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mission team handbook: haiti
Lifeline Christian Mission | Lifeline.org

Welcome Mission Team Member!

Thank you for considering a short-term mission trip with Lifeline Christian Mission. We look forward to serving with you to glorify God.

Preparation begins in your heart long before you arrive at your destination. Get ready, God is going to minister both in you and through you.

We will be praying for you and your group, as you begin to seek God's will and prepare for your short-term mission trip.

Serving Christ,
Keith Dimbath, VP of Missionary Development
Christi Dimbath, Director of Missionary Development

Mission Trip Handbook: revised November 2019

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Preparing for Your Trip

- To schedule a mission trip or check availability, contact Cathi Lester at cathi.lester@lifeline.org or 614-749-0108. Schedule early as the dates fill up quickly.
- All **first time team leaders** to Lifeline must communicate with Keith Dimbath, Vice President of Missionary Development, at keith.dimbath@lifeline.org or 614-794-0108, to ensure Lifeline's goals and Team Leader goals harmonize.
- Apply for **passports** early; allow a minimum of 8 weeks for processing. **NOTE for those who hold a current passport: it must be valid at least 6 months after entry into the country.**
- **Minimum age limit:** 12 years old for international trips. Team Leaders may set their own, more restrictive limits.
- We invite you to visit our website, www.Lifeline.org, to learn more about Lifeline Christian Mission.

Frequently Asked Questions

Where will we sleep?

- Men's and women's air-conditioned dormitories equipped with bunk beds, showers, sinks and modern restrooms.

- Bedding and towels are provided unless otherwise instructed.

What will we eat and drink?

- All water provided by Lifeline is safe to drink.
- American & Haitian meals are prepared in Lifeline's kitchens.
- **Allergies:** Please inform Lifeline in advance as to the nature and severity of any food allergies. Those with more severe allergies, such as gluten or dairy allergies should bring their own food products to supplement the meals we provide.

What is my financial contribution for the trip?

- Your contribution includes airfare, exit taxes, short-term medical insurance, ground transportation in country, translators, meals and accommodations in the mission field, some service project costs and program support. Trip contributions are **non-refundable**.
- Once trip dates are confirmed, your team leader will receive a **contract** indicating contribution due dates.
- Lifeline accepts checks and all major credit cards. Applicable fees will apply to all credit card transactions.
- If donating by check, the team leader will collect all trip contributions and will send **one check** to Lifeline at each contribution deadline.

- **NOTE:** In order for contribution to be tax deductible, do not include team member's name on the Memo line.

Cancellation procedures:

We understand that from time to time a **team member may need to cancel their trip**. Please be advised of the following procedures:

Refunding trip donations: Due to the nature of tax-deductible donations, per IRS policy, Lifeline Christian Mission (LCM) is unable to refund donations made for trip purposes.

Refunding commercial airline ticket: LCM will cancel their tickets and the person will then own said ticket voucher for future use, per airline terms. The person who cancels retains the value of their cancelled ticket in the form of the ticket voucher, not refunded cash.

Rescheduling the cancelling party's trip: LCM will honor the cancelling party's desire to return to Haiti on a future LCM trip with said ticket, with the trip participant incurring an additional cost of the change fee (up to \$250, as determined by airline), provided the cancelling party travels to Haiti within one year of the **original ticketing date**. LCM will keep all funds donated for the purpose of the trip, and the traveler will not have to pay another deposit.

Under unique and unusual sets of circumstances, ***Lifeline Christian Mission may need to cancel a trip*** due to political unrest, natural disaster, etc. Should this be necessary, please be advised of the following procedures:

Refunding trip donations: Due to the nature of tax-deductible donations, per IRS policy, Lifeline Christian Mission is unable to refund donations made for trip purposes.

Rescheduling trips: Lifeline Christian Mission will make every effort to reschedule any cancelled trips, in which case team members will not be asked to make any other trip donations. LCM will bring whoever cancelled to Haiti, using the ticket voucher, within one year of the ticketing date (assuming that is the airline's terms). LCM will keep all funds donated for the purpose of the trip, and the traveler will not have to make another deposit donation.

Refunding commercial airline ticket: If a traveler is unable to make the rescheduled trip date work with his/her schedule, LCM will cancel their ticket and the person will then own said ticket voucher for future use, per airline terms. The person retains the value of their cancelled ticket in the form of the ticket voucher, not refunded cash.

