The Abraham Project

Villas de Ayarco, Costa Rica

2018 Mission Team

Instructional Packet

**TABLE OF CONTENTS**

[TEAM LEADER INSTRUCTIONS 3](#_Toc372463452)

[FORMS REQUEST 4](#_Toc372463453)

[TEAM LEADER PREPARATION CHECKLIST 5](#_Toc372463454)

[WHAT TO EXPECT DURING YOUR TRIP 7](#_Toc372463455)

[WORKSITE PROTOCOL 9](#_Toc372463456)

[DAYCARE CENTER PROTOCOL 10](#_Toc372463457)

[INTERACTION WITH CHILDREN PROTOCOL 11](#_Toc372463458)

[CLOTHING REQUIREMENTS 12](#_Toc372463459)

[NOTE ABOUT EXPENSES 13](#_Toc372463460)

[WIRE TRANSFER INFORMATION 14](#_Toc372463461)

[PREPARE YOURSELF 15](#_Toc372463462)

[BRIDGING THE CULTURE GAP 16](#_Toc372463463)

[FORMS SECTION 17](#_Toc372463464)

[TEAM APPLICATION 18](#_Toc372463465)

[INDIVIDUAL APPLICATION 20](#_Toc372463466)

[MEDICAL & LIABILITY RELEASE 21](#_Toc372463467)

[PERMISSION FOR A MINOR TO TRAVEL 22](#_Toc372463468)

[COVENANT 23](#_Toc372463469)

# TEAM LEADER INSTRUCTIONS

The Abraham Project would like to thank you in advance for your cooperation in helping to prepare your team before arriving in Costa Rica. A short term mission trip can change the way your team members view the world and view God. It could be the very thing that God uses to ignite your group to live with purpose for Him. It is essential for the team to pray together as a group before they come. Your team may be sincere, but lack the unity that develops with adequate preparation. That’s why we believe that it is so important to prepare your team before coming to the foreign mission field.

We suggest you organize a **minimum of three mandatory pre-trip planning meetings** with all your team members. **Your first meeting should be no later than 10 weeks before your departure date.**

**How to navigate the team planning information:**

1. The “Team Application” form should be filled out by the team leader and sent as soon as possible in order to ensure your team’s desired dates. Once the “Team Application” form has been received, we will begin the process of planning your mission trip!

**\*\*To expedite your reservation, email your “Team Application” to Bruce & Angie Crawford at** crawfords4him@me.com**.**

1. The “Forms Request” document should be reviewed immediately. This will allow you sufficient time to plan your team meetings and have **all required forms filled out (and notarized, if applicable) and scanned/emailed to the Abraham Project by their due dates.** Hardcopies of all forms and passports should be brought with the team.
2. Review the “Team Leader Preparation Checklist” outline. **This outline will help you set your subsequent team meetings that will prepare your group for a powerful mission experience.** Your first team meeting should be held no later than 10 weeks before your departure and should correspond with Roman Numeral I. Your second and third meetings correspond with Roman Numerals II and III on the outline.

If you have any questions with regards to the information pertaining to Abraham Project Teams please contact our coordinators, Bruce & Angie Crawford, at crawfords4him@me.com.

# FORMS REQUEST

Please completely fill out and sign the following forms.

\*\*\*The **Team Application** form needs to be filled out and sent as soon as possible to ensure your team’s desired dates. Once the Team Application Form is received, we will begin planning your mission trip!

The team leader is responsible to hand carry all other forms and **deliver them to the Team Coordinator upon arrival**:

Forms to be signed and turned over to the team coordinator:

1 - Individual Application

2 - Medical and Liability Release (**must be notarized**)

3 - Covenant

4 - Proof of Medical Emergency Evacuation Insurance for All Team Members

- This can be emailed to Bruce & Angie Crawford at **crawfords4him@me.com**. It can also be faxed to 011-506-2271-5772.

Form to be signed and hand carried on the plane by the team leader:

1 - Permission for a Minor to Travel (**must be notarized)**

The front page of each team member’s passport must also be copied and brought with the forms.

\*\*\*All Team Members Must Fill Out Forms Before Arriving In Country\*\*\*

# TEAM LEADER PREPARATION CHECKLIST

Team members have expressed an interest in being better equipped with more information about the Costa Rican culture and what to expect during their mission trip. Please make sure that your “first time” team members get all the information that your “returning” team members have received in the past.

Below you will find an outline that we created to help prepare your team. **We require you to review all forms and information with your team during your pre-trip planning sessions.** Our suggestion is that you schedule at least three mandatory pre-trip planning meetings for your entire team. Your first meeting should be no later than 10 weeks before your departure. It is vital for the team to pray together as a group before you come. The difference between a spiritually prepared team and a team that has simply been thrown together is always evident. Don’t cheat your team. Invest in your group and your trip will be that much better.

