



## MISSION TEAM LEADER SECTION

### Responsibilities of the Mission Team Leader

- Acts as the liaison between the team and the Mission Program Coordinator in the HOI office.
- Is responsible for providing team members with all necessary information pages and forms required by HOI
- Secures the credentials and signed forms from the medical personnel who will travel with the mission team; please ensure that all pertinent paperwork arrives in the HOI office by the specified dates. If required paperwork has not arrived by the deadline, the medical professional will not be able to treat Hondurans in a professional capacity
- Gathers and sends to the HOI office the required paperwork for each team member by the six-week deadline. If paperwork is not received by the deadline date, he / she may not be allowed to make the mission trip

The following checklist is for your use to ensure that the paperwork/payment deadline is met. Please send all paperwork to the attention of the Mission Program Coordinator.

**Six weeks prior** to your trip, please send:

\_\_\_\_\_ **Medical Person(s) diploma \***

\_\_\_\_\_ **Medical Person(s) license \***

\_\_\_\_\_ **Team Leader Worksheet (section 03 of the HOI Manual)**

\_\_\_\_\_ **Team members' trip paperwork**

\_\_\_\_\_ **Hotel rooming list (in the required format as shown on the next page)**

\_\_\_\_\_ **Final in-country fees due HOI, including optional wi-fi fee, optional translator(s) fee**

\_\_\_\_\_ **Supply Order Form & payment (to pre-order Bible School and hygiene pack supplies in country)**

\_\_\_\_\_ **List of medical supplies \*\***

\_\_\_\_\_ **List of donated non-medical supplies \*\***

\* Medical credentials must be in the HOI office by the due date to allow sufficient time to register medical personnel with the Honduran Ministry of Health. This is a directive from the Honduran government, not HOI. Failure to properly register medical personnel could jeopardize the HOI medical program at Rancho el Paraiso and the loss of our medical staff and their credentials.

\*\* Medical and non-medical donations, including pharmaceuticals which will be imported into Honduras, must be registered by HOI with Customs officials and the Ministry of Health. Failure to register pharmaceuticals and other donations could result in confiscation or delayed passage through Honduran Customs.



## Required Hotel Rooming List Format

Due to requirements from the hotels that HOI mission teams stay in while in country, we will only be able to accept groups' hotel rooming lists typed up in the EXACT format shown below:

### Example Hotel Rooming List:

LAST NAME/First Name	D.O.B	Passport Number	Passport Expiration Date
SMITH/John	9 Jun 1977	XXXXXXX	23 Feb 2022
SMITH/Tina	29 Aug 1979	XXXXXXX	5 Oct 2020
BERRYMAN/Jessica	1 Apr 1992	XXXXXXX	16 Jul 2019
WHITE/Kelsey	15 May 1989	XXXXXXX	13 Dec 2024
PITT/Dylan	4 Sep 1983	XXXXXXX	8 Nov 2021
FLOYD/Lucas	27 Mar 1993	XXXXXXX	19 Jan 2025

Couples and parent/child travelers are the only cases when a room can be shared with someone of the opposite sex. Rooms should all have two people, but three can be accommodated in one room if needed. The capitalization of last names is important as it helps to clearly show each individual's last name.



**The Hotel Boqueron in Juticalpa.**  
This is where groups stay on Saturday night when traveling from the airport to the Ranch.



## TIMELINE FOR THE TEAM LEADER

### Six months (or more) prior to your trip:

- As the liaison between your team and the HOI office, please direct special requests, questions and concerns, etc. from your team to the Missions Program Coordinator. We can help either to facilitate the idea or explain why we cannot accommodate the request at this time.
- Schedule team meetings leading up to the trip in order to:
  - ✓ provide an opportunity for the team members to become acquainted with one another
  - ✓ orient participants on the goals and work focus of the trip
  - ✓ distribute copies of the “Team Member Section” (Section 04) and the “Team Member Paperwork” (Section 05) to each volunteer. Collate enough copies for each team member – and remember a set for yourself!
  - ✓ collect completed registration forms and other paperwork/passport copies from team members
  - ✓ organize team members into work crews, based on skills and interests; each crew can have sub-meetings to share knowledge and to discuss items they need to bring (work gloves, Bible School materials etc.)
  - ✓ assign responsibilities for daily devotional / sharing times among team participants while on the trip. There are devotional/daily reflection resources on [www.hoi.org](http://www.hoi.org).
- Arrange a date to have a representative of HOI meet with your team; please make sure to let the office know in advance of your scheduled meeting dates and we will try to accommodate this schedule. If an HOI staff member cannot meet in person, we’d be happy to set up a Skype or phone call.
- Make sure all team members have passports which are valid for **at least six months** beyond the conclusion of the trip. This is a requirement from the Honduran Immigration officials. **PLEASE NOTE: All US citizens traveling to Honduras MUST have a passport which is valid for AT LEAST 180 days after the trip. A traveler with a passport expiration date within 180 days of the person's return to the States will be denied boarding at the airport of origin by the airline which is upholding the immigration statutes of Honduras. Neither the airline, the US government, nor HOI can alter these statutes.**
- Make sure all team members have current medical records and vaccinations or have set appointments with their physicians.
- If you have not already begun to make flight arrangements with the airlines, you should begin now. The only requirements HOI places on your ticketing are that you arrive in Honduras **no later than midday on Day One, Saturday**, of your mission week and that no one is scheduled to depart earlier than Saturday morning at the conclusion of your mission experience.
- Each mission team must secure its own air transportation. There are several ways to make your flight plans: with the airline directly on the website or through its Group Desk or with a travel agent familiar with international group ticketing. Through the years HOI has developed a good working relationship with a travel agency in the Atlanta area. When you are ready to book your flight, you may wish to contact **Stacy Lazzaro at Academy Travel, 404-687-2080, or 1-800-476-6943.**

### Three Months Prior to your trip:

- Involve interested, non-travelers. There are many ways those who stay at home can participate with your trip, including being part of a prayer circle and helping to prepare Bible School materials and hygiene kits.
- Encourage team members to learn a few basic phrases in Spanish. To help, we have included some useful ones in Section 09.
- Encourage your team members to learn about Honduras and its unique culture as well as about socially conscious outreach. We recommend several books: *Toxic Charity: How Churches and Charities Hurt Those They Help (And How to Reverse It)* by Robert D. Lupton, *When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor . . . and Yourself* by Steve Corbet, *Gracias* by Henri Nouwen, *Unexpected News, Reading the Bible With Third World Eyes* by Robert McAfee Brown and *Seven Names for the Bellbird: Conservation Geography in Honduras* by a Mark Bonta, former Peace Corps worker who spent two years in our part of Honduras.

### Six weeks prior to your trip:

- Send all medical personnel credentials to the HOI office – ***If this deadline is not met medical professionals will not be registered in time to treat Honduran patients.***
- Send completed “Team Leader Worksheet” to the HOI office.
- Send the list of all medicines and pharmaceuticals your team will bring.
- Send a roommate list for the hotel nights to the Mission Program Coordinator. **Please make sure you are sending the rooming list in the format as shown on page 3 of this section.** Our Honduran staff requires this information ahead of time to secure space in advance and to expedite hotel check-in.
- Send a check for the full amount to cover the in-country fees for your team. If you choose to have any of the optional services (wifi access = \$40, additional translator = \$80, supply order = amount depends on order) please included those amounts in the check as well. Fees must be received by the deadline in order to purchase necessary materials and supplies for your team.
- Send “Supply Order Form” (if placing an order)
- Send completed “Team Member Paperwork” packet (missioner profile, signed/witnessed acknowledgement, release, & indemnification covenant form, signed physician’s statement, and signed HOI policy statement) and passport copy for each participant to the HOI office.
- Ensure that each team member has at least two photocopies of his/her passport to carry daily to the work site.
- Plan to purchase International Travel Insurance for your team. Among many reputable agencies we can suggest contacting Tommy Boggs at Adams & Associates International / Arthur J. Gallagher, [Phone: (800) 922-8438; Fax: (803) 252-1988 Web: [www.aaintl.com](http://www.aaintl.com)] who has sold short term policies to many of our mission teams. Contact the HOI office for directions for on-line registration using HOI’s portal.

