***Please save this file where you could find it for future reference.***

**FORMS-** Attached are the following forms and their due dates.  We suggest you return the forms via email.

* Form 1: Registration Form – (due 6 weeks before arrival*)***.**This form is important for booking lodging and planning your itinerary.  Also note that in 2024, the new rate is $115/person/night. \* (Unfortunately in 2026 the new rate will be $125 per person/night)
* Form 2: Release Form *–* (due 2 weeks before arrival) *(Note there are separate forms for Adults and Minors)*
* Suggested Reading list
* Packing list

**LODGING:** The address where you will be staying is at **1205 N Stanton St, El Paso, TX 79902.** The accommodation consists of 7 apartments of various configurations ranging between two beds or 3 beds per room. In general, there is one bathroom per every two rooms.

**GROUP SIZE –** We can accommodate up to 24 people depending on numbers of male, female guests and staff.  If you have a smaller group, we may schedule you concurrently with another group. 

**TRANSPORTATION -** Each group needs to arrange its own transportation.  For groups going to Juarez, we recommend renting a van from these two places as they have the appropriate automobile insurance:

* Affordable Vans, 8119 Alameda Ave, 915-587-4042 (open Monday-Friday)
* Custom Vans, 131 Yarbrough, 915-860-8267 (open Monday-Saturday)

**INSURANCE-** Each group needs to send a certificate of insurance naming The Encuentro Project, 602 S. Oregon, El Paso, TX 79901, as additional Named-Insured. This needs to be sent to us prior to the group’s arrival.

**MEALS-** Breakfast, and evening meals (catered by local restaurants) are included.  However, the cost of lunch is the responsibility of the group. Usually, this cost approximately $12-15 per person in establishments favored by guests.  Please inform the Encuentro team shepherd, who is with you, if your organization will cover the meal or if the group prefers separate checks (if separately, please organize amongst yourselves to minimize the number of separate payments in-order to streamline how long it takes to pay).

**SHELTER OE OTHER EXPERIENCES – You may be aware as of Jan 21 the border is closed.** We will attempt to provide an “Encuentro” with migrants by being present and serving migrants at one or more locations in El Paso and Juarez.  This may entail: preparing travel and other nutrient rich bags, meeting with migrants in safe locations either in parish halls or participate in a Ministry of Presence as court observers attending an immigration hearing.

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**PRAYERS AND REFLECTIONS-** Encuentro staff will usually conduct a short debrief at the end of the day. Additionally, we ask each group to prepare prayers and evening reflections.  If the group has any handouts for the reflections, we would appreciate you giving us a please give us a copy to build up our library.