1. Prayer Theme: Team Unity/Purpose
	1. Distribute **Individual Application/Medical & Liability Release/Permission For Minor to Travel/Covenant**

**Please note: some forms need to be notarized.**

* + 1. Remind applicants that forms must be completed before trip
		2. All team members are required to travel to Costa Rica with their passport. The passport expiration date should be at least 6 months later than your return date to your home country. This is a USA and Airline requirement.

**If any team member is not a U.S. Citizen, you must check with the Costa Rican Embassy before you travel and adhere to all VISA requirements and fees.**

(A copy of each team member’s passport should be brought with application and medical forms.)

1. Purchase out of country medical/emergency evacuation insurance (we recommend www.aaintl.com) and **email us proof of insurance at time that you send applications to** **crawfords4him@me.com****. It can also be faxed to 011-506-2271-5772**

We now have a new policy regarding a mandatory overseas medical and evacuation insurance for our teams.

If your team will be participating in a canopy tour (zip line), whitewater rafting, canyoning, rappelling, or any other adventurous activity, you must be sure that your group's insurance policy covers that type of activity. Many basic plans do not include coverage for these activities and you must purchase a rider to go along with the base policy.

The insurance plan should also include coverage for emergency medical evacuation in cases of more severe injuries where treatment may be required in the United States. In even more dire situations where death may occur due to accident or injury, the policy would provide for transfer of remains to the U.S.

We are now recommending **http://www.aaintl.com** for groups since this company covers the above mentioned situations (with a rider for activities such as zip lining). You are free to use which ever insurance company you prefer, however, please ensure it covers all of the activities your team will be participating in and the possibility of medical evacuation, should it be needed. Please contact us if you have any questions and carefully read your policy's description of coverage before purchasing it.

1. If applicable, plan evangelistic activities
	1. Discuss ministry ideas if planning on evangelizing during your trip
		1. Decide who will be involved in ministering
		2. Decide what age or people group that you will target (teenagers, kids, prisons, adult Bible study, ESL, etc.)
		3. Find out what participants are willing to do
		4. Report back to Abraham Project Team Coordinator what you have decided
	2. Distribute
		1. **Prepare Yourself** Information Sheet
		2. **Bridging The Culture Gap** Information Sheet
2. Prayer Theme: Children’s Homes/Daycare Center/Local Church/Missionaries/Interns
	1. Discuss who will work with the children in the Daycare Center
		1. Distribute **Daycare Schedule** to those interested (Make sure you email AP Team Coordinator in advance for Daycare schedule and instructions.)
		2. Decide what crafts/snacks/activities you will bring prepared to share
3. Prayer Theme: Unity with Costa Ricans/Workers and Ministry Opportunities
	1. Distribute
		1. **Worksite Protocol** Information Sheet
		2. **Emergency Numbers** (You may request current numbers from AP Team Coordinator in email.)
	2. Fine-tune ministry focus and send your ministry proposal to AP Team Coordinator at **crawfords4him@me.com**.
	3. Review your Team Leader checklist and contact AP Team Coordinator with any additional questions you may have.

# WHAT TO EXPECT DURING YOUR TRIP

**\*\*\*Please Read and Review with Your Team Before Your Trip\*\*\***

1. The team coordinator will pick you up on arrival at the airport. Although we plan to arrive ahead of schedule, there are random situations that may cause us to be late (i.e. traffic accidents, road/bridge closings, etc.). If this happens, gather your team together on the sidewalk and we will find you when we arrive.
2. An Abraham Project Team Coordinator will always be with you during your group’s tenure in Costa Rica. He/She will lead the group in country, administer all the costs of the trip, translate, answers questions, etc.
3. After arriving at Casa de Franco (referred to as: Franco’s), we will unload the bus. Please help carry the luggage inside even if it is not your specific bag so it is not just sitting along the street, especially at night, as this is not safe. With large teams this can take some time so please be patient. Once inside, room assignments will be given out to team members.
4. If you would like drinks or snacks, there is a store near Franco’s that is in safe walking distance. Always travel in groups and never an all female group. Always let your team leader know you are going.
5. The hot water is only in the showers and is provided by a device called a “widow maker”. It is called that for a reason and heats the water with a small heater coil. Never try to adjust the settings or touch the showerhead. If you cannot get hot water, contact your team leader or Franco. Basics of a widow maker are the slower the water flow, the hotter the water (more time on the heater coil).
6. Never go into Franco’s kitchen. If you need something, just ask.
7. Lights at Franco’s should be out at 10pm out of respect for others staying there. Please be in your rooms and quiet.
8. After meals, team members should vacate the dining area to allow the workers to cleanup and reset the tables. Once the workers are finished, feel free to use the area for team meetings.
9. It is safe to leave your passport and money at Franco’s as long as it is kept out of sight in a bag or piece of luggage.
10. During the rainy season - bring a change of clothes and shoes/sandals to the Abraham Project worksite. This will give you the opportunity to change out of your extremely muddy or dirty clothes before you get on the bus. This helps keep the buses clean and our drivers happy.
11. It is recommendable to bring a hat, sunscreen, bug spray, and jacket to the work site.
12. You can flush paper products at Franco’s but in Costa Rica in general and at the Abraham Project, NEVER flush your paper products in the toilets. Doing so, could potentially cause an overflow when flushing.
13. While at the project, a safe place (under lock & key) to store your personal items will be provided. At designated times throughout the day you will be able to retrieve items as needed.
14. Generally speaking, a tour of the Abraham Project will be given on your first assigned work day, however, there are times where it may take place later in the week. We will also assign work assignments for the day/week. If you have any questions during this time, feel free to ask us.
15. Drinks can be purchased at the project. The times to purchase drinks are at breaks and lunch (9am, 12pm, 3pm). All proceeds are used to defray the daily operating expenses of the children’s homes.
16. We take breaks with the workers at 9am and 3pm and eat lunch at 12pm. All tools and equipment should be stored in a safe location during breaks, lunch time, or if you leave your work area. This will help eliminate the possibility of things being stolen by leaving them unattended. This is also recommended for the safety of your personal items (cameras, phones, water bottles, sunglasses, etc).
17. **If you have food allergies or other types of food restrictions, PLEASE let us know before you arrive so we can adjust menus accordingly.** Food at Franco’s and for project lunches is bought ahead of time so it is extremely helpful to know for planning purposes.
18. Never leave the Abraham Project worksite without notifying the Abraham Project team coordinator
19. Contact numbers for all Abraham Project workers can be requested at anytime and we ask that you carry these with you in case of emergencies.

