



TEAM LEADER GUIDE

The following guide aims to assist team leaders as they prepare their mission team for a trip to El Ayudante. For more information, you can email us at eanicaragua@gmail.com.

Planning Timeline

6–9 Months before Departure

- Check for available dates on the calendar posted on eanicaragua.com under “schedule a trip” found under the menu “plan a trip,” and then fill out the Mission Trip Request Form to request your week.
- Once you’ve received confirmation that your requested week is available, secure your week by mailing a \$250 deposit to the following address:

El Ayudante, Inc.
P.O. Box 10805
Jackson, TN 38308

- Recruit and finalize your team roster obtaining a commitment from each person by requiring deposits to be paid. Direct team members to the website and encourage them to download the Team Member Guide.
- Hold planning and informational meetings periodically with your team.
- Begin making travel arrangements: flights, passports, vaccinations, etc. Note that all passports must be dated to expire no less than least six months before the date of travel. If a team member is NOT a U.S. citizen, additional identification may be required.
- Develop a budget (see below) and inform team members of a payment schedule.
- Begin fundraising projects if needed.

3–6 Months before Departure

- If applicable, collect supply items that will be distributed in León (e.g., school supplies, hygiene items, etc.).
- Have each team member fill out a medical release form and a release of claim form found at the end of this guide.
- Continue to meet, plan, and pray with your team.
- Confirm all travel arrangements and discuss your team’s ministry itinerary using teams@eanicaragua.com. El Ayudante’s Team Coordinator will contact you 3 months prior to your trip to begin planning your itinerary.
- Make hotel reservations for your last night in Managua. Most teams stay at the Camino Real. This information will be sent to you during trip planning.

4–6 Weeks before Departure

- Your team’s itinerary will be finalized and you will be invoiced for your trip.
- Finish gathering all your medications and medical supplies. All medications must have six months left on the expiration from the date you arrive in Nicaragua.
- If you’re bringing a medical team, all medical documentation must be received no later than five weeks before your arrival. **This is an absolute deadline. If you do not meet this deadline, your team will NOT be able to practice medicine.**
- Your team members may be asked at the airport in Managua if they have any prescription medications. This does not mean personal prescription medications. If your team does not have medications brought for ministry, then each team member should answer, “No.”
- Pay your invoice by sending a check to the following address:

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Payments must be received **two weeks** before your team’s arrival. If your team is staying at El Ayudante more than six nights, you will be billed for an additional \$75 per person per night. If team members fly separately from the group, there will be a fee for additional transportation to the airport.

Typical Week

Teams are usually scheduled with a Saturday-to-Saturday flight schedule.

- **Day 1: Arrival and Travel to León**
Flights from the U.S. into Augusto C. Sandino International Airport in Managua arrive from lunch through early evening. El Ayudante staff will be waiting with transportation to meet teams after they clear customs and claim their checked bags. Luggage is then loaded and the team departs for a one-hour-and-forty-five-minute drive to El Ayudante’s campus in León.
- **Days 2–6: Ministry in León**
Sunday includes attending and/or serving at a local church, ministering to the children at El Ayudante’s Family Enrichment Center (FEC), and preparing for the week’s activities. The team’s daily ministry schedule is determined by the team’s gifting and interests, and yet strategically coordinated to build on the work of previous teams. Ministry typically occurs between 8:00 am and 5:00 pm. Evenings are often utilized for rest, reflection, and devotion times.

- **Day 7: Tour Day and Travel to Managua**

Friday after breakfast, teams typically leave EA for a tour day. Potential tour sites vary depending on the time of year. Options will be discussed during the trip planning process. The team then spends their final night in Managua at Camino Real, a hotel three minutes from the airport that offers a continental breakfast and transportation to the airport the next morning.

- **Day 8: Departure**

Sample Budget

Fees Paid before Trip

Airline ticket	_____
Travel insurance (if desired)	_____
EA Fee	see team fees guide
Hotel (Camino Real)	~\$80 to \$90 a room (up to four people)

Money Needed while in Nicaragua

Entrance fee at Managua airport	\$10
Friday lunch	~\$10
Friday dinner	~\$20
Fees for Friday sightseeing options	~\$15
Souvenirs (optional)	~\$30

\$100 will be adequate to carry to Nicaragua

IMPORTANT: Costs Not Covered in EA Team Fee

Extra days at EA (if we can accommodate)	\$75 per person per each additional day
Additional trip to the airport in Managua	\$70 each trip
Stay at the Camino Real before departure	~\$80 to \$90 a room (up to four people)
Supplies for special projects	varies – see team fees guide
Lunch and dinner day before departure	~\$30 a person
Tour activities	varies depending on activity
Additional translators	\$35 per day per translator*

*Each team is provided one translator per five team members and a minimum of two

Contact Information While In Nicaragua

The team houses in León have wireless internet access for those who bring cell phones or laptops. No computer on campus is available to team members.

Additional Information

- Team leaders are responsible for making their own flight arrangements.
- A valid passport is required (must be at least six months before passport expires). No Visa is required. If a team member is not a U.S. citizen, additional identification may be required.
- The U.S. Department of Health does not require any vaccinations to enter the country. However, the following vaccinations are recommended by the CDC: hepatitis A and B, typhoid, tetanus, and malaria prevention medication. Check with your local doctor.
- The U.S. State Department recommends that all U.S. Citizens traveling abroad register with the State Department through the S.T.E.P program. This gives the U.S. Embassy in Managua a record of all U.S. citizens that are in Nicaragua.
- Each team member should check with their insurance carrier to make sure they are covered while in Nicaragua.
- It is recommended that the team leader purchase accidental/evacuation insurance for the team members.
- Nicaragua's entrance fee of \$10 is required as team members pass through customs in Managua. Bills will tear or writing on them are not accepted. We recommend getting a new \$10 bill from your bank prior to departure.
- The local currency is the cordoba, but U.S. dollars (bills) are accepted. These bills must be in good condition without tears or marks. Exchange rates vary, but generally 30 cordobas = 1 U.S. dollar. Smaller bills are better, since you always will receive change in cordobas.

Release Forms

Documentation to Carry to Nicaragua

The team leader needs to bring the following forms to Nicaragua.

- One copy per team member of EA Release of Claim Form (sent during planning) to give to EA personnel upon arrival
- Two copies per team member of EA Medical Release Form (sent during planning), one copy for EA personnel and the other for the team leader to carry at all times
- One copy per team member of the photo page of each person's passport to carry at all times in case a team member loses his/her passport