Additional Expenses *not* included in your contribution to Lifeline:

- **Passport and immunization expense.**

- **Flight interruption costs**, such as hotel, meals, tips, etc., during travel to/from the mission or expenses incurred as a result of canceled flights, delays or missed flights for any reason.
- Money for snacks, meals, souvenirs, checked baggage fees and airline tips during travel.
- **Haiti Tourism Fee:** \$10.00 (U.S.D. or Canadian). You will pay this fee at the airport upon arrival in Haiti.
- **Last minute grocery items:** Approximately 7 days prior to your trip, you will receive a small list of grocery items needed for your team's meals, which are not available in Haiti.

What should we wear?

Bring seasonally appropriate, modest clothing. Think conservative and comfortable. We want to be sensitive to the local culture, customs and expectations.

- Laundry services are available, but limited. Laundry will be provided at least one time during your trip.

Men:

- Men may wear shorts or jeans for work. No holes in jeans/shorts or exposed underwear. Please no tank tops, muscle shirts or low armhole tanks. Shirts must be worn at all times except in the dorm or when swimming.

- **Men at church services, Home visits, Bible Studies, etc.:** Men should wear slacks and a collared shirt. No shorts, sleeveless shirts or flip-flops. Jeans are OK for home prayer visits. Sneakers or nice sandals are acceptable.

Ladies:

- Ladies will wear dresses, skirts (knee length or longer) most of the time. Capri length (below the knee) or longer pants/jeans may be worn for travel to/from the field, house building and during evening free time only.
- **Shorts, yoga pants, leggings or other tight pants or culottes are not permitted** at any time during the trip except in the dorms or under skirt for work projects. Sleeveless shirts may be worn for work projects. Please no tank tops, halter tops, spaghetti straps, low necklines, low arm holes, exposed underwear, bras or bare midriffs.
- **Ladies at church services, home visits, Bible studies, prayer meeting, etc.:** Dresses or skirts (at least knee length) must be worn for these ministries. Top/dress must have sleeves (no sleeveless) for church services and home prayer visits.
- For safety, please keep jewelry to a minimum.

Shoes (both men & women)

- Comfortable walking/work shoes, such as sneakers or work boots for working and walking. Nice shoes for church services.
- Flip flops/shower shoes for in dorms and shower. Flip-flops and sandals are not permitted at the worksites. Never go barefoot.

What is the average temperature?

The climate is tropical with highs around 95°F during summer months and 80-85°F during the winter months.

What should we bring?

- Airline ticketing information (will be sent to the team leader)
- Bible
- Clothing & shoes (modest apparel; see above for guidelines);
- Devotion (schedule will be in Final Packet)
- Earplugs – there might be a snorer in your dorm ☺
- Flashlight
- Insect repellent. (Aerosol containers must be packed in checked luggage, per federal aviation regulations.)
- Money:

- Tips and food at airports on travel days
- \$10 cash for Tourism Fee (paid at airport in Haiti upon arrival)
- Offering for approximately 3 church services
- Souvenirs on shopping day in the mission field (Average spent - \$50-\$100+),

NOTE: Bring newer bills; Haitian banks will not accept wrinkled, torn or marked U.S. currency. Bring smaller bills (\$5, \$10 and \$20) for shopping day to aid the vendors in making change.

- Medication to prevent malaria
- Passport
- Copy of the first two pages of passport (picture pages)
- Personal medications (pack in carry-on bag)
- Photo ID, such as driver's license (optional)
- Sleepwear
- Snacks for your personal use (optional). There is no opportunity to purchase them in the field.
- Sunglasses & sunscreen
- Swimsuits (**Grand Goave only**) (**Ladies: no bare midribs or high cut swimsuits**), beach towel, water shoes or aqua socks are strongly recommended for swimming and/or snorkeling on the coral reefs.
- Toiletries (toothbrush, shampoo, etc.)

- Water bottle
- Work gloves

Haiti uses the same electricity as the U.S. Plugs are typically 2 pronged flat type so US travelers will not usually need a converter or adapter.

**Alcohol, cigarettes, e-cigarettes, tobacco, illegal drugs are not permitted at any time during the trip.

What documents are needed?

- **Online application form:** Your team leader has a link to this form. All team members MUST complete ASAP (including returning mission team participants).
- **Passport:** A passport is required. Apply early. **Passport must be valid for at least 6 months after entry into Haiti.**
- **Copy of passport:** Give a copy of the first two pages (photo pages) to your team leader to be sent to Lifeline.
 - Bring an additional copy of the photo pages to Haiti with you. Pack passport copy separate from passport.

