



Team Hand Book

Callebasse and Fauché, Haiti

Team Member,

We are excited that you have chosen to join our team! We look forward to sharing in this journey with you and we pray that, during your week in Haiti; your heart will be awakened, your mind will be renewed, and your life will be forever changed.

The vision of *a door to hope* is to be the living love of Jesus Christ in the country of Haiti as well as in our own lives. We yearn to live out the Gospel by sharing Truth and being the hands and feet that assist in providing love, sustainability, and hope to developing communities.

While in Haiti, you will engage in several different projects that will make a difference on the lives of many. Our *hope* is that this journey will be a time of encouragement for the Haitian community, but also that you, personally, will be challenged and changed far beyond your expectations.

Again, we are so excited about the Lord's work and His plans for this week in Haiti! If you have any questions about the information included in this Team Handbook, please give me a call or send an email any time.

In Christ,

Brent Gambrell

President

a door to hope

brent@adoortohope.com

615.331.4600

Preparing for Your Trip

Travel Arrangements

You are responsible for making the reservations for your round-trip airfare from your point of origin to Haiti.

We require that all team members use Janell @ Safe Harbors Travel to book your airfare. Please call Janell at 1-800-344-5656 ext. 6123 as it is required that ALL team members travel together to the country of Haiti.

We STRICTLY enforce this rule due to travel arrangements in country and for YOUR safety.

On your day of travel, if you should have a travel emergency, please call Lisa at 615-243-4538. Leave a message with your name and number and a staff member will contact you.

Passports

A valid passport is required to travel into Haiti. **Also, your passport must be valid for 6 months after your return date from your trip to Haiti in order to go on this trip.** On the days you are traveling in and out of Haiti, be sure to have your passport with you at all times. If you lose your passport while abroad, report the loss to the nearest U.S. consulate or embassy immediately. You can get a 3-month temporary passport directly from the consulate, but you must fill out a "loss of passport" form, follow the same application procedure and pay the same fees as the original.

We recommend that you make a photocopy of your passport and keep it separate from your passport while traveling, in the event that your passport is lost.

U.S. passports are now valid for 10 years from the date of issue. The expired passport itself is not renewable, but must be turned in along with your application for a new and valid one. Passport renewal can be done by mail, but anyone applying for the first time or anyone under the age of 18 renewing a passport must do so in person.

For more information, such as application forms and prices, call the Washington Passport and Visa Service at 1-800-272-7776 or go to www.wpvs.com. You can also find information at the US Dept. of State website: www.travel.state.gov/passport.

Health

A door to hope requires a current tetanus booster. We encourage all team members to consult a physician before traveling outside the country. We recommend that you follow your physician's recommendations regarding immunizations and malaria medication.

Health Notes

1. While at a worksite we require all team members to wear closed-toed shoes.
2. Never walk around barefoot.
3. Stay out of direct sun for long periods of time. Wear adequate sun block.
4. Do not touch open sores of sick children, but remember that hugs go a long way!
5. Do not drink water apart from the treated/filtered water that is provided by *a door to hope*. All water provided by *A Door to Hope* is safe to drink and we encourage you to drink lots of it.
6. We suggest that you only eat food prepared for the *a door to hope* team unless otherwise advised by your team leader.
7. We advise all team members to never pet animals while in Haiti. Animals are treated much differently in Haiti and having an animal as a pet is a foreign concept.

Trip Insurance

A door to hope covers all mission team members with trip insurance. The cost of insurance is included in the fee for the trip. Trip insurance is a supplemental insurance to your current personal medical insurance coverage and only covers mission trip-related emergency medical needs. A copy of your trip insurance card can be found on the last page of this handbook.

Packing

Please check your airlines baggage policies before traveling as baggage fees have been known to change. *A door to hope* no longer requires teams to bring in supplies other than a few items that may not be easily found in Haiti. We suggest packing most of your personal items in your carry-on suitcase in the case a checked bag goes missing. Of course, you may pack your liquids in your checked baggage.

Clothing and Personal Items to Bring

When visiting Haiti, the best clothing to pack is light-weight, comfortable, summer clothing. Modesty is encouraged to reflect appropriate self-respect. Please do not wear expensive watches or jewelry during your visit. Do not bring expensive electronic items. If you choose to bring these items, please know that *a door to hope*, is not responsible for them or for their loss.

Below is a list of recommended items for your trip.

Misc Items

- *Bible, Pen, Journal
- *Powdered Drink Packets (Crystal Light, etc.)
- *2 towels / Washcloths
- *Personal Toiletries

- *Bug Spray
- *Hand Soap
- *Work Gloves
- *Sun Screen
- *Strong Flashlight & EXTRA Batteries
- *Personal water bottle
- *Ear Plugs (optional)
- *Personal snacks/ energy bars
- *Drawstring Backpack for daily use
- *Cash-\$1, \$5, \$10 - There is no change in Haiti
- *Sunglasses, Hats, Bandanas, Ponytail Holders (optional)
- *Hand/Face Wipes
- *Laundry Bags, Ziploc Bags
- *Antibacterial Hand Sanitizer - Waterless
- *Battery powered fan with EXTRA batteries. We do not have a supply. (optional)
- *Although ADTH will have First Aid items, please bring any other medication that you might need, i.e. prescription medications, Tylenol, Ibuprofen, Aleve, etc.

Dress Code

To assist us in best serving the people of Haiti, we ask that you abide by the following dress code. At any time, the *A door to hope* staff reserves the right to ask you to change if your dress does not comply with the following requirements. We thank you in advance for your cooperation.

Women

- Shorts of appropriate length are acceptable unless a skirt is specified by the Team Leader for a specific day
- Skirt that you can wear for working with shorts underneath
- T-shirts covering your shoulders are recommended
- Tank tops are allowed (no spaghetti straