

US Organizer's Planning Resource Guide

SHARE Grassroots Delegation

Thank you for your solidarity and accompaniment in El Salvador!

It is a privilege for SHARE to accompany you during your visit with friends here in El Salvador, as well as during the process of “bringing it back home” after you return. Please contact our Grassroots Sistering Accompaniment Coordinator, Claudia Martinez at delegations@share-elsalvador.org for all delegation planning. We hope that this planning resource guide will assist you in preparing for your delegation.

The guide includes:

- Important SHARE policies
- A scheduling timeline
- Basic itinerary guidelines
- Budget outline and sample
- Ideas for delegation meetings



SHARE Contact Information

US Office
2425 College Ave.
Berkeley, CA 94704
United States of America
Phone: (510) 848-8487

El Salvador Office
Jardines de Miramonte
Calle Los Sisimiles #48
San Salvador, El Salvador
Phone: (503) 2260-4325

Scheduling Timeline

Six to twelve months before you travel: **Schedule your delegation**

- The Grassroots Sistering Accompaniment (Delegation) Coordinator will ask all sistering groups about sending a delegation for the upcoming year and their delegation's availability in September or October. Contact the Grassroots Delegations Coordinator in the El Salvador Office at delegations@share-elsalvador.org Also, notify the El Salvador office if you have a preferred guesthouse and/or driver. If you already have an idea about what you would like to focus on, notify us of that too. This allows SHARE to balance the requests of various sistering groups for given dates. Popular dates for many delegations are in March and during the summer months, so it is particularly important to get requests in for these dates early.

IMPORTANT NOTE: One recommendation, taking into account past experiences, is to avoid planning a tour to El Salvador when they are in holidays, for example, Holy Week and August festivities. The main reason is that most of the historical places we visit are closed and it is impossible to comply with the itinerary, in addition, traffic makes things difficult when visiting communities. Nevertheless, if you already have a tour planned during a holiday, we will give all our efforts to fulfill the itinerary at is best.

Also at six to twelve months...

Begin meeting regularly with key members to begin the process of forming the delegation.

- **Develop a timeline** for recruitment, fundraising, itinerary planning, and orientation
- Outline the **type and size of** delegation that you want to create
- Begin to make **information** and delegation **applications** available
- **Set an application deadline** (*at least* prior to departure)
- Design a **process for review and acceptance** for delegates
- Make a **plan** for pre-delegation **orientation**.
- Begin **planning pre-trip activities** within your parish, school, and/or community
- Ensure that potential travelers have **passports valid** until six months after projected return to the USA.
MAKE SURE THAT NON-US CITIZENS CHECK INTO VISA REQUIREMENTS FOR TRAVEL TO EL SALVADOR!

months before you plan to leave:

Send an email to the Delegations Coordinator, at the SHARE El Salvador office outlining:

- Overall **theme and objectives**

Let us know what type of **focus** you would like. The overall theme or objective does not need to be too specific yet. (i.e. women, food sovereignty, education, faith perspectives on justice today, US government policy toward El Salvador etc.) Also, see the basic itinerary guidelines attached below for a general idea.

- Your confirmed **dates**

- **Type of assistance** requested from SHARE

Almost all groups request "full set-up" which includes coordination, translation, transportation, lodging, and food arrangements and itinerary set-up.

- Full set-up includes a \$400.00 administrative fee per person for a 10-day delegation.
- For delegations lasting longer than 10 days OR with 7 or fewer people, the administration fee is \$445.00 per person.
- There is an additional cost of \$185.00 a day group fee for coordination and facilitation (translation).

These fees are to be paid to the SHARE Berkeley office at least a month before the trip. Transportation, lodging, and food expenses are paid in cash on the ground in El Salvador. (See below for more specific costs, fees, and budget information.) If you think you do not need full set-up please let the Delegations Coordinator know at delegations@share-elsalvador.org

At the four to five month mark:

- Create the schedule of **meetings with delegation participants** for orientations, retreats, fundraising events, and/or getting-acquainted opportunities. For new delegates, an early orientation will help calm fears, promote dialogue, and provide key tools for packing, immunization, and mental preparation. (See below for ideas about pre-trip meetings!)
- Start looking into **airfares**, travel routes, etc. and keep your ear to the ground for good deals

Three to four months prior to travel:

Send to the El Salvador office:

- Refined **objectives**: what you would like to learn, what you and your sisters hope to share, as well as what your vision is for utilizing the trip to build your sistering relationship and accompaniment in the US.
- Specific thoughts about **what you want to do** on the ground in ES
- How many **nights** you want to do **community homestays**
- We encourage US committees to invite 2-4 guests from their sister region or sister community to join delegation for 2-3 days of non-community activities. This not only increases time spent with representatives from communities but also creates more opportunities for sharing of information and perspectives. Delegation guests should follow the same criteria as tour guests; they should be chosen by the region or community and be at least 50% women. This implies a moderate increase of cost for guest food, lodging, and transport. Let us know at this time if you are interested in having **community guests** with you in San Salvador.
- What else you **want to see** in El Salvador (excursions you might want to take, people that you especially want to meet, etc.). We will alert you to any special events or happenings that will be taking place during your delegation.