Parental Consent

- All minors (under age 18) not accompanied by both parents, must have a signed, notarized parental authorization. This document must include parental

permission to leave the country and designate an adult on the team to act on behalf of the parents in case of emergency or sickness/accident.

Will we have an opportunity to visit our sponsor child?

- If you sponsor a child through Lifeline, you may bring a small gift for your child and his family. You will have an opportunity to visit with your child and present the gift you brought for them.
- If you are interested in sponsoring a child, we recommend you contact Sponsor@Lifeline.org; call 614-794-0108; or visit www.Lifeline.org/Sponsor several weeks prior to your trip departure date to select a child. If you plan to wait until you are in the mission field to select a child, please come prepared to make the first contribution online. After contribution is received, the child will be called to visit with the sponsor.

Port au Prince location only: If you would like to visit a Lifeline sponsor child who is **not** from Port au Prince, we will do our best to arrange a visit. Due to the distance, we ask you to come prepared with extra cash to cover the families travel expenses to/from the mission (approximately \$50.00 per family).

Are immunizations/medications required to travel?

First-aid supplies are available for the treatment of minor cuts, abrasions, diarrhea, etc. and Lifeline has a staffed medical clinic. However, if you have medication you must take regularly or over the counter medications that you prefer, be certain to pack it in your carry-on bag.

There are no immunizations required by Lifeline, the U.S. government or the country of Haiti. You should consult your personal physician to determine recommendations for your personal health needs.

Recommendations:

The following immunizations should be up to date:

- **Tetanus/Diphtheria:**
- **Measles/Mumps/Rubella**
- **Poliovirus Vaccine**

Chloroquine for Malaria prevention: *Recommended*

Malaria: Mosquitoes transmit malaria. Wearing protective clothing and applying insect repellent to both skin and clothing can reduce the risk of acquiring malaria.

Dengue Fever and Dengue Hemorrhagic Fever (DHF): Transmitted by mosquitoes carrying the viruses. There is no vaccine or prophylactic medication

available. Therefore, the best prevention is wearing protective clothing and applying insect repellent.

Oral vaccine for Typhoid: *Optional*

Traveler's Diarrhea (TD) In general, the CDC does not recommend taking antibiotics to prevent TD.

Hepatitis A Vaccine (permanent): *Recommended* for frequent international travelers and health care workers.

Hepatitis B Vaccine: *Recommended for healthcare workers*

What will we do?

- An orientation, review of the schedules and a tour of the community and campus will be among your first activities after arriving on the mission field.
- Be flexible! Schedules often change on the mission field.
- **Devotions** - All team members will share a devotion of their choice for one of the daily team devotion times. On larger teams you may be paired with a teammate. Contact your team leader if you need assistance. The devotion schedule will be included in a Final Packet.
- A **Final Information Packet** will be emailed to you approximately 10-14 days prior to your departure. Included will be an activity schedule, devotion schedule, last minute information, etc. If you do not have email access, check with your team leader.

Your team may participate in some of the following ministries:

- **Construction/Repairs/Maintenance**

Projects may include some of the following: house construction, painting, carpentry, plumbing, gardening, mechanics, digging, repairing appliances/vehicles/equipment, etc.

Tools will be available in the field unless otherwise instructed. Team members should bring their own **work gloves** and **water bottle**. If painting projects are scheduled, teams may be asked in advance to bring paint brushes, rollers, trays, etc. as needed.

- **Layette (Baby Bundles) Program:**

You may be going out into the community to meet families who have a baby or toddler and present them with a layette, pray with the recipients and witness to them. **Bring one layette per team member.**

Suggested items for Layettes (Baby Bundles): Sizes newborn – 24 months; **(it is good to mix sizes within each layette)** sleeper, nice outfit for church, everyday outfit, baby shoes/booties, diapers, pins, blanket, lotion, powder, shampoo, towel, washcloth, bib, t-shirts, small toy, hygiene items for mom (deodorant, anti-bacterial soap, shampoo, conditioner, sanitary napkins, toothbrush, toothpaste, etc.). Ask church members, family

and friends to donate some of these items. Layette items fit nicely into plastic grocery-type bags; label it for a “boy” or “girl.”

- **Preaching**

There may be one opportunity for a trained pastor to bring a message at one of our Christian churches. An outline of the message should be submitted to Keith Dimbath, keith.dimbath@lifeline.org at least two weeks prior to departure date. Although the message will be presented through a translator, the length of the message need not be altered.

- **VBS/Kids Camp type program**

If you would like to present a VBS, please contact christi.dimbath@lifeline.org or keith.dimbath@lifeline.org prior to your trip dates.

