You Need to Know Before You Go!

(Send About Four Weeks Before Departure)

Hello Team,

I hope you're excited about your big adventure in just a few weeks. I'm reaching out to share some valuable information to get you better prepared for your trip...

1. **If your Managed Mission account isn't fully funded, please cover the balance due this week.** Let me know if you have extra funds and wouldn't mind sharing with a team member ASAP. To access your account, go to managedmissions.com and click "Fundraising," then click the green "Pay for My Trip" button.

2. **TODAY, please ensure you've filled out and reviewed your "Personal Info" and "Travel Info" sections. This enables us to...**
 - A. **buy your travel medical insurance and**
 - B. **get you registered with the Brazilian Navy**
3. Get your Malaria prescription filled. Ask your doctor to prescribe the **daily prescription**; the once-a-week prescription often has powerful side effects. If you don't have prescription insurance, download the Good Rx App and shop around.
4. **Share these AO Emergency Contact Info** with a spouse or family member: Brenda Holmes 214-725-5907 bholmes@amazonoutreach.org, Phyllis Woodward 214-274-0594 phyllisw@amazonoutreach.org and Steve Trammell 903-520-2167 steve@amazonoutreach.org. Our staff can get urgent messages to the boat.
5. **Notify** your credit card company of the dates you'll be traveling and set your emails to auto-reply for that week.
6. **Download WhatsApp on your phone.** Your trip leader will be creating a team thread for communications in Brazil. This will also be the best way for our Brazil staff to communicate with you in an emergency. WhatsApp provides free calling and texting (not counting your provider's international daily fee) but only works when you have cell reception or wifi. Wi-Fi is free, but it is mainly available in airports. Your family members will need to download Whatsapp to call them.
7. **Print and save a picture of your passport and flight itinerary** on your phone. Also, send a photo to a family member. (You need this if you go to a consulate to get a new passport.)
8. Print your travel medical insurance card (you should receive it via email **from itraveliq** a week or so before your departure or take a picture with your phone.
9. Start your malaria medicine the day before departure.
10. Start hydrating the day before departure, and drink plenty of water as you travel.
11. Remember, this is God's trip.

PACKING TIPS/ REMINDERS:

- Watch this packing video... <https://youtu.be/6LI7bEP8qQU?si=hZsISqIhJyUkq-U1>
- Print and use the "Personal Packing List" and review the "Dress Code" in Managed Missions under Links/Resources/ Important Team Information.
- A daily laundry service is provided on the boat; you don't need more than what's listed in the Personal Packing List in Managed Missions under Links/Resources/ Important Team Information.
- Put your initials on all clothing (This helps to sort the laundry).
- Don't wear anything you don't want to possibly get dirty or stained (except clothes for airport travel).

- Occasionally, flights are so full that we have to check carry-ons at the gate. For this reason, **always keep your prescriptions, toiletries, and essentials in your carry-on, backpack, or purse.**
- Remember to put liquids larger than 3oz in your checked bag (sunscreen, bug repellent, shampoo).
- Put duct tape on the tops of large liquids and place them inside a gallon-sized Ziploc bag with your name. The check bags will be opened later, and it might not be by you. Mark your stuff.
- Bring a 5-gallon Ziploc bag with a handle (or something similar) to take a change of clothes in the shower.

CASH:

- Out-of-country airports will not accept US cash, so bring a credit or debit card
- Bring \$100 - \$200 cash in smaller denominations (\$10s & \$20s)
- Bring some \$1 bills to tip at airport shuttles or hotels.
- Everything is covered except for your airport meals, tips, and souvenirs. You can use your credit card at Brazilian airports and many other places in Manaus.
- Optional Donation/Tip: This is an optional donation given to the crew and translators toward the end of the trip. **The suggested amount is \$50**, but any amount is appreciated.
- Please do not give tips directly to individual crew members/translators. The donation will be collected by your team leader and divided evenly among the crew and translators.
- Souvenirs: T-shirts, coffee, and hammocks will be available for purchase on the boat with US dollars. Most sales on the boat will support AO's annual translator training and retreat.
- Souvenir vendors take credit cards and sometimes US dollars.
- Whatever the price, divide it by 5, and that is typically your price in dollars

TRAVEL DAY:

- Double-check that you have your passport (also hard copy and digital copy)
- **KEEP YOUR PASSPORT SAFE. RECENTLY, TRIP MEMBERS HAVE BEEN TURNED BACK AT THE AIRPORT DUE TO A LOST PASSPORT.**
- Anticipate that you might not be able to do an online pre-check-in and must be checked **90 minutes before departure.**
- Arrive **3 hours before departure for international flights**
- **Put your baggage claim sticker in a safe place or on your last boarding pass**
- If asked in Immigration, the purpose of your visit, it's **"TOURISM."**

- If asked in Customs about a large number of supplies in your checked bag, **“It is a donation to the Central Presbyterian Church in Manaus.”**
- And finally, back to the most crucial thing...be ready for God to work in you and through you as you serve the Forgotten People of the Amazon River.