Stephen & Georgiana Thomas – 2271-0245/8719-6372/8814-1394

Bruce & Angie Crawford – 8585-4940/8585-5143

Stephen, Jr. and Kendra Thomas – 8674-5096

Pastor Jorge Gomez – 8383-4323 or 2286-2201 Ext. 26

La Casa de Franco – 2276-9546

1. If you ever need them, listed below are the directions to La Casa de Franco and the Abraham Project in Spanish for any reason a team member is separated from the rest of the team.
	1. La Casa de Franco – 25 metros norte de la Iglesia Católica en San Antonio de Desamparados
	2. Abraham Project – Del salón de la Escuela de Villas de Ayarco, 100 metros este, 400 metros sur, 100 metros al oeste

# WORKSITE PROTOCOL

Please review the following information with your team before you come to Costa Rica. We will also include these topics during our in country orientation for liability reasons.

Pay attention to all instructions no matter how menial they might seem.

We work when the Costa Ricans work and break when the Costa Ricans take a break. No one is to be working unsupervised.

Wear appropriate safety gear for your assigned task. We provide safety goggles, hard hats, rubber gloves, and safety belts. If you have any concerns, please talk with your team leader or the Abraham Project team coordinator.

You are not allowed to work in open-toed shoes. You must have on tennis shoes or rubber/work boots.

If injured, contact your team leader and Abraham Project team coordinator immediately, no matter how minor the injury. (This includes stepping on a nail.)

The Costa Rican workers are in charge. We North Americans are here to assist. We are not to suggest, not to take charge, not to try to change the way things are done, or do them the North American way. Remember that the Abraham Project is a foundation that is accountable to Costa Rican specifications, building laws, and engineers. If you are a professional construction worker and see something done wrong or feel that it could be dangerous, please inform your Abraham Project team coordinator. Do not attempt to instruct or correct the Costa Rican worker.

If you have any problem/conflict with any of the Costa Rican workers, inform your team leader and the Abraham Project team coordinator. We cannot fix a problem that has not been brought to our attention.

All tools that are property of the Abraham Project must be kept with you at all times. Do not leave tools unattended when you pause for breaks, lunch, or prayer times.

The Abraham Project contracts a security guard that works on the premises after hours. Although it is not very common, it is possible to have issues with thieves trespassing and looking for things they can steal, and can even occur in daylight. If you see any suspicious activity or someone unfamiliar on the site, please notify the Abraham Project team coordinator immediately.

Also be aware of your personal belongings that you bring to the site. Neither the Abraham Project nor any of its affiliates will be held financially responsible for any personal belongings that are lost, broken, or stolen during your time in Costa Rica. Keep this in mind when packing expensive cameras and jewelry.

Because both males and females are working on the site, the Costa Rican workers have been instructed in appropriate mixed company behavior. They are informed of Costa Rican sexual harassment laws and consequences. If you feel threatened by any sort of uncomfortable approach, please tell your team leader and Abraham Project team coordinator immediately so that we can resolve any issues or misunderstandings.

**Remember that the majority of the workers are also your brothers in Christ.**

**Always be aware of your actions and respectful of fellow team members and workers.**

# DAYCARE CENTER PROTOCOL

The team has the option to work with the children in the Daycare during some of your service time at the Abraham Project. The classes are considered English workshops and are a great opportunity to minister to the children while immersing the children in the English language.