**Two weeks prior to your trip:**

- Review with your team members the Ranch Rules (found in the “Team Member Section”).
- Ensure that your team will have sufficient emergency funds. The US embassy in Tegucigalpa and HOI highly recommend that the team have a credit or debit card with at least \$1000 available in case of an unexpected event.
- Establish a telephone communications procedure for your group. Once you have arrived in Juticalpa one person can call the designated person in the US to announce your team’s safe arrival.

**Be prepared**

As team leader, you should take a folder with you containing the following:

- List of all travelers and a copy of each person’s HOI Profile and passport information.
- List of the HOI emergency contact numbers provided for you on page 10 of this section.
- A copy of the hotel room assignments that you will submit prior to your US departure.
- International telephone calling card or international calling capability on a cell phone for long distance calls. Be sure to check with your cellular provider before departure about international dialing procedures.

**During your trip**

- Be the liaison between your team members and the Honduran staff. Again, we ask that only the Team Leader submit requests, concerns, etc. to your HOI Group Leader. Hearing from multiple team members tends to cause confusion and miscommunication.
- Oversee resolution of any group conflict.
- Be sensitive to anyone having difficulty adjusting to the cultural / living differences you are experiencing.

**FEE REFUND SCHEDULE**

- **Trip deposit:** If a team cancels its trip, the \$1000 deposit is non-refundable. This \$1,000 will be used to purchase materials to complete some of the projects planned for the community that the team was going to work with.
- **In-country fees:**
  - Groups or individuals will receive a 70% refund of their in-country fees if HOI receives the cancellation notice three weeks ahead of the team’s departure date.
  - If HOI cancels the mission trip within two weeks of the scheduled departure date, HOI will refund 85% of the in-country fees. HOI must retain 15% to cover pre-group expenditures including work supplies and construction materials for the group’s project.



## MISSION WEEK ACTIVITIES

**In addition to the work projects and other mission-related activities during your week in Honduras, you and your team will be able to participate in cultural and educational activities, which are designed to enhance your mission experience.**

### **Tour of Juticalpa**

Following breakfast Sunday morning your team will have the opportunity to tour Juticalpa, the provincial capital of the department (state) of Olancho. You will see the city plaza and cathedral before boarding the HOI bus for the ride to Rancho el Paraiso.

### **Church Service in the Agalta Valley**

Upon arrival to the Ranch on Sunday, after lunch, your team will have the option to attend a Sunday service at a local church. So that we don't constantly overwhelm one church, HOI groups will be rotating through a handful of local churches, both Evangelical and Catholic, willing to host North Americans. We regrettably cannot accommodate requests from groups to attend a particular church. Please make sure if you team chooses to attend a service that everyone has packed appropriate clothing: men should wear pants (no shorts!) and a nice top (no t-shirts), women should wear pants or a long skirt (again, no shorts/capris/short skirts/sundresses) and a coordinating top. Longer dresses would be fine as well.

### **Ranch Tour**

The staff of HOI and especially those staff and their families who call Rancho el Paraiso home, are very proud of our facility and the programs centered at the Ranch. We encourage all team members to participate in the Ranch tour during your stay with us. You will also visit the Culuco Schools, Aldersgate Elementary and Hope Middle, where you will learn about HOI's Education Program. One morning before heading out to your community, your team will stop by HOI's main clinic at the Ranch for a short tour to learn about HOI's medical programs.

### **Morning Devotions**

Before the work day begins on Monday and your team departs the Ranch for the village, you will gather at the cross with the entire Ranch staff and other mission teams to have a short devotional time. It is a way for staff and volunteers to come together for worship and prayer.

