



Christian Hand
"The Leoda Jusma Foundation"

CHRISTIAN HAND

"THE LEODA JUSMA FOUNDATION"

VOLUNTEER HANDBOOK



Base 801108 12-87

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Dear Volunteer

Mission is not for everyone. It takes a special calling to be a missionary, however everyone can help. There is something for everyone to do. Your service is very much needed and greatly appreciated!

A missionary trip is a huge undertaking. Travelling to Haiti may be different from anything you have ever experienced before. Most people go with a mind-set that it is fast paced and hurried. However, Haiti is a slow paced and simple lifestyle. Enjoy the setting, take a deep breath, slow your pace, take in all you see, and bring them back with you. You are a champion for Haiti.

Because our work in Haiti depends so much on you, we want to coordinate your trip to the best of our ability. The best plans won't prevent surprises, but good plans can help avoid many problems. The key is to learn as much as you can before you go...and be patient once you get there. If you have any questions or concerns jot them down and let us know. If at any point you feel overwhelmed, remember we are only a phone call or email away. The sooner we have your information, the better prepared we will be on the field.

Your information includes:

- Volunteer Application
- Signed Statement of Agreement and Practice (form enclosed)
- Medical Consent and Liability Release (form enclosed)
- Proof of Traveling Insurance
- Copy of Passport
- Medical Professionals must include a copy of credentials
- Fees

We trust that each volunteer appreciates the need for pricing policies and limited rules for conducting our affairs in a business like manner. Your work in Haiti is that of a missionary. While we are very grateful that you have taken time away from work and home, we at Christian Hand rely on contributions to fund our programs and projects. Therefore, we must charge a small fee that will help cover the costs of providing for our volunteers.

VOLUNTEER'S RESPONSIBILITY

Each volunteer should be aware of his/her individual responsibility for the following:

- Paying \$500 for expenses including air fare.
- Obtaining travel insurance (We use Adams & Associates and we recommend the \$2.75 per day coverage. You may go to their website and fill out the application at www.aaintl.com, or you may call them at (800) 922-8438)

Passport
Immunizations
Souvenirs and other personal purchases
Meals, other than those served at our Home
Two-night-stay at a guest house in Port-au-Prince price
varies from \$35.00-45.00 (U.S.D) per night

CURRENCY

American currency is widely accepted in Haiti. It is advisable to bring small bills as making change can be difficult.

GIFT GIVING

Giving can create jealousy, a beggar mentality, and make it difficult for other volunteers. However, giving gifts can be very rewarding for both the giver and the receiver, and there is a way to give items without causing complications. Please coordinate with the team on how to distribute items you bring.

Good gift items to take for children:

Small Toy-cars, balls, jack sets, coloring books and crayons, pencils, hair bows, toothbrushes, toothpastes, soaps, chewing gums, hard wrapped candies, dolls, combs, harmonicas, pens, checkers.

If you would like to take things to give away, please ask the team when and how is the appropriate way and time.

TIPS

The average annual income for a Haitian is \$345 (U.S.D) a year. Therefore, the Haitians can be very eager and enthusiastic for your tip. However, do not open pocketbooks and billfolds in a group of people. If you do not have tip money in your pocket wait until you are safely inside the vehicle before handling tips out. The average tip to those who carry your bags at the airport is \$1.00 per bag per person. You will be inclined to give, give and give but remember your generosity will have consequences for those who travel to Haiti on a regular basis or those who live in Haiti. There is a way for you to give to those in need and we will be happy to facilitate your donations in the appropriate manner.

CONDUCT AND ACTIVITIES

Without establishing a list of Do's and Don'ts, we ask that you respect the differences in our culture and that of our Haitian friends

- Be courteous. Say hello to the people you meet, and then ask for directions or instructions. Remember, you are a guest in a different culture, not everything will be the same as it is at home.
- We are a community of Christians in close contact and fellowship. It is expected that we will conduct ourselves as such.
- Please seek to be understanding of others. Let us not engage in activities or conduct that will offend others.

- Please respect those with whom you work with, work for, and associate with.
- Smoking and drinking are discouraged while on assignment.
- Do not venture outside after dark alone.
- If you would like to go for a walk, it is advisable to go in pairs or groups, but please do not go anywhere without informing a missionary of your plans.

APPROPRIATE DRESS

Clothing is perhaps more important in the Haitian culture than in the U.S. Haitians take pride in it. Sensitivity is important in Haiti and conservative dress is the safest. Although you may see Haitians and missionaries wearing something different, it is generally a good idea for visitors to observe the following:

Short sleeves are usually most appropriate.

Ladies swimwear must be one piece and modest.

A light sweater may be needed at night.

Rain gear is important, especially umbrellas.

Walking shoes are good ideas. You may also want to take along a pair of support sandals.

It is advised that medical volunteers take scrubs, masks, lab coats with them.

WHAT TO CARRY WITH YOU

1. Anti-diarrhea meds: (Pepto-Bismol, lomotil)
2. Personal prescription medications, if needed
3. Medications for headache, fever, colds
4. Antacids
5. Hydrocortisone cream
6. Neosporin
7. Benadryl
8. Sun block
9. Snacks (energy bars, granola bars, crackers)
10. Insect repellent (with DEET)
11. Flying insect spray (with pyrethroid insecticide)
12. Sunglasses
13. Hat/cap, small umbrella, light rain jacket
14. Light rubber sandals with straps
15. Good walking shoes
16. Flashlight
17. Shower shoes
18. Twin size sheet set
19. Bath towel
20. Bath robe
21. Camera, film, batteries
22. Soap/ hand sanitizer gel
23. Copy of passport
24. Water bottle

IF YOU WOULD LIKE TO TAKE IN MEDICINE, EQUIPMENT OR SUPPLIES TO GIVE: HERE IS THE NEEDS LIST

MEDICINE NEEDS

Multivitamins	Oral numbing cream	Worms meds
Antibiotics	Tylenol	Fluoride Treatments
Cold medicine	Motrin/ Ibuprofen	Lice Treatment
Neosporin	Diabetic meds	Rubbing Alcohol
Antifungal Cream	Iodine	Antacids
Wart Remover	Peroxide	antihypertensive

FOOD NEEDS

Rice	Peanut Butter	Bullion Cubes
Beans	Jelly	Spices
Tuna Packets	Spaghetti	
Noodles	Tomato Paste	
Macaroni	Cookies	

SCHOOL SUPPLIES

White Chalks	Markers	Drawing Pads
White Boards and Markers	Colored Pencils	Construction Paper
Pencil Sharpener	Crayons	Glue Sticks
Pencils & Pens	Coloring Books	Rulers
Markers	Composition Notebooks	Paint By Number Kits
Side Walk Chalk	Craft Kits	

CLOTHING NEEDS

Slacks	Underwear	Belts
Jeans	T-shirts	Shorts
Shoes (Tennis & Dress)	Polo shirts	Socks
Dresses	skirts	

PERSONAL HYGIENE PRODUCTS

Bar Soap	Deodorant	Tootpaste
Toothbrushes	Toilet paper	Towels
Skin lotion	Vaseline	Talc
Sheets	Combs	Wash Cloths

TOYS

Cars	Balls	Jack sets	Bubbles
Coloring Books	Crayons	Pencils	
Hair Bows	Checkers	Harmonica	
Hard wrapped Candy	Dolls	Chewing Gum	

COMMON HAITIAN PHRASES

Bonjou	Good Morning
Bon swa	Good afternoon
Bon nwit	Good night (after 8:00 p.m.)
Sil vou ple	Please
Mesi anpil	Thank you very much
Pa de kwa	You're welcome
M pa konprann	I don't understand
Wi (we)	Yes
Non	No
Bon Die beni w	God bless you
Orevwa	Bye-bye
Baybay	Bye-bye
Koman nou ye	How are you all?
Koman ou ye	How are you (singular)
Mesie	Sir
Madamm	Madame
Mad mwa zel	Miss

WHAT TO EXPECT

Please check with the airlines prior to departure for specific rules and regulations. You are allowed one carry-on and two 50 lb. pieces of luggage per person. Please weigh your luggage as the airlines are very strict about weight. Anything of value should be hand-carried.

Traveling to a foreign country, particularly a third-world country, can be intimidating and confusing (especially if you do not speak the language).

For emergency purposes (e.g. loss of passport or evacuation) contact information for the American Embassy and Consulate General Office in Haiti is listed below:

American Embassy
Harry Truman Blvd
Port-au-Prince, Haïti
(011-509) 222-0200 or 0612

American Consulate General
Rue Oswald Durand 104
Port-au-Prince, Haïti
(011-509) 223-7011

It is advisable to tape a copy of your passport (including emergency numbers and contact information) inside each piece of luggage including backpacks and purses.

Upon arrival, you will pass through immigration where your passport will be stamped and checked. After immigration, you will claim your bags in customs. This is often a place of confusion. If questions about any items such as medicine, medical equipment or supplies, simply state that these items are a gift for the location you are traveling.

A porter with a picture ID can help you at this point. An appropriate tip is usually \$1 per bag or you can handle your own luggage.

Your baggage claim slips will be required before you leave the custom area. Be aware. There will be many porters trying to transport your bags and get money from you. Often times there can be an argument between taxi drivers and porters to handle your luggage. It is a time of chaos and begging for money, be prepared to politely but firmly refuse.

