



THE KING'S ACADEMY

Tecate Service Trip

---What to Expect as a Tecate Trip Driver and/or Adult Leader---

- **EACH PRIMARY DRIVER** will receive a plastic file containing important info the morning of departure. This contains very important travel instructions, maps, the daily schedule, a master roster, cell numbers, and hotel instructions. The file will also contain:
 - **An envelope for gas receipts.** Please save all receipts for gas, tolls, and other vehicle-related expenses. Log your expenses throughout the trip for reimbursement.
 - **A blue vinyl zippered pouch.** On the day of departure, as students enter your vehicle, (and before you leave TKA), collect the passport of **each passenger** in your vehicle. Place all passports in the zippered pouch for the duration of the trip. **If someone is missing their passport, do not leave TKA** - immediately call Geralyn Giese on campus at 408-431-9179.
 - **A bag of FRS radios with extra batteries.** These should be turned on whenever the caravan is moving. Set radios to channel 7 + sub-channel 0. Please limit idle chatter on the radios to keep the channel open for emergency communications. *Since a radio is a distraction, do not talk and drive. Have a passenger use the radio for you.*
 - **A roster of passengers** that will travel in your vehicle for the duration of the trip.
Any life-threatening condition will be highlighted on your envelope.
- **THE DESIGNATED CARAVAN LEAD** will receive **medical information and waivers of each adult and student within your caravan.** Leaders, please do not open this private information unless required in an emergency situation. **Any life-threatening condition will be highlighted on your envelope.**
- **IF YOU ARE A WORK SITE LEADER 1 or LEADER 2** you will receive a large zip-lock bag containing trip tee-shirts for your worksite team. Each shirt is marked with a name and size. Please distribute when convenient in Tecate. You will also find a large, sealed envelope containing the **medical information and waivers of each adult and student on your work site.** **Any life-threatening condition will be highlighted on your envelope.**
- **YOU MAY BE A TENT LEADER** in a student tent. You will be informed of your assignment during our morning meeting the day of departure. You'll be given a card with the names of your students at that time. **Any life-threatening condition will be highlighted on your card.**

--- Important TKA Guidelines---

1. While driving, use only a hands-free device, and absolutely do not text or use the radio. It is imperative a passenger use the radio or cell for you.
2. Please leave your cell phone on while in the U.S. so that you may be reached.
3. Students are prohibited from switching vehicles and must wear seatbelts at all times.
4. All drivers are required to stay with their caravan.
5. Encourage your students to respect the vehicle, whether it is yours, borrowed, or rented. When stopping for a break, take the opportunity to rid the vehicle of trash.
6. Immediately upon arrival at our camp, "Rancho Alamo Bonito," take your **passport pouch** to the "office area" of the large green building on the ranch. You will find a desk located near the kitchen. **Julie Jahde-Young will meet you and collect all passports at that time to retain in a secure location.**

What to do in an emergency: Call Larry Ells: 408-640-8488 (If no answer, leave a message.)

Secondary Contact: Rich Ghioffi: 408-309-1005