

# GLOBAL ENCOUNTERS

Dear Friend,

We're excited about the upcoming mission trip to Colombia and hope it works out for you to join the team. Enclosed with this letter you will find an application and other information to help you start planning your trip to Colombia.

Steps to Get From Here to Colombia...

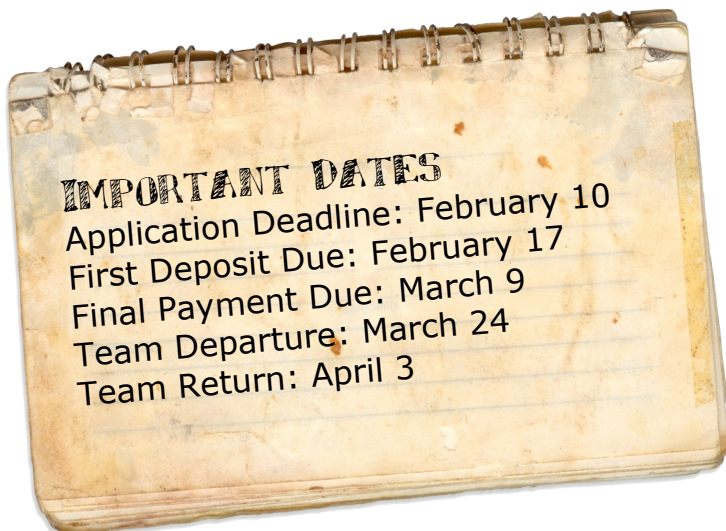
1. Obtain a passport.
2. Submit your application.
3. Receive notification of acceptance as a team member.
4. Sign and return required release forms (these will be sent to you upon acceptance).
5. Complete your personal preparations.
6. Submit payment for the trip.
7. Show up at the airport ready for an incredible ministry trip!

More information about each of these steps is included in the following pages. If you have any questions after reading through all of the enclosed information or need further help preparing for your trip, please give us a call at 864-248-0711 or send an e-mail to [info@globalencounter.net](mailto:info@globalencounter.net). We look forward to helping you fulfill your goal of serving the Lord in Colombia!

Sincerely,

*Elizabeth Fox*

Director of Operations  
Global Encounters, Inc.



#### Enclosed Documents:

- Information Letter
- Packing List
- Basic Spanish Words and Phrases

# Obtaining a Passport

Passports are required for travel to Colombia. You will not be allowed to leave the United States without one. Visas are not required for short-term travel to Colombia.

## If you do not yet have a passport...

Apply for your passport right away. It can take eight to ten weeks to process a passport application. Applications may be submitted at a Federal Passport Agency or qualified post office. Information is available on the State Department's website at [www.travel.state.gov/passport](http://www.travel.state.gov/passport) regarding how to obtain a passport and where to locate the nearest passport offices in your area. If you are under eighteen, please make note of the special requirements that apply to your age group.

If you plan to leave the country in less than ten weeks, we recommend that you have your passport expedited. This costs an extra \$60 per passport plus fees for overnight mail, but will allow you to get your passport processed in about two weeks. The State Department website listed above also provides information about expediting.

## If you have a passport...

Make sure it does not expire before October 2012. If it expires before this date, you need to renew it before the trip. Instructions for renewing your passport are available at [www.travel.state.gov/passport/get/renew/renew\\_833](http://www.travel.state.gov/passport/get/renew/renew_833). Please make sure your new passport will arrive in plenty of time for the trip.

# Applying for the Team

The easiest way to apply for the trip is to do it online at [www.globalencounter.net/registration](http://www.globalencounter.net/registration). If you are unable to access the internet, give us a call at 864-248-0711 and we will mail you a paper version of the application.

All applications should be submitted by **Feb. 10, 2012**. Applications submitted after that date will be subject to a \$25 late application fee. We highly recommend applying as early as possible to secure the best airline prices and to allow time for fundraising. Once we have received and processed your application, we will contact you to let you know if you have been accepted as a member of the team.

