



## Team Member Guidelines

### Haiti Lifeline Ministries

#### **BEFORE THE TRIP**

Once you have committed to go on a trip to Haiti Lifeline, there are several ways you can prepare yourself and help make the trip a success.

First of all, pray. Pray for your heart, the hearts of fellow team members and the hearts of those we are going to serve. Pray for an attitude of humility and a desire to serve. Pray for safety and smooth travels. Remember to pray for the kids at the orphanage and those running it (Daniel and primarily Nicole).

There are also several practical, necessary ways to prepare:

1. Make sure you have a passport. Make sure your passport date is valid past your team travel dates. First time passport applicants see:  
[http://travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html)
2. Once you have your passport – make 2 copies of the page that has your picture and information on it. You should leave one at home with your family and take one with you to Haiti. Don't lose your passport!
3. If you have not sent a copy of your passport with your application, please mail a copy of the passport picture page to the HLM Office or email it to [contact@haitilifeline.org](mailto:contact@haitilifeline.org). This information is extremely important and it must be accurate for purchasing plane tickets.
4. Make sure your tetanus shot is up to date. **See also "Immunization / Medical Information" below.**
5. Ask your team leader if there is anything they need help with. If not, pray for them!
6. We highly recommend the book "When Helping Hurts" (by Steven Corbett & Brian Fikkert) to gain some insight and perspective on alleviating poverty and working with impoverished people. You may purchase this book on Amazon or borrow it from the HLM office. Email [contact@haitilifeline.org](mailto:contact@haitilifeline.org) if you are interested.

## **YOUR TEAM**

1. **Every team has qualified, experienced, and capable leaders that have prayerfully committed to the responsibility of leading your trip. Please observe their leadership during your trip and give them your respect and trust as they sometimes have to make difficult decisions to ensure your safety and the greatest potential impact for your mission team. If they make a decision, please don't question it in divisive ways, but respectfully communicate with them directly. If you need to appeal one of their decisions, speak with them directly and ask your team leader if they would make the appeal along with you to either Nicole or the American missionary. Never go directly to Nicole or the American missionary to seek an alternate opinion when given a directive from your leader, unless there is an emergency.**
2. Remember each team leader has their own personality and way of leading. If you have been to Lifeline more than once, try not to compare past experiences or past team leadership styles with your current leader.
3. Any Haiti Lifeline missionary living at the orphanage full-time has ultimate authority to decide what is permissible/acceptable/recommended in terms of practices, behavior, or even simple logistics of daily life. They have the extended responsibility of discipling the children of the orphanage after the American teams have gone, so please do anything possible to encourage and not frustrate their role at Lifeline.
4. Nicole is the final boss, of course. The buck stops with her. Please let your team leaders and the Lifeline missionary consult with her on itineraries or plans for the team. Otherwise, feel free to get to know her heart for the mission and give her as much encouragement and love as possible!

## **FOOD / BEVERAGE**

1. Bottled water and ice are available and plentiful. Both are pure and should not cause digestive issues. While the well water at the orphanage has been tested by an American lab as safe for drinking, we recommend always drinking bottled (or filtered) water out of the guesthouse.
2. Our team water is not for the children. They have their own well water and can drink it without any health concerns. Please say "no" if they ask you for your water (or ice), since this can quickly result in a large water bill for the team.
3. Coffee is available in the morning and can be made at other times during the day if someone is in need of it.
4. Any Haitian meal that is served is not "off the street" and is safe for our delicate American digestive systems.
5. A signup sheet will be available for kitchen clean-up after each meal.
6. All fruits and veggies served to us at the orphanage are properly washed.

## FACILITIES

1. The generator turns on around 6 am and is turned off at 10 pm, or whenever everyone is finished showering in the evening. Public electricity is sporadic and unreliable.
2. Fully equipped American-style showers are available at the orphanage. Be prepared to keep showers short to conserve water and heating!
3. Rooms are equipped with standard outlets.
4. Some rooms have air conditioning or fans. If you have A/C, please remember to turn it off when you're not staying in the room for a reasonable amount of time.
5. Do NOT flush toilet paper. Buckets are provided in each bathroom for disposal of paper items.
6. Towels are available at Lifeline.
7. First aid kits are available at all times. Sunscreen and bug spray may also be available (but we recommend that you also pack these items, just in case).
8. In the event of an emergency, there is quick access to the US Embassy and the airport.
9. Hand sanitizer is available in abundance.
10. Wireless internet is available to the team on a limited basis. Your team leader will tell you when the internet will be on (usually in the evening after the kids have gone to bed). Please try to limit your time on the internet. Remember, this is a great time to bond with the kids and your other team members!

