

HANDS OF HOPE FOUNDATION

Hope for Liberia 2018 Trip Overview

Overview-Itinerary-Basic Information & Application Packet (edition 9/14/17)

OVERVIEW:

Hands of Hope Foundation is heading out for its 8th Liberian Outreach from March 8-19 in Liberia, West Africa. The **Hands of Hope Foundation** is about **Offering Hope in Christ** according to 1 Peter 3:15 by striving to be ambassadors of Christ in both word and deed. The foundation is not just an organization coming from the outside to help, but we are also **Hands of Hope Foundation Liberia**, a Liberian NGO "Non-Governmental Organization", partnering to help our brothers and sisters from inside Liberia. Since 2008, we have been assisting the Liberian people in restoring hope and recovering from 15 years of devastating civil war. Hands of Hope has been collaborating over the years with governmental leaders and partnering with the Liberia Annual Conference of the United Methodist Church (LAC-UMC). Through, the efforts of our Hands of Hope Foundation Liberia NGO and HOH National Director, Rev. Paye Cooper Mondolo, we continue to develop a strong ministry presence through the creation of the Weala Mission Station (WMS), partnership on church building, education, safe-drinking, clinic-medical and



agricultural initiatives. We boldly declare that God has been doing an amazing thing since we began working there in 2008.

From where have we come? In 2008, there was only one traditional hard-structure church building left standing after the war in the Weala district. At that time, there was no district center, no transportation for the Superintendent, no fresh water wells, no medical services, and no schools in the area. Since then, we have seen a rubber tree farm become a great source of hope, bringing healing and recovery for the people of Liberia in this region of Margibi County. In the last few years, we have participated in rebuilding several war-torn churches. We have held crusades to launch new churches, and provided support for the birth of the John Wesley K-12 School and the Hope Scholar Program. We have also been involved in providing for fresh



Rev. Dr. Troy D. Benitone, Community of Faith Church & Executive Director/Hands of Hope Foundation
5208 Meadowland Parkway, Marion, Illinois 62959 • Phone (618) 997-2940 • Fax (618) 997-9702

E-mail: Troy@hohfoundation.org • Web site: www.hohfoundation.org

water wells at the Weala Mission Station and at new churches we have launched over the last 7 years. The school already boasts nearly 1,000 students. We, along with our partners, established a new district office and parsonage, as well as equipping and launching the Weala UMC Medical-Surgical Center, and we are celebrating our fourth free medical outreach to the region this year. In 2011, we provided medical and ophthalmologic treatment through our clinics, connecting with over 1,000 people in the region. In 2012, 2013, 2014 & 2016, our teams have grown and we have held medical-surgical-optical-dental clinic outreaches to thousands, each with an increasing level of service. The highlight of our 2014 outreach was the completion and dedication of the Weala Medical-Surgical Center. In 2015, we provided Ebola Response Support through 5-40ft medical and relief supply containers, along with various other financial, logistical and Ebola community education efforts. Through the entire crisis or Weala UMC Medical-Surgical Center was the only such center to remain open in the Margibi County state and one of a handful in the entire nation. In 2016, we returned to provide Medical-Surgical & Educational relief activities in post-Ebola recovering Liberia.



We have also been honored to partner with our Weala District friends and the LAC-UMC in constructing and/or starting churches in St. Thomas, Freeman Reserve, Grimes Farms, CD Sherman, 2nd Kieyea (*Gbanga District*), Bong Mines, Totota, Salala, Village #7, Kpakoloyah and Jennietta. Through the incredible leadership of the LAC-UMC, the Weala District, and local church leaders, each of these churches serve as station churches that also establish additional communities of faith around them called preaching points. Salala, Totota, and Village #7 are some of the fastest growing churches in the Conference. In just the last five years, we have seen the Weala district grow from 11,000 to over 48,000 members. Praise be to GOD!

Through our **Hope Scholars Program**, we have facilitated the sponsorship of some 150+ students in K-12 programs, with most attending the Weala based, John Wesley School in the last 5 years. We, also have some 36+ students in our Vo-Tech and Collegiate program attending Liberia Institutions of higher learning, in our first 7 years. These Hope Scholars are being trained to become nurse assistants, nurses, physician assistants, medical techs, doctors, teachers, agriculturalist, pastors and more. For every year we fund the scholar, a year of service will be repaid by serving in the school, clinic or church after the degree is completed.



We have also been involved in providing for fresh water wells at the WMS and at the new church starts. All of this said, these are just a sample of how God is using the **Hands of Hope Foundation** along with so many great volunteers, donors and partner churches to *Offer Hope*

for Christ for the people of Liberia! You can see more about Hands of Hope Foundation and its work both here and abroad by going to our website at www.hohfoundation.org.

Over the years, Hands of Hope Foundation has had more than 250 people join us on such outreaches and we have seen God do some amazing things. If you want to do some more in-depth review about a Hands of Hope Outreach experience, you can go to our website at WWW.HOHFOUNDATION.ORG. You can find a lot about our work in Liberia and beyond on our:

- ABOUT US page under the History Page and Trip Report sections on our website.
- There is also good information on our work in Liberia on our GLOBAL PROJECTS page under the Liberia section.
- There is a comprehensive ***HOH Informational Summary PDF*** that you can download by clicking on the download link on our ABOUT US- History Page.

The cost for going is \$3,500. This covers the team member's airfare, Chicago to Liberia, transportation, lodging, food and all in-country cost of ministry and events. The Hands of Hope Foundation is a non-for-profit 501©3 tax-exempt foundation in Illinois. Make checks payable to ***Hands of Hope Foundation*** and in the memo designate the Liberia 2018 trip and the team member's name. You can also register and pay online at www.hohfoundation.org. If you have further questions or would like additional information, please feel free to contact Pastor Troy (*office: 618-997-2040, cell: 217-725-7565 or by email at Troy@hohfoundation.org.*)

We hope that you will seek God and pray about joining our Liberia 2018 Team for an outreach experience of a life time, as we literally *Offer Hope in Christ* to the entire Nation of Liberia.

