



TEAM MEMBER SECTION

Welcome to the Team Member Section of the MissionTeam Manual. We hope you find this useful as you prepare for your upcoming mission experience. It contains:

- FAQ's and Information about HOI, Inc. (formerly known as Honduras Outreach, Inc.)
- General trip itinerary
- Packing tips and suggestions
- Guidelines to help keep you safe and healthy during your stay in Honduras
- Rules that your hosts in San Lorenzo and Choluteca ask that you observe
- Emergency contact information which you can leave with a friend or family member
- Letters from the North American directors of HOI's Medical and Agriculture Programs

Mission Team members should complete the following forms (which are found in Section 4 of the manual) and return them to your mission team leader who **must return all completed forms to the HOI Mission Program Coordinator no later than four weeks prior to trip departure.**

Individuals (18 years and older)

_____ Completed 2016 Missioner Profile

_____ Signed and Witnessed 2016 Release & Indemnification Covenant

_____ Signed Medical Release

_____ Signed copy of HOI's Policies

_____ Legible copy of current passport with a minimum validity of **180 days** beyond end of the trip

Youth (13-17 years of age)

_____ Completed forms as above for adult team members

_____ Signed Release & Indemnification Covenant for Minors

If any person's information is incomplete, please list his / her name and the expected date the missing item(s) should arrive in the US office. Only individuals whose paperwork and payment have been received by the four-week deadline will be allowed to travel. No additional team members can be added after the four-week deadline.



FAQ's about HOI Mission Trips

1. **What will the trip cost?** The 2016 in-country fee will be **\$800 per person and a per team \$1000 Work Materials fee** for a one-week stay. Teams arrange their own airfare, which may cost \$800-\$950. A former exit fee that travelers paid when they left Honduras is now included in most airline ticket fees. Incidental expenses, including lunch at the airport upon your arrival, vary depending upon the snacks and souvenirs each traveler wants to purchase. Trip deposits paid at time of registration will be used for the Work Materials fee.

2. **What precautions does HOI take to ensure the safety of the volunteers?** A bi-lingual HOI staff member, along with a security guard, meet mission teams at Toncontin Airport and travel at all times with the team during the volunteers' service period until they are returned to the airport at the time of departure. Dormitory rooms are locked when daily housekeeping is completed; food served to our volunteers is carefully prepared by kitchen staff which has been trained in food-handling safety procedures. HOI provides bottled water which volunteers use to refill personal water bottles and for dental hygiene. Volunteers are reminded to use mosquito repellent containing DEET to avoid exposure to malaria, Dengue fever and Chikungunya, to follow anti-malaria prophylaxis protocol and to be current on standard vaccinations (MMR, Tetanus, Hep A etc.) Precautions should be taken when around any animal; domestic / family pets can present a danger when approached in an unfamiliar situation. Most "family pets" in this part of Honduras are not as friendly and domesticated as the family pets we have.

3. **How old do you have to be to take a trip with HOI?** The minimum age allowed is 13 as of January 1, 2016. Thirteen year olds must be accompanied by a parent. There are no upper age limits.

4. **Do we get to meet the people where we work?** Mission trips with HOI are designed to build more than latrines. Building relationships between volunteers and Hondurans is a key objective to the HOI Mission Team Program. Mission teams work side by side with the residents of the community. If you are laying a concrete floor, you will share the labor with the family members receiving the floor; if you are helping with Bible School, some of the moms and the teacher may be with you in the classroom.

5. **What kind of food will we eat?** The food, served family style in a cafeteria or dormitory setting, will be simple and typical Honduran fare: beans, rice, eggs, chicken and freshly made corn tortillas. Avoid ice in your beverages and lettuce and tomatoes in your sandwiches at Toncontin Airport and when dining away from HOI locations.

6. **Is the water safe?** Please drink bottled water throughout your stay in Honduras. Upon your arrival at the airport you will have an opportunity to purchase bottled water. In your dorms and at the work site HOI provides purified water which you can use to refill your personal water bottle. Use bottled water for drinking and teeth brushing at all times. Avoid ice in your beverages.