# Booking Airline Tickets

The cost of the trip does **NOT** include the price of airfare. You have three options for arranging your flights:

1. **Fly with a team leader.** If it is important to you to fly with one of the team leaders, we will book your tickets with a schedule that allows you to meet up with one of the team leaders before you leave the U.S. We will add the price of the tickets to the total cost of the trip. If you are raising support for the trip, these funds can be applied to the price of the airfare.
2. **Have Global Encounters book the tickets but willing to fly alone.** If you do not mind flying alone, we may be able to find you a better price. Again, we will add the price of the tickets to the total cost of the trip. If you are raising support for the trip, donations can be applied to the cost of the ticket.

3. **Book the tickets yourself.** You are welcome to book your own tickets. This can be an especially good option if you want to use frequent flyer miles. If you decide to take this route, call us **before** you book your tickets to make sure that we can arrange airport pick up for you with the schedule you are considering. If you do not check flight times with us first, we cannot guarantee airport transportation. The downside to booking your own tickets is that we cannot apply donation money to the cost of your airline ticket.

Once we have processed your application, we will give you a call to discuss which flight option works best for you.

If Global Encounters purchases your ticket for you, that portion of the trip cost, plus all other supplies purchased for you, becomes nonrefundable even if you are unable to participate in the trip. If you must cancel your participation because of an emergency, we will try to help you obtain a refund from the airline, but we cannot guarantee that they will provide one.

# Personal Preparations

## Training

Once you are accepted for the team, your team leaders will send you information about any pre-trip training or projects. Training will also take place after you arrive in Colombia. Any personal studies you can make about Colombian history, culture, and language will enhance your understanding and enjoyment of the country. The Internet is a great place to start. Here are a few ideas to get you started:

Information on Spanish courses:

- [www.learningspanishprograms.com](http://www.learningspanishprograms.com)
- <http://learn-Spanish-software-review.toptenreviews.com>

Websites on Colombia:

- [www.state.gov/r/pa/ei/bgn/35754.htm](http://www.state.gov/r/pa/ei/bgn/35754.htm)
- [www.cia.gov/library/publications/the-world-factbook/geos/co.html](http://www.cia.gov/library/publications/the-world-factbook/geos/co.html)
- [www.infoplease.com/ipa/A0107419.html](http://www.infoplease.com/ipa/A0107419.html)

Pursuing these studies is optional, but if you have the time to invest in it, you will find it very rewarding.

## Packing

You will be allowed **one 50-pound** suitcase\*, a carry-on, and a personal item (a personal item is a purse, briefcase, laptop, camera bag, or jacket). Depending on the luggage allowance of your international carrier, you may be given a second suitcase of team supplies to transport to Colombia. A packing list is enclosed so that you may begin gathering your needed items. You may want to wait for confirmation of acceptance as a team member before making purchases.

*\*Some airlines are now charging a fee for the first piece of checked luggage on domestic flights. Many international carriers still allow two pieces of checked luggage without extra fees.*

# Personal Preparations, cont.

## Dress Guidelines

Outward appearance is important when serving in international settings. Because of the language barrier, one of your strongest witnesses for Christ will be the actions (including your dress) that people can observe. To maintain a positive witness at all times, make sure that the clothes you pack are modest and appropriate for one who represents Christ.

You will want dress clothes for attending church, other than that, casual dress will be appropriate for ministry and team activities. Work clothes will be needed occasionally. If you have any questions about the following guidelines, please call. Check the packing list for other items you will need.

## Men:

### Dress Clothes

- Slacks (please avoid the cargo or work pants look)
- Dress shirt (stripes are fine, but avoid wild prints)
- Dress shoes and dark socks
- Conservative tie

### Casual Attire

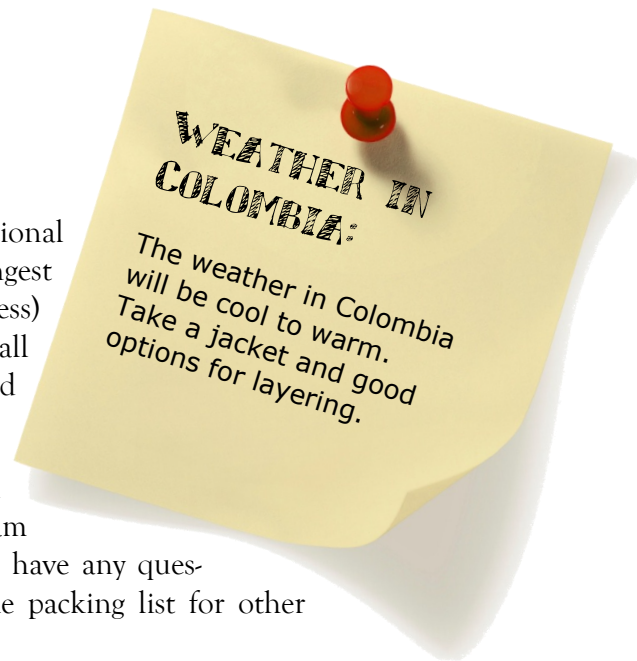
- Casual pants—baggy or tight styles are not to be worn. Jeans are acceptable. Shorts may be appropriate in a few settings.
- Nice t-shirt, polo shirt, or sweater. Make sure you have a couple of options with collars for nicer settings.
- Tennis shoes or other sturdy shoes. Sandals are acceptable in some settings. Most of the time it's too cold to wear them in Bogota! At the orphanage they should be fine, though.
- Avoid clothing with statements, graphics, or advertisements that could be considered offensive.

### Work Clothes

- Work pants—jeans and shorts are fine.
- T-shirt. Avoid clothing with statements, graphics, or advertisements that could be considered offensive. No tank tops.
- Tennis shoes or sandals

### Other General Guidelines

- Hair should be in a short, clean-cut style.
- If you have a beard or mustache, it must be kept neat and trimmed.
- No earrings, body-piercing, or tattoos.



# Personal Preparations, cont.

Ladies:

## Dress Clothes

- Skirts or dresses that come to the knee when standing and sitting. Skirts that are form fitting or tight should not be worn. No slits that come above the knee.
- Blouses, shirts, or sweaters with modest necklines. Tops should not be thin, tight, or clingy. No sleeveless tops. Wear something dressier than a polo shirt.
- Dress shoes or nice sandals.

## Casual Attire

- Same general guidelines for skirts and tops, but in casual styles. Pants and capris will be acceptable for most activities, but take a casual skirt or two in case it is needed.
- No skinny jeans or other styles that are tight or extremely low-rise. No low-rise pants. No shorts.
- Tennis shoes or other sturdy shoes. Sandals are acceptable in some settings. Most of the time it's too cold to wear them in Bogota! At the orphanage they should be fine, though.
- Avoid clothing with statements, graphics, or advertisements that could be considered offensive.

## Work Clothes

- Same general guidelines as above. Be prepared for painting and other projects in which your clothes will get dirty.
- Avoid clothing with statements, graphics, or advertisements that could be considered offensive.

## Other General Guidelines

- Keep your make-up natural looking.
- Jewelry is fine, but please avoid items that would draw unwelcome attention (i.e. expensive jewelry or excessive amounts of bling).
- Do not wear styles that expose your midriff or lower back.
- No body piercing or tattoos.

## Personal Finances

You will want to take some spending money. You can exchange American dollars for Colombian pesos after arriving in Colombia, but you will need newer-looking bills. Torn, soiled, or marked bills are often refused for exchange. Another option is to withdraw money in Colombia using your debit card. However, most banks charge a fee for international transactions, so you will want to check this with your bank before traveling. Many merchants take only cash. Do not plan on using traveler's checks in Colombia. The current exchange rate is about 1800 pesos to the dollar, so you may find a calculator useful.

## Immunizations

While the government of Colombia does not require travelers to obtain immunizations there are several that Global Encounters highly recommends. Unless your doctor recommends otherwise, please be up to date on all of the following immunizations: MMR, DTP or Tdap, Hepatitis A, typhoid, and polio. If you or your doctor feel that one or more of these immunizations could be harmful for you please send a note to Amy Cook at [amy@globalencounter.net](mailto:amy@globalencounter.net) to let her know which immunizations you will not be receiving.