In the Grip of the Carpenter- Mark 6:3

Pastor Troy

2 MINISTRY TEAM, 2 DIFFERENT EXPERIENCE- 1 AMAZING TRIP:

In 2018, we have 2 Ministry Teams with 2 Different Experiences available. We will also have an Advance Lead Team that will be there for the entire outreach, offering continuity and support to all teams as they come in outreach. *Troy Benitone, HOH Executive Director, will be supervising the entire trip. HOH MED-SURGICAL TEAM #1 will be led by Dr. Jeff Parks, HOH Medical Director and Dr. Ukeme Umana, HOH Surgical Director and will focus on med-surgical work based out of our Weala Medical Center & Boway Clinic. HOH EDUCATIONAL TEAM #2 will be led by Rev. Steve McKeown and will focus on work in the Village of Boway.*

Both teams will depart together from Chicago on Thursday, March 8 and return to Chicago on Monday, March 19. *There will be a planned departure and return time for each group from Marion, IL and other points as warrant, based on the groups going from various locations, to allow for drive time to Chicago and to be checked-in 3 hours before departure. This will be arranged for each group.*

HOH MED-SURGICAL TEAM #1

HOH Med-Surgical Team #1: (March 8-19) If you would like to be a part of this General & Eye Med-Surgical Experience at the Weala Medical Center, Dr. Jeff Parks, HOH Medical Director and Dr. Ukeme Umana, HOH Chief of Surgery, would like to invite you to join team #1. The Med-Surgical Team will also have the opportunity to be a part of a couple of HOH ministry-crusade outreach events, but will focus its work on the Med-Surgical Outreach. *We are looking for Nurses, Physician Assistants, Doctors, Surgeons, Anesthesiologists, Nurse Anesthetists, Medical Technicians, Ultra Sound Techs, Lab Technicians, Pharmacists, Medical students of all fields, Builders, Mechanical Engineers, Administrators, Logistics, Prayer Warriors, and other non-medical support members etc... and all that have a heart for the work of medical outreach are invited to be a part of this outreach team.*

HOH EDUCATIONAL TEAM #2

HOH EDUCATIONAL-WELL-AG TEAM #2: (March 8-19) If you would like to be a part of the Educational Experience in the Village of Boway, Rev. Steve McKeown, would like to invite you to join team #2. This team will focus on our Education partnership initiative through our partnership with the tribal leaders in the Village of Boway in Bong County. *The Educational Team will be composed of Educators, Administrators, Logistics, Prayer Warriors, Well Specialists, Agricultural Specialist, Pastors, Counselors, Evangelists, Mechanical/Building Engineers, Basic Medical Support, etc... and all that have a heart for the work of the Gospel.*

ITINERARY:

HOH MED-SURGICAL TEAM #1 (March 8-19)

The HOH Med-Surgical Team #1 will be composed of Nurses, Physician Assistants, Doctors, Surgeons, Anesthesiologists, Nurse Anesthetists, Medical Technicians, Ultra Sound Techs, Lab Technicians, Pharmacists, Medical students of all fields, Builders, Mechanical Engineers, Administrators, Logistics, Prayer Warriors, and other non-medical support members etc... and all that have a heart for the work of medical outreach are invited to be a part of this outreach team.

1. Mar 8 (Thur) Leave COF, Marion IL 4am fly out of Chicago-ORD
2. Mar 9 (Fri) Arrive ROB, Housing/1st mtg.
3. Mar 10 (Sat) Orientation & Med-Surgical Set-up Day #1
4. Mar 11 (Sun) Worship-Welcome Svc/Set-up Day #2
5. Mar 12 (Mon) Med-Surgical Day #1
6. Mar 13 (Tues) Med-Surgical Day #2
7. Mar 14 (Wed) Med-Surgical Day #3, Crusade Night
8. Mar 15 (Thur) Med-Surgical Day #4
9. Mar 16 (Fri) Med-Surgical Day #5, Crusade Night
10. Mar 17 (Sat) Med-Surgical Day #6 (½ Day) & Wrap-up
11. Mar 18 (Sun) Closing Svc, Dinner & Depart ROB
12. Mar 19 (Mon) Arrive Chicago-ORD and return to COF

HOH EDUCATIONAL-WELL-AG TEAM #2 (March 8-19)

The Educational-Well-AG Team will be composed of Educators, Administrators, Logistics, Prayer Warriors, Well Specialists, Agricultural Specialist, Pastors, Counselors, Evangelists, Mechanical/Building Engineers, Basic Medical Support, etc... and all that have a heart for the work of the Gospel.

1. Mar 24 (Thur) Leave COF, Marion IL 4am fly out of Chicago-ORD
2. Mar 25 (Fri) Arrive Monrovia-ROB, Housing/1st mtg.
3. Mar 26 (Sat) Orientation & Set-up Day Day #1
4. Mar 27 (Sun) Worship-Welcome Svc/Day #2
5. Mar 28 (Mon) Education Day #3
6. Mar 29 (Tues) Education Day #4
7. Mar 30 (Wed) Education Day #5
8. Mar 31 (Thur) Education Day #6
9. Apr 1 (Fri) Education Day #7, Crusade Night
10. Apr 2 (Sat) Wrap-up Day #8
11. Apr 3 (Sun) Closing Svc, Dinner & Depart ROB
12. Apr 4 (Mon) Arrive Chicago-ORD and return to COF

BASIC INFORMATION:

1. Leadership Structure.

- Rev. Dr. Troy Benitone- HOH Executive Director (Troy@hohfoundation.org)
- Rev. Paye Cooper Mondolo- HOH Liberia National Director (Paye@hohfoundation.org)
- Tracy Lake- HOH Treasurer (Tracy@hohfoundation.org)
- Sadye Moore- HOH Executive Assistant to Pastor Troy (Sadye@cofchurch.org)
- Donna Kraniewski- Load, Luggage and Medical Supplies Coordinator (Donna@hohfoundation.org)
- Dr. Jeff Parks- HOH Chief Medical Officer and Team #1 Co-Leader (Jeff@hohfoundation.org)
- Dr. Ukeme Umana- HOH Chief of Surgery and Team #1 Co-Leader (Umana@hohfoundation.org)
- Valerie Fry- HOH Hope Scholar Education Director (Valerie@hohfoundation.org)
- Rev. Steve McKeown- HOH Educational Team #2 Leader (stevenmqn@gmail.com)

2. Here are a few of our basic rules:

- **COMMUNICATION IS SO IMPORTANT**---Because of the complexity of arrangements and number of people attending this outreach, **IT IS ESSENTIAL THAT EACH TEAM MEMBER ANSWER THEIR EMAIL MESSAGES FROM REV. TROY, BETH DUSCH or DONNA KRANIEWSKI as soon as possible** and keep them checked throughout the process. This team handles all of the travel arrangements, documentations, and luggage & crusade-medical supply logistics. Important information and requests will be sent out. Please read in their entirety. Your delay of responding or getting us crucial documents can literally cause us a train wreck, especially in dealing with some 100+ people that will be traveling on our 4 different teams. The complexity is mind boggling!
- **WHEN ALL ELSE FAILS**--It is simple, just follow the directions of your Team Leader in Liberia, whether it is the direction of the leaders listed above, or the assigned vehicle or group leader for the day. Liberia can be a place of confusion. If we will all drop back and allow the leader to work through things without distraction, everything will be fine. Our leaders are all experienced in the Liberian culture, pace and protocol. We have done great on every outreach since 2009 with these guidelines. It is important that we run all of our actions through our Director or Team Leaders who will communicate with Rev. Paye Cooper Mondolo about what is appropriate.
- **We have a simple rule called "The Liberian Rule"**: It means, if someone asks you to give them something or you want to do something else on your own as you are moved by your heart (AND YOU WILL BE EVERY DAY!), even though there is freedom in Christ, we have chosen to live that freedom out as people under authority. We ask that you check with your leader first, whether Pastor Troy or your area leader, before committing to anything! Even if you can meet the need at that time, you expose us all and put targets on the back of every American on the trip, and the ones yet to come. If they think we are all Santa Clause, they will treat us like so. Remember, we are here as Jesus' servants, and our leaders have been here before and know the protocol for checking out the appropriateness of us responding to a need. **MAKE NO PROMISES**, but state you will have your leader pass the need on to Rev. Paye Cooper Mondolo, our Host DS. This is Rev. Paye Cooper Mondolo's parish and our safety and well-being is his responsibility and is taken very seriously. Before you make any decision or take any action, it should go through our process, and that does not mean everyone asks him for themselves. There are many, many things happening behind the scenes, and discernment, timing and chain of command are very important on this trip. There is **SO MUCH NEED THERE and WE CAN'T FIX IT ALL**. But we can come to do what we **PLANNED TO DO**. Remember, you have taken time off from your family, your work and spent many dollars to come and serve. Your presence is a **GREAT GIFT**, be comfortable resting in that. Should you want to go another mile, please follow **"The Liberian Rule."** Keep your eyes focused on the main task we have come to do and rest in the LORD with that! We aren't their saviors- His name is JESUS!

- **Room assignments for housing:** will be set by the HOH Executive Director, Administrative Director or Group's Team Leader. There will be some shared rooms to facilitate our size of a group. However, once those arrangements are set there should be no room changes unless approved by these leaders. Everyone needs their personal space on this trip, and it is important to recognize that, and putting someone in an awkward spur of the moment decision can be damaging to our trip relationships, as there are many dynamics considered in making these decisions. Changes can be made, just talk with your leaders first!
 - **Morning devotion and evening small group wrap-ups are required activities for all goers unless you are excused for a ministry activity or illness by the Team Leader.** We will meet for a centering devotion before or at breakfast each morning, and we will have small group wrap-ups and debrief before we go to bed. It was suggested that it would be nice to have some other special quiet times. With all due respect, I was trained by Rev. Fred Bishop of No Greater Love Ministries and he taught me that this is no problem at all. Just realize you can take all the time you want for personal quiet time and devotion following our wrap-up meeting each night and before we meet for breakfast in the morning. You should have 5-8 hours available while we sleep. More importantly, let me suggest that you come having already prepared yourself spiritually, to the point that only a warm-up devotion is needed each morning. The gifts and talents we bring are a scarce resource in Liberia; we will work extremely hard and long, and we will all have plenty of time for reflection on our flight home and the days afterward. Your presence there literally will mean life and eternal life to so many. Let's make hay while the Son of God is shining on Liberia and we can reflect on our activities and ponder of the goodness of God when we complete our mission for Him and are back in our homes.
 - **We highly recommend journaling on the trip.**
 - **Be on time, but understand Liberia:** We will be in a hurry to be on time and then almost always leave late. Just take a deep breath and relax. The longer we have to look for missing people or stragglers, the longer the whole team is held up and ministry opportunities are missed.
 - **We will make plans and then change them at the last minute.** We are not confused, or trying to aggravate you, it is simply Liberia and the Holy Spirit will lead us in His Holy Time, we never want to be early or late, just in His perfect time.
 - **Our Itinerary may change once we are in a ministry setting to take advantage of an opportunity or to adjust to a more beneficial path.** Our leadership team knows the Liberian people and culture well, and will work through things with Rev. Mondolo and his designated leaders. Our host can make amazing things happen for us. Our Itinerary and your ideas are just one plan, God may have others, so be flexible!
 - **Don't give people your phone number UNLESS YOU WANT THEM TO CALL YOU OFTEN AND AT ALL HOURS!** Even after we get home, all requests by Liberians should follow **"The Liberian Rule"**. Simply thank them for the request and tell them to please send it through Rev. Mondolo to Pastor Troy or the Team Leader for the trip.
 - **Again, I remind you.... make no promises; work it back through the team leaders. Everything is more complicated there. If you have a question or concern, just come and ask.**
3. **Medical-Clinic Operations-** Dr. Jeffrey Parks or his designee will make the final decisions on Medical Operations. Dr. Ukeme Umana or his designee will be the deciding factor on all Surgical Operations. The doctors will receive Temporary Liberian Medical Licenses.
- **Each doctor will be required to fill out a Liberian Medical license application that Rev. Troy will provide. We will need the following key documents: A current Curriculum Vita, A Copy of Your Medical Degrees, A Copy of Your Current Medical License and 2 Reference letters. All this needs to be sent in with your regular documentation as a goer no later than January 5.**
 - **All other medical team members that have US licenses, such as Nurses, PA's, Pharmacists and Techs, we will need you to provide us with a copy of those licenses when you submit your regular documentation as a goer, no later than January 5. All of the staff are authorized to work under our licensed doctors.**

4. Team Members' Personal Medical Needs KITS: (Don't leave home without this stuff—trust me!)

- **Malarone for Malaria Prevention-** You should begin taking the Malarone Malaria Prophylaxes beginning 2 days before we leave. You will take them each day we are in country and for 7 days after you return home. Plus, we ask each person to bring an extra 7 pills in case there is a need or reason for an extended stay. **Here is our formula for this trip: HOH MED-SURGICAL TEAM #1 & EDUCATIONAL TEAM #2 will be in-country 10 days. So 2+10+7+7=26 pills**
- We highly recommend that you take an emergency supply of CIPRO from your doctor for the trip to treat Bacterial Infections. Based on Dr. Jay Riseman's recommendation: We also recommend that you consider taking a daily ½ dose of CIPRO (250mg of a 500mg) dose as a Prophylaxes from departure to return, please discuss this with your medical provider. We always begin CIPRO at the first sign of any uncontrollable loose stools.
- Imodium is good, but LOMOTIL IS OUR VERY BEST FRIEND and will allow you to stay functional if you are affected by the local diet. Please bring a supply of LOMOTIL!
- Pain relievers and antacids, like Zantac, are helpful if your stomach gets sour during a spell or from the different foods.
- It is good to have some ear drops as the shower water can cause swimmer's ear. Also a good supply of eye drops for dust & dry eyes is excellent as there is a lot of dust and smoke in the air.
- Neosporin is great to have to treat minor scrapes and cuts.
- We highly recommend you bring a prescription of AMBIEN or Tylenol PM. If you use them the first few nights, it will help you get into a good sleep cycle and also deal with many of the different noises and distractions of the night. Please check with your Doctor for what they recommend for your medical situation.
- If you have no insurance and you need assistance in obtaining Malarone, GlaxoSmithKline has a program, and you can call 866-728-4368 for assistance or go to their web site at www.bridgestoaccess.com to see if you qualify. You can communicate with us, as some travelers donate their excess supply to HOH and we sometimes have some reserves.

5. **Yogurt or Pro-Biotic regimen:** To build up good bacteria and enzymes in your stomach, we highly recommend you begin eating yogurt twice daily about 2-3 weeks out from your departure date, or begin using a Pro-Biotic about a month out and through the trip.

6. **Copies of your PASSPORT-** **Your passport must be at least 6-months from its expiration date.** Please put one with your travel papers; please put one in your packed suitcase along with a copy of our baggage letter. *We will provide everyone with a baggage letter that will contain our flight info, emergency contact info and baggage return address that will go in your bag for both departure and return. We will also provide numbered HOH bag tags to track luggage.*

7. Special contacts and emergency numbers:

- Trip Coordinator: Hands of Hope Foundation, Executive Director Rev. Dr. Troy D. Benitone. Cell 217-725-7565 & Email: Troy@hohfoundation.org. My phone will work in LIBERIA! This is my 10th trip to Liberia and I have made around 30 such international trips.
- Liberian Local Host: Rev. Paye Cooper Mondolo, Weala District Superintendent. His cell is 011-231-88653-5306 & Email: Paye@hohfoundation.org. He has been our host since the beginning of our work in Liberia in 2009, and is as close as a brother to me, he has also been with me in the USA on many occasions.
- Our official Liberian Country Host is: Bishop Samuel Quire, Resident Bishop of the Liberian Annual Conference. Bishop Quire's number is 011-231-886-603517. Our official in-country address will be listed as **Bishop Samuel Quire/Liberia Annual Conference UMC Compound, Tubman Rd, Monrovia, Liberia**. He is the ecumenical leader over our work in Liberia. He and his wife, Mother Richlain, are like family, and they will stay in constant touch with us and make sure we receive all

the hospitality we need under their care. I will have direct access to him, and he will coordinate our arrival with the appropriate political leaders, as needed

