

# PLANNING AND IMPLEMENTATION OF TRIPS TO OSA MISSION SITES IN PERU

(Updated January 31, 2022)

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# PLANNING AND IMPLEMENTATION OF MISSION TRIPS TO OSA MISSION SITES IN PERU

#### Introduction:

Operación San Andrés (OSA) periodically welcomes visits of adults and youth from the USA who come to serve at our mission sites in Peru through a variety of activities. These may include medical clinics, construction projects, or educational and spiritual development programs for the children who participate in the OSA educational enrichment program or with other OSA partners. The programming for children has included activities such as Vacation Bible School (VBS), craft workshops, recreational programs, etc.

This document has been written as a guide for mission teams visiting OSA's original mission site in Collique, Lima, Peru. However, the guide can be readily adapted for mission trips to other OSA sites, such as Moyobamba in the San Martín region of Peru.

OSA also offers a residential internship program for individuals with diverse backgrounds to support various tasks that OSA carries out in the community. Interns have varied from medical to business backgrounds using their individual expertise to support OSA programs and serve the community. Planning for residential internships is not covered by this document, and interested persons should contact the OSA Executive Committee for guidance.

Timely and comprehensive planning is an important step for a successful mission trip, and this guide is designed to facilitate that process. These guidelines mention documents that need to be completed at various stages of trip planning. In most cases, OSA will provide fillable templates or sample documents for your use. OSA suggests the following timeline for visioning and planning trip activities and tasks. However, we realize that every mission trip has specific needs and that these guidelines may be modified as needed by your team.

#### **Planning Timeline:**

TL = Team Leader for your group

ED = Executive Director for OSA-Peru

EC = Executive Committee for OSA-Houston

# 5 – 6 Months Prior to Trip

#### Activities

- Team Leader (TL) contacts OSA Executive Committee (EC) or the Executive Director for OSA-Peru (ED) to propose and discuss team's major objectives and trip timing
- EC and ED meet to discuss and verify trip timing and objectives
- TL, EC, and ED confirm major objectives and dates of arrival and departure
- Fillable form WORD documents for Trip Confirmation and other required documents will be emailed from OSA to the TL. (Examples of these forms are appended to this document.)
- TL submits Trip Confirmation document to EC and ED

#### **Completed Documents**

• Trip Confirmation

#### Additional Information

Please note that the school year runs from mid-March to December. Summer is December to February, and winter is June to August. February is the hottest month in Lima with an average temperature of 24°C (74°F) and the coldest is August at 17°C (63°F). If it rains, it is a heavy mist most of the time in this arid region of Peru.

# 4 – 5 Months Prior to Trip

#### Activities

- TL books air and hotel arrangements
- TL sends Travel Plan to Travel Logistics Coordinator (This is the person or company providing ground transportation, i.e., bus and van service in Lima)

#### **Completed Documents**

Travel Plan

#### Additional Information

- OSA will provide a Travel Plan template for your use.
- Please contact Dr. Luis Campos (832-212-6271 or <a href="mailto:drlacampos@comcast.net">drlacampos@comcast.net</a>) for recommendations and assistance in selecting your Travel Logistics Coordinator for ground transportation while in Peru.
- Recommended hotel in Lima used by OSA mission teams for many years:

Hotel Señorial Jose Gonzales 567 Miraflores, Lima, Peru

Phone: (011-511) 4445755 or 4457306

www.senorial.com

# 3 Months Prior to Trip

#### Activities

- TL and ED will:
  - Discuss and formalize goals and objectives
  - o Identify which parts of community the team will serve
  - Plan and schedule activities
- TL completes budgeting for program activities

#### Completed Documents

- Activity Plan
- Group Schedule
- Budget (Does not need to be provided to OSA)

#### Additional Information

- OSA will provide a fillable template for the Activity Plan and a typical Group Schedule that can be modified to fit the needs of your group.
- Occasionally, OSA may assist with purchases of supplies such as building materials.
   However, this must be discussed in advance. Please see comments below regarding reimbursement for costs incurred by OSA.

## 2 Months Prior to Trip

#### Activities

- TL communicates with ED regarding methodology and programming of mission trip activities
  - Outline of specific daily tasks, activities, Biblical passages, etc.
  - Team assignments
- TL provides participant demographic and contact information to ED

#### **Completed Documents**

- Detailed Programming Plan
- Group Information

#### **Additional Information**

By providing OSA with your Detailed Programming Plan, the EC and OSA staff will be able to determine how best to assist your team. Knowing more about your plan also minimizes the risk of duplicating the activities of other recent mission teams. This is especially important for educational and spiritual activities with the children in the OSA educational enrichment program.

For insurance purposes and trip success, OSA requests information for everyone on your team. OSA will provide a template that can be used to submit necessary information.

# 5 - 6 Weeks Prior to Trip

#### Activities

- TL and ED discuss any materials, supplies and/or groceries that might need to be purchased in Peru
- OSA will make appropriate purchases as agreed

#### Completed Documents

- Materials and grocery lists:
  - List of purchases OSA needs to assist with in advance of team arrival
  - o List for purchases upon arrival in Lima
  - E-mail confirmations

#### Additional Information

- OSA may assist with securing construction materials in advance of your arrival.
- The OSA-House in Collique has a full kitchen available to store lunch groceries.
- OSA can assist with purchasing bottled water and soft drinks in advance.
- The cost of groceries, water, construction materials, other mission trip supplies, translators, etc. paid by OSA must be reimbursed by the mission team.

# 3 Weeks Prior to Trip

#### **Activities**

TL sends a confirmation of arrival and final Travel Plan to Travel Logistics Coordinator

#### **Completed Documents**

E-mail confirmations

### 2 Weeks Prior to Trip

#### Activities

- TL sends final versions of Detailed Programming Plan and Group Information to ED
- TL finalizes purchase of short-term mission travel insurance for team members
- TL submits signed copies of Operación San Andrés Agreement and Release from Liability and Conduct Guidelines for OSA Mission Trip Participants and Other Volunteers
- All mission trip participants complete the Medical information and Consent Form or an equivalent document provided by the organization sponsoring your trip

#### Completed Documents

- Detailed Programming Plan (final)
- Group Information (final)
- Operación San Andrés Agreement and Release from Liability
- Conduct Guidelines for OSA Mission Trip Participants and Other Volunteers
- Medical Information and Consent Form

#### Additional Information

- Please let us know of any changes to your plans.
- OSA requires that mission teams purchase short term mission travel insurance and provide verification of this coverage. OSA has experience with and recommends Volunteer Travel Insurance offered by Gallagher Charitable. The cost is \$4.00 per day for each mission trip participant. A summary of their policy coverage is included in this document. Click this link for more information: <a href="https://travelwithgallagher.com/short-term-travel.aspx">https://travelwithgallagher.com/short-term-travel.aspx</a>
- OSA will provide Liability Release Form and Conduct Guidelines. All trip participants, including adult sponsors for youth mission trips, must sign these forms.
- Medical Information and Consent Forms will be kept by the TL for use during the mission trip
  in case of a medical emergency.

- It is strongly recommended that the TL bring copies of the passport photo page for each trip participant. This may expedite passport replacement in case of loss.
- Until the coronavirus pandemic is resolved, trip participants should bring a copy of their COVID-19 Vaccination Record Card. You may be required to show this for admittance to restaurants or cultural venues.

# 1 Week Prior to Trip

#### Activities

OSA (ED) will review the final Detailed Programming Plan and Group Information and will
respond with any questions after we receive these documents.

#### **Completed Document**

E-mail Confirmation

# **After Arrival in Collique**

#### **Activities**

- Joint coordination meeting upon arrival at OSA mission site
- Daily coordination meetings between TL and ED while in Collique
- Last day in Lima Debrief meeting

#### **Completed Documents**

Photographs, blogs, daily journals, videos, etc.

#### Additional Information

- OSA has found that a group meeting before each day's activities is a great way to start the day.
- OSA mission teams have also found that a team meeting on the last day provides a great
  opportunity to collect thoughts on ideas, improvements, useful practices and other
  recommendations from your team's perspective. We would appreciate the opportunity to
  participate in this meeting and to receive a trip report after you return home.
- OSA would love for your team to share digital photo albums, blogs and/or videos of your mission trip experiences.