As you prepare to depart the Ranch at the end of your mission week, you will gather again for a time of prayers of thankfulness for the blessings of the week and for traveling mercies.



On Monday and Friday the staff at Rancho el Paraiso and the mission teams gather for a time of singing, prayers and a brief devotional. This gives the Ranch staff and visiting Mission teams an opportunity to worship and praise God together.

## THE CONCLUSION OF YOUR MISSION WEEK

### Final day in your Village (Thursday)

By Thursday, the final day in the village, plan to celebrate your time and labor together with a Work Dedication Service after lunch. Usually, the village leader will speak and pray for the group. **It is encouraged that someone from your group speaks as well.** If your team would like to provide refreshments, please purchase whatever items you choose while at the grocery store in Juticalpa Sunday morning on your way to the Ranch. If you'd like to purchase a piñata made by the school children in HOI's Aldersgate Elementary school, please e-mail the HOI Missions Coordinator to do so. Piñatas range in price from \$10 - \$15.

### Final evening at Rancho el Paraiso (Thursday)

We hope that you all, as a group, will take this time to reflect on the experience and blessings you had as a group. This is also the time to prep for Friday morning's departure. Make sure everyone knows where their passport is!

### Final evening in Honduras (Friday)

Your HOI in-country group leader will discuss Saturday morning's schedule and departure details while at dinner.



Piñatas made by HOI elementary students that teams are able to purchase for the Thursday Fiesta in their community.



## COMMUNITY DEVELOPMENT & HOI MISSION TEAMS

At HOI, we believe that each community should direct its own development. To ensure that our ministries are relevant and will have a long-term impact, we pursue programs and projects based on local community leaders' requests and invitation. This process also helps to organize and train local leadership in decision making, which is critical for the sustainability and wellbeing of future generations.

Through your time together, volunteers and residents build mutually enriching relationships, impacting both North and Central Americans in powerful ways. Instead of fostering dependency, we desire to empower the people of Central America by focusing on their strengths and abilities. Because we prioritize protecting the dignity of these communities, we work *with* rather than *for* them. For this reason, we require that local residents make an investment of time and labor. Whether it is digging a hole for a latrine or collecting sand for a concrete floor in anticipation of a service team, residents take ownership of their own communities through their work in conjunction with HOI.







## INTERNET USAGE POLICY AT RANCHO EL PARAISO

Due to increased requests for internet usage, HOI has installed wi-fi access in the dining room for mission team use. The wi-fi available by the HOI offices is for staff business use only.

**Because of the rural setting of Rancho el Paraiso combined with limited bandwidth, weather, electricity, and connectivity issues the internet access is unreliable and usage must be limited.**

Although we know that this communication is normal in our everyday lives, part of the experience in Honduras is to disconnect and focus on the mission. We hope that this service will be used sparingly and not take away from your group interaction and devotion times. Each individual group leader is encouraged to set their own internet usage policies for their group.

### **Usage:**

The internet is available for brief communication (e-mail, Facebook). Please limit your time on the wifi to 10 minutes or less.

**Please do not download files, pictures, videos or music. Voice and video calling (e.g. Skype and Facetime) are not allowed. Please limit photo uploads to 2 per day.** These services require a large amount of bandwidth. If there is an emergency which requires a phone call, please ask your HOI group leader for his/her assistance. All automatic updates for software, including Windows Updates, must be disabled prior to using the network. One computer downloading updates can use all the available bandwidth for the system. If you are unsure of how to disable these updates, please do not connect to the network.

Do note that HOI discourages volunteers traveling with expensive electronic devices. If you do bring them with you, please do not have them visible in the airport, cities or villages. Remember that the electrical power at the Ranch is uncertain and power surges may occur, damaging your electronics if left charging. HOI maintains no responsibility for the safety or compatibility of the network with your individual device.

In order to help with the cost of this service, a fee of \$40/group will be collected before traveling. This fee will be added to your group's invoice. **If your team does not wish to have access to the wi-fi, please let the HOI office know and the fee will be waived.**

The wi-fi code will be given to the team leader by the Missions Coordinator before departure to Honduras.



## EMERGENCY CONTACTS & PROCEDURES

**\*\*Please leave a copy of this page with your emergency contact person in the U.S.\*\***

HOI, Tucker, GA

Regular office hours are 9 a.m.-4:30 p.m. E.S.T., Monday-Friday

Telephone numbers with voice mail: 404-327-5770 ext. 105 or 103

After hours: Morgan Leary 757-345-9154

Should an emergency situation arise in the US involving a team member's family, etc., while the team is in Honduras, a family member should contact the US office in Tucker, GA. We will immediately contact our staff in Honduras who will apprise the team leader and / or the group member of the situation at home as soon as possible. If the affected team member must reach the family at home, our staff will enable the team member to contact his / her family.

Should an emergency situation arise in Honduras involving a team member, our staff will immediately contact the US office. We ask that team members not contact family members in the States as this can cause unnecessary confusion and anxiousness.

In case of an emergency on the day of travel (for example your flight has been cancelled or delayed because of weather, the team leader will work with the airline to re-accommodate all team members involved for re-booking to a subsequent flight) your team leader will call HOI's after hours number to alert the Group Program Coordinator who will in turn notify the HOI staff in Honduras. Additionally the HOI staff checks with the airlines on the Saturday of your arrival for deviations in the normal flight schedules. If there are deviations, our staff will stay informed of any delay and will make the appropriate arrangements.

### **IF YOU CANNOT TRAVEL**

After you have purchased your airline ticket and learn you will not be able to travel, call your group leader immediately. If you cancel your ticket in sufficient time you may be entitled to a credit for a future flight. Rules governing credits and name changes differ among airlines.

Keep all travel documents in a safe place. If you have an emergency after office hours but before your departure (midnight before your flight at 6 a.m.), it is imperative that you call the airlines' toll free number. Tell the ticket agent your name and the flight you are booked on and the reason you will be unable to travel. A notation will be made in the booking. **THIS CALL MUST BE MADE BEFORE THE FLIGHT DEPARTS!** Contact the HOI office on the next business day to inform them that you were unable to travel.

**Please note: HOI is a group travel mission experience. Unfortunately, if an individual team member misses a flight (originating or connecting) and is unable to arrive with the team in Tegucigalpa on Day 1 of the mission trip, the traveler will forfeit the trip. HOI does not have the staff or the vehicles to accommodate arrangements other than for group travel. Please make sure that ample time is allotted for arrival at the airport on the day of departure.**



**TEAM FIRST AID KIT**  
(For team members' medical needs)

It is required that the group's medical person(s) and / or group leader bring a well-stocked first aid kit.

Following is a list of items that might be useful to have while working in the local villages and the need to treat a team member arises. This is not an exhaustive list; please bring whatever will make your group comfortable. Any unused "leftovers" may be donated to the Ranch clinic.

bandages	Immodium
rubbing alcohol	Pepto Bismol
Betadine swabs	Septra DS or Cipro 500
sterile 4 x 4s	bee sting kit
butterfly closures	eye flush
Neosporin ointment	Benadryl
handi-wipes and waterless hand sanitizer	scissors
tape	stethoscope
soap	blood pressure cuff
slings	paper and pen
cold pack	gloves, sterile and unsterile
moleskin	Phenergan
sunblock	
ibuprofen	
Tylenol	

Please also have information on allergies and current medications for each traveler, including malaria preventatives.

Be aware of those team members traveling with chronic illnesses, such as diabetes. Also be sure they have been cleared by their doctor to travel and have an emergency treatment plan in place. All travelers should realize the remote nature of HOI's location and should be prepared for the unexpected. Please refer to the CDC and WebMD for further material about travelers with chronic health needs:

<http://wwwnc.cdc.gov/travel/page/chronic-illnesses>

<http://www.webmd.com/diabetes/tips-traveling>