- We will also be the guest of the President of Liberia through under the covering of the Chief Medical Officer and Ministry of Health Cabinet Director Dr. Francis N. Kateh, MD.
- Our home base area is the County of Margibi, which is like a state there. They have 15 of them. The Superintendent, what we call a governor, is John Buway. He will be our state host, and provides great care, transportation and guidance while we are there. The Roberts International Airport is within his county.
- Like the US, each county/state has 2 senators to the Liberian Senate. Senior Margibi Senator, Oscar P. Cooper, serves as a great friend and partner to our work.
- Our lodging this year for the 3 Medical Outreach Teams and Kakata Crusade Team Week #3 will be at the Jennet Town Guest House, KBI Guest House or Margibi County Official Guest house, all located in Kakata, the capital city of Margibi County. We will have the complete use of these guest houses, which are enclosed with gates and security. This will be our 8th year staying in this area. They have running water, showers, maid service, toilets and generated electricity for the evenings.
- All transportation will be handled by Rev. Paye Cooper Mondolo or his designated coordinator, and there will be drivers assigned to drive and escort us on all excursions in vehicles provided to us by the Weala District, LAC-UMC, Senator Cooper, Superintendent Buway or HOH in-country vehicles.
- All food will be prepared by food handlers that are hired by the District and specifically trained in Monrovia Hotels to provide food that is safe and sanitary by our standards. We have had the same cooks since 2008 and we are so blessed with great meals representing the food of Liberia.
- The American Embassy in Monrovia- 011-231-705-48256 Email: ConsularMonrovia@state.gov

8. Baggage Rules for our TEAM: (HOH Team members YOU HAVE CONTROL OF 1 CHECK-IN and 1 PERSONAL BAG. The other 50lb Check-in and 35lb Carry-on will be used to bring MEDICAL-EDUCATIONAL-CRUSADE SUPPLIES & EQUIPMENT. Don't bring more than 1-50 lb personal CHECK-IN BAG and 1-PERSONAL BAG (back pack) unless you have made prior arrangements with the Rev. Troy, HOH Executive Director (Troy@hohfoundation.org) or Donna Kraniewski- Load, Luggage and Medical Supplies Coordinator (Donna@hohfoundation.org)

BAGGAGE SUMMARY:

- You get ONE CHECK-IN 62 linear inches 50 lb. limit, overweight or oversize is \$200 each, could be up to \$400. *YOU MUST WEIGH IT BEFORE ARRIVING FOR DEPARTURE AT COF. PLEASE DON'T COME WITH YOUR FINGERS CROSSED EITHER, BE UNDER by AT LEAST 2 POUNDS- #48. You can either put it on your bathroom scale or weigh yourself and then hold it and subtract your weight. PLEASE DO THIS!!!! WE WILL WEIGH IT BEFORE WE LEAVE LIBERIA.*
- You get one PERSONAL bag. We ask that you take a backpack. *(PLEASE take a big back pack and include your meds and a change of under shorts at least.)*
- The Team will be using your SECOND CHECK-IN BAG- and will put Medical/Education/Crusade/Church Supplies in it for the MISSION.
- We also use your CARRY ON, no larger than 45 linear inches & 35 pounds. *We will assign something to you for carrying over. We have some sensitive medical and media equipment that will need to be handled with care, and we will fill out the rest with medical supplies and items that are legal to carry in a carry-on type bag.*
- **If you have special items that need to be brought to support your part of the outreach, such as special equipment or supplies, Donna Kraniewski, Load, Luggage and Medical Supplies Coordinator (Donna@hohfoundation.org), will work with you to coordinate that additional luggage travel space is available to meet the needs- just make sure and communicate this in advance!**

9. **We will have a set of baggage CO-CAPTAINS on each ministry team:** They will guide the team in making sure baggage is labeled, tagged and at the legal weights. They will maintain moving plan and count. When we are moving baggage, we will yield to their direction and help as directed. If a team has 24 members it equates to 96 bags. (48 Check-in at 50lbs, 24 Carry-on at 35lbs and 24 Personal Bags.) This is quite a task to keep up with and get moved around to and from the airports, so your cooperation is expected. *We will have plenty of bag space to bring back Liberian items on return.*

10. Packing stuff:

- Camera & supplies and Flashlight (Head Lights are great especially for med team) and batteries
- Towel/Wash Cloth, Soap/Shampoo & Toiletry items/small toilet rolls & wipes recommended.
- Lightweight hat & sunglasses
- Personal meds; take a supply of at least 7 extra days- *see previous recommendation list.*
- Over-the-counter medications & hygiene items
- Antibacterial hand wipes and/or gel- Bring more than you think you need!
- Sunscreen is recommended.
- Mosquito net is suggested.
- Good REPELLANT- Always wear in the evening when out.
- Comfortable shoes, avoid open toes
- Electrical adapter- *see item 9 for more info.*
- Sheets & pillow case for your bed- *I just cover theirs with mine, feels like home then!!!*
- Clothing for USA JULY-AUGUST Type weather