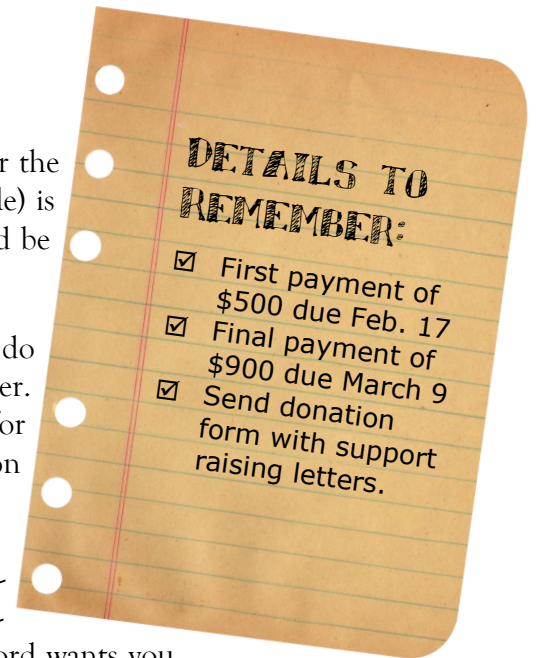
# Financial Information

Cost for the trip is \$1400 plus flights. Once you are accepted for the team, the first payment of \$500\* (\$100 of which is nonrefundable) is due by **February 17**. The remainder of the trip cost (\$900) should be paid by **March 9**.

You are welcome to raise support for the trip. However, please do not send out letters until you have been accepted as a team member. If someone outside your immediate family wishes to help pay for the trip, his or her donation is tax-deductible. Further information about this will be sent in the acceptance packet.

Finances can be one of the biggest challenges involved in international ministry. In the past we have seen the Lord provide miraculously for the people He wanted to participate in a trip. If the Lord wants you in Colombia, He will supply the funds.

*\*If Global Encounter is booking your airline tickets, \$500 plus the cost of your ticket is due on the date of the first payment. You will receive an invoice with total amounts once the tickets are purchased.*



## Questions?

If you have any questions, please contact us. We would be happy to talk with you.

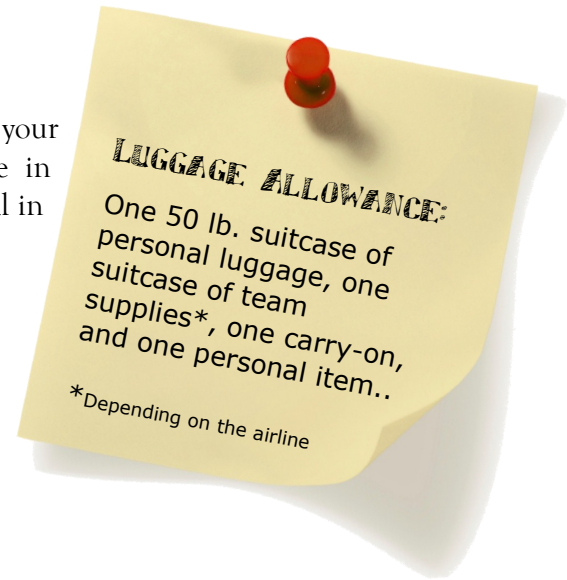
Phone: 864-248-0711

E-mail: [info@globalencounter.net](mailto:info@globalencounter.net)

As you consider this mission trip to Colombia we will be praying that the Lord will make His direction clear in your life and, if you are accepted for the team, that the entire experience will be a time of fruitful service and life-changing spiritual growth.

