

# **International Ministries of Hope Mission Trip Handbook**

## **What You Need To Do Before You Go:**

### **1. Passport**

First and foremost, if you don't already have a passport you will need to get one. Passports generally take from 4 to 8 weeks to obtain but can be expedited for an additional fee. You can pick up a passport application at most large post offices or your local court house. You also have the option of printing the application found at <http://foia.state.gov/FORMS/Passport/ds0011.pdf> and completing it as directed. You will need the original or a certified copy of your birth certificate. Once all the information is collected you must return to the post office and pay the fees required. If you are a minor you will need your parent or guardian to be present at the Post Office when you turn it in.

Before leaving the States, make three (3) copies of your passport. Keep one copy with you in a different place, separate from your actual passport. Your team leader should have a copy of everyone's passport. Leave one copy in the States with an International Ministries of Hope (IMOH) representative who will be readily available should an emergency occur.

### **2. Vaccines**

You will need to see your doctor for a prescription for malaria pills that should be taken before, during and after you travel. (Chloroquine is a commonly recommended prescription.) You should also check with your doctor about booster doses for tetanus-diphtheria and measles. You may want to check with your health insurance to make sure they will cover you overseas should you need medical attention. You may check with your local health department for inexpensive vaccinations.

### **3. Be Prepared**

Be prepared for anything! Personal preparation and careful thought to packing, clothing, and miscellaneous necessities will help make for a successful trip. Here are some things you will want to make note of and keep in mind during your time of preparation.

### **4. What You Need To Bring**

When traveling to Haiti your team leader will assist you in what you can bring and how to pack. As it is very difficult for us to transport items into Haiti and you are asked to pack your things in your carry-on luggage and allow only necessary supplies in the checked pieces. Your team leader will help you with any questions you may have.

## International Ministries of Hope Short Term Mission Trips

### Packing Checklist & Suggestions

#### GENERAL ITEMS

- Anti-Bacterial Hand Cleaner
- Soap / Shower Gel / Razor
- Shampoo / Shower cap
- Fingernail Clippers / Tweezers
- Deodorant
- Hairspray (pump - not aerosol)
- Hand and/or Body Lotion
- Toilet Paper (2 purse-size rolls)
- Toothbrush / Paste / Floss / Toothpicks
- Mouthwash
- Comb / Brush / Makeup
- Feminine Products / Band-Aids / Antiseptic
- Tissues

#### PERSONAL MEDICATION

- Ibuprofen / Tylenol
- Lip Balm
- Maalox / Tums
- Q-Tips
- Cold / Allergy Medicine
- Sunscreen / Sunburn Lotion
- Contact Access/Glasses/Repair Kit
- Pepto Bismol/ Immodium AD
- Malaria Rx (See Doctor)

#### CARRY-ON ITEMS

- Passport / Photo ID
- Airline Tickets / Itinerary
- Pen / Pencil
- Reading Material
- Camera / Film (Pack Extra Batteries)
- Bible / Journal
- Washcloth in Baggie
- Clean Underwear
- Candy / Snacks

#### CLOTHING

- Underwear / Slips / Bras
- Slippers / Socks / Shoes (2 Pairs)
- Summer Sleepwear / Robe (Modest)
- Return Flight Outfit (Comfortable)
- Dress and/or Skirts & Tops
- Bathing Suit (one piece/modest)
- Beach Shoes

#### FOODS (Suggestions)

- Crackers and/or Cheese & Crackers
- Peanut Butter
- Canned Ham / Tuna / Chicken
- Breath Mints
- Coffee / Tea
- Sweet'n Low / Sugar / Creamer
- Plastic Ware (just a couple & reuse)
- Pudding and/or Fruit Cups
- Pringles
- Any Favorite Food

#### EXTRAS

- OFF Mosquito Spray / Bug Spray
- Zip-Loc Baggies (Varied Sizes)
- Pens/Pencils/Markers/Highlighters
- Writing Paper
- Games / Frisbees
- Dirty Clothes Bag (Plastic Trash Bag)
- Umbrella / Sunglasses / Sunhat
- Watch (not expensive)
- Flashlight / Extra Battery
- Portable Water Bottle
- Gift List

*You may want to add to or subtract from this list, just keep in mind the weight. Try to pack things you can leave behind as useful gifts!*

## 5. What to Wear:

Everyone going on a mission trip must dress conservatively. Remember you are a missionary and held to a higher calling than most.

**Women** are requested to respect a conservative dress code. They are to wear dresses, skirts or Capri type pants and short-sleeved shirts while ministering. When inside the compound women may wear conservative shorts and sleeveless shirts. Be careful you are to dress conservatively (you will be asked to change if your dress is deemed inappropriate). If you intend to swim, it is important to maintain your modesty. Women should wear a one piece suit; it is suggested that you wear a pair of shorts over it.

**Men** are to wear long shorts or pants while ministering. Men will need a button up shirt or nice golf shirt, for any church services. Remember that you are a guest in **THEIR** culture and anything that draws attention to you and away from the message you bring is from a wrong heart. Bring two pairs of sturdy walking shoes and cushiony socks to protect your feet. Wear rubber slippers or old sneakers to protect your feet

Do not take or wear flashy or expensive jewelry. Please do not wear or bring any clothes that are of value to you as they may get ruined. Many people plan to leave all their clothes behind as gifts to the Haitians. Plan your return trip attire and pack it in a separate compartment so you won't be tempted to wear it and not have it available for the trip home. Make sure all your sprays are pumps; if you have to bring spray cans of any type, put them in your carryon luggage. Please refer to the **Packing Check List** included in this manual for further details on both personal and nonpersonal items you may wish to include in your luggage.

## 6. Travel Tips

When traveling is it a must to keep your passport and tickets on you at all times. Passport and money pouches are a must. You are strongly urged to purchase the passport pouch which can either be worn around the neck or around your waist. Keep it on your person at ALL times while traveling and keep your money in the pouch. Wear your pouch UNDER your clothing where it is unnoticeable and unreachable. Do not remove it when you use the bathroom, as it is too easy to lose it or forget it. It's a good idea to put your passport in a Ziploc baggie before putting in the pouch to prevent it from getting damp. Pouches are generally under \$10 at your local Wal-Mart! Upon arrival at Mapou Village we will store the passports and forms until your departure.

## 7. Luggage Requirements

Two (2) checked pieces - 50 pounds per piece - linear dimensions (length plus width plus height) not to exceed 62 inches. Since we will be filling up your luggage with items to take to Mapou Village, you will need to pack everything you need in your carry-on. You are allowed one carry-on item which must be of a size and shape to fit under the seat in front of the passenger, or in an enclosed overhead compartment. In addition to the one piece of carry-on luggage, travelers may also carry a purse, briefcase, backpack, or laptop computer. Luggage not meeting these specifications must be transported as checked luggage.

## **8. Customs**

When on the airplane coming to Haiti you will be given two separate customs forms to fill out, one of which is a Haiti International E\D card. When filling out these forms please put the purpose of your visit to be 'pleasure' and you will be staying at Mapou Village, La Gonave. You will be asked if you have any items to declare, answer 'No'. This will serve as your visa for the time that you are in Haiti. After going through customs you will be given a portion of this form to be kept with your passport, it will be needed to exit the country. The other form is on a small white sheet of paper and it will be kept by the airport staff.

On this trip you will go through Customs, before entering Haiti and again when you come back into the United States. You will need to keep your passport handy as it will be checked many times. With the new travel security you must be patient. Customs may or may not do an extensive search of your luggage. You will claim your luggage in Haiti and go through Customs. When you return to the United States you will get your luggage in Miami, go through Customs and then re-check your luggage for the remainder of your flights.

## **9. Prescription Medications**

If you have a medical condition requiring that you take prescription medications, please take note of the following:

- 1) Ask your family doctor about your trip and discuss with him any concerns you may have about your condition and/or your prescription medications. If you should have a medical emergency while overseas, any attending medical personnel will need to know what medications you are taking.
- 2) Pack your medications in your CARRY-ON luggage, not in your checked baggage.
- 3) Pack your prescription medications in the appropriately labeled bottle(s) so there is no question as to the type and dosage of each item. This will also prevent possible questions from any foreign authorities checking your baggage during security and/or Customs checks.
- 4) Make sure you have enough medication to last several days longer than your anticipated stay in the event some unforeseen problem arises and you are unable to return to the States as scheduled.
- 5) Take your medications as prescribed while traveling using the same schedule you are regularly accustomed to.