VBS will be held on one day for approximately 2 hours. Be prepared for approximately 150 children, ages 4-14. Come prepared with **crafts**, **recreation** and a **snack** (optional) for the children.

Crafts:

- You must bring all materials needed for the craft (i.e. crayons, glue, paper, scissors, yarn, etc.).
- Crafts should be prepared in advance of going to the mission field (cut out, ready to assemble, individually bagged, etc.). Also, have a few completed "models" of the craft available.

- *No beads or crosses, please.*

Recreation:

- Plan something simple such as playing ball, relays, parachute, etc. All sports equipment/supplies must be brought with you.

Snacks:

- Healthy, simple snacks placed in individual bags (for easy distribution), such as boxes of raisins, bags of pretzels, peanuts, granola bars, etc.

- **Nutrition Programs:**

A team member will share a devotion with the recipients in one of these programs. The group will then distribute infant formula to the Infant Program and meal packs to the Children's, Women's or Family Nutrition Programs.

- **Music**

Anyone with the desire and ability to sing or play a musical instrument is encouraged to do so for our mission team devotion times each evening. We have a guitar available at San Pedro Sula location. Christian music only, please. The team may be asked to sing a group special at each worship service.

- **Women's Praise & Worship** (Grand Goave Teams only)

There will be a women's praise and worship service held with the ladies of the Grand Goave church.

Exception: If mission team is primarily youth, there will not be a service. One team member should come prepared to present a devotional or 2 or 3 ladies may give short testimonies. If a devotion will be presented, it should be approximately 10-15 minutes in length and will be presented through a translator. A copy of the message should be sent to keith.dimbath@lifeline.org in advance for review. Special Music, such as a group song, is requested. **Optional:** A simple craft and/or snack for the ladies may also be brought.

NOTE: If you plan to bring a craft for the ladies, **BEFORE** you purchase and begin putting craft kits together, please contact Christi Dimbath (Christi.dimbath@lifeline.org) to avoid repetition and to check for cultural appropriateness (i.e. *No beads or crosses, please*). Keep crafts *simple*. Ladies will be seated on church pews while assembling the craft. Plan on approximately 200 women. Also, have a few completed "models" of the craft available.

- **Health Care Clinic (Medical professionals only)**

Clinic is held regularly in Haiti by our national staff. Medical teams (made up **exclusively** of health care professionals) may come prepared to serve alongside our Haitian staff in the clinic.

Medical professionals joining a non-medical mission team will **not** have an opportunity to work in the clinic

unless Lifeline has been contacted **in advance** and a Healthcare Coordinator is available.

Licensure Verification: All Health Care Professionals must have licensure verification prior to serving in clinic. This may be done in one of two ways.

1. Individuals may provide Lifeline with a hard copy of professional license before scheduled trip date.
2. Lifeline will verify licensure via online database prior to trip.

Medical teams: Upon request, a list of needed medicines and supplies will be provided to the team leaders. Health care professionals working in the clinic should bring scrubs or uniforms to wear while in clinic. This includes doctors, nurses, dentists and all other health care professionals and assistants. Women must wear skirts or scrub pants with their scrub tops or uniform dresses. When not in clinic, skirts/dresses must be worn.

Everyone should bring their own instruments, supplies, and medications. If you need to purchase medications for your trip and need assistance in doing so please contact Lifeline's Health Care Ministry Coordinator, Lisa Kaylor. Our health centers are equipped with multiple examination/treatment rooms, large waiting rooms areas and dental rooms with several stations. All amalgams, anesthesia, syringes, needles, gloves, 2"x 2" gauze, paper towels, drink cups, antibiotics, pain medicines and disinfectant/sterilizing solutions must be brought. Clorox is available in clinic for some cleaning. We do have an autoclave and regular 110 and 220 electric. Lifeline also has an Eye Clinic. Feel free to

recruit Optometrists and other eye care professionals to join your team.

Questions? Contact Connect@Lifeline.org or Lisa Kaylor, Lifeline Health Care Ministry Coordinator at lisa.kaylor@lifeline.org

****Optional:** If desired, you may bring some **small items for clinic patients** such as small toys, boxes of sun-dried raisins or other nutritious snacks, stuffed animals, toothbrushes/paste, etc.

Ministry Needs (for those traveling to Grand Goave)

Team leaders often ask what they can bring to help with the ministry in Haiti. Below is a list of items currently needed by the mission. If you collect more than can be packed in your luggage, you may bring the excess to the Lifeline office in Ohio prior to or upon return from your trip. Items will be shipped to Haiti on the next available container.