These are the current times and ages of the children in the daycare classes (Please beware, times are subject to change.):

9:00am-9:30am (2-3 year olds) Aula Tesoro I, between 10-15 children

9:30am-10:00am (2-3 year olds) Aula Tesoro II, between 10-15 children

10:00am-10:30am (3-4 year olds) Aula Exploradores I, between 10-15 children

10:30am-11:30am (9-12 year olds – Depending on Class Day)

 - Monday - Aula Investigadores I, between 10-15 children

 - Tuesday - Aula Investigadores II, between 10-15 children

 - Wednesday - Aula Investigadores III, between 10-15 children

 - Thursday - Aula Investigadores IV, between 10-15 children

2:00pm-2:30pm (3-4 year olds) Exporadores II, between 10-15 children

In the English classes at the daycare, please come prepared and have a plan. You can teach a Bible story, bring a craft to make, play games, sing songs, paint, color, etc. Please bring all materials that you will need.

**Please speak English and assume that you will not have a translator in the class with you! ☺**

The kids are learning very basic English. (The most important thing is to have fun with them.) Please come with indoor activities if we are in rainy season (May-October generally). If it is not raining, you might have the opportunity to do some outdoor games with the Investigadores classes (7-12 year olds.)

Limit groups of 4-5 team members with each class so the children are not overwhelmed. This also assures more interaction for each team member with the children. You may do a rotation among the team if you wish.

Let us know if you have any questions.

# INTERACTION WITH CHILDREN PROTOCOL

**(Children’s Homes and Daycare)**

1. No taking children to the bathroom. If a child needs to go, inform the teacher or house parent.
2. No giving children money, presents, candy, etc. unless it is part of a planned activity that has been approved by the team coordinator.
3. No changing diapers or changing children’s clothes.
4. Always keep gates and doors closed so children do not exit from designated area.
5. Children are not allowed to sit on team members’ laps and team members should not pick up and hold kids unless they are small children.
6. The teacher (or house parent) is the disciplinarian. If a child is misbehaving, tell the teacher in charge or the house parent. If a child is put in consequences, please do not interfere or intervene.
7. Always ask the teacher before taking pictures - to keep from distracting the children during class.
8. Do not allow the children to play with your cameras or other electronic devices - we cannot be responsible for damaged or lost electronics. If you do so, it is at your own risk.
9. **For the protection of the children, please do not post pictures of the children on the internet for any reason. This is in accordance to Costa Rican laws.**
10. While the children are in class in the daycare, please do not distract them or take them out of class.
11. Do not enter the classrooms unless you are with the teacher and have a planned activity. Also, do not enter the children’s homes without the permission of the team coordinator.
12. Teams are not permitted to play with the children during construction breaks. The approved times to play with the children are found in the team’s schedule. The construction breaks should be used to fellowship with the construction workers.
13. The team should keep walking traffic on the day care sidewalks to a minimum. They need to go around the back-side of the cafeteria to cross to the other side of the project.
14. Please use the upstairs bathrooms on the second floor of the multipurpose building. (near the soccer field)
15. Avoid engaging in “dangerous games (rough play)” with the children. (Ex: swinging kids around)
16. Please do not force the children to participate in the activities.
17. The children should initiate affection and not feel forced or intimidated into showing affection with the team members.

# CLOTHING REQUIREMENTS

1. Work attire at the AP worksite
	1. Everyone must wear close-toed shoes
	2. Females
		1. Use knee-length shorts
		2. Capri pants that come below the knee are allowed
		3. No tank tops or low cut shirts
		4. Shirts with short sleeves are highly encouraged
	3. Males
		1. Shorts are allowed
		2. No tank tops or cutoffs
		3. Shirts with short sleeves are highly encouraged.

**Please keep in mind we don’t want to offend our brothers and sisters in Christ.**

1. Church services and youth services
	1. Females
		1. No shorts
		2. No strapless dresses or shirts/blouses
		3. Skirts or dresses should be of modest length
		4. Sandals are OK, but flip flops are discouraged
	2. Males
		1. No shorts
		2. No tank tops
		3. No hats
		4. No flip flops
2. Tourist activities
	1. Shorts of modest length can be worn
	2. No two piece bathing suits allowed, unless worn with a t-shirt
	3. No speedos

# NOTE ABOUT EXPENSES

The Abraham Project is committed to its volunteers and short-term mission teams. We view each person that gives of their time and energy as a gift from the Lord and part of His merciful provision to our ministry.

Since we believe that all money belongs to God, it is our desire to be excellent stewards of what the Lord entrusts to us. We especially desire to honor Him in the handling of your team’s finances. Once your team’s schedule is set, we will send you a finalized expense summary. This summary includes all of your team’s expenses except airfare, insurance, and personal expenses. We include $35 per person in the budget for any unforeseen expenses or emergencies (hopefully this money will be left untouched and returned to the team leader before leaving Costa Rica). During your trip to Costa Rica, our short-term mission team leader will meet with your group’s leader(s) to review your team’s expenses, turn over any related receipts, and return all unused team funds. We go to great lengths to ensure good accounting practices.

