

Goals

- For students, staff, and mentors to arrive safely in Bahía de los Àngeles and get excited for the Intro to Research program.

Participants

Name	Role
Nalleli Arriaga	Volunteer Lead (not going on trip)
1. Jo Vance	Trip Lead/Resident Advisor
2. Tony Figueroa	Team Lead
3. Christina Contreras	PM Lead
4. Pilar Soria	Team Lead Support/PM Lead
5. Anai Novoa	Team Lead
6. Diego Aguilar	Student
7. Belen Alonso	Student
8. Carlos Beltran Rosas	Student
9. Alexandra Castillo Palma	Student
10. Cesar Gonzalez	Student
11. Mia Serna	Student
12. Brian Soto	Student
13. Sherly Torres Navarajo	Student
14. Anthony Zapata	Student
15. Katherine Avila Mejia	Student
16. Jasmine Roman	Student
17. Javier Sotelo	Student
18. Tatyanna Leonard	Student
19. David Chavez	Student
20. Brandon Gadea	Student
21. Dannia Maravilla	Student
22. Thiago Lima	Science Mentor
23. Amy Orduno-Baez	Science Mentor
24. Delia Barajas	Alumni Mentor
25. Joey Tamayo	Alumni Mentor
26. Rudy Vargas	Alumni Mentor
27. Irazema Islas	Alumni Mentor
Amy Wallen	Writer in Residence – Traveling Separate
Eber Lambert	Science Mentor – Traveling Separate
Five Star Tours	Contact: Alfonso Hernandez Phone Number: 619.869.5188 Will arrive at 7:30 am (confirmed)

Agenda

Day 0: Introduction to Research Program (Travel Day)		
Time	Task	Lead
6:30am	Pre-Trip Meeting Lead (MOD) and Student Lead arrive <ul style="list-style-type: none"> - Unlock building - Prepare for Students and Trip Leads to arrive <ul style="list-style-type: none"> o Jo- Bus Lead o Rudy- Volunteer Lead 	Jo, Isabel
6:45 am	All other staff arrive.	Tony, Pilar, Anai, Christina, Nalleli
6:45 am	Trip Lead Meeting with Student Lead <ul style="list-style-type: none"> - Cash check- Jo <ul style="list-style-type: none"> o Jo will ensure she has program cash o Keep cash concealed o Give to Carolina upon arrival - Passports- Isabel <ul style="list-style-type: none"> o Are for all students within the group traveling to be stored in a secure area (Car Captain) - Notarized forms for student travel- Isabel <ul style="list-style-type: none"> o Please give to Caro along with the passports upon arrival. These are copies of the original documents and are to be traveled with when returning to San Diego as an extra precaution. - Visa Paperwork- Jo <ul style="list-style-type: none"> o All of these visas were NOT prepaid. We must stop at the crossing for visas and get them stamped. o All student visas must be stamped when crossing the border at the Visa office. o Staff will also be included in this process o Visas for Volunteers will not have to be paid for because of the duration of time; however, they will need a visa. 	Jo, Isabel
6:45 am	Print out the final roster with emergency contact information for the Trip Lead Jo.	Isabel
6:45 am	Pack items into the bus. <ul style="list-style-type: none"> - Food and snacks for students. - Travel safety kits. Place in the lead vehicle. - Fill up water jugs. 	Pilar
6:55 am	Set up student check-in table. –Tony <ul style="list-style-type: none"> - 1 complete roster - Extra COVID tests Write out volunteer passengers in each van on a whiteboard – Nalleli Suburban 1: Rudy (Driver) & Thiago (Car Captain) <ol style="list-style-type: none"> 1. Amy Orduno-Baez 2. Delia Barajas 3. Joey Tamayo 4. Irazema Islas 	Tony, Isabel, Nalleli