## **10. COST FOR SHORT TERM MISSION TRIPS TO MAPOU VILLAGE**

Airfare from Orlando or Tampa to Port-Au-Prince:

Approximately: \$350.00 could be more or less \* **Due 60 days before date of departure**

### **In country Cost**

Trip cost \$700.00 per person Does NOT include airfare

- Transportation from the International Airport to the Local Airport
- Air & Ground Transportation to and from La Gonave
- Food & Water (bottle water)
- Lodging Fees
- Translation Fees
- Hosting Fees
- Supply Materials Fees

**\* Approximate Total Cost: \$1050**

**\*THESE PRICES ARE SUBJECT TO CHANGE BASED ON AIRFARE AVAILABILITY**

You will need money to travel with for food at the airport and optional money for souvenirs.

***This trip will be a life-changing experience!***

# INTERNATIONAL MINISTRIES OF HOPE, INC.

Mission Trip Application for Mapou Village, Haiti.

21 Locust Radial Course \* Ocala, FL 34472 \* Tel: 352-687-2625

## APPLICATION – PLEASE PRINT

Please fill in this application as completely as you can. If you have any questions, please contact our office at the above number. Please use the back of this form to answer any questions requiring additional space.

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ SSN: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Marital Status: (circle) Single ~ Married ~ Widowed ~ Other  
Home Church \_\_\_\_\_

Church Address: \_\_\_\_\_ Pastor: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Church Phone: \_\_\_\_\_

Number of Times on Mission Field: \_\_\_\_\_ Date/Place of Last Trip: \_\_\_\_\_

Physical or emotional conditions that might affect your mission: \_\_\_\_\_

Allergies: \_\_\_\_\_

Prescription drugs currently taking: \_\_\_\_\_

Name and Phone of Emergency Contact: \_\_\_\_\_

Do you speak: \_\_\_\_\_ Creole? \_\_\_\_\_ Spanish? \_\_\_\_\_ French?

Skills / Talents: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I understand that IMOHO will not be held responsible or liable for an illness or accident that might occur in Haiti or while traveling on this trip. I agree to provide my own health insurance.

Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE COMPLETE AND RETURN TO ABOVE ADDRESS RELEASE OF LIABILITY

I, \_\_\_\_\_, understand and agree that my participation in this trip to Haiti from \_\_\_\_\_ is being taken voluntarily and with full knowledge that there is a travel advisory through the US Government.

I agree that I am traveling at my own risk, releasing IMOHO, its staff, workers, and agents from any responsibility for any accident, injury, illness or death, which may occur as part of this trip. Specifically, yet without limitation, IMOHO shall not be responsible for any injuries, damages, or losses caused by any intentional or careless actions or omissions on part of any other follow travelers or residents of Haiti, any terrorist activities, social or labor unrest, mechanical or construction failures or difficulties, diseases, local laws, climatic conditions, criminal acts or abnormal conditions or developments, or any other actions, omissions, or conditions outside IMOHO's direct control.

I assume complete and full responsibility for, and hereby release IMOH from any duty of, checking and verifying any and all passport, visa, vaccination, or other entry requirements of each destination, and all safety or security conditions at such destinations, during the length of the proposed travel. I agree and fully understand that neither IMOH nor their insurance carrier will cover any injuries/illness that may occur. I understand that it is my responsibility to confirm with my hospitalization insurance company regarding coverage while I am out of the country.

In the event that I am injured or require emergency medical and/or dental treatment by a licensed practitioner or the need to be life-flighted to a hospital, I hereby give my consent for my emergency transfer to a hospital including admission and/or treatment by any licensed hospital facility, and will assume **ALL EXPENSES INCURRED ASSOCIATED WITH THE INJURY AND/OR ILLNESS.**

*Please complete this form and return it along with the completed Application to IMOH. Please include a photocopy of your insurance card (both sides) to be kept on file during the trip. Please print:*

**Today's Date:** \_\_\_\_\_ **Birthdate:** \_\_\_/\_\_\_/\_\_\_  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City / State / Zip:** \_\_\_\_\_  
**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_  
**Insurance Carrier:** \_\_\_\_\_  
**Policy Number:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

*(Please note: The signature of parent or legal guardian is required for anyone traveling under the age of 18 years.)*