7. **What travel documents do I need?** Visitors to Honduras need a valid passport issued by the country of citizenship. US citizens must have a minimum of 180 days of validity remaining on their passports at the conclusion of their trip. No other documentation is needed for US citizens. HOI will register all volunteers with their country's respective representation in Honduras. Non-US citizens should check with the Honduran Consulate for visa requirements.

8. **What shots do I need?** Health and safety concerns are discussed in the Team Member section under Health and Safety Guidelines. HOI suggests that travelers consult with their personal physician with specific questions and concerns.

9. **Is there internet accessibility in our dorm?** Yes, wi-fi is available for mission team use. However there is limited bandwidth and the satellite system is not dependable; using Skype or Facetime or downloading / uploading pictures is prohibited. We hope that you will be good stewards of this service and that having access to the internet will not detract from your group interaction and devotion times.

10. **What else do I need to know?** Do not flush soiled toilet paper in any restroom. Instead dispose of used toilet paper in the trash can which will be beside the toilet.

11. **What are the sleeping arrangements?** Groups will stay in a dormitory near the community where you will work. One, operated by Lufussa is in Choluteca and the one operated by Agrilibano is in San Lorenzo. The dorms rooms are equipped with bunk and single beds. There are dedicated bathrooms for most rooms.



REMINDER: Because the bathroom plumbing is a smaller gauge than in the U.S., please be courteous and understanding and follow the local etiquette of disposing soiled bathroom tissue in the waste can, typically located near the commode.



MISSION STATEMENT

HOI is a Christ-centered, missionary-sending ministry working alongside people of developing countries who desire to implement sustainable development partnerships. *Adopted by the HOI Board of Directors, 1/25/2012*

WHO IS HOI?

HOI (formerly known as Honduras Outreach, Inc.) is a non-denominational, non-profit Christian organization headquartered in Tucker, GA, near Atlanta, with the base of our Central American operation at Rancho el Paraiso, in central Honduras, near San Esteban, in the department (state) of Olancho. In 2014 we broadened our footprint to include a location in Nicaragua and southern Honduras.

In San Lorenzo, we currently have three program areas:

- **Short term Missions** is the source of sweat and love that enables residents to improve their quality of life. The entry point for North Americans to be the hands and feet of Jesus, this is the HOI program that connects North Americans to Hondurans and interfaces with the other programs of the organization, specifically Community Development. A facet of the Mission Program is spiritual growth and renewal of each North American volunteer who participates in an HOI-sponsored mission trip. You will be the hands and face of Jesus as you serve during your mission week. Teams are encouraged to have morning and / or evening devotions. We encourage each participant to keep a journal during the week and to reflect on your experiences in the mission field.
- **Community Development** addresses needs in village infrastructure, education, health and hygiene, agriculture and entrepreneurial development. It is our goal to enable communities where our teams serve to become self-sustaining by helping to integrate each of these areas. With its expansion into Nicaragua and southern Honduras, HOI is taking its “best practices” model, developed over the past 25 years, into communities where infrastructure needs are great. The newest HOI location, San Lorenzo and Choluteca in southern Honduras, offers exciting opportunities for HOI, our mission teams and the local residents. The genesis of this effort stems from a request by HOI’s Honduran partners whose social responsibility programs work alongside HOI to coordinate projects to improve the quality of life for the people in the villages where many of the employees of the sponsoring companies live. Leaders in this effort are *Agrolibano*, the largest melon producer in Honduras, *Lufussa*, the electric power generating company in the southern part of the country and *Chorotega Cooperative* a local credit union. Their initiative in this effort demonstrates an important shift in the way that Hondurans take leadership to address social problems within their country.
- **Spiritual Life** –HOI encourages visiting mission teams to provide Bible School activities to the children in neighborhood where they will serve. Generally a two hour session after lunch two – four days of the service week allows children and teachers time to become well acquainted and share Christian teachings of favorite Bible stories. Children love learning new songs and having the opportunity to try their hands at crafts which are often not included in other settings in Honduras. Teams can also take the opportunity to make prayer visits in family homes. Our staff first meets with families to discern the particular prayer need before North Americans arrive. HOI, at the invitation of the local NGOs (non-governmental organization), are helping to establish a hospital chaplaincy program in the two local hospitals.