# **Health and Safety Guidelines**

- Travel in groups of two or more, if you venture out from the hotel even a few blocks, such as, to Larco Mar mall.
- Be sure to wear closed-toed shoes in Collique to avoid parasites.
- Wash your hands frequently, use hand sanitizer and use a fingernail brush each evening.
- If you experience diarrhea or other "stomach problems," please inform your team leader at the onset of symptoms. Timely attention and treatment may lessen the severity of traveler's illness.
- Eat foods that have been cooked or peeled. Do not eat lettuce, tomatoes, strawberries, or mayonnaise based sauces.
- Drink plenty of bottled water during the day to avoid dehydration.

- Order bottled soda or bottled water that you uncap yourself or was uncapped in your presence.
  Water is available as either "agua con gas" (water with carbonation) or "agua sin gas" (water
  without carbonation.) Do not drink water or soda that has been provided in a glass without being
  poured from a bottle. Do not leave partially used bottles of water as "trash" in Collique. This leaves
  a bad impression to the residents who see water as a precious commodity.
- Do not use ice in drinks.
- Do not use tap water to brush your teeth. Use bottled water to brush and rinse your toothbrush.

#### **OSA Contact Information**

Operación San Andrés 11918 Taylorcrest Houston, TX 77024 osaministry@gmail.com

Luis and Ruth Campos
11918 Taylorcrest
Houston, TX 77024
drlacampos@comcast.net
zammiecampos@comcast.net
713-464-8525 (home)
832-212-6271 (Luis cell)
832-212-6268 (Ruth cell)

Operación San Andres Jr. Mantaro Mz. S-3 Lt. 95 4ta Zona Collique – Comas Lima, Peru (011-511) 558-2470

# **Emergency Contact Information**

United States Embassy in Lima Peru Avenida La Encalada cdra. 17 s/n Lurco, Lima 33, Peru (011-511) 618-2000 https://pe.usembassy.gov/

Clínica Good Hope Malecón Balta 956 Miraflores, Lima, Peru (011-511) 610-7300 https://www.goodhope.org.pe/

Clínica Good Hope, located near the Señorial Hotel, has 24-hour Emergency Care. This clinic is affiliated with the Seventh Day Adventist Church of Peru.

# **Trip Confirmation**

**Today's Date:** *Click or tap to enter a date.* 

## **Group Information**

Name of Group:

Team Leader Name:
Click or tap here to enter text.

Team Leader Email:
Click or tap here to enter text.

Total Number in Group: Click or tap here to enter text.

#### Trip Objectives and Proposed Activities:

Click or tap here to enter text.

#### **Travel Dates**

Date of Arrival in Lima: Click or tap to enter a date.

First Day of Work in Collique: Click or tap to enter a date.

Last Day of Work in Collique: Click or tap to enter a date.

Date of Departure from Lima: Click or tap to enter a date.

#### **Travel Plan**

**Today's Date:** *Click or tap to enter a date.* 

#### **Group Information**

Name of Group:

Team Leader Name:
Click or tap here to enter text.

Total Number in Group: Click or tap here to enter text.

Please provide detailed information of baggage if the number of bags will exceed two suitcases per person or if there will be exceptionally oversized suitcases or trunks:

Click or tap here to enter text.

#### **Flight Information**

Date of Arrival in Lima: Click or tap to enter a date.

Airline and Flight Number: Click or tap here to enter text.

Time of Departure from Home Airport: Click or tap here to enter text.

Time of Arrival in Lima: Click or tap here to enter text.

Date of Departure from Lima: Click or tap to enter a date.

Airline and Flight Number: Click or tap here to enter text.

Time of Departure from Lima: Click or tap here to enter text.

Time of Arrival in Lima: Click or tap here to enter text.

#### **Daily Bus Needs**

Estimate of hours and agenda for bus services needed.