11. Items to bring & notes to guide your clothing selection:

- BRING YOUR BIBLE and a NOTEBOOK for Journaling and notes!
- BRING A GOOD FLASHLIGHT. The medical people love the head lights!
- BRING A BATTERY POWERED CLOCK TO WAKE YOU UP IN THE MORNING!!!
- JULY WEATHER- hot, humid & dusty (85-95), the evening may be (65-75). They have spring rains, so some kind of poncho or light weight water shedding jacket is a good idea.
- Light weight cotton stuff is great. Bring stuff that can breathe!
- Medical Scrubs are great for the med-team.
- Every HOH Team Member will get a Hands of Hope T-SHIRT. Each Medical Team member will get a Hands of Hope SCRUB. You will be able to get them washed in-country for repeat use. Please make sure you have your team shirt ready for our special team photo day. We will let you know our team photo day at your in-country orientation.
- Slacks and jeans are good for men. Men can wear longer shorts for travel and work, but not for church or ministry events.
- Women- Shorts are not acceptable, Capris are, and pants & skirts. Skirts for worship!
- For worship- Guys- pants, light weight shirt and tie or African shirt. The pastors there will wear suit, tie or clergy collar. You can also wear an African shirt, it is considered formal.
- For worship-Women- pants are not acceptable for church; please bring a skirt or dress. Also, African dresses are always appropriate.
- Women need to bring a light scarf or hanky that can be place on your head during worship service. Women in Liberia cover their head, not in a Muslim manner, but more like men do in the Jewish cap with something just lying on the crown of their head.
- Take good walking shoes, sandals are okay around the house, but I prefer closed toe in the field; although Crocs are fine! There are lots of parasites and fecal materials in the soil here, so take.
- You can get your clothing washed for tips at the guest house. I suggest you bring laundry soap, you will not like theirs. *(I bring those small Tide single load packets.)*

12. Electrical Adapters- Most of the plugs look like our American 110 outlets, but they are 220 in power. So you must bring a 220 to 110 converter for your small electrical items. Some items like computers, cameras and cell phones have chargers that will handle 220 volt power. Read the charger and it will have a power range 100-240 v. If you see this then it will be okay. However, the power is also generated power, and as such, can be unstable. If something is very sensitive, we recommend a power stabilizer for protection from surges and brown-outs! You also will find some of the outlets and many of the plug in devices have the Europe-Asia plug that has 2 poles like a snake bite. You should bring some of these that can convert the American 2-prong to the snake bite, and also that will go the other way and convert snake bite to America flat prongs.



You can buy these things on eBay relatively cheap! Search *Europe Asia Adapter* and *220 to 110 converter*.

13. Water/ICE and Food Rules:

- Drink only bottled water for everything- including brushing your teeth. Use the brands we provide. There are some brands that are very safe there, which we provide, some of the local brands are unsafe for Americans.
- Only drink other bottled drinks that you open personally. Always check to make sure the seal hasn't been broken. (They bottle local products in old soda bottles. Just because it looks like a Coke/Pepsi doesn't mean it is- beware. If in doubt ASK!)
- ICE is for coolers, not to put in drinks. This assumes we will see ICE, of course!
- Food needs to be cooked. Raw vegetables & fruits should only be eaten if peeled, and as prepared by our cooking team.
- Everything else should be packaged or properly sealed or canned. I recommend you bring some snacks in your travel stuff, like protein power bars and nuts. CHOCOLATE MELTS HERE!!!! Also, bring some hard candy & throat lozenges. Starburst candy holds up well & is a good sweet treat.
- There is a Liberian Casey's or Huck's convenient store near our place where we will drop the group from time to time to get snacks.

14. Photo/Video Protocol- Seek permission, be discreet on random photos. We are sometimes invading people's personal lives & some have strong feelings about this. Never take UN, US INSTALLATIONS, POLICE, MILITARY or LIBERIAN GOVERNMENT PHOTOS without expressly seeking permission of the AUTHORITY. If you have any questions about taking a photo, make the effort of asking your leader first!!!

15. GIFTS & MONEY NEEDS

- Take a lot of extra \$1 bills and \$5's, they will come in handy.
- Toward the end of the trip, there will be people that worked with you and touched you and there will be opportunities to exchange gifts. Part of your trip cost covers financial gifts that will be given to our key helpers, but token items are fun as well. We will coordinate this together toward the end of the stay, so that all of our helpers are blessed.
- Great gift items- flashlights, small multi-tools, inexpensive watches, deflated soccer balls, hot wheels, scarves, costume jewelry. For the medical team the gift of a stethoscope, Otoscope, Scrubs or other such items are awesome. Plus, they will fit in your suitcase easily!
- You will want to buy some carvings, baskets or African dress/shirts. I have never spent more than \$100 on such things, but then I am not a big shopper!



16. Pre-Trip Preparations to understand the Liberian History:

- Download our **History of Liberia PDF** from our GLOBAL PROJECTS page in the Liberia section at www.hohfoundation.org to get a thorough overview of the history of Liberia from beginning to today.
- We also suggest you get familiar with Hands of Hope Foundation as an organization by downloading the **HOH information PDF** this found on the ABOUT US page under History. There is a click on download link.
- Make sure you watch the Liberian Video- *Pray the Devil Back to Hell!* Please look online and order this movie, it will bless you greatly, and will help you understand what Liberia went through in the war and how God has led them out of it through the prayers of God seeking women; it will help you understand the geo-political and social culture you will experience.
<http://www.praythediabacktohell.com/>

17. Pre-travel Inoculations Check List

REQUIRED IMMUNIZATIONS- **Must Have!**

- To travel to Liberia you must have the Yellow Fever vaccination along with the YELLOW CARD you will receive when you get it. We will have to have your Yellow Card to get your Liberian entry Visa. Check with your local Health Department for locations to get these immunizations.

HIGHLY, HIGHLY RECOMMENDED IMMUNIZATIONS- **Please consult with your physician.**

In the past these have been required, but the Liberian government has removed these as requirements for Visa. However, we do see the following diseases in an active state during our trips, and we highly recommend you consult with your physician about getting these shots or updating your immunizations.

- Typhoid ORAL (or) Typhoid shot. (Pill lasts 5 YRS/Shot 2 YRS & Cheaper)
- Polio Booster
- Current Tetanus
- Hep A & B. *If you have not had your Hep A & B, they are a 3 shot series. You must have the first two completed, which come 30 days apart. This will protect you for the short-term trip. The 3rd is 6 months later, and must be completed to make the immunization long-term effective. If you had them way back, you can get a level test and get a booster shot to bring them current.) PLEASE TALK WITH DR. JEFFREY PARKS, HOH MEDICAL DIRECTOR (Jeff@hohfoundation.org) if you have any questions on immunizations.*
- We also recommend that you have a current MMR, FLU & MENINGITIS round.