	<p>Bus 2: Jo (Team Lead) & Pilar (Team Lead Support) 21 people</p> <ol style="list-style-type: none"> 1. 16 students 2. Christina Contreras 3. Tony Figueroa 4. Anai Novoa 	
7:00am	<p>Begin to check-in students.</p> <ul style="list-style-type: none"> - Ensure each students have a sleeping bag, hat, water bottle, sunglasses, and rash guard. - Call missing students. - Ensure all paperwork, including negative COVID test, is complete 	Pilar, Jo, Isabel
7:00am	<p>Begin to check-in Science Mentors.</p> <ul style="list-style-type: none"> - Ensure each SM has a sleeping bag, hat, water bottle, sunglasses, and rash guard. - Passport and visa, negative COVID test, is complete. - Direct them to what car they will be driving and/or riding in to place their luggage outside the vehicle. 	Nalleli
7:15am	<p>Direct packing of Suburban and Bus with luggage.</p> <ul style="list-style-type: none"> - For Suburban- hot temperatures, ensure travel safety kits are accessible. - Double check food is on the bus (lunches and water are packed). 	Tony, Rudy
7:30am	<p>Hold group Safety Meeting.</p> <ul style="list-style-type: none"> - See "Driving in Mexico Protocol." <ul style="list-style-type: none"> o Route we typically travel is updated below. - Review the listed equipment, policies, and procedures. <p>Remind all students – no charging of phones in the bus (unless they are in every seat, but not moving once on). You can charge your phones when you arrive at the field station. Isabel will contact your families when we arrive in BLA.</p>	Jo
7:30am	<p>Cross-check roster, student attendance, and confirm all remaining paperwork has been collected.</p> <ul style="list-style-type: none"> - Determine the final number of students 	Isabel
7:45am	<p>After the Safety Meeting, assign one person and one back-up person to send: "We crossed the border, got visas and are back in the bus!" & "We are in San Felipe!" text message to Carolina, Anne and Lindsay.</p> <ul style="list-style-type: none"> o Program Anne and Lindsay's numbers into phones. o They must set your phone to send text messages once we cross the border. 	Jo
7:55am	<p>All students load into vehicles</p>	Christina
7:45am	<p>Final check of vehicles.</p> <ul style="list-style-type: none"> • Double check that the bus has a complete roster w/ students, passports and notarized letters, lunch, and travel safety kit. • Check if student medications are needed to be immediately accessible. • Conduct roll call in each vehicle of staff, students, and mentors. • Confirm the order of the caravan and do a radio check. <ul style="list-style-type: none"> o Bus should have a bathroom on it however 	Jo

Day Zero Implementation Agenda

8:00 am	Trip departs for Bahia!	Jo, ALL
8:00 am	Suburban follows the bus route.	Rudy
Through out	Trip Lead conducts roll call in each Bus before leaving a stop.	Jo
Drive	<p>Use "Driving in Mexico Protocol" for directions, stops, etc.</p> <ul style="list-style-type: none"> - Bus will be going through the Tijuana border. - Bus will take a toll road until Ensenada and head east to San Felipe through the Ojo Negros route. (Highway 3) - Once the bus is in San Felipe, we continue south straight to Bahia. 	Jo

Day Zero Implementation Agenda

~5pm	Students arrive! <ul style="list-style-type: none"> - Show bus where to park. - Show Volunteers where to park. 	Anne
	Have a wow! moment <ul style="list-style-type: none"> - Bathroom break. - Facilitate staff introductions. - Bring students under the palapa for a quick photo. 	Caro, Shara,
	Greet mentors. <ul style="list-style-type: none"> - Provide access to WIFI to contact home. 	Anne
	Safe arrival messages. <ul style="list-style-type: none"> - Send "Safe Arrival" text to Isabel & Lindsay. 	Caro
	Transfer of student passports, visas, notarized letters, receipts, and cash from Jo to Caro.	Jo, Caro
6:30 pm	Dinner <ul style="list-style-type: none"> - See "See "Day 0: Travel Day" curriculum. 	Caro
7:30 pm	Mentor Meeting <ul style="list-style-type: none"> - Room & Shelf Assignments (Mentors and Staff) 	Anne
7:30 pm	Students unpack and organize shelves	Caro
8:00 pm	Welcome & Inspirational Talk <ul style="list-style-type: none"> - See "Day 0: Travel Day" curriculum 	Shara
	Team Lead Meeting <ul style="list-style-type: none"> - Utilize "Team Lead Arrival Day Protocol" <ul style="list-style-type: none"> o LI Manual: Part 4: Ocean Leader Intro to Research: Program Protocols- Team Leads 	Jeri, Anai, Tony
8:20 pm	Preview of Next Day <ul style="list-style-type: none"> - Review the schedule for the next day & wake-up time. 	Caro, All
8:25 pm	Sleep prep <ul style="list-style-type: none"> - See "Program Protocol - Bedtime" 	Christina, Pilar
9:00 pm	Bedtime <ul style="list-style-type: none"> - See "Program Protocol - Bedtime" 	Christina, Tony, Anai