

LAST 30 DAYS

3 Email Templates

1. **Stuff You Need to Know Before You Go!** (Send about four weeks before departure)
2. **Packing Party Details** (Send 1-2 weeks before Packing Party)
3. **Short on Funds?** (Send the week before departure to underfunded team members)

Cut, paste, and edit the following email templates to keep your team on track...

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 help you prepare for your trip.

1. **If your Managed Mission account isn't fully funded, please pay the balance due this week.** Also, if you have extra funds and would like to share them with a team member, please let me know ASAP. To access your account, go to managedmissions.com, click "Fundraising," and 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 this AO Emergency Contact Information** with a spouse or family member: Brenda Holmes at 14-725-5907 bholmes@amazonoutreach.org, Phyllis Woodward at 214-274-0594 phyllisw@amazonoutreach.org, and Steve Trammell at 903-520-2167 steve@amazonoutreach.org. Our staff can send 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=hZslSqIhJyUkq-U1>
- Print and use the “Personal Packing List” and review the “Dress Code” in on our website under “Resources” in the “Important Team Information” link.
- The boat provides a daily laundry service; you should only bring what is listed in the “Personal Packing List.”
- 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 checked 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 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 or translators. Your team leader will collect and divide the donation evenly among the crew and translators.
- Souvenirs: T-shirts, coffee, and hammocks will be available for purchase on the boat with a US dollar credit card. Most sales on the boat 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, as well as a printed and digital copy
- Don't ruin your trip; follow the passport "3 Touch Rule"
<https://youtu.be/9UQNUtoJZpA?si=CrOMDYVm5CdYJH9H>
- Anticipate that you might be unable 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 is "**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.**"
- 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.

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. You can make your bag easily identifiable by adding a ribbon or tape. Please only bring luggage that you don't mind getting dirty.
- If you have an extra suitcase we could use for another team member, please bring it. 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. (This avoids bringing trash to the river and gives more room to pack.) Make sure the instruction sheet is kept with the medicine and that it is properly labeled with the name and expiration date. Remember, expired medicines are not 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 to avoid raising suspicion with 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, so look at your travel reservation to see if you get a free checked bag. Most COPA flights include 1 free checked bag, but most domestic flights charge. 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 potential 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 1-2 weeks before departure to team members short on funds)

Dear Team Member,

One of the biggest challenges for many is fundraising. Although it can be humbling and challenging, 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://ao.managedmissions.com/MyTrip/jointhecrew1>. 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 501 (c) (3) 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.