Transforming Lives through Faith and Works



PREPARATION FOR YOUR MISSION EXPERIENCE

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Philippians 2:3-4

MISSION TRIP EXPENSES

There are two major expenses involved with a mission trip to Honduras: airfare (getting there)--your team is responsible for securing air transportation from the US to Tegucigalpa—and the in-country fee (being there).

The in-country fee of \$800 per person must be sent to the US office at least four weeks prior to your departure. Included in this fee are:

- travel accident and liability insurance coverage
- transportation from the Tegucigalpa airport to southern Honduras, either San Lorenzo or Choluteca and back
- leadership by a bi-lingual HOI staff member who will meet you at the airport and stay with your group until you depart at the conclusion of your mission experience
- overnight accommodations for the mission week
- all meals while in Honduras, including three meals daily and lunch on the R & R day at the beach at Amapalo on the Bay of Fonseca
- beverages with meals: including breakfast coffee, bottled water / soda with lunch and dinner
- purified water
- building supplies and tools for the work project in your host village

Personal costs include:

- Snack or lunch and beverage at the Tegucigalpa airport on the day of your arrival
- Souvenirs and snacks throughout your stay
- Passport & physician's appointments

HEALTH AND SAFETY GUIDELINES

To ensure your health and safety during your mission trip, please read carefully the following pages which contain guidelines concerning vaccinations and safety tips for your general well-being before, during and after your mission trip to Honduras. These guidelines are from Dr. Lee Woodall, MD who serves as an advisor on the HOI board of directors.

IMMUNIZATIONS FOR TRAVEL

HOI, on the advice of our medical consultants and the Centers for Disease Control and Prevention, recommends that all travelers to Honduras have the following:

- MMR and DPT, preferably within the last ten years
- Varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot.
- Hepatitis A & B vaccinations which needs at least six weeks for maximum efficacy.
- Malaria prophylactic medicine

There are several choices for malaria prevention such as Plaquenil or Aralen. In addition, there are medicines made available, such as Doxycycline, for those who may be allergic to Chloroquine-based medications. Please consult your physician for prescription and dose pattern. It is important to take the full dose, beginning before you depart, continuing during the trip and after you return.

Malarone and Mefloquine are not needed in Central America for prevention of malaria. These medicines have a higher side effect profile than hydroxychloroquine or chloroquine, and are more expensive. The CDC states that hydroxychloroquine in Central America is all that is needed in areas where malaria is a problem. Hydroxychloroquine is preferred over chloroquine since there are fewer side effects but both work for prevention of malaria while in Central America.

Travel clinics or health departments may recommend additional vaccines such as typhoid for travel to developing countries, though only those listed above are recommended by HOI. However, we strongly suggest you consult with your personal physician or local travel clinic if you are concerned about this illness and follow closely their recommendations. .

The Havrix vaccine for Hepatitis A needs at least six weeks for maximum efficacy. However, if you forget to do this, it may be taken any time before the trip and should not be omitted if you have less than six weeks before your departure. A booster shot is administered six – 12 months after the first vaccination.

If you become ill after your trip, it is very important for you to tell your primary care physician that you have recently traveled to Honduras. Some illnesses may not show up for a while; up to a year after you return, please mention your trip to Honduras.

Remember that although vaccines are very important for disease prevention, you must use care, caution, and common sense when eating and drinking in Honduras to vastly reduce the possibility of illness during your stay.

HOI always recommends that each traveler consult with his/her physician or local travel clinic in a timely manner for all recommended medications, prescriptions and dosage patterns. Please follow the advice of your health care professional. For complete up to date information and some general travel safety tips, please visit the CDC website, www.cdc.gov/travel/destinations/Honduras.