Most likely you will be staying in Port-au-Prince overnight, depending on our arrival time. Arrangement will be made to visit with the students that Christian Hand sponsors while we are in Port-au-Prince. Early in the following morning (day 2), we will travel for about six hours by car to Camp-Perrin, township of Cayes, in the South of Haiti. Get ready for an eye-opening, adventurous and rocky ride.

As we get to Camp-Perrin, on our 2nd day, we will settle down for the next day. Our work will start on day 3. We will set up stations to see people: **Station 1, registration; Station 2, counseling; Station 3, examination; Station 4, medication; Station 5, gift given.** Emergent financial need is evaluated and discussed by the missionaries to see in which way we can help a family or a patient. There are many ways to help (counseling, evangelizing, packing medication, packing toys, and or gifts). The medical team will lead the health care, but we must have a plan, since our stay is short. We will work for 4 days before returning to Port-au-Prince. On day # 7 we will stay overnight again in Port-au-Prince before returning home on day # 8.

What a Blessing you are going to be for those you serve!!

We look forward to working with you for a rewarding adventure. The blessing will be yours!

CHRISTIAN HAND

SHORT-TERM VOLUNTEER APPLICATION

Christian Hand is grateful for your interest and desire to serve in Haiti as a short-term volunteer. In order to help us make your volunteer experience a success, please complete and return this application form (the following 4 pages) and your **\$100.00** non-refundable deposit along with the following no later than 60 days prior to departure:

A recent photograph
Medical Professionals should include a copy of diploma & current license
Copy of passport
Medical Consent and Liability Release
Proof of travel Insurance
Signed Statement of agreement & Practice

Personal Information

Name: _____

Address: _____

Telephone: (Home) ____-____-____ (Work) ____-____-____ (Cell) _____

Email address: _____ Date of Birth: ____/____/____

Marital Status: _____ Passport#: _____ Exp. Date: _____

Emergency Contact: Name: _____

Address: _____

Phone#: ____-____-____ Relationship: _____

Christian Hand is a non-denominational, Christian organization and does not discriminate against race, creed, or color.

Please feel free to share the following:

Denomination: _____ Brief Testimony: _____

MEDICAL INFORMATION

Do you have medical insurance? Yes: ___ No: ___

If Yes, please complete the following information:

Insurance Company: _____ Policy #: _____

Most policies have out of country restriction. Does yours? Yes: ___ No: ___

If yes, list restrictions: _____

Are your immunizations complete? Yes: ___ No: ___ If no, when will they be completed? ___/___/_____

Do you have any allergies? Yes: ___ No: ___ If yes, list: _____

Your blood type: _____ Do you have any health concerns about which Christian Hand should be informed? If so, please described: _____

PROFESSIONAL INFORMATION

Present Occupation: _____

Licensure type: _____ Licensure #: _____

What State(s): _____ Expires: _____

Present Employer: _____ Phone#: _____

VOLUNTEER INFORMATION

Please state briefly your reasons for going and what you expect to contribute and gain on this trip: _____

Do you speak, read, or write French or Creole? Yes: ___ No: ___

Have you ever been involved in mission work? Yes: ___ No: ___

Have you ever traveled to a third world country? Yes: ___ No: ___

In What capacity do you plan to work in your short term mission trip to Haiti? Explain:

STATEMENT OF AGREEMENT & PRACTICE

1. While I am volunteering with Christian Hand, I agree to accept guidance and counsel from those in leadership in the mission.
2. I am willing to set aside personal preferences, habits and schedule in the interest of others to fulfill the mission to which I am assigned.
3. In serving with Christian Hand, I will abide by the standards of Christian Hand in all areas including dress, entertainment, activities, etc. This includes a willing agreement to abstain from the use of alcohol, drugs and tobacco and to be sensitive to cultural, regional, and church expectations and standards.
4. I also agree to refrain from promoting or discussing in public any doctrine, teaching or philosophy that is contrary to the beliefs, standards and practices of Christian Hand.
5. I will seek to provide excellence in all I do.
6. I will seek to encourage and build up the missionary and resident staff.
7. I pledge to work for unity and harmony with my co-workers.

Signature: _____ Date: ____/____/____

MEDICAL CONSENT & RELEASE FORM

1. Medical Consent

All volunteers must have a current tetanus shot (good for 10 years).

In the event of a medical emergency, I hereby consent to the necessary and proper treatment, surgery and/ or anesthesia by a licensed physician or health care professional for myself.

Signature of participant: _____ Date: ___/___/___

2. Release of Liability

I am aware of the potential risks to my property and to myself as I participate in the Christian Hand short-term missions. With such knowledge, I voluntarily release Christian Hand, its representatives and employees from any and all liability related to the activities of this program.

Signature of participant: _____ Date: ___/___/___

Signature of Witness: _____ Date: ___/___/___