(Example: 7 a.m. to 7 p.m. hotel to Collique, Collique to restaurant, restaurant to hotel)

Day 1 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 2 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 3 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 4 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 5 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 6 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 7 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 8 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 9 – Enter Date	Click to enter estimate of hours and agenda for bus.
Day 10 - Enter Date	Click to enter estimate of hours and agenda for bus.

# **Activity Plan**

**Today's Date:** Click or tap to enter a date. **Name of Group:** Click or tap here to enter text.

**Objectives:** What are our goals in Collique? What do we hope to complete, communicate or teach? *Click or tap here to enter text.* 

**Mission Trip Beneficiaries:** Who will we assist during our time in Collique? (OSA families, OSA students, preschool students, community members, etc.

Click or tap here to enter text.

**Type of Activities:** What type of activities or tasks will we lead or implement to carry out our objectives? (medical, construction, education, spiritual, sports, crafts, etc.) *Click or tap here to enter text.* 

**Schedule of Activities:** How much time will each activity require each day? What team members will be on each task? What materials will each activity require? What will be the cost of materials, etc. for each activity?

Click or tap here to enter text.

#### Activity #1

Description: Click or tap here to enter text.
Time Requirements: Click or tap here to enter text.
Team Members: Click or tap here to enter text.
Materials: Click or tap here to enter text.
Cost: Click or tap here to enter text.

#### Activity #2

Description: Click or tap here to enter text.
Time Requirements: Click or tap here to enter text.
Team Members: Click or tap here to enter text.
Materials: Click or tap here to enter text.
Cost: Click or tap here to enter text.

#### Activity #3

Description: Click or tap here to enter text.
Time Requirements: Click or tap here to enter text.
Team Members: Click or tap here to enter text.
Materials: Click or tap here to enter text.
Cost: Click or tap here to enter text.

#### Activity #4

Description: Click or tap here to enter text.
Time Requirements: Click or tap here to enter text.
Team Members: Click or tap here to enter text.
Materials: Click or tap here to enter text.
Cost: Click or tap here to enter text.

#### **Activity #5**

Description: Click or tap here to enter text.
Time Requirements: Click or tap here to enter text.
Team Members: Click or tap here to enter text.
Materials: Click or tap here to enter text.
Cost: Click or tap here to enter text.

#### Activity #6

Description: Click or tap here to enter text.
Time Requirements: Click or tap here to enter text.
Team Members: Click or tap here to enter text.
Materials: Click or tap here to enter text.
Cost: Click or tap here to enter text.

(Add additional sheets if your group has more than six activities.)

# **Example - Typical Group Schedule**

Day 1	Arrival from Airport to Hotel	2:00 AM
	Group Meeting at Hotel	10:00 AM
	Travel to Collique	11:00 AM
	Lunch at OSA	1:00 PM
	Group meeting and set up	2:00 PM
	Travel to hotel	4:30 PM
	Dinner	7:00 PM
Day 2	Church at Union Church of Lima	10:00 AM
•	Lunch	12:00 PM
	City Tour	2:00 PM
	Dinner on your own	7:00 PM
Day 3-7	Travel to Collique	7:00 AM
	OSA Morning Kids	9:00 AM
	Preschool	11:30 AM
	Lunch	12:00 PM
	Preschool	1:30 PM
	OSA Afternoon Kids	2:30 PM
	Travel to Dinner/Hotel	4:30 PM
Day 8	Group Meeting at Hotel	10:00 AM
	Lunch	11:30 AM
	Shopping	2:00 PM
	Dinner on your own	7:00 PM
	Travel to Airport	8:00 PM

# **Detailed Programming Plan**

**Today's Date:** Click or tap to enter a date. **Name of Group:** Click or tap here to enter text.

Use this form to elaborate on the Activity Plan. By providing OSA with your Detailed Programming Plan, the EC and OSA staff can determine how best to assist your team. Knowing more about your plan also minimizes the risk of duplicating the activities of other recent mission teams. This is especially important for educational and spiritual activities with the children in the OSA educational enrichment program.

In the sections below, please provide an outline of the specific daily tasks, activities, Biblical passages, music, crafts, and required resources. You may want to identify team assignments for these daily tasks and activities.

#### Activity #1

Click or tap here to enter text.

#### Activity #2

Click or tap here to enter text.

#### Activity #3

Click or tap here to enter text.

#### Activity #4

Click or tap here to enter text.

#### **Activity #5**

Click or tap here to enter text.

#### **Activity #6**

Click or tap here to enter text.

(Add additional sheets if your group has more than six activities.)

**Group Information** 

Name	Team Assignment in Collique	Address	Phone	Email Address	Passport Number	Emergency Contact Name	Emergency Contact Phone	Emergency Contact Email	Tshirt Size	Birthday	Hotel Roommate	Additiona Notes
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# OPERACIÓN SAN ANDRÉS AGREEMENT AND RELEASE FROM LIABILITY

# **Voluntary Participation**

	·	
Opera and Asociació both such entit	nission trip to Peru with Operación San Andrés. ción San Andrés (being the common name for both on Operación San Andrés, a Peruvian not-for-profit co	Operación San Andrés, a Texas Non-Profit Corporation orporation with such common name herein referring to shared abbreviation, "OSA") is providing assistance in work in Peru.
governmental I am a knowledge of	Assumption of ware that the mission trip poses risks including but ropposition, personal injury, death, as well as similar ware that the mission trip may involve risks. I am vethe risks involved. I hereby agree to accept any an ion in the mission trip.	not limited to: sickness, crime, political instability, and dissimilar risks.
Andrés assistin which is hereb sue or attach the directors, office nature now or injury, or dama participation in	ng in arranging the mission trip, and for other good and acknowledged, I hereby irrevocably and uncondition the property of the Operación San Andrés, or any of the ers, employees and agents (collectively referred to a	e in the mission trip, as consideration for Operación San and valuable consideration the receipt and sufficiency of onally release, waive, discharge and covenant not to heir affiliates, subsidiaries, divisions, members, s the "Releasees"), for and from all claims of any ding but not limited to all liability, on account of death, ever caused, of the Releasees as a result of my o my legal rights and the rights of my
contract between		nts. I am aware that this is a release of liability and a
Date	Print Name of Participant	Signature of Participant
If participant	is a minor (under 18):	
Date	Print Name of Parent or Guardian	Signature of Parent or Guardian

# Conduct Guidelines for OSA Mission Trip Participants and Other Volunteers

OSA volunteers should conduct themselves at all times in a manner consistent with OSA's mission of demonstrating the love of Christ in practical ways. To that end, all trip participants must adhere to the following guidelines regarding manners and conduct during OSA mission trips:

- Mission trip participants come from diverse backgrounds in terms of race, ethnicity, political perspective, and faith traditions and practices. Trip participants are expected to show respect and dignity to fellow mission trip participants at all times.
- Similarly, trip participants are expected to show respect, cultural sensitivity, and dignity to the people they encounter in Collique.
- Ask permission before taking photographs of people in the community.
- Avoid interrupting the day-to-day OSA programs that may be in progress during the mission trip.
- Drinking water is a precious commodity in Peru. Do not leave partially consumed bottles of water or soft drinks at the mission site.
- Sound travels easily in the hotel, so please speak softly while in your room or the hotel common areas. Avoid cursing or other abusive language at all times.
- Avoid the appearance of opulence by dressing modestly and by not wearing flashy jewelry.
- Avoid showing favoritism such as giving gifts or money to individuals or families in Collique.
- Do not make promises that you cannot keep. For instance, do not promise to call or email residents of Collique unless you fully intend to do so.
- OSA mission trips are not "mission tourism." All trip participants must have a specific job assignment
  while being flexible to change roles for the overall impact of the mission trip. Remember the key
  concepts of teamwork and flexibility.
- For mission trips **sponsored by OSA**, trip participants are expected to make their own airline reservations. In rare cases, OSA may purchase an airline ticket with the expectation of reimbursement by the trip participant. The reimbursement should be received by OSA within 30 days of the trip completion.
- Mission trip participants, 21 years or older, who order alcoholic beverages during group dinners are expected to drink in moderation and to pay for those beverages individually. Consumption of alcoholic beverages is strictly prohibited for mission trip participants under the age of 21.
- Trip participants must adhere to personal safety and health guidelines as determined and directed by the Team Leader. These guidelines may vary depending on conditions in Peru at the time of your trip.