## COLOMBIA PACKING LIST

- **Passport (absolutely essential – you cannot enter Colombia without this!)**
- Two copies of the personal identification page of your passport. It is legal to make copies. Once you are in Colombia, carry a copy with you and store the original in a safe location. (Also, leave a copy with your family.)
- Bible
- Pens/pencils
- Journal/notebook
- Light jacket for cool weather
- Work gloves
- Camera and battery charger (or extra batteries)
- A backpack or tote bag
- Wrist watch
- Alarm clock (battery-powered – NOT electric)
- Extra batteries for anything battery operated
- If you wear glasses or contacts, it's a good idea to take an extra pair or repair supplies
- Modest sleepwear
- Toiletry supplies to cover your needs for the entire trip (excluding large roll toilet paper)
- Laundry bag for dirty clothes
- Hand sanitizer gel (small amount)
- Refillable water bottle
- A couple small rolls of travel toilet paper (available at Wal-Mart or Target)
- Vitamins, ibuprofen or Tylenol, cold medicine, Band-aids, and other personal first-aid supplies
- Sunscreen
- Bug spray
- Thank you cards and small gifts for hosts, translators, and others with whom you interact. Recommended gifts include house wares (hand towels, candles), personal items (hair clips, jewelry), American chocolate, pictures of your family, and postcards of your town or state.
- Spending money
- Children's ministry supplies (see list on next page)



### Recommended Items:

- Spanish-English/English-Spanish dictionary or Spanish phrase book—you can purchase these online from Amazon.com or Borders.com.
- Spanish-English Bible—Amazon.com or Christian Book Distributors (christianbook.com) have Spanish/English Parallel New Testaments for about \$14 for NASB and \$20 for KJV.
- No power converters are necessary in Colombia, but you may need a plug adaptor for three-prong plugs (to be able to plug them into two-prong outlets). These are available at Wal-Mart and Target.
- Games and books for travel times. (Make sure these are in keeping with the trip goals and will not prove a distraction to you or to others.)
- Snacks (Do not take fresh fruit or vegetables.)
- Luggage locks. It is a good idea to lock your luggage when you leave the hotel.

# PACKING LIST, (CONT.)

- Money pouch. Pick pocketing is a common crime. You will need to carry your money in a way that is secure.
- Musical instrument
- Chap stick
- Sunglasses
- A personal or family picture with your address on the back that you can give to kids and translators.

## **Children's Ministry Supplies:**

- Scissors for your own use
- Optional: props and costume material (If you have them, a few wigs, funny glasses, hats, and various props can be useful.)
- The rest of the craft supplies will be provided. However, if you would like to take along stickers, candy, balloons, or other items to use or give away, you are more than welcome to do so.

## **Other Considerations:**

- Take one outfit that you don't mind using for a project such as painting or cleaning.
- Mark your clothes with your name.
- Remember that laundry facilities may be scarce
- Do not bring items in your carry-on that could cause delays at airport security or customs. These items include metal nail files, pocket knives, scissors, and bottles of liquids over 3 oz.
- You may bring your laptop and/or iPod, but we expect you to be responsible in the way you use it. Remember that you will be in Colombia to interact with PEOPLE (this includes Colombians, missionaries, and fellow team members.) Do not allow your iPod to become a distraction or barrier to this primary purpose. If the team leaders feel that your iPod is becoming a problem they will ask you to limit your usage. Also, because music standards vary greatly among team members we ask that you only listen to personal music using headphones.

# BASIC SPANISH WORDS AND PHRASES

ENGLISH	SPANISH	PRONUNCIATION
<b>Greetings</b>		
Hello	Hola	Ō-lā
Good day	Buenos días	BOY-nōs DĒ-ās
Good evening	Buenos tardes	BOY-nōs TAR-vās
Good night	Buenos noches	BOY-nōs NŌ-chās
How are you?	Como esta	CŌ-mō ēs-TĀ
I'm very well, thank you.	Muy bien, gracias	Mūē BYĒN GRĀ-sē-ās
My name is...	Me llamo...	mā-YĀ-mō
What is your name?	¿Cómo se llama?	CŌ-mō sā YĀ-mā
It's nice to meet you	Mucho gusto	MŪ-chō GŪ-stō
Goodbye	Ciao	chow
<b>Etiquette</b>		
Please	Por favor	PŌR fā-VŌR
Thank you (very much)	(Muchas) gracias	(MŪ-chās) GRĀ-sē-ās
Excuse me	Perdona me	pār-DŌN-ā mā
I'm sorry	Lo siento	lō sē-ĒN-tō
May I...?	¿Puedo...?	PWĀ-thō
<b>Questions</b>		
Where?	¿Dónde?	DŌN-dā
Where is...?	¿Dónde esta?	DŌN-dā ēs-TĀ
When?	¿Cuándo?	KWĀN-dō
What?	¿Qué?	kā
Is/are there?	¿Hay?	ī
How do you say ___ in Spanish?	¿Cómo se dice ___ en Español?	CŌ-mō sā DĒ-sā ___ ěn ēs-pān-YŌL?
<b>General Responses</b>		
Yes	Sí	sē
No	No	nō
That depends	Que depende	kā dā-PĒN-dā
I don't know	No lo sé	nō lō SĀ
I don't think so	Creo que no	KRĀ-ō kā NŌ
I think so	Crea que sí	KRĀ-ō kā SĒ
Of course!	¡Claro!	CLĀ-rō
With pleasure	Con gusto	cōn GŪS-tō
<b>Talking with Children</b>		
How old are you?	Cuántos años tienes?	KWĀN-tōs Ā-nyōs TYĒN-ās
I'm...years old.	Tengo...años.	TANG-gō... Ā-nyōs
Very good!	Muy bien!	mūē BYĒN
Great job!	Buen trabajo!	bwĕn trā-BĀ-hō
How cool!	Qué chebere!	kā CHĀ-bĕ-rā
How beautiful!	Qué bonito/a! m/f	kā bō-NĒ-tō/ā
Be quiet!/Silence!	Silencio!	sē-LĒN-sē-ō
Come on! Let's go!	Venga, vamos.	VAN-gā, VĀ-mōs

# SPANISH WORDS, (CONT.)

ENGLISH	SPANISH	PRONUNCIATION
<b><i>Talking with Children, cont.</i></b>		
Enough! Stop it!	Para!	PĀ-ră
Hurry!	Rápido!	RĀ-pē-dō
I love you!	Te quiero mucho!	tā kē-ĀR-ō MŪ-chō
Like this. Look how I do it.	Así. Como yo.	ă-SĒ KŌ-mō yō
Let's sing!	Vamos a cantar!	VĀ-mōs ă kăn-TAR
Listen!	Escucha!	ēs-kū-CHĀ
Sit down.	Sienta te	SYĔN-tă tă
Smile!	Sonríe!	sōn-RĒ-ă
Wait!	Espera!	ās-PĀR-ă
Father/Dad	Padre/Papá	PĀ-dră/pă-PĀ
Mother/Mom	Madre/Mamá	MĀ-dră/mă-MĀ
Parents	Padres	PĀ-drăs
Children	Niños	NĒ-nyōs
<b><i>Other Useful Phrases</i></b>		
I'm from the United States.	Soy de Estados Unidos.	soy dă ēs-TĀ-dōs ū-NĒ-dōs
I live in...	Vivo en...	VĒ-vō ěn
Yesterday	Ayer	ī-YĀR
Today	Hoy	oy
Tomorrow	Mañana	măn-YĀ-nă
<b><i>Numbers and Shopping</i></b>		
One	Uno/una	Ū-nō/Ū-nă
Two	Dos	dōs
Three	Tres	trăs
Four	Cuatro	KWĀ-trō
Five	Cinco	SĔN-cō
Six	Seis	săs
Seven	Siete	SYĔ-tă
Eight	Ocho	Ō-chō
Nine	Nueve	NWĀ-vă
Ten	Diez	dyăs
Eleven	Once	ŌN-să
Twelve	Doce	DŌ-să
Thirteen	Trece	TRĀ-să
Fourteen	Catorce	kă-TOR-să
Fifteen	Quince	KĔN-să
Sixteen	Dieciséis	dyēs-ē-SĀS
Seventeen	Diecisiete	dyēs-ē-SYĔ-tă
Eighteen	Dieciocho	dyēs-ē-Ō-chō
Nineteen	Diecinueve	dyēs-ē-NWĀ-vă
Twenty	Veinte	VĀN-tă
Thirty	Trienta	TRĀN-tă
One hundred	Cien	syĕn
How much does it cost?	¿Cuánto cuesta?	KWĀN-tō KWĔS-tă