

Goals

- For students and staff to arrive safely to Bahía de los Ángeles with excitement for the 10th grade program to begin.

Travel Participants

5 Staff, 23 Students

- Isabel to lead student check-in
- Angel to lead staff check-in, all logistics, and IA

#	Name	Role	Vehicle
1	Isabel Herrera	Trip Lead – Program Manager	Van 1 (15P)
2	Zayra Meza	Staff – PM Lead	Van 1 (15P)
3	Edwin	Student	Van 1 (15P)
4	Victoria	Student	Van 1 (15P)
5	Natania	Student	Van 1 (15P)
6	Jade	Student	Van 1 (15P)
7	Grace	Student	Van 1 (15P)
8	Eva S	Student	Van 1 (15P)
9	Gia	Student	Van 1 (15P)
10	Aleyda	Student	Van 1 (15P)
11	Alexander	Student	Van 1 (15P)
12	Saida	Student	Van 1 (15P)
13	Angel Soria	Trip Lead – Resident Advisor	Van 2 (8P)
14	Chris Castro	Staff – PM Lead	Van 2 (8P)
15	Yahir	Student	Van 2 (8P)
16	Yair	Student	Van 2 (8P)
17	Maggie	Student	Van 2 (8P)
18	Alexia	Student	Van 2 (8P)
19	Kendra	Student	Van 2 (8P)
20	Martin	Student	Van 2 (8P)
21	Susan Garcia	Staff – Team Lead	Van 3 (8P)
22	Miguel	Student	Van 3 (8P)
23	Alan	Student	Van 3 (8P)
24	Kevin	Student	Van 3 (8P)
25	William	Student	Van 3 (8P)
26	Carlos	Student	Van 3 (8P)
27	Paul	Student	Van 3 (8P)
28	Steven	Student	Van 3 (8P)

Prep

Task	Responsible
PO and Prep student lunch	Isabel
Passports, Medical Forms and Notary Forms	Angel

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Agenda

	Day 0: Introduction to Research Program (Travel Day)	
Time	Task	Lead
6:30am	Trip Leads & SD POC/MOD arrive <ul style="list-style-type: none"> - Unlock building - Prepare for Student and Trip Leads to arrive 	Susan T., Angel, Isabel
6:30am	All Staff arrive.	Susan G., Zayra, Chris
6:30am	Trip Lead Meeting with SD POC/MOD <ul style="list-style-type: none"> - Cash transfer (Angel, Susan T) <ul style="list-style-type: none"> o Angel to sign "Petty Cash Transfer Agreement" o Keep cash concealed o Give to Carolina upon arrival - Visual Passport Check for staff (Isabel) - Student Passports (Angel) <ul style="list-style-type: none"> o Are for all students within the group traveling, to be stored in a secure area (Trip Lead) - Notarized forms for student travel (Angel) <ul style="list-style-type: none"> o Please give to Carolina 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. - Copy of student visas and receipts if pre-purchased. (Angel) <ul style="list-style-type: none"> o If all of these Visas were prepaid. There is no need to pay for them once crossing the border. However, receipts must be shown with visas as proof of payment. o All student visas must be stamped when crossing the border at the Visa office. o Staff can go in with all Visas and student passports for stamping. 	Susan T., Angel
6:45am	Pack/prepare supplies into vehicle. <ul style="list-style-type: none"> - Travel safety kits. Place in the lead vehicle. - Fill up water jugs with ice and water. - Pack student Lunch food into individual vans. 	Zayra
6:45 am	Pack pens for the visa stop at the border.	Chris
6:45am	Set-up <ul style="list-style-type: none"> - 1 table with table cover - 1 white board with community building question: <ul style="list-style-type: none"> o What is one personal goal you have for this trip? o How do you think this trip might help you discover or share more about yourself? o Bus load time: 7:45am o Write what students are in which cars (see above) 	Susan G.
7:00am	Begin to check-in students <ul style="list-style-type: none"> - Ensure each student (VISUAL CHECK) <ul style="list-style-type: none"> o has a sleeping bag o are wearing their polo 	Isabel