Unlike some other ministries that charge a flat rate for hosting mission teams, we customize each trip according to each group’s wishes and only charge teams for the cost of their trip. By doing so, we do not make any profit off of our teams and are able to minimize the cost of your trip. We do have something called an optional construction fee, which is an opportunity for your team to donate to our ministry’s building/construction fund and guarantees that we have materials and resources for your team to work with when you arrive. The fee is $150 per person and is a line item in your expense summary.

We will make a concerted effort to deliver a completed expense summary before the team’s departure. If for logistical reasons we are unable to do so, our team coordinator will prepare and email the finalized report. This will serve as your team’s receipt. Again, we believe that God calls us to be trustworthy and transparent when working with your team’s finances and that is our intention.

\*Please note that along with your team’s expenses, your team will be expected to pay for 2 missionaries to accompany your team to all activities and meals away from your place of lodging. This includes excursions, special events, dinners, lunches at the Abraham Project, etc. and the amount budgeted for each missionary will be the equivalent of the amount charged to one member of your team for that particular event. (Example: $8 per person on the team budgeted for eating at McDonald’s. We would also budget $8 for each missionary to eat with the team)

\*\*Also note that the $7 per person that we charge our teams for lunches at the Abraham Project work site allows our construction workers and Abraham Project staff to eat with the team. This money also goes toward paying our cooks, paying for eating utensils, and maintenance on kitchen appliances used for preparing the meals.

If you have any questions or concerns regarding the information above, please contact:

Bruce & Angie Crawford at crawfords4him@me.com

# WIRE TRANSFER INFORMATION

**Transfers for BAC San José, S.A.**

Account used exclusively for receiving building funds and short-term mission team money.

|  |  |
| --- | --- |
| Cover through: | Bank of America, Miami |
| Account: | 19019-05932 (between BAC San José and Bank of America |
| No. ABA: | 026009593 |
| Swift: | BOFAUS3M |
|   |   |
|   |   |
| Transfer to: | BAC San José, S.A. |
| Swift: | BSNJCRSJ |
| Beneficiary Name: | Asociación Comunidad Cristiana el Faro |
| Beneficiary Account: | 906539531 |
| Telephone: | 011-506-286-2201 Extension # 26 |
| FAX: | 011-506-227-8598 |
| Bank's Physical Address: | Calle 0, Avenida 3 & 5 |

# PREPARE YOURSELF

The Abraham Project Team requests that you spend time before your trip preparing yourself spiritually, both as a team and individually. If you are grounded in the truth, life’s big surprises both good and bad will not catch you off guard. Ask God what He wants to show you during this mission experience. Much of what you get out of your experience is determined by how much you put into it. To help mentally equip you for the trip we have devised a list of what to bring/expect.

* A flexible attitude and a servant’s heart
* Bible
* Closed-toed shoes or work boots/work gloves
* Work clothes (you will get dirty)
* Rain gear and umbrella
* Passport and copy of the photo/information page
* Sunscreen, bug repellant
* Washcloth (will not be provided in your housing)
* Beach towel (if applies to your planned activities)
* Comfortable, presentable clothes for church and sight-seeing other than shorts
* Light jacket for cool nights

IMITATE GOD’S EXAMPLE IN EVERYTHING YOU DO, BECAUSE YOU ARE HIS DEAR CHILDREN. LIVE A LIFE FILLED WITH LOVE FOR OTHERS, FOLLOWING THE EXAMPLE OF CHRIST – EPHESIANS 5:1-2

Know That You Will Encounter:

* The love of God
* A unique worship experience
* Communion with other brothers and sisters in Christ
* Frustration (especially with the language)
* Too much time spent on bus syndrome and bad roads
* Rice and beans and other unfamiliar foods
* Heat – Rain – Chaos – Noise

**Learn Some Phrases In Spanish**

“Tico/Tica” = Affectionate way of calling a Costa Rican

“Pura Vida” = Everything’s great (a saying you will only find in Costa Rica)

“Tuanis” = Cool

“Mucho Gusto” = Nice to meet you

“Con Mucho Gusto” = You’re welcome

“Buenos Dias” = Good morning

“Buenas Tardes” = Good afternoon

“Buenas Noches” = Good night

“Gracias” = Thank you

“Dios le (les) Bendiga” = God bless you

“Chepe” = Another name for San Jose

**CLIMATE:** Costa Rica has a tropical climate with an average temperature of 72°F in the highlands and temperatures of uppers 70’s to the 90’s in the lowlands. Expect comfortable temperatures during the day and chilly evenings in the highlands. The rainy season is from May to November.

