



**SHARE  
FOUNDATION**

2425 College Ave. Berkeley, CA 94704

US Organizer's Planning Resource Guide  
SHARE Grassroots Delegation, 2025

## ***US Organizer's Planning Resource Guide SHARE Grassroots Delegation***

It is a privilege for SHARE to accompany you during your visit with friends here in El Salvador and during the process of "bringing it back home" after you return. Please contact our Accompaniment Coordinator Claudia Martinez at [delegations@share-elsalvador.org](mailto:delegations@share-elsalvador.org) for all delegation planning. We hope 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



Planting Seed of Hope delegation -2024

***Thank you for your solidarity  
and accompaniment in El Salvador!***

SHARE Contact Information

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## Scheduling Timeline

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

The Accompaniment (Delegation) Coordinator will ask all sistering groups about sending a delegation for the upcoming year and their delegations. Contact the Grassroots Delegations Coordinator in the El Salvador Office at [delegations@share-elsalvador.org](mailto:delegations@share-elsalvador.org) Also, notify the El Salvador office if you have a preferred guesthouse and/or driver. If you already know what you want to focus on, inform 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 getting requests in for these dates early is particularly important.

**IMPORTANT NOTE:** *One recommendation, considering past experiences, is to avoid planning a tour to El Salvador when it is on holidays, such as 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.*

Also, at six to twelve months

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

- **Develop a timeline** for recruitment, fundraising, itinerary planning, and orientation
- Outline the **type and size of the** delegation that you want to create
- Begin to make **information** and delegation **applications** available
- **Set an application deadline** (*at least three prior to departure*)
- Design a **process for review and acceptance** of 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 (e.g., women, food sovereignty, human rights, education, environmental, 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, food arrangements, and itinerary set-up.

- Full set-up includes a \$504.00 administrative fee per person for a 10-day delegation.
- For delegations lasting longer than 10 days OR with five or fewer people, the administration fee is \$554 per person.
- There is an additional cost of \$200.00 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](mailto: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, and your vision 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** do you want to do **community homestays**
- We encourage US committees to invite 2-4 guests from their sister region or sister community to join the 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 in 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 do 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; 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 them to the SHARE ES office.
- **Finalize the delegate list and begin orientation for delegates. Delegates should start** on background reading (See below and the pre-delegate packet for resources).
- **All delegates** must complete an **online application**
- Email scanned copies of liability waivers to the Berkeley office at info@share-elsalvador.org. All travelers on SHARE delegations **MUST** sign waivers before departure.
- If your group chooses to **register with the US Embassy** online
- Once the fees are received, you **will receive** a **draft itinerary** based on your requests for review and modification. **FEEL FREE TO SUGGEST CHANGES!** The purpose of the draft itinerary is to allow everyone 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.

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 SHARE liability, and it should not be the coordinators' responsibility to monitor appropriate alcohol intake. It is also a sensitive issue here in El Salvador, and we want to respect cultural practices as much 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 five delegates and members of the host communities or region are present and familiar with the particular body of water. The ocean is entirely off-limits due to past incidents.
3. Since 2020, the COVID-19 pandemic has changed our way of life and how we relate to others. In the face of the waves of COVID-19 infections, it has been necessary to implement biosecurity measures to avoid contagion by coronavirus and continue with our activities of accompaniment and solidarity with the communities. Please check SHARE's to prevent COVID-19 during your visit to El Salvador.

## 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 developing 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
  - Pro-Vida, CONFRAS, Lawyers of Tutela Legal Maria Julia Hernández
  
3. Sister Region or Community
  - Homestays and visits to the region and a community
  - Meet Community Directive (Council)
  - Visit with local organizing groups- women, youth, pastoral, etc.
  - Learn about local issues/advocacy needs
  - Other activities recommended by the community
  - Hear Personal Testimonies
  
4. Miscellaneous
  - Time for rest and/or recreation
  - Group reflections and final evaluation
  - Minimum of 5 delegates, or combined with another US group.

## 2025 SHARE Delegation Budget Estimate

### Notes:

1. Please be prepared for minor adjustments along the way, such as an additional person or two being invited for a meal or minor changes 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 responsible for making all payments, collecting receipts, etc.
3. The guesthouse will have a safe place to store all money and passports.
4. All expenses should be paid directly in El Salvador except \$504.00 OR \$554 per delegate coordination fee and \$200.00 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 (\$175 per day)
- Coaster outside of San Salvador (the airport is outside of San Salvador) (\$150-250 per day)
- Optional tip for driver

### Lodging/ meals

- Lunch out in San Salvador (\$7-8)
- Meals in countryside (\$3.50)
- Night at guesthouse and breakfast next morning (\$35 -\$40)
- Additional breakfast at the guesthouse (\$8-\$10)
- Additional lunches and dinners at guesthouse (\$8-\$10)
- Optional tip for guesthouse workers

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

Between \$35 and \$50. These are not necessary for meetings with SHARE-funded local partners. Possible honorariums include UCA, Divina Providencia, Equipo Maiz, Tutela Legal, and other speakers or presenters.

### Facilitation and Coordination (translation) fee

\$200.00 per day (the 2-travel days count as 1 day), bring in cash to pay in El Salvador

### Set-up/Coordination fee

\$504.00 per delegate a 10-day )

OR \$554 per delegate (of OR with 5 or fewer people)

**Water** \$50 (depends on number of delegates)

**Incidentals:** \$60/person



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

**Tourist Card:** \$12, paid in the El Salvador Oscar Arnulfo Romero airport

**Other Activities:** Hiking, attending mass (offering), participating in incidence activities, community anniversaries, commemorative events, and other recreational activities.

### Sample Budget

Estimated Based Delegation Costs for a Ten Person Ten Day Delegation

| <b>SHARE Foundation<br/>Draft Delegation Budget</b> |                                 |                     |
|---|---------------------------------|---------------------|
| SHARE Administration Fee                            | \$504 x 10 delegates            | \$ 5,040.00         |
| Coordination and Facilitation (Translation) Fee     | \$200 x 9 days                  | \$ 1,800.00         |
| Transportation                                      | \$200/day x 10 days             | \$ 2,000.00         |
| Lodging   | \$35/10 delegates x 10 days     | \$ 3,500.00         |
| Food  | \$25/day/10 delegates x 10 days | \$ 2,500.00         |
| Miscellaneous                                       | Water, honorariums, etc.        | \$ 350.00           |
| Incidentals   | \$60/10 delegates               | \$ 600.00           |
|   | <b>GROUP TOTAL</b>              | <b>\$ 15,790.00</b> |
|   | <b>INDIVIDUAL TOTAL</b>         | <b>\$ 1,579.00</b>  |

\*\*\*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. 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 smartphone
  - 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://upside-down-world.org/>
  - <https://cispes.org/>
  - <https://voiceselsalvador.wordpress.com/>
  - [Tim's El Salvador blog- El Salvador Perspectives:](#)
  - <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!***