Priority #1: Nutrition Program

We provide infant formula, baby cereal and infant vitamins to approximately 120 babies per week. We depend on mission teams to provide these items when possible. The amounts listed below are the quantities needed for the program during the time you are in Haiti. If you cannot

provide this much, it's OK. Whatever you bring will be a blessing.

- 200 cans **powdered infant** formula (no liquid please; they have limited/no refrigeration).
- 150 boxes of infant cereal
- 120+ bottles of liquid infant vitamins

Priority #2 School Packs

School supplies is a great need. One time per year, we will provide a School Pack for every child in Lifeline's schools. Teams may bring completed School Packs or donate items (listed below) needed to make the packages. Please note specific items and sizes.

Each School Pack will include:

Haiti Elementary

- 2 glue sticks (0.24 oz. each)
- 1 12" ruler with inches & centimeters
- 1 package crayons (24 pack)
- 1 round tipped scissors
- 3 blue pens
- 3 black pens
- 1 package colored pencils (12 pack)
- 1 drawing paper pad
- 1 pencil sharpener
- 1 70 page wide ruled spiral notebook
- 1 backpack

Haiti Middle/High School

- Same as above *minus* the crayons.

Other items needed for ministry:

- Items to make **Hygiene Packs**. *Suggested items: toothbrush, toothpaste, soap, deodorant, shampoo, conditioner, washcloth,*
- **New shoes** and **new/lightly used clothing** can always be used by the mission.

Important Phone Numbers

Make note of these phone numbers before travel date.

- **U.S. phone numbers**

Lifeline Christian Mission (U.S.): 614-794-0108
(Monday – Friday 9am – 5 pm EDT)

Cathi Lester, Lifeline's Travel Manager:

614-794-0108 (Monday – Friday 9am –
5 pm EDT)

614-949-8879 (after 5 p.m. & weekends)

- **Haiti phone numbers**

Kemson Dorzil: 509-4651-3871 (Grand Goave)

Lionel Francois: 509-4926-8614 (Port au Prince)

Mission Procedures & Guidelines

Conduct should honor and glorify Christ. You will be serving as missionaries, representing Jesus Christ, Lifeline Christian Mission and your local church or organization.

- Be flexible!
- Be on time.
- No new romantic relationships between team members or with Haitians.

In the dorms/sleeping/dining areas

- If you snore, please ask about a possible alternative sleeping area (Grand Goave, only).
- No food or drink of any type (except water) in sleeping/dorm rooms.
 - There is a designated storage area for personal snacks.
- **Mealtime** – receive what is served with gratitude. Remember the missionary's prayer: "Where You lead me I will follow, what they feed me I will swallow." ☺
Take what you want. Eat what you take. Wasting food is a poor witness to hungry Haitians.
- No guys in the girls dorm. No girls in the guys dorm.

- Warm water is available for showering. Caution: NEVER touch or try to adjust the shower heads. The temperature of the water is controlled by the water flow. Slower = warmer water.
- Ladies: At **ALL** locations, place feminine hygiene products in trash can, not in toilets, even if the package says it's OK to do so (Due to our septic system).
- Ladies may wear shorts/PJ's **inside** sleeping room **ONLY**.
- Men must wear a shirt whenever leaving the dorm.
- **Lights out** at 10 p.m. in dorms/sleeping areas. If you are not ready for bed, you may go out to patio or dining hall area. *Everyone* should be in the dorms by 11 p.m.

Health, Hygiene, Safety

- Wear insect repellent day & night except while sleeping in dorms. There are day and night biters that carry Malaria & Dengue Fever. Malaria is treatable. Dengue is viral and is more serious. There is no prevention for Dengue Fever except not getting bit.
- All water provided by Lifeline is safe to drink.
- Drink lots of water throughout the day to remain safely hydrated & avoid sunstroke or heat exhaustion.
- Do not go barefoot. Even inside wear something on feet as much as possible.

- Transportation will be in Lifeline approved vehicles.
- **No riding motorcycles.**
- Due to limited space, we ask that you do not place any personal items in our refrigerators and/or freezers.
- No one should ever go off alone, even with a translator.
- During *daylight* hours when you have free time, you may walk around the community with a group. Please stay on main roads. Remember cars have the right of way. Make sure you know how to get back.
 - Note:** Never hand out things (candy, toys, etc.) to anyone in the streets, at worksite, etc. This can cause a riot and may endanger you or those with you.
- No one is permitted to leave the campus after suppertime.