18. PRE-TRIP TEAM MEETING: THIS MEETING WILL BE HELD THE FIRST SUNDAY IN MARCH (Sunday, March 4) AT COMMUNITY OF FAITH CHURCH AT 5208 MEADOWLAND PKWY, MARION, IL. SERVICE STARTS AT 10:00 a.m. During this gathering, we will have a time together for the team to review and field questions about the trip, packing details and other questions to help make our trip more comfortable, like clothing, hygiene items, etc... We will also go over key things to remember in country as far as schedules, being spiritually prepared, alert and patient. We will discuss monitoring your energy, attitude and how to flow with the Liberian culture and environment. For those that are not in our region, we will record the meeting and then make it available to you for viewing online, and will notify you by email as soon as it is up. Families are invited. We will have a dinner following the service together. More details will be sent out closer to time. First Sundays are always dedicated as African Sunday at COF and African cultural dress is welcome. You can go to www.cofchurch.org to get directions and service details.

19. Pre-travel Document Needs- Check List

- (1) Sign & Complete the HOH Liberia Trip Application & (2) ONLY sign the Visa Form where it says signature of the applicant *(WE WILL FILL ALL OF THE REST OUT)*. **ALL THIS NEEDS TO BE IN OUR HANDS ASAP to reserve your spot by 12/5/17.**
- You have A CURRENT PASSPORT- Make sure it is more than six months from expiration. We must have your actual PASSPORT in our hands by *January 1, 2018*, as they have to be physically sent to the Liberian Embassy in Washington DC for stamping. *If you have other traveling issues where your passport is needed in the January-February window, please communicate that to Rev. Troy Benitone, HOH Executive Director (Troy@hohfoundation.org) as soon as possible. Special handling can be arranged and there might be some additional cost involved.*
- Submit 2-extra Passport ID Photos to be sent for obtaining your Liberian Visa by *January 1, 2018*
- Submit to us your YELLOW CARD to be sent for obtaining your Liberian Visa by *January 1, 2018*.

20. **Cost of Trip \$3,250.** Checks should be made out to **HOH Foundation, 5208 Meadowland Pkwy., Marion, IL 62959** or you can go online at www.HOHFoundation.org and fill out our basic application below. You can also submit your payment on online with a 3% surcharge to cover the processing fee. If you do the online version you will need to download the APPLICATION PACKET- Complete and the turn in the VISA APP with ONLY YOUR SIGNATURE ON IT, WE WILL COMPLETE ALL OF THE REST OF THE INFORMATION BASED ON THE INFORMATION YOU SUPPLIED IN YOUR HOH APPLICATION. *Sadye Moore, HOH Executive Assistant (Beth@hohfoundation.org) will handle the goers documentation process and Tracy Lake- HOH Treasurer (Tracy@hohfoundation.org) will keep track of each goers payment account.*

- ❖ \$ 500 Trip Deposit *(To reserve your spot ASAP, no later than December 15, 2017)*
- ❖ \$1500 2nd Payment Due *(January 15, 2018)*
- ❖ \$1250 3rd Payment Due *(March 1, 2018)*
- ❖ *If you project a payment will be late or need help with some special handling, please communicate in advance with Rev. Troy (Troy@hohfoundation.org) or with Tracy Lake- HOH Treasurer (Tracy@hohfoundation.org)*

21. WHAT YOUR TRIP FEES COVER AND DO NOT COVER!

- Airfare, VISA documents & group transportation to the Airport.
- In-country travel costs and vehicle rental
- In-country lodging, food cost and preparation
- Costs associated with medical mission needs, education outreach and crusade hosting, etc...
- Financial appreciation to those that serve us such as hosts, cooks, drivers, helpers.
- *This DOES NOT INCLUDE your cost for vaccinations, passport documents, travel insurance, meals during airport travel & personal shopping in country.*
- *On the trip itself you will only need additional cash to pay for your meals during airport travel & personal shopping in country!*

HANDS OF HOPE LIBERIA OUTREACH 2018
HANDS OF HOPE OUTREACH APPLICATION & CHECK LIST

Circle Title: Rev/Dr/Mr/Mrs/Ms

First Name:

Full Middle name:

Last Name:

Address:

City:

State:

Zip:

Home Telephone:

Office Telephone:

Cell Phone:

Email:

Circle- Married or Single

If Married, list name of spouse: _____

Date of Birth:

CITY & COUNTY of Birth:

Nationality:

Passport #

Place Passport Issued:

Date Passport Issued: ___/___/___ Passport Expiration Date: ___/___/___

Your passport must be at least 6-months from its expiration date



Is this your first visit to LIBERIA? YES or NO.

If no, when were you last there _____? How long were you there _____?

Do you have a United Air Mileage # _____

Church Name: _____ Church City: _____

What is your comfortable T-SHIRT size/Medical Scrub Shirt Size: S M L XL 2X 3X 4X

What is your Blood Type _____

WHICH TEAM YOU WILL TRAVEL WITH:

HOH MED-SURGICAL TEAM #1

HOH EDUCATION TEAM #2

CHECK LIST:

___ **Signed & Completed HOH Application & Sign VISA application DO NOT FILL OUT!:**

(ASAP to reserve your spot by 12/5/17.)