(September 2015)

TRAVELER'S HEALTH & SAFETY

Volunteers and villagers alike face several health and safety concerns in southern Honduras. Most are not worrisome when proper protection is taken and most can be prevented when common sense is used.

HOI lists the following as major areas of concern:

- Sunburn
- Mosquito bites
- Ticks
- Overexertion, dehydration and heat stroke
- Cuts, scratches and blisters where parasites and bacteria can enter the bloodstream
- Parasites in food and water which cause diarrhea and other digestive track diseases
- Snake bites

To address these possible health and safety issues HOI highly recommends that all North American visitors:

1. Use sunscreen daily on all exposed skin—face, ears, neck, and arms.
2. Apply mosquito repellent in the morning, at bedtime and after showering. Dengue fever, Chikungunya, and malaria are serious illnesses which are transmitted by insect bites and can be avoided by liberal use of repellent with DEET.
3. Check yourself regularly, head to toe, for ticks and remove them immediately. They too carry dangerous diseases. If you need assistance, or cannot remove the entire tick, please seek help from the health care professional traveling with your group.
4. Increase your level of fluid intake to a minimum of two liters of water a day, more if you are working in the sun. Southern Honduras is very hot. Dehydration happens quickly and can lead to heat stroke or heat exhaustion. STAY HYDRATED to lessen the chances of this happening!

5. Drink only bottled or purified water. Purified water is provided at the dormitories to refill your personal water bottle. Avoid tap water even for brushing your teeth.
6. Avoid ice in your beverages everywhere, including the airport.
7. Everything prepared specifically for HOI volunteers is safe to eat. Elsewhere, eat only food that is cooked and served hot; eat fruit only if it has a thick skin which you peel yourself *after washing your hands*. When eating away from the cafeteria avoid fresh produce including tomatoes and lettuce. It is the water used for washing, not the fruit itself that can cause intestinal problems. Because there is no way to be sure if the produce has been washed, it is best to avoid it completely.
8. Clean hands thoroughly with soap & water and antibacterial wipes before meals and before eating snacks anywhere, anytime.
9. Wear shoes AT ALL TIMES outside the dorm room. Wear flip flops in the bathroom and while showering.
10. Bring all currently prescribed medications with you including the malaria prophylactic medication.
11. Wear gloves when participating in work projects to prevent blisters and cuts.
12. Report all cuts, scratches and blisters to your group's medical officer immediately, even if the wound seems insignificant. Wounds must receive care because they provide a place for parasites and bacteria to enter the body.
13. Seek help immediately if you have been injured, even slightly or feel sick in any way. It is always best to treat problems when they first appear.



Water is scarce in the Dry Zone of southern Honduras. Lufussa, an electric generating company and an HOI corporate partner in the San Lorenzo area, uses wind turbines and solar energy to provide electricity.

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TRAVEL DOCUMENTS

All travelers to Honduras must carry a valid passport issued by the country of citizenship. There are no exceptions. You must have a passport not only to exit and re-enter the United States, but also to enter the country of Honduras. Begin the passport application process immediately upon committing to participating in this mission trip. The US State Department suggests allowing a minimum of six weeks to secure a passport through non-expedited channels.

Several months before trip departure check the expiration date on your passport. **If it has already expired or will expire within 180 days of the completion of your mission trip to Honduras, begin the process to renew your passport immediately.**

On the day you depart home to start your journey to Honduras double check that you have your current passport with you.



The communities of San Lorenzo and Choluteca are approximately 3 hours by bus directly south of the capital city of Tegucigalpa where you will arrive at Toncontin Airport. At the end of your mission week, you will spend a day at a beach in Amapala on the Bay of Fonseca.