Do not be afraid to ask us for ideas and we will also offer suggestions! Be sure to look over the basic itinerary guidelines attached below.

Three months before you arrive:

- Meet with your committee and fellow travelers to **finalize your itinerary requests** and send to SHARE ES office.
- **Finalize delegate list** and begin orientation for delegates. Delegates should get started on background reading (See below and the pre-delegate packet for resources).
- **All delegates** must complete an **online application**
- Send scanned copies **liability waivers** by email to the Berkeley office at jose@share-elsalvador.org All travelers on SHARE delegations MUST sign waivers before departure.
- If your group chooses to, **register with the US Embassy** online via.
- Once the administration fee are received, you **will receive a draft itinerary** based on your requests for your review and modification. FEEL FREE TO SUGGEST CHANGES! The purpose of the draft

itinerary is to give everyone a chance to try the trip on for size and tweak it so that the plans fit your group. Once the itinerary is agreed upon, on-the-ground arrangements will be made in ES (meetings, activities, visits, etc.)

→ **Finalize travel arrangements** and purchase tickets (if you have not already done so).

One to three months before departure:

- **Hold orientations**, events, etc. to build momentum for the trip and ensure that delegates are prepared.
- Also, **send your administration, and facilitation and coordination (translation) fees** as a group to the Berkeley Office. All other expenses will be paid directly to providers in El Salvador.
- Talk with about what **reflections** you are planning (or would like help with). These should connect to daily activities. For reflection, ideas check out our past Romero Justice Week Celebration Guides at. More ideas are available upon request.

During the weeks immediately before the trip:

- Confirm travel plans with the airlines.
- Assure that all group members review information in the resource guide.
- Rest. Know that you will be extraordinarily well taken care of!

Important SHARE Policies to note

1. SHARE does not **allow alcohol consumption** for students or high school delegations. We have decided this is a liability for SHARE and it should not be the responsibility of the coordinators to monitor appropriate alcohol intake. It is also a sensitive issue here in El Salvador, and we want to be as respectful of cultural practices as possible.
2. SHARE **does not allow groups to swim, wade, or enter large bodies of water** (swimming pools, lakes, rivers, eco-parks) unless there are at least TWO lifeguards present for every 5 delegates, and members of the host communities or region are present and familiar with the particular body of water. The ocean is completely off-limits due to past incidents.

Basic Itinerary Guidelines

SHARE has identified the following as important elements for a successful delegation that supports SHARE's mission for social, economic and political justice in El Salvador. Groups are invited to work with SHARE's Delegation Coordinator in the development of an itinerary that includes all of these elements while best meeting the sistering delegation's particular objectives. There may be some changes depending on the delegation's focus and goals. More specific ideas will become available in the months leading up to your delegation.

1. The "Big Picture": Current and Historical Context

- Analysis of National and Socio-Political-Economic Reality
- Analysis of International Economics and key advocacy issues
- History of El Salvador: The War, The Martyrs, Human Rights
- Role of Faith/Church in the Social Movement

2. SHARE and Partner Organizations: Organizing for Justice and Development

- SHARE Orientation- Mission, Strategies, Context
- Accompaniment of Advocacy Initiatives
- Accompaniment of Community Development Projects
- CRIPDES National and Regional Organizing Work

3. Sister Region or Community

- Homestays and visits to the region and a community
- Meet Community Directiva (Council)
- Visit with local organizing groups- women, youth, etc.
- Learn about local issues/advocacy needs
- Other activities recommended by community
- Hear Personal Testimonies
- Invite 2-4 guests from your sister region to join delegation for 2-3 days of non-community activities.

4. Miscellaneous

- Time for rest and/or recreation
- Group reflections and final evaluation
- Minimum of 5 delegates, or combined with another US group.

2020 SHARE Delegation Budget Estimate

(Last updated August 2019)

Notes:

1. Please be prepared for minor adjustments along the way, as an additional person or two is invited for a meal, or as minor changes are made in transport needs. Also, please have a reasonable emergency fund for medicines, incidentals, etc. should they be necessary.
2. Please bring cash, in bills no larger than \$20. Each group should have a treasurer who is responsible for making all payments, collecting receipts, etc.
3. There will be a safe place in the guesthouse to store all money and passports.
4. All expenses should be paid directly in El Salvador except \$400.00 OR \$445.00 per delegate coordination fee and \$185.00 per day facilitation and coordination fee (sent directly to SHARE Office in Berkeley). Make sure to write "delegation expenses" on the memo line.