Facilities & Mission Procedures

- Personal cell phones may be used for cameras, alarm clock, etc. Phone calls, texts, etc. may be made during free time only, not during the scheduled work day (meal times, devotions, ministry times, etc.).
- When you arrive at the Lifeline campus, we will send an email to the contacts listed on your online application informing them of your arrival.
- Passports (and other valuables) will be collected and locked up for safe keeping while on the field.

- Wifi access will not available for team members.
- Non-Christians and members of Christian faith backgrounds other than Christian Church/Church of Christ are welcome but must abide by Lifeline's policies, respect Lifeline's doctrinal position and do nothing to act contrary to or against the mission beliefs. Our primary objective is to evangelize or enhance the evangelistic work of the church/mission.
- Lifeline reserves the right to refuse participation to those with high-risk health problems or have conducted themselves in an improper manner on a past trip. All participants must be physically and emotionally able to share in the scheduled activities.

****Gift Giving:** Giving money or gifts directly to people undermines the sharing of the gospel of Christ and harms the objectives of the program. No cash gifts given to anyone. In Haiti, please consult with Lifeline Coordinators as to if/when to distribute items you brought to the field. Please ask if not certain about what is/is not appropriate.

When in Haiti, remember that you are a guest in their county. Act with appropriate humility, respect, and sensitivity. • Do not judge or criticize the Haitian culture, government, or people. Seek to learn about and understand their culture. • Adapt! Since you are a guest in Haiti, it is up to you to conform as much as possible to the Haitian culture while there. • Do not complain about the climate, food, or concerns about pure water.

You will be working alongside Haitian workers. They will teach you the “Haitian style” of doing things. Be open to learning a new way of doing things.

Travel Information

Travel to the mission field will be via commercial airlines. Lifeline Christian Mission will schedule all airline reservations.

- Contribution deadlines, flight itineraries and terms/conditions of the airline will be sent to your team leader.
- Your Team Leader will receive airline flight itinerary and t-shirts approximately 2 weeks before travel.
- If you do not have a team leader check with Lifeline’s Travel Manager, Cathi Lester at cathi.lester@lifeline.org or 614-794-0108.

At the airport

- Each person is permitted two checked bags. The airlines will charge a fee for each bag. There are also airline fees for overweight and excess luggage. ****At certain times, there is an embargo on excess luggage, coolers, boxes and/or plastic tubs on flights to Haiti.** Lifeline does not reimburse or pay baggage fees, excess baggage or overweight bags. Check with the airlines or Cathi Lester prior to packing.

- Only one carry-on and one personal item (purse, camera bag, etc.) permitted per person.
 - Pack all essential items, personal medicines, and at least one or two changes of clothing in carry-on bag in case some luggage does not arrive on same flight.
- Not all airlines allow us to pre-assign seats, so you may not all sit together. Be flexible.
- For easier identification in baggage claim areas, consider using large, colored tags or ribbons for each bag.
- Keep passports easily accessible on the final flight into Haiti. The immigration forms for each team member require information from the passport.
- Additional information concerning the entry process into Haiti will be included in the Final Packet which you will receive approximately 10 days before trip date.
- **If you have flight problems in the US/Canada, please call:**
 - Lifeline Ohio office: phone 614-794-0108
 - Cathi Lester (in Ohio): 614-794-0108 (work) or after 5 p.m. & weekends: 614-949-8879

Insurance

Most U.S. health care insurance plans do not cover medical care or emergencies outside of the United States. Therefore, Lifeline Christian Mission provides short-term mission trip insurance for you while on your trip.

If you become ill or have an accident during your trip (while travelling outside of the U.S.) which would require you to seek medical attention you must do the following:

1. Pay the bill and get a receipt for the payment.
2. Upon return home, contact the insurance company and obtain a claim form.
3. Submit claim to insurance company.
4. Reimbursement may take up to several months.

If you have difficulty obtaining payment, contact Lifeline's office (Cathi Lester). Coverage period terminates upon return from mission trip.

Lifeline is not responsible for loss suffered due to illness, accident, injury or theft which may occur at any time in relation to your mission trip.