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Dear HOI Mission Traveler,

August 2015

During your travels to Honduras you will need prevention from Hepatitis A. This type of hepatitis is transferred through unclean water or food. An individual getting Hepatitis A does not become very sick, and more importantly there are no long-term sequels of this type of hepatitis. In any case, we would like to prevent our travelers from getting ill with this type of hepatitis. There is essentially no problem at the ranch because of the cleanliness of food preparation, but once you are away from the ranch and eating other places, prevention of Hepatitis A is important.

There is a vaccination for this type of hepatitis and it can be obtained through your physician or through the county health department. You should receive an initial vaccination preferably six weeks prior to travel but if this is not possible I would not hesitate to get the vaccination even up to the week before leaving. A second booster is needed six – 12 months after the initial shot and can afford immunity for Hepatitis A up to 10 years.

As always, the prevention of Hepatitis A and other infectious diseases in under-developed countries includes drinking only water and eating food that have no chance of containing infectious bacteria or viruses. Therefore in addition to vaccination and medicine for prevention of disease, you should consider eating only well-cooked food and drinking bottled water or water that has been properly chlorinated or boiled adequately to prevent any impurities. While in hotels, be sure not to drink or use anything but bottled water that you have brought into the hotel yourself. Drink only bottled colas or water while off the ranch area or in restaurants. Also, outside the ranch and other controlled areas, it is important not to use ice in your drinks.

If you have more specific questions or concerns about Hepatitis A, please contact the HOI office in Tucker.

Yours truly,

Dr. Lee Woodall MD
Medical Advisor to HOI
Co-chair HOI Medical Committee



PACKING GUIDELINES

A traveler once said that the first thing to pack for your mission trip is your Faith. The second thing is your Flexibility! Equally important are the following suggestions:

Carry on luggage - *must meet current regulations and restrictions imposed by the US Department of Homeland Security and the airlines*

- ✓ passport & ticket
- ✓ all medications you use regularly
- ✓ p.j.'s and at least one day's change of clothes
- ✓ toiletries (in accordance with prevailing security measures) and essentials
- ✓ include:
 - reading material
 - camera and sun glasses
 - journal or notebook
 - pocket sized tissue packs for restroom breaks en route
 - wet wipes, liquid hand sanitizer
 - money for tips, snacks and souvenirs—one and five US dollar bills are easy to handle; \$20 bills may not be accepted in local shops. You will be able to exchange US dollars to Honduran Lempira soon after your arrival.
 - ATM card which can be used for some purchases.

Personal medical kit

- personal prescriptions (including anti-malarial) medications in labeled bottles
- allergy medicine if you use it at home
- lotion or salve to treat insect bites
- clear nail polish to cover chigger bites
- antihistamines
- over the counter analgesics, anti-diarrhea medications, antacids

Checked luggage

- wash cloth and towel, although the dormitory where you will stay will supply towels
- non-slip flip-flops for the shower
- snack food, enough to share with your mission teammates
- flashlight, extra batteries
- sunscreen—at least SPF 15
- insect repellent with DEET
- personal toiletries (besides the ones in the carry on, if necessary) packed in zip lock baggies and the lids taped shut
- appropriate work clothes for four days
- appropriate casual clothes to change into at the end of the work day
- enough socks, pj's, and underwear for a week
- sturdy work gloves, hat, bandana
- poncho or raincoat
- small backpack or daypack to carry personal items to the work site each day
- Bible, pens, Spanish / English dictionary
- Sturdy shoes, work boots, tennis shoes—a pair to work in and a pair to change into after work
- a casual outfit for R & R day at the beach
- plastic bags for packing dirty clothes to bring home
- small bottles of hand sanitizer

- a sports bottle (e.g., a sip bottle or Nalgene bottle) that can be refilled with bottled water each day at the ranch
- games for all to play: cards, UNO, dominoes or checkers are easy to carry

Electrical appliances: The dormitories have electricity and sufficient outlets for a mission team. Honduras uses the same voltage as required by North American appliances (110V). There is no need to bring a travel adapter.

DO NOT WEAR or BRING flashy and / or expensive jewelry and electronics.



Your mission experience with HOI in southern Honduras will be busy and full of new experiences. Plan to take some time each day to be still and acknowledge God's presence in your midst.



MISSION WEEK ITINERARY

DAY 1 (Saturday): During the flight between the U.S. and Tegucigalpa, the flight crew will give you an immigration form to complete. You may list yourself as a “tourist,” staying at the *dormitory of LUFUSSA* (if you are in Choluteca, Department of Choluteca) or the *La Casona de Agrilbano* (if you are in San Lorenzo, Department of San Lorenzo).

Upon your arrival into Tegucigalpa at Toncontin Airport, you will disembark from the airplane and enter the immigration hall where your passport will be checked and the immigration form will be collected. You will pass into the baggage claim area. Once you and your mission team have retrieved everyone’s luggage, you will exit through a double glass door into a reception area where our HOI staff will welcome you. The Honduran Group leader will escort your team to awaiting vehicles and will help exchange your US dollars into Honduran Lempira before you return to the airport where you can use the restrooms, purchase snacks and bottled water and buy lunch at McDonalds or other fast food vendors. Avoid fresh lettuce and tomatoes on your sandwiches and ice in your beverages.

Please note restroom etiquette in Honduras: at this restroom and all others the toilet stall will be equipped with a trash can for soiled toilet paper. Please be respectful of the plumbing and dispose of used toilet tissue in the waste container provided.

After a chance to take a break in the airport, you will begin the 2 ½ - 3 hour drive south, on Highway 1, the Pan American Highway. You will arrive at your destination in time to settle in and unpack before supper and a brief orientation. **If you want to take a walk, first ask your HOI Group Leader for permission. If he / she agrees, go together in a group, go before dark and do not go alone.**

DAY 2 (Sunday): After breakfast, your team will visit the community where you will serve during the week for a brief orientation and attend a worship service in a local church. During the afternoon you will meet the families with whom you will work in the coming days.

DAYS 3-6 (Monday – Thursday): The work day begins at 8 a.m. and concludes about 4 p.m. During this time you will share Bible School with children, meet with selected families in their homes for prayer and work together with residents to improve the infrastructure of their homes. Dinner will be served at approximately 6 p.m. Evenings will be at leisure.

On Thursday to celebrate the completion of the work in your host village, you can plan a Work Dedication Service and share a Fiesta with the townspeople and children. Talk to your HOI Group Leader to coordinate the activities.

DAY 7: After breakfast you will depart for a Rest and Relaxation Day on the Bay of Fonseca. Following a short boat ride from the mainland to Isla del Tigre (Tiger Island) a volcanic island in the Pacific Ocean, you’ll dock at Amapala, a quiet fishing village. You’ll board *Tuk Tuk* cars for a ride to a beach of volcanic stones, have a snack and enjoy the sun and surf. Back on the mainland, a seafood lunch will be served at a lovely restaurant, Terra Mar, overlooking the Bay and its islands. You will return to your dormitory in time for dinner. Evening is at leisure, for packing and preparing to depart early the next morning for Tegucigalpa, Toncontin Airport and the flight back to the US. .

DAY 8: After breakfast, you will depart at approximately 7 a.m. for the ride to Toncontin Airport where you will say “Hasta luego” to your HOI Group Leader and driver. Each person will be responsible for carrying his/her own luggage to the airline check-in counters. If a local porter takes your luggage, it is the responsibility of the team member to tip him.



RULES of the SOUTH

While you are a guest in San Lorenzo please remember that the local staff is skilled professionals in their respective work areas. Please respect the judgment and decisions of your Group Leader and know that he/she has the best interest of your mission team and the community at heart.