___ **I have my passport: *(Deadline to turn in to HOH office for VISA application January 1, 2018)***

___ **2-ID Photos have been sent for my VISA application: *(Turn in no later than January 1, 2018)***

___ **Copy of my Yellow card with all immunizations complete *(Turn in Deadline January 1, 2018)***

___ Yellow Fever (required) ___ Typhoid ___ Hep A ___ Hep B

___ Tetanus Booster ___ Polio Booster

FINANCIAL: *(Checks should be made out to HOH Foundation with your name and Liberia 2016 in the memo.*

You can also pay online at www.hohfoundation.com with a 3% surcharge to cover the processing fee.

___ **\$ 500 HOH Liberia 2016 Trip Deposit *(To reserve your spot ASAP, no later than December 15, 2017)***

___ **\$1500 2nd Payment Due *(by January 15, 2018)***

___ **\$1250 3rd Payment Due *(by March 1, 2018)***

TOTAL TRIP COST \$3250. *This DOES NOT INCLUDE your cost for vaccinations, passport documents, travel insurance, meals during airport travel & personal shopping in country.*

If you project a payment will be late or need help with some special handling, please communicate in advance with Rev. Troy (Troy@hohfoundation.org) or with Tracy Lake- HOH Treasurer (Tracy@hohfoundation.org)



**EMBASSY OF THE
REPUBLIC OF LIBERIA**

5201 16th Street, NW
Washington, DC 20011

202 723 0437 / tel
202 723 0436 / fax

www.liberianembassyus.org/consular/visa

DIPLOMATIC/OFFICIAL/REGULAR VISA

Name (First/Middle Initial/Last)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address/Suite No.	<input type="text"/>		
City/State/Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>		
Email Address	<input type="text"/>		
Date Of Birth	<input type="text"/>		
Place of Birth (City/Country)	<input type="text"/>	<input type="text"/>	
Nationality	<input type="text"/>		
Passport Number	<input type="text"/>		
Place Issued	<input type="text"/>		
Date Issued	<input type="text"/>		
Expiration Date	<input type="text"/>		
Visa Type Requested	<input checked="" type="radio"/> Single: 1-3 Months		
	<input type="radio"/> Multi: 1 Year	<input type="radio"/> Multi: 2 Years	<input type="radio"/> Multi: 3 Years
Proposed Travel Date	<input type="text"/>		
Length of Stay	<input type="text"/> Day(s)	<input type="text"/> Week(s)	<input type="text"/> Month(s)
Purpose of Trip	<input type="checkbox"/> Business	<input type="checkbox"/> Tourism	<input type="checkbox"/> Employment*
	<input type="checkbox"/> Official	<input type="checkbox"/> Diplomatic	<input type="checkbox"/> Other
If 'Other', please explain:	<input type="text"/>		

* If travelling for employment purposes, you must provide the full name, address and telephone number of your future employer in Liberia. **See page 2.**

FEES Same Day +75\$
Next Day + 50\$

US CITIZENS	
SINGLE: 1-3 Months	US\$ 131.00
MULTIPLE: 1 Year	US\$ 200.00
MULTIPLE: 2 Years	US\$ 300.00
MULTIPLE: 3 Years	US\$ 400.00
ECOWAS CITIZENS	
	GRATIS
ALL OTHERS	
SINGLE: 1-3 Months	US\$ 70.00
MULTIPLE: 1 Year	US\$ 150.00
MULTIPLE: 2 Years	US\$ 250.00

ABSOLUTELY NO cash or personal cheques accepted. **All fees are non-refundable.** All fees are to be paid in US Dollars via money order, cashier cheque or bank draft. Make payable to: **Embassy of Liberia.**

VISA REQUIREMENTS

- Applicant must provide a copy of his/her Yellow Book (International Certificates of Vaccination). In accordance with WHO regulations, all persons entering Liberia are required to have a valid certificate of immunization against yellow fever.
- Two (2) passport size photographs:
 - 2 x 2 inches in size, in full colour and identical.
 - Taken within the past six (6) months, showing current appearance.
 - Full face, front view with a plain white or off-white background.
 - Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head.
 - Taken in normal street attire. Uniforms should not be worn, only religious attire that is worn daily.
 - Do not wear a hat or headgear that obscures the hair or hairline.
 - If prescription glasses, a hearing device, wig or similar article is normally worn, it should be worn for your picture.
 - Dark glasses or non-prescription glasses with tinted lenses are unacceptable unless needed for medical reasons. A medical certificate may be required.
- Liberian/Naturalised US citizens are required to obtain a visa from the Liberian Embassy in Washington, DC or the Consulate in NY- prior to travelling to Liberia.
- A signed, completed application form.
- Self-addressed, prepaid envelope for document return.

DIPLOMATIC/OFFICIAL/REGULAR VISA

Is this your first visit to Liberia?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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If 'No', when were you last there?	<input type="text"/>
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How long was your stay?	<input type="text"/>
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Please provide contact information for two (2) people that currently reside in Liberia.
If travelling for employment purposes, you must provide the full name, address and telephone number of your future employer in Liberia as a professional reference.

Reference No. 1 (First/M/Last)	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employer Telephone	<input type="text"/>
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Street Address	<input type="text"/>
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City/State/Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone	<input type="text"/>
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Reference No. 2 (First/M/Last)	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Street Address	<input type="text"/>
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City/State/Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone	<input type="text"/>
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I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the Republic of Liberia. The statements made on the application are true and correct; 2) I have not knowingly and willfully made false statements or included false documents in support of this application; and 3) the photograph submitted with this application is a genuine, current photograph of me. I fully understand that any misleading information given will immediately disqualify me from obtaining a Visa.

Signature of Applicant	<input type="text"/>	<input type="text"/>
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Signature of Person Filling Form	<input type="text"/>	<input type="text"/>
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FOR EMBASSY USE ONLY

VISA No.	<input type="text"/>
ISSUED	<input type="text"/>
EXPIRATION	<input type="text"/>
APPROVED BY	<input type="text"/>