By signing this document, I agree to adhere t result in restrictions to my participation in OS	3	nd that non-compliance may
Printed Name	 Signature	 Date



# Operacion San Andrés Medical Information and Consent Form

# Medical Consent for Adults (Age 18+)

In the event of illness, injury, or medica	l emergency, I		, give my permissio
for the my mission team leader(s),			
Andrés to approve necessary diagnostic			surgery, blood transfusions,
injections or anesthesia, as recommend	led by a medical prof	ressional.	
This authorization is effective from	tc	)	·
Signed:	Da <sup>-</sup>	te:	-
Medical Consent for Minors (Ago	e 0 - 17)		
In the event of illness, injury, or medica	l emergency, I,		, parent or legal
guardian of			
permission for the mission team leader			
Andrés to approve necessary diagnostic	= =	=	= :
injections or anesthesia, as recommend by telephone to give consent.	led by a medical prof	ressional for my child	, it i am not reasonably available
-			
This authorization is effective from	tc	)	<del>.</del>
Signed:	Da	te:	-
Medical Information (Everyone)			
Date of birth:			
Current health problems:			
Medications (Prescription and OTC) – P	lease attach list or lis	st here:	
Allergies:			
Dietary restrictions:			
Blood type:			
Vaccination dates: Tet			
Primary care physician and phone numl			D Booster
Emergency Contact Information:			
1 <sup>st</sup> Contact Name:	Rela	ationship:	
Phone: (H) (V			
2 <sup>nd</sup> Contact Name:			
Phone: (H) (V	V)	(Cell)	

Information provided on this form will be held "strictly confidential" by the mission team leader unless needed by a medical professional in case of emergency.

# International Helpers (Guernsey) Trust Volunteer Travel Summary



"The International Helpers (Guernsey) Trust (IHT) provides a range of benefits to Trust Participants while traveling outside of the USA for charitable purposes on short-term trips. These benefits are provided by service contracts and policies issued to the IHT which form the Trust Fund that is held for the benefit of the Trust Participants."

BENEFIT	LIMIT	COMMENTS
Accidental Death and Dismemberment	\$100,000	Reduced to \$10,000 for those under age 12 or 70 and above.
Medical Expenses – Primary (No preexisting conditions exclusion)	\$10,000	<b>Primary benefits;</b> \$2,500 of this limit is available to pay U.S. or Canadian providers. With COVID-19 diagnosis, benefits are secondary to your primary medical plan. (\$100 deductible)
Disability Income Benefit	\$1,000/month \$500/month \$250/month	First 100 Months — Accident Months 101–200 — Accident 50 Months — Sickness (after 3-month waiting period) (No benefit if under age 12 or 70 and above.)
Assistance Service	Included	Available 24/7/365 for assistance with worldwide medical emergencies; provided by Intana Global™
Emergency Medical Evacuation	\$100,000	Coordinated by Intana Global™; will bring participant back to their home country (including U.S.) if necessary.
Crisis Management Service*	Included	Available 24/7/365 for assistance with worldwide nonmedical emergencies; provided by World Aware—includes threat of COVID-19 with a limit of \$1,000
Security Evacuation*	\$100,000	Coordinated by World Aware; for evacuation due to crime, civil unrest, natural disasters, kidnap/hostage.
Family Coordination and Repatriation of Mortal Remains	\$25,000	Combined limit for both benefits and includes a sublimit of \$2,500 for extra expenses incurred during an approved evacuation.
Personal Property	\$2,500	"Door to door" replacement cost benefit includes checked baggage; higher limits available upon request (\$100 deductible).
General Liability	\$1,000,000	Worldwide jurisdiction; includes benefit for injury to a volunteer; covers volunteer and sending organization.
Crisis Triage	Included	Available 24/7/365 for guidance and support through difficult situations; provided by Concilium.
Telemedicine	Included	Provides fast and convenient care for your medical needs with no consultation fee or copay; available 24/7/365.
PARTICIPATION FEE		\$4.00 per person per day

 $travel with {\it gallagher.com}$ 

ajg.com