# BRIDGING THE CULTURE GAP

CHARACTERISTICS OF THE PEOPLE: WARM, FRIENDLY, NON-CONFRONTATIONAL, PROUD, ENGAGING, RELATIONAL, PACIFISTS

Costa Ricans are very patriotic and take pride in being one of the few countries in the world that does not have an army. It was abolished in 1948. Their government is a democracy.

In the early days before roads were paved and accessible, it took an exaggerated amount of time for farmers with oxcarts to bring their goods to market in the city. Costa Ricans claim this to be the reason that they live in a traditional “Tico Time” zone. Events normally do not begin on time and it is not unusual for people to arrive anywhere from 1/2 an hour to 3 hours late to engagements. Even though Costa Rica is a very modern and westernized country, the people enjoy a more temperate, relaxed pace of life.

Because people are in no hurry, it is very important to take the time and interact with the Costa Ricans that you meet. Conversation is not a hit and miss opportunity for Costa Ricans, but a genuine pastime. When dialoging with Costa Ricans don’t be offended by how close they stand next to you. Our North American sense of personal space does not exist here. Much of the time even when waiting in line you might feel someone “breathing over your shoulder”.

The family unit is the center of Costa Rican society. In the United States when a teenager goes to college he leaves the coop and begins a life of independence. This is not the custom in Costa Rica. Children generally live with their parents and even help out with household bills up until the time that they marry. Families are larger here and it is not uncommon for three generations to be sleeping under the same roof. If you decide to marry a Costa Rican, keep in mind that the whole family is included in the package.

Soccer is the sport of choice in Costa Rica and its fans are as loyal to their teams as they are to their families. You will experience soccer while you are here, whether it is in the victory shouts that disturb your sleep, or the pick-up games at the project worksite.

Saprissa, the name of the San Jose team (colors are purple and white and mascot is a dragon) and La Liga, the name of the Alajuela team (colors are black and red and mascot is a lion) are the two biggest rivals.

Costa Ricans are very clean people and always put their best efforts into their personal appearance and their possessions. The cost of living here is high, but Costa Ricans will spend as much as they need, even if it means credit card debt and loans, to portray to others that they own nice things.

Be sure that you greet your new friends with a cheek-to-cheek kiss, (man to woman or woman to woman), or with a handshake (man to man). This is the customary form of greeting or saying goodbye, not with a hug. Costa Ricans make a point to greet everyone in a room, even if they don’t know them.

Although Costa Ricans are very friendly and accepting toward North Americans, they have strong feelings of resentment especially toward Nicaraguans and Colombians who have migrated from their war ridden countries to Costa Rica. Costa Ricans blame these groups for the rise in crimes and murders in the cities and complain that these groups are taking jobs away from Costa Rican citizens. (You can compare these statements to what many U.S. citizens claim about Mexicans.)

Please be aware just like in any city in the U.S. that crime is a way of life for some people here. You will notice that houses have bars on doors and windows and are protected with guards. Don’t be alarmed, but always be aware of your surroundings. Travel in groups and keep your wallet in front pockets. Don’t keep your money in one place and never pull your money out in the street to count it. It is best to carry a copy of your passport with you and leave the original at Franco’s. Always know where your bags are even in a restaurant as a group. Never leave your bag at the table to go to the bathroom or get a refill. Practice good street smarts!!! \*\*\*If you are a victim of a crime, inform your team leader and Abraham Project Coordinator immediately\*\*\*

Even though Costa Ricans are very fun loving people and enjoy “bromas” or jokes, please do not attempt to make a joke about them or their society. Jokes do not translate and what you find amusing might actually offend them. Remember that although a Costa Rican might speak English, you should never assume that they would understand your North American viewpoint or sense of humor. Comparisons between Costa Rica and North America will make Costa Ricans seem inferior and lead to resentment.

Remember that these observations are generalizations about an entire people group and do not necessarily reflect the characterization of all individuals in the society. The only way you truly can start to understand someone is by taking the time to learn about them.

# FORMS SECTION



## TEAM APPLICATION

*(One Application Required Per Team)*

Team Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Trip Dates: First Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Ministry Activities In Addition To Construction:

 Construction \_\_\_\_\_ Children’s Work \_\_\_\_\_ Evangelism \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Reservations for your team \_\_\_\_\_\_\_\_

Please describe the demographics of your team members as best as you can. *(Examples: all college students, 70/30 male/female; or majority of families with ages ranging from 12 to 60, etc.)*

*Please send us a list of team members’ names, genders, number of married couples, and any allergies your team members may have. We will use this to organize the rooming assignments at the Bed & Breakfast and we will have time to modify the menu for any food allergies on the team.*

Please describe any skills or experience that your team members have that will be an asset for your team. *(Example: fluency in Spanish, teacher, plumber/electrician/carpenter, this is our third international mission trip, etc.)*

What are your goals and assumptions for this mission trip?

What special interests, arrangements, needs, or other information would you like to share?

*What would you like to do for your excursion(s)? beach, volcano, waterfalls, waterfall repelling, historic sites, etc. Please list any ideas that you have, or things your team might be interested in, if you prefer a day trip or overnight stay somewhere.*

*Would you like for your team (or a portion of it) to work in our daycare center? If so, how many days? Activities must be pre-planned, organized and team must bring all needed materials.*

*If possible, would you like to do a special activity with the children’s homes? (ie. Pizza party, games, etc.)*

*Would your team like to do an outreach or an evangelistic activity away from the Abraham Project? (Random Acts of Kindness, Feeding Ministry, Worship Night, etc.)*

*How many nights of your trip would you like to plan activities for?*

*Would anyone on your team be interested in preaching at our church?*

*As team leader, I agree to be ultimately responsible for my team. I will promptly and accurately communicate during the planning process of our mission trip. I agree to make sure that my team members have all documents, supplies, health requirements, and funds necessary for this trip. I understand that my dates and number of team members are not guaranteed until my application fee has been received. I realize that because the mission field is dynamic plans may change. This may mean that in rare occasions, my team will be unable to participate in their requested ministry activities. I also understand that all team members will be required to have international health insurance with emergency evacuation coverage for the duration of their trip.*

*Signature by Team Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

To reserve your date on the team calendar, please fill out the “Team Application” form and send it to us as soon as possible by either fax or scan/email.

We look forward to serving you and your team!

**Bruce & Angie Crawford, Abraham Project Team Coordinators**

**Phone: 011-506-8585-4940**

**Fax: 011-506-2271-5772**

**Email: crawfords4him@me.com**

## INDIVIDUAL APPLICATION

(Please Print Clearly)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |   |   | Date of Birth: |   |   |
| Street Address: |   |   |   |   |   |
| City: |   | State: |   | Zip Code: |   |
| Home Phone: | ( ) - | Work Phone: | ( ) - |  |  |
| Cell Phone: | ( ) - | Sex: | M F | Age: |   |
| Marital Status: |   | Email Address: |   |   |  |
|  |  |  |  |  |  |
|   |   |   |   |   |   |
| **IN CASE OF EMERGENCY** |
| Contact Name: |   | Relationship: |   |   |  |
| Street Address: |   |   |   |   |   |
| City: |   | State: |   | Zip Code: |   |
| Home Phone: | ( ) - | Work Phone: | ( ) - |  |  |
| Cell Phone: | ( ) - |  |  |  |  |
|  |  |  |  |  |  |
|   |   |   |   |   |   |
| Are you a citizen of the United States? | Y N | Do you have a valid passport? | Y N |  |
| Passport Number: |   | Expiration Date: |   |  |  |
| List any special skills you have: |   |   |   |   |
|  |   |   |   |   |   |
|   |   |   |   |   |   |
| Do you speak Spanish? | Y N | How fluent are you? |   |   |
| Do you have any foreign mission experience? | Y N |  |  |  |
| If so, when and where? |   |   |   |   |
| With what organization(s)? |   |   |   |   |
| Are you a high school graduate? | Y N | Type of college degree? |   |   |
| How many years of college? |   | Graduate School: |   |   |
| Date of Last Physical Exam: |   |   | Blood Type: |   |
| Doctor's Name: |  |   |   |  |  |
| My Health Insurance Company is: |   |   |   |   |
| Policy Number: |   | Contact Person: |   |   |  |
| Phone Number: | ( ) - |  |  |  |  |
| General Health for the past two years: | Excellent Good Fair Poor |  |
| Information about any prescriptions or medications being used: |  |  |  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| I am ALLERGIC to: |  |   |   |   |   |
| Special dietary needs: |   |   |   |   |
| Do you have any history of the following? If yes, explain below. |  |  |  |
|   | High Blood Pressure |   | Heart Trouble |  | Typhoid Fever |
|   | Low Blood Pressure |   | Tuberculosis |   | Epilepsy |
|   | Diabetes |   | Leukemia |   | Cancer |
|   | Surgery |   | Malaria |   | HIV |
|   | Seizures |   | Asthma |   | Other |
| Explanation: |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

## MEDICAL & LIABILITY RELEASE

(Please Print Clearly)

##### Medical Section

If a medical emergency should arise regarding me/or my child, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give permission to a qualified medical physician and/or hospital to provide the appropriate care and to administer any emergency medical treatment, which may be required for me/or, my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I also hereby give such medical personnel and/or hospital my permission to any necessary examination, anesthesia, medical diagnosis, or treatment and/or hospital care to me/or my child.