It would be beneficial to review passport safety at the airport. We had two team members leave their passports on flights. Two team members could not board the plane to Brazil in Miami, and another could not leave Manaus until they flew to the US Consulate in Sao Palo.

2. Email Subject Line: Packing Party: (Add Your Date And Location. Send 1-2 Weeks Before Your Party)

PURPOSE

The purpose of the Packing Party is to divide supplies among our checked bags evenly. Occasionally, a checked bag doesn't make it to Manaus or arrives days later. This is why we avoid putting all of a particular supply in one bag. It also helps team members avoid paying extra checked bag fees.

WHAT TO BRING

- Please bring the donated Items you've collected and an empty large suitcase or duffle bag with your name on it. It's also a good idea to put a ribbon or tape on your bag to make it easily identifiable. Please only bring luggage that you don't mind getting dirty.
- If you have an extra suitcase we could use for another team member, bring it too. Even if you don't have supplies, please bring an empty suitcase. We might need you to take a bag for the team.
- If you haven't got around to getting supplies and need to know what to get, go to your Managed Missions Links/ Resources/ Packing Supplies/ Important Team Information

At Packing Parties, we often can use gallon zip lock bags, duct tape, weight scales to weigh bags, and extra bag tags, so feel free to bring any of those items to help with packing.

WHAT TO DO

Every packing party is different, and you must adjust it based on the number of supplies and the availability of suitcases. However, here are some best practices...

- Determine the priority items and ensure they are distributed first (Medicine, VBS Supplies, and Soccer Balls are some of the top priorities).
- Condense medicines and remove boxes, waste, etc. (avoids bringing trash to the river and gives more room to pack). Make sure the instruction sheet is kept w/ the medicine and that it is properly labeled with the name and expiration date. Remember, no expired medicines are allowed.
- Put similar small-sized donations into Ziplock bags (for example, several travel-size toiletries or toothbrushes into one gallon-size baggy).
- Put duct tape over the lids of liquids and put them inside Ziplock bags
- Take extra caution when packing more delicate items (sunglasses) and buffer with softer items.
- Coordinate the distribution of similar items, such as medicines, into different bags so they won't look suspicious to Customs.
- If team members are absent, pack a bag for them and ask them to check it in at the airport with their names on it. They need to look in the bag to know what was packed. They should take a picture of the bag to know what it looks like when they get to Manaus. They need to add their name and address to the airline tag.
- Make sure supplies for each ministry get packed.
- It's good to bring bags for giving ministry gifts (plastic or tote bags) and gallon and sandwich-size Ziploc bags.
- Weigh the luggage to ensure they are under 50 lbs, preferably about 45 lbs, to **leave room for team members to pack some of their larger personal belongings. (for example, sunscreen, bug repellent, and shampoo. 6oz of repellent and 6oz of sunscreen should be sufficient)**
- Pack peanut butter, jelly, and syrup if the team desires.
- If bringing two checked bags, ensure one will fit inside the other for the return trip so you do not need to pay the return bag fee.
- You are welcome to donate your empty checked bag to the boat.

CHECKED BAG DETAILS

Every airline has different checked-bag policies. Be prepared to pay up to \$50 each way with each airline. This will be an extra cost for you. All airlines allow a 50lb max, and all

liquids over 3oz must be in a checked bag. We recommend checking the airline's website for bag fees and dimensions.

You will also have a free carry-on that must fit in the overhead compartment (we recommend a roller bag) and a personal item, such as a backpack, that must fit under the seat. Use these to carry all of your personal items except larger liquids. You do not need to bring these to the Packing Party.

3. Email Subject Line: Short On Funds? (Send If A Team Member Has Not Made Their Final Payment)

Dear Team Member,

One of the biggest challenges for many is fundraising. It can be humbling and difficult, but it instantly becomes miraculous.

Since the team leaves next week and you're still running a little short, I wanted you to know Amazon Outreach's financial policy...

Team members who are not 100% funded before departure can still take the trip under these conditions...

1. The team member has at least 75% of the trip cost in their account.
2. The team member sets up a recurring payment before departure in an amount that will cover the remaining balance within a year.

Monthly payments can be set up through our "Donate" button at <https://amazonoutreach.org/give/monthly-giving-the-crew/>. Make sure you check "Monthly" under the "Frequency" options.

If a team member cannot meet these requirements, their donation (minus the airline penalty) will be credited for a future trip taken no later than the end of the following calendar year. Team members also have the option of transferring their credit to someone else. If not used or transferred, it becomes a donation to Amazon Outreach.

Your donors will see this in your Public Profile in Managed Missions.

Amazon Outreach (AO) is a 501c3 tax-exempt non-profit organization. Your tax-deductible support for my trip is a donation to AO and is not contingent on my participation. If I have to drop, donations on my behalf will be held as a trip credit for no less than one year. If I cannot redeem that credit, AO will use the funds raised to further its charitable purposes. To learn more about the mission, please visit amazonoutreach.org.