Transportation

- Coaster in San Salvador - fits up to 22 people (\$150 per day)
- Coaster outside of San Salvador (airport is outside of San Salvador) (\$125-200 per day)
- Optional tip for driver

Lodging/ meals

- Lunch out in San Salvador (\$6-7)
- Meals in countryside (\$3.00)
- Night at guesthouse and breakfast next morning (\$20 -\$25)
- Additional breakfast at guesthouse (\$5-7)
- Additional lunches and dinners at guesthouse (\$5-8)
- Optional tip for guesthouse workers

Honorariums for groups we are meeting with whom SHARE does not fund

Between \$30 and \$50. These are not necessary for meetings with SHARE-funded local partners. Possible honorariums include UCA, Divina Providencia, Equipo Maiz, other speakers or presenters.

Facilitation and Coordination (translation) fee

\$185 per day (the 2-travel day's count as 1 day), send to SHARE Berkeley Office.

Set-up/Coordination fee

\$400.00 per delegate, OR \$445.00 per delegate

Water \$50 (depends on number of delegates)

Incidentals: \$50/person

Additional guests

Please consider additional costs for guests from the community (including a night with us at guesthouse), and budget approximately \$50 for occasional meal guests as situations lend themselves.

Tourist Card:

\$12, paid in the El Salvador airport

Other Activities

Hiking, Salsa Lessons, attending mass (offering), and other recreational activities

Sample Budget

Estimated Based Delegation Costs for a Ten Person Ten Day Delegation

| SHARE Foundation Delegation Budget | | |
|---|---------------------------------|---------------------|
| SHARE Administration Fee | \$400 x 10 delegates | \$ 4,000.00 |
| Coordination and Facilitation (Translation) Fee | \$185 x 9 days | \$ 1,665.00 |
| Transportation | \$150/day x 10 days | \$ 1,500.00 |
| Lodging | \$25/10 delegates x 10 days | \$ 2,500.00 |
| Food | \$15/day/10 delegates x 10 days | \$ 1,500.00 |
| Miscellaneous | Water, honorariums, etc. | \$ 150.00 |
| Incidentals | \$50/10 delegates | \$ 500.00 |
| | GROUP TOTAL | \$ 11,815.00 |
| | INDIVIDUAL TOTAL | \$ 1,181.50 |

*****Please note that is subject to change due to delegation size, length, and activities. You will receive a personalized budget in the months leading up to your delegation.*****

Ideas for Delegation Meetings

Watch a video and discuss:

- *Romero*. Dir. John Duigan. Perf. Raul Julia. 1989. DVD.
- *Innocent Voices*. Dir. Luis Mandosky, Oscar Orlando Torres (2004) A story about young boys coming of age in the midst of the civil war in El Salvador.
- *Return to El Salvador*. Jamie Moffett. 2010. Insightful documentary about the past and present El Salvador.
- *School of Assassins*. Narrated by Susan Sarandon, 1995 Academy Award Nominee. Available from Maryknoll World Productions.
- *Roses in December*. The story of Jean Donovan by Ana Carrigan and Bernard Stone. Available from Maryknoll World Productions.

- Invite a Salvadoran American to one of your meetings to share their knowledge on El Salvador
- Find a Salvadoran recipe and make it as a group. Or go to a local Salvadoran restaurant for dinner.
- Have each introduce one of the Martyrs from the Civil War in El Salvador, telling about their life and death.
- Have each choose a topic related to El Salvador and present a five minute briefing on the topic. Possible topics include: Oscar Romero, politics, mining, environment, the civil war, geography, coffee, school/education, holidays/celebrations, Rutilio Grande, Liberation Theology

- Ask each group member to record what he or she did in a day. Then ask them to imagine the energy that they would have had to put into similar activities if they were without:
 - A road between their home and the nearest city/town
 - Running water
 - A smart phone
 - Internet
 - Electricity
 - A car

- Find out how your members of Congress view immigration. Discuss what you can do while in El Salvador and after your trip to educate others on immigration issues.
- Find an interesting article regarding El Salvador to read and discuss as a group.
 - <http://upsidedownworld.org/>
 - <https://voiceselsalvador.wordpress.com/>
 - [Tim's El Salvador blog- El Salvador Perspectives: http://www.elsalvadorperspectives.com/](http://www.elsalvadorperspectives.com/)

- Ask others who have previously been to El Salvador to help you construct a history of your sister community or region.
- Sponsor a Salvadoran night event featuring Salvadoran handicrafts, food, music, etc. to raise funds and generate interest

Be creative and have fun, this is the adventure of a lifetime!