1. Dress code: **be modest**
 - no tank tops or shorts worn in the village
 - men must always have shirts on except in the dormitory area
 - only long pants or skirts are allowed away from the dormitory area
 - long shorts are allowed only at the dorm, at the beach and on the bus ride back to the airport
 - closed-toe shoes and socks are required for the worksite in the villages; wear sandals only in dorm area (this is a health & safety issue)
2. Never leave the immediate area of the dormitory alone and without permission from your HOI Group Leader. It is absolutely prohibited to leave the dormitory compound at night.
3. Acknowledge that the cafeteria, dormitory and HOI staff are professional; show respect and gratitude for hosting your team
 - greet everyone you meet with a happy “hola” or “buenos dias”
 - respect each staff person’s work day; be prompt when boarding the bus in the morning to travel to your village and again in the afternoon when your group leader announces that it is time to return to the dorms
 - thank the staff at the end of the week for hosting you and your team
4. Smoking is prohibited in the villages and in all HOI vehicles. Smoking is allowed only out of doors at the dormitory compound. Alcohol is prohibited at all times while you are under the auspices of HOI.
5. HOI absolutely prohibits Mission Team members from driving any vehicle. Only designated personnel are permitted to operate vehicles. Recreational horseback riding is also strictly forbidden.
6. Refrain from petting animals in the villages. They can present health and safety issues. The village animals are not accustomed to attention like our family pets at home and may react viciously and defensively to attention and touching. If you touch any animal, be sure to wash thoroughly.
7. If you become ill or injured, even a small scratch, tell your team leader and the medical person
8. Be considerate of those who wish to go to sleep early or sleep late.
9. Carry a flashlight after dark for safety reasons, whether you are outside or go to the bathroom after lights out.
10. Keep your dorm room neat. Do not leave food in the open as it will attract bugs and mice.
11. Be brief when showering as there are others in line waiting to shower also.
- 12. Turn off lights and fans when leaving the dorm rooms.**
13. Do not flush toilet paper. Restrooms will be furnished with a trashcan for used toilet paper.
14. Be prompt for meals.
15. On the last morning, please strip the beds and leave bed and bath linens piled in the dorm room.

16. Except for the day of Work Dedication and Fiesta in your village, do not give candy or snacks to the locals.
17. The staff and village have worked hard to design a work schedule suitable to your group. Please respect what has been arranged for you.
18. Before departing, please give all extra supplies (medical, school, hygiene kits etc.) to the Group Coordinator, who will donate them either to the village clinic (if there is one) or to one of area hospitals. .
19. Be sure to remove all belongings and/or trash from the vehicles every time you exit a vehicle.



The boats HOI volunteers ride in to travel to *Isla de Tigre* on the R&R day are equipped with life jackets which each traveler is required to wear. *Isla de Tigre* is a volcanic island, rising almost 2700 feet above sea level. The ride between the mainland and the village of Amapala on the island is approximately 15 minutes.

FEE REFUND SCHEDULE

Groups or individuals will receive a 70 per cent refund of the in-country fee if HOI receives the cancellation notice within three weeks of the departure date.

Should HOI cancel the mission trip within two weeks of the scheduled departure date, HOI will refund 85 percent of the in-country fee. HOI must retain 15 percent to cover pre-group expenditures including work supplies and construction materials for the group's project.



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. 100 & 404-327-5769 ext. 103
 After hours: Emily Grossman 404-754-2540

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.

RETURN TO THE U.S.

Welcome back to the U.S! As sad as it is for your mission week in Honduras to end, it is always wonderful to return home.

Upon arrival at the gateway airport you will go through immigration / passport control. Once through passport control, you will claim your luggage and clear customs. After this, you will exit the international terminal. If you have a connecting flight, you will check in, clear TSA, if necessary, and find your gate and other team members and board the flight.

Once you have returned home, but haven't lost the excitement of your trip, consider what you can do to continue the work you have begun in Honduras and share your story with others. Please send your Reflection to HOI which we can add to the Blog posts on our website (<http://hoi.org/blog/>)

REMINDER

Many mission teams and individuals feel compelled to give the villagers things at the end of the week. Please be mindful that we do not want to create a beggar, welfare mindset. HOI asks that you are very careful about your choices. We suggest taking photos of each family and presenting them during the closing fiesta on Thursday. Small tokens can be given from one friend to another specific friend. However, please remember that you have already given them your love and friendship; you have provided them hope for the future. That is more than they could ever wish. Please do everything in your power not to turn this time of friendship and encouragement toward independence into a message of dependence on others.