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	<ul style="list-style-type: none"> ○ have a hat, water bottle, sunglasses, rash guard - Call missing student - Double check for notes of needed paperwork 	
7:00am	Review vehicle assignments & layout of day (if needed again) <ul style="list-style-type: none"> - See above 	Angel
7:10am	Hold group Safety Meeting <ul style="list-style-type: none"> - Order of Vehicles <ul style="list-style-type: none"> ○ Van 1 ○ Van 2 ○ Van 3 - Review the listed equipment, policies, procedures. <i>Remind all students and Parents – Angel will contact your families when we arrive in BLA.</i>	Angel, Susan T., ALL
7:20am	Cross-check roster, student attendance, and confirm all remaining paperwork has been collected. <ul style="list-style-type: none"> - Determine the final number of students 	Angel, Susan T.
7:25am	After the Safety Meeting Assign one person and one backup person to send texts to Susan T./Carolina regarding progress <ul style="list-style-type: none"> - They must set your phone to send text messages once we cross the border. - “We just crossed into Mexico” - “We are in San Felipe!” text message. Program Susan T.’s number into phones.	Angel, Isabel
7:30am	Circle up and do our Community Building. <ul style="list-style-type: none"> - Circle should be of students and staff. - Parents can be on the outer circle. - Emphasize our awesome journey ahead and ensure the student speaks loudly and projects. - All should share their name, role, and answer one of the CB questions. 	Isabel, Angel
7:40am	All students load into Vans.	Angel, Chris, Zayra, Susan
7:55am	Final check of vehicles. <ul style="list-style-type: none"> - Double check that lead vehicle has a complete roster w/ student passports and notarized letters, lunch, and travel safety kit. - Provide student medications to Trip Lead unless needed to be immediately accessible. - Conduct roll call in each vehicle of staff, students, and mentors. - Confirm order of caravan. 	Susan T.
7:55am	Vans will do a radio check and ensure car captains have staff member numbers programmed into their phones.	ALL
8:00am	Trip departs for Bahia!	ALL
Through out	Trip Lead conducts roll call in each vehicle prior to leaving a stop.	Angel

Upon arrival in Bahía de los Ángeles – use the “Day 0 Implementation Agenda”. This can be found in the “Ocean Leader Intro to Research curriculum.”

Time	Task	Lead
5:00pm	Student Arrival	All Staff
	- Show staff where to park vans	Anne
	- Unpack vans	Anne
	- Send “Safe Arrival” text to Angel to families & Pre-Trip Safety Meeting Lead	Carolina
	- Transfer of student passports, visas, notarized letters, receipts, and cash from Team Leads to Program Manager	Carolina
	- Bathroom break	Carolina
	- Walk down to beach (if time allows)	Carolina
	- Introductions/Name Game	Carolina
6:30PM	Dinner	Carolina
	- Have dinner as close to normal time as possible	
	- Welcome & Inspirational Talk	Carolina, Shara
	- Review next day’s agenda	Carolina
7:15PM	Dorm Assignments & Unpack	
	- Dorm/shelf assignments	Carolina
	- Unpack and organize shelves)	
8:10PM	Review Sleep Prep & Expectations	
	- See “Program Protocol – Bedtime”	Carolina, Anne
	- Review how to move and set-up cots	
	- Review sleeping areas	
8:30PM	Sleep Prep	
	- See “Program Protocol – Bedtime” (PM Leads)	Jared, Chris
8:30PM	Bedtime	
	- See “Program Protocol – Bedtime” (PM Leads)	Jared, Jenn
9:00PM	Sleep	

Supplies:

- Bag of pens
- Passports, notary forms, cash, fit to travel (Angel)
- Water jugs with ice
- Student lunch
- Staff personal gear
 - Should be backed in the mentor car for anything you won't need on the ride. We need staff to carry documents, water jugs, and student lunches. You will need your personal items and your own lunch if you bring one.
- Table with Ocean Discovery Table Cover