Common Words & Phrases in Creole

Good morning!	<i>Bonjou!</i>
Good afternoon/Evening	<i>Bonswa!</i>
How are you?	<i>Komon ou ye?</i>
I'm well	<i>Mwen byen.</i>
What is your name?	<i>Koman ou rele?</i>
My name is...	<i>M rele...</i>
Thank you	<i>Mesi</i>
Yes	<i>Wi</i>
No	<i>Non</i>
Please	<i>Souple</i>
How old are you?	<i>Kilaj ou?</i>
Goodbye	<i>Orevwa</i>
See you later	<i>A pi ta</i>
I don't understand	<i>Mwen pa konprann.</i>

Team Leader's Responsibilities

Provide each team member with:

- **Link** to Lifeline's **Online Application Form**.

This form is mandatory for **every participant** for **every trip** taken with Lifeline. You will receive the link to these online forms to share with your team.

- Distribute **Mission Trip Handbook** and review with team members.

Parental Consent

- All minors (under age 18) not accompanied by both parents, **MUST** have a signed, notarized parental authorization. This document must include parental permission to leave the country and designate an adult on the team to act on behalf of the parents in case of emergency or sickness/accident. If needed, contact Cathi Lester at 614-794-0108 or cathi.lester@lifeline.org.

Prepare team members for ministry opportunities in the field such as teaching, presenting a devotional, etc. (see “Preparing for Field Ministry”). **NOTE:** If you are combined with other teams, upon request, Cathi (cathi.lester@lifeline.org) will provide you with email addresses of all team leaders so you can discuss and divide the responsibilities.

Oversee pre-field team building, team members’ adherence to mission policies in the field and spiritual oversight.

Debrief team upon returning home to help team members assimilate back into their own culture.

Collect trip contributions and send to Lifeline by the due dates.

- Once trip dates are confirmed, the team leader will receive a voucher indicating contribution amount due dates.

- Lifeline requests that the sending organization (church, campus ministry, college, etc.) be responsible to collect/receive money from the participants, and then send **one tax** to Lifeline at each contribution deadline.
- **NOTE:** In order for contribution to be tax deductible, do not include team member’s name on the Memo line.
- **Late Fee:** After the due date, please add \$50 **late fee** per person, per contribution due date.

Contribution Deadlines & Required Forms to be submitted by team leader:

Non-refundable deposit: Due at time of booking trip, \$100.00 per person

Contribution #1 and Information Forms: *In order for airline tickets to be secured, all online forms and requested paperwork must be completed and received by Lifeline with the first contribution* (Due approximately 140 days prior to trip/travel date).

- **Copy of participant’s passport*:** copy the first two pages (picture page) and mail to Lifeline. **Team members who do not have a passport at the time they sign up for the trip, still need to complete the online forms by the indicated due date and can submit the passport copy to their team leader when it comes in. The team leader is responsible to collect and send the passport copies to Lifeline’s Westerville office.*

- List of team member's names (**complete names as they appear on passport**). Tickets will not be secured for a participant until all forms are on file. Delays may result in higher ticket prices.

Contribution #2: Balance due 60 days prior to trip/travel date. If received after the due date, please add \$50 **late fee** per person.

Anyone wishing to add to the group after the Contribution #1 deadline may do so on a space available basis, subject to any increase in airline ticket cost imposed by the airlines. Full contribution will be due immediately at booking.

- Lifeline includes one **t-shirt** per person and asks team members to wear it on travel days.
- If you determine that you have team members who **snore**, we have a limited number of alternative sleeping rooms available. Please contact us *in advance* so we can make proper arrangements (space permitting). Team members may also want to purchase heavy-duty ear plugs.

At least one month in advance of trip, send a list of names of sponsored children whom the team members wish to see while in the mission field to Karen Kennison at karen.kennison@lifeline.org.

Coordinate the collection of all ministry items needed for the trip. You will also be asked to bring a limited number of

grocery items for your team's meals in Haiti. These are items not available in Haiti. You will receive this list approximately 1 week prior to your trip.

Submit to Lifeline a list of purchased and/or donated ministry items you will be taking to the mission field. Lifeline must report Gifts in Kind (donated items) to the IRS. Team Leaders may present this information to Lifeline's office in Ohio in advance or to the Lifeline Coordinator in the mission field.

Lifeline's Responsibilities

- Arranges** all airline travel, in-field transportation, meals, projects and schedules while on the field.
 - Provides the **Mission Trip Handbook** which includes information to help you and your team prepare for your mission trip.
 - A **Final Information Packet** will be emailed to each team member (approximately 10 – 14 days prior to trip date). This will include a daily activity schedule, devotion schedule and other helpful information. The flight itinerary will be emailed to Team Leader separately.
 - **Arranges for short-term medical Insurance coverage** for all team members. Information on filing claims is available upon request. Team member is responsible for filing claims.

- ☑ **Coordinates** all in-field activities, schedules and work projects.
- ☑ **Conducts** an in-field orientation to the mission, community, facilities, staff, projects, culture, and ministries.

Questions?

Travel related questions: contact Cathi Lester at 614-794-0108 or (cathi.lester@lifeline.org).

Field related questions: contact Keith or Christi Dimbath at 614-794-0108 or keith.dimbath@lifeline.org; christi.dimbath@lifeline.org

When you arrive at the Port au Prince airport:

- The terminal is easy to navigate through immigration, baggage claim, etc.

- You (All non-residents of Haiti) will first get in line to pay the Tourism Fee - **\$10 cash** (U.S.D and Canadian currency accepted) per person.
- You will then go through Immigration. If you are traveling as a family, you should go as a group to the desk when it is your turn. You must show your passport, receipt from Tourism Fee and the form you completed on the plane.
- After clearing Immigration, secure your passport and proceed downstairs to the baggage area. **NOTE:** Keep the white **Customs Form**, **baggage claim tickets** and **passport** handy. **You will need them in order to exit the airport.**
- **Restrooms** are located downstairs in the baggage claim area. We recommend you use the restroom before you leave the baggage area. There is no place to stop along the way for this purpose.
- Luggage carts are available near the bottom of the escalator for approx. \$2 - 3 cash. You can usually get 3 checked bags and 1 carry-on per cart.
- **NOTE:** Other than cart rental, do not give money to anyone until you reach the Lifeline bus and all luggage is loaded. ****However, if you do allow anyone to assist you** in locating your luggage from the carousel, you will be expected to tip them.

- **Check names/numbers** on every tag to avoid taking someone else's bag by mistake. Many bags look alike!
- Do NOT exit the airport separately. Stay inside and exit together as a group.
- After allowing ample time, determine if all bags have arrived.
- **Missing luggage: Do not leave the airport until a claim is filed.**
- First match claim tickets to luggage to determine which claim checks are for the missing luggage (process of elimination). Do not let go of those claim checks for missing bags until you make a claim and turn them in. **Keep a separate note of the numbers on claim checks of missing bags and which person's name was on each bag.**
- Give missing luggage claim checks to airline representative at Claim desk. (Desk is at the far end of the room). Give this name and number as a contact for missing luggage: **Grand Goave:** Kemson Dorzil 4651-3871 or **Port au Prince:** Lionel Francois 4926-8614. You must make a claim **BEFORE** the group leaves the airport.
- After all luggage has been located (or claim filed for missing luggage) the group can begin going through the Exit/Customs line together. As you exit, the **baggage claim tickets** will be collected & matched to luggage.

Lastly, **Customs Forms** will be collected & **passports** may be checked.

- Do NOT readily volunteer that medicines or tools are inside as they may confiscate these to check expiration dates on medicines (a very lengthy process) ☹ or try to charge duty on tools. You are permitted to bring these items and Lifeline is exempt from duty but the process can markedly delay a team's receipt of luggage.
- Usually, not everyone will be stopped and asked to open bags. Everyone should have keys *ready* to unlock luggage in case they are pulled aside for inspection. **Do not open them unless asked to do so.** Relock once inspection is complete.
- *****If pulled over to Customs for bag inspection, you may be asked/told to give them money. You do NOT need to give them money.**
- Those who get through Customs first can wait in the small area just before exiting the airport. **Wait until everyone is together then exit as one group.**

Outside the Airport:

- Go outside and proceed to the walkway which leads to the parking lot. A Haitian Lifeline staff member will be waiting for you outside the airport. Usually he is not allowed inside the airport. He speaks English and will lead you to the bus.

- Baggage handlers will meet you as you exit the building. They do not work for Lifeline but don't be afraid to let them help you with the luggage. They will assist in getting your luggage loaded onto the bus. They are Haitian and speak little, if any, English. Walk with them as they push your carts. Remember what they look like or what shirt they are wearing. Do **not** give money to anyone at this time. If asked, just ignore them or say "no." *Once the bags are loaded and everyone is on the bus,* each **team leader** should have the tip money at hand to give to one person who will in turn pay the head baggage handler. **Get on the bus to collect the money** if you have not already done so. Each Group Leader should provide about \$2. per bag to pay the baggage handlers. Don't count carry-on bags in this total.
- The baggage handler will come to the door of the bus to be paid. He will then pay the rest of the baggage handlers.
- Once on the bus have a prayer before the bus departs.
- Sit back, relax and observe the Haitian culture.