- **It is imperative that each Mission Team leader and volunteer recognize that they must not make promises of gifts, money or donations to the people in their host community or the staff.**
- **Please do not ask the Honduran staff to follow up on individuals. We serve several thousand Hondurans. It is impossible for our limited staff to check up on all our special friends.**
- **Any special requests must be made through the US office.**

***Help us continue to make this program
A ministry of His presence
not
A ministry of our presents.***



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To: All HOI Volunteers
 From Dr. Fred Ingle, DVM, chair of HOI Agriculture Committee
 Re.: Cross contamination of agriculture diseases

September 2015

[Dr. Fred Ingle, DVM and veterinary and agricultural advisor to HOI's Agriculture Program, wants all individuals traveling with HOI to be aware of the following]:

Honduras is the home to many infectious diseases of animals and poultry, some of which are contagious not only to animals but also to humans. Some of the most common diseases in animals that are contagious to humans are Brucellosis (Undulant Fever), Colibacillosis (E coli), Leptospirosis, Rabies and Salmonella.

Some of the most common diseases found in animals that can be spread by contaminated boots, clothing and by bringing animal products through customs are: Colibacillosis (E coli), Hog Cholera, New Castle Disease, Salmonella, Vesicular Exanthema and Vesicular Stomatitis

The diseases transmitted animal to animal can be easily carried on our footwear, clothing and by bringing animal products through customs when we return to the US after a stay at Rancho el Paraiso. While in Honduras, we are exposed to farm conditions by walking on contaminated pavements in the villages, on farms (including the ranch), etc. Any of these diseases could devastate the animal and / or poultry industry in the United States.

What we can do:

- Always clean your shoes before you leave Honduras
- When you return to the US, designate on your US Customs and Immigration form that you have been on a farm
- Wash clothes thoroughly when you arrive home
- For those of you who come into direct contact with animals (horses, cattle, swine, goats, sheep, chicken), do NOT wear boots worn in Honduras for one (1) month after your return to the US

It is common knowledge that the US Agriculture Quarantine stations at some of our airports are very lax at inspecting luggage, boots, etc. Please do not use this as an excuse for choosing to bypass this or not marking the Customs form you receive during the flight.

Let us work together to keep foreign diseases out the US and to make the U.S. Customs officials take responsibility for their efforts.

Sincerely yours,

Fred Ingle, DVM

Below is a sample letter for individuals who wish to invite others to contribute to the cost of a mission trip. Letters should be modified to reflect the personal aspirations of the individual.



Dear _____:

All of us feel the calling at sometime in our lives to do something meaningful for other people. Not everyone has the chance to break away and devote 100% of his time for a week to do something special like this.

I have a chance to go to Honduras with an organization that assists the people in the most remote and impoverished part of Honduras, which is the second most impoverished country in the Western Hemisphere. HOI is based in Tucker, GA near Atlanta, and hosts mission teams groups at their locations in Honduras and Nicaragua where education, hygiene, healthcare and even basic craft skills have not evolved much for centuries. HOI (www.hoi.org) helps people by training men and women and educating children to help themselves. It is a Christian-based organization with a universal purpose.

My trip is scheduled for _____. I know that everyone can't take the time to make this kind of trip, and for me to do it, I need the financial help of friends. The cost of airfare, lodging and food in Honduras and the supplies we need to do our work comes to about \$1,700 per person. I hope you will contribute to the cost of my trip. I will be proud to represent you and other friends while doing this good work as a service with Honduran people who have not had the same blessings and opportunities we have had.

Please send whatever amount you are able to contribute. Checks should be sent to me at _____ but should be made payable to _____, the church with which I am traveling.

Thanks for being part of a noble mission to help other people, including me.

Sincerely,