I understand Asociación Comunidad Cristiana El Faro and any representatives or missionaries cannot assume responsibility for medical expenses for me/or my child and I agree to bear such responsibility and pay any such expenses incurred with respect to such medical emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| Participant’s Physician: |  | Phone #: | (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_\_\_ |
| Allergies and Medications: |  |
|  |
| Health Insurance Company: |  | Policy #: |  |
| Contact Person: |  | Phone #: | (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_\_\_ |
|  |  |  |  |
| Signature of Participant: |  | Date: |  |
|  |  |  |  |
| Signature of Parent of Minor: |  | Date: |  |

**Liability Section**

The undersigned releases and agrees to hold harmless Asociación Comunidad Cristiana El Faro and any representatives or missionaries from any claim/or liability, injury, death, damages, loss accidents, delay, or irregularity related to the undersigned individual’s participation or involvement during the short-term mission trip.

This release covers all rights and causes of action of every kind, nature, and description which the undersigned ever had, now has, or but for this release, may have. This release shall be binding upon the undersigned, their spouse, their heirs, legal representatives, and assigns.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Participant: |  | Date: |  |
|  |  |  |  |
| Signature of Parent of Minor: |  | Date: |  |

|  |
| --- |
|  |

**Notarization of Medical and Liability Release Form:**

|  |  |
| --- | --- |
| STATE OF |  |
|  |  |
| COUNTY OF |  |

On this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

|  |
| --- |
|  |
| Notary Public |
|  | County |
| State of |  |
| My Commission Expires: |  |

## PERMISSION FOR A MINOR TO TRAVEL

(Please Print Clearly)

|  |  |  |  |
| --- | --- | --- | --- |
| I hereby grant permission to | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, | \_\_\_\_\_\_\_\_\_\_ | years old, |
|  | (Name of Minor) | (Age) |
|  |  |  |  |  |
| who is my | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | and who was born in | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Son, Daughter, Ward, etc.) |  | (City) | (State) |
|  |  |  |  |
|  | on |  | to make a tourist visit to Costa Rica. |
| (Country) |  | (Date) |  |  |
|  |  |  |
|  | will be accompanied by |  |
| (Name of Minor) |  | (Leader’s Name) |
|  |
|  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Signature of Parent or Legal Guardian: |  | Date: |  |

|  |
| --- |
|  |

**Notarization of Permission for a Minor to Travel Form:**

|  |  |
| --- | --- |
| STATE OF |  |
|  |  |
| COUNTY OF |  |

On this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

|  |
| --- |
|  |
| Notary Public |
|  | County |
| State of |  |
| My Commission Expires: |  |

## COVENANT

I realize the following commitment is crucial to the effectiveness, quality, and positive expression of our mission together. As a participating team member at the Abraham Project, I agree to abide by the following statements:

|  |  |
| --- | --- |
| √ | Share the love of Jesus Christ in ways that make a Christian difference. |
| √ | Lift up Jesus Christ with my thoughts, words, and actions. |
| √ | Develop and maintain a servant’s attitude toward the people I serve (Costa Ricans, local missionaries, short-term team members, interns). |
| √ | Pray for and support my leaders and their decisions. |
| √ | Seek out the positive in the Costa Rican culture. |
| √ | Accept the ministry that is going on in the area where I am serving as well as the native approach to the mission, though it may differ from my personal approach. |
| √ | Refrain from posting photos of the Children (Daycare and Children’s Homes) online – Facebook, Websites, Twitter, etc. |
| √ | Abstain from the use of alcohol, tobacco, illegal drugs, offensive clothing, and profanity from my departure until I return home. |
| √ | Refrain from negativity and complaints. Travel and ministry outside my church may present unexpected and even undesired circumstances. However, my support and creativity will enhance the moment while complaining and negativism will destroy the moment and offend others. |
| √ | Refrain from gossip. If it is not true, good, and positive, I will not say it. |
| √ | Remember the missionary is to learn and serve, not to teach and boss. I will resist the temptation to inform our hosts about how I normally do things. |
| √ | Remember that I am a servant of Jesus Christ called to be in ministry with the host church. |
| √ | Serve as best I can in whatever is asked of me so that both the purpose and the task of the mission will be accomplished. |

I understand and agree that in the event that my conduct is considered so unsatisfactory that it jeopardizes the success of the trip and mediation during the trip has failed to correct my behavior, Stephen Thomas Sr., Georgiana Thomas, Bruce Crawford, Angie Crawford or Stephen Thomas Jr. reserve the right to terminate my services in connection with this mission trip. I will be financially responsible for the extra costs to return home. I will not be reimbursed or refunded for any part of my trip.

I agree to abide by the statements listed on the Covenant Form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

I understand and agree that in the event that my child’s conduct is considered so unsatisfactory that it jeopardizes the success of the trip and mediation during the trip has failed to correct my child’s behavior, Stephen Thomas Sr., Georgiana Thomas, Bruce Crawford, Angie Crawford or Stephen Thomas Jr. reserve the right to terminate my child’s services in connection with this mission trip. I will be financially responsible for the extra costs to send my child home. I will not be reimbursed or refunded for any part of my child’s trip.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature (for team members under 18 yrs old) Date