## CLOTHING

1. Remember that Haiti will be warmer & more humid than most US locations. Remember that there will likely be no air conditioning during your stay (except in those limited rooms mentioned above). Light, airy clothing will be in order.
2. **There is a dress code during trips to the orphanage. For cultural reasons, Nicole has asked that men wear long pants (jeans, khakis, etc) and women wear skirts that are at least knee-length during the days. Also, no tank tops or spaghetti straps. However, in the evening, once work is over, shorts (around knee-length) can be worn by all. The children at the orphanage are typically required to abide by this dress code, so we do not want to tempt them to desire a different standard.**
3. Medical Scrubs are appropriate clothing for medical-related trips
4. According to the practice of the local Haitian church, please limit jewelry to the bare minimum out of respect for Nicole (e.g. stud earrings, wedding rings, simple necklaces, etc.)
5. If there is a beach visit on your trip, please stick to appropriate swimsuits (plenty of coverage) without drawing extra attention to any features such as body piercings, extravagant tattoos, etc. Remember that Haitian culture is much more conservative in general when it comes to clothing than our culture in the US.
6. Laundry services will be available throughout the week for a small fee. Your team leader will inform you when laundry is available.
7. Remember to dress appropriately for travel to and from the United States. Weather conditions may be very different, depending on the time of year you are traveling.

## **MISC. ITEMS TO BRING**

1. Pillow and bedding. Depending on flight schedules, you may need to spend some time sleeping in an airport or two. At the orphanage, the beds typically are fitted with sheets. You may bring your own bedding as well, but remember you will probably not desire much more than sheets as it will be warm.
2. Earplugs. If you are a light sleeper, earplugs or an ipod would be good to have. You'll soon discover that nights are not silent in Haiti with the various roosters crowing, dogs barking, and possibly men snoring.
3. Money: More than likely there will be 2-3 flights both directions, meaning there may be a need/desire to purchase food/drink in the airports. Also, you will likely have an opportunity at some point to purchase Haitian souvenirs. There will also be an opportunity to give towards the offering at a Haitian church service. The amount you bring is up to your discretion, however, many have found \$100/per person to be sufficient for travel food and souvenirs. We recommend bringing small bills.
4. Gifts for kids (please see "Kid Interaction Recommendation" form) – Gifts need to be approved by the team leader. If you desire to take a gift, we recommend taking something small for **all of the kids**. Otherwise, we recommend taking a note and/or a family picture to give out. Please use discretion when handing out any gift and ask the American missionary when an appropriate time to do this would be. We, as Americans, do not fully understand the social structure at the orphanage and we do not want to cause undue problems with the children, which can often happen by handing out gifts improperly.
5. Cameras: the orphanage children are very trustworthy with items such as cameras, video cameras, etc. They love to have their picture taken and love to take pictures of you and others. Feel free to bring these items. When village children are present for school, however, you should not leave anything valuable out in the open. Also, please be aware that while the children are typically careful with these items they also do not know how to operate them properly and several people have had pictures deleted.
6. Other electronics: please limit electronic usage during your time in Haiti. We ask that team members store and use their electronic devices (besides cameras) inside the guesthouse while kids are not present. This is a great opportunity to spend quality time with the kids and to "unplug" for a few days. There may be opportunities for you to bond with the kids using electronics provided by Lifeline.

## **HOW TO PACK**

1. The goal should be to get all of your clothes and personal items in your carry-on baggage. Check the current size/weight limitations with the airline.
2. The team tries to save most of the checked baggage to transport food and supplies to the orphanage (100 lbs of free shipping per person!). However, if you cannot get everything in your carry-on, contact your team leader and arrangements can be made with others to pack items together in a checked bag. It would be wise to have your checked items labeled somehow.

## RECOMMENDED PACKING LIST

Clothing (women)	Clothing (men)	Toiletries (travel sizes)	Food/Drink	Misc.
knee-length skirts	pants	shampoo	water bottle	Passport
shirts with sleeves	t-shirts	conditioner	snacks as desired	Meds (refer to medical info below)
longer shorts (for sleeping)	shorts (for sleeping)	soap		flashlight
skirts and shirts for painting	1 nice pants/shirt combo for church	sunscreen		earplugs (if you are a light sleeper)
1 nice skirt/shirt combo for church	sandals	bug spray		cash (small bills)
sandals	work shoes	deodorant		camera
work shoes	Modest Swimwear			Bible
Modest swimwear				

1. Please remember that you will likely get dirty doing work projects, playing with kids, and other various activities. Please pack accordingly.
2. It is up to you whether you wish to pack enough clothes to wear every day without doing laundry, or if you wish to pack fewer clothes and plan on washing them throughout the week.
3. Remember: all liquids need to meet TSA standards. Bug spray or other aerosol products may need to be packed in checked baggage, along with any other items that do not meet TSA standards. Contact your team leader if you need space in the checked luggage.

### **DAILY SCHEDULE** (This is an approximation and is likely to change.)

Approximate Daily schedule:

**7:30** - breakfast

**8:30** - work projects\*

**12:30** - lunch

**1:30** - work projects\*

**6:00** - dinner

**7:00** - time with the kids - singing/snack time

**8:00** - devotions with the older kids

**8:30** - team devotions

**10:00** – generator turned off for the night

*\*work projects depend on the team focus*

## **IMMUNIZATION/MEDICATION INFO**

The CDC recommends that you check with your healthcare provider to make sure you are up to date on all routine vaccinations, including Measles, Mumps, Rubella (MMR), Diphtheria/Pertussis/Tetanus (DPT or DTaP), Polio virus, etc.

Tetanus is needed every 10 years.

The CDC also recommends that you are immunized against the following to travel to Haiti (required by HLM for Medical Teams):

Hepatitis A which is a series of 2 shots 6 months apart (this form of Hepatitis is usually transmitted through food and water). After you receive the 2 doses 6 months apart of this vaccine, you are generally immunized for 10 years. Note: Hepatitis A has been recommended since 2007, so your children may already be vaccinated for it.

Hepatitis B is a series of 3 shots (one shot to start series, one dose repeated 2 months after the first dose, and the last dose given 6 months after the 1<sup>st</sup> dose). This is generally transmitted via blood or body fluids (if you had an injury and had to be treated in a Haitian hospital you might be exposed to this or if you were taking care of people in a medical fashion in Haiti). Hepatitis B has been recommended since 1991, so most children born since 1991 have had it. If you have had it and it has been a while or you are concerned about immunity, you can get a titer done (a blood draw to determine immunity).

Typhoid vaccine gives increased immunity if given in the “live” -oral form, so that is what is recommended. It is a capsule that you take every other day for 4 doses. Take at bedtime to reduce tummy upset! The oral medication cannot be given to children under the age of 6. This immunity lasts for 5 years. The shot form given to children less than 6 years lasts for 3 years.

The sooner you do your immunizations the better. You do not need all the doses for immunity to travel to Haiti, you just need these for longer term immunity.

The CDC recommends taking an anti-malaria medication prior to and during travel. We also recommend taking Cipro (an antibiotic that is helpful for bacteria of the bowel, bladder, sinuses and other body systems) if you are not allergic, and a general pain medicine like Ibuprofen or Tylenol. If you have trouble sleeping or flying you may need medications for this.

**While the CDC does recommend all of the above, many have traveled to Haiti with only a tetanus shot and have had no medical issues. Aside from the tetanus shot (and Hep A & B for medical related teams), all other immunizations and medications are up to personal discretion, between you and your family.**

## **WHEN YOU GET TO HAITI**

1. Remember to stay together as a group at all times, especially once you arrive in the Haitian airport. Do exactly as your team leader tells you to do. He will likely have a Haitian contact at the airport and will be working with a Haitian "boss-man" to help get the luggage to the truck. It will be somewhat chaotic outside customs. Just stay together and keep a hand on your luggage and any checked bags you are responsible for the entire time. Don't let anyone take your bags at the airport unless your team leader approves.
2. Be courteous when taking pictures. Some older Haitians may think it is rude to have a group of Americans snapping pictures of their poverty. Remember we are in a foreign country and we need to respect our hosts.
3. Upon arrival at the orphanage, it may take a bit of time to get luggage sorted out and make sleeping arrangements. Remember, in Haiti patience is key. Other cultures, especially Caribbean cultures, may not view time the way that we Americans do.
4. If you go into the city to collect supplies stay with your team leader and group.
5. Never go to the gate at night or out into the city by yourself or without permission.
6. Keep praying during the trip and once you arrive back in the USA.

We are thankful for your willingness to serve the Lord and the children of Haiti Lifeline through the sacrifice of your time and resources. As you prepare for and go through your trip to Haiti, know that you are being prayed for by many people.

*We go, hoping to change the life of a child. We return, finding our own lives have been forever changed.*

### A Final Word Concerning Tax-Deductions

As a volunteer serving in an overseas ministry under the auspices of Haiti Lifeline Ministries, Inc., you may be able to claim your out-of-pocket expenses related to your mission trip ministry as deductions for US tax purposes. According to the income tax code, expenses incurred on a bona fide volunteer mission trip may be considered a tax deductible, charitable contribution; provided you keep adequate records and you itemize expenses on your income tax return. You may deduct reasonable expenses for transportation to and from your home and the place where you go on the mission trip. You may also deduct reasonable payments for necessary meals and lodging while you are away from home overnight giving your services to a qualified, non-profit organization. You cannot deduct expenses for sightseeing or other "tourist type" activities you engage in while on your mission trip. You cannot deduct travel, meals, lodging or other expenses for your spouse or children, if they are not active participants in the volunteer activity as well (Information from IRS Publication 526, 1980 ed., p. 2). Generally, traveling expenses "including meals and lodging" of a tax payer who travels outside the United States must be allocated between time spent on the trip for business and time spent for pleasure. Participants should document records with this statement in mind (CCH, 1994 Master Tax Guide, paragraph 955). To secure a receipt for tax deduction purposes, all contributions for your mission trip should be made through your local church or directly through Haiti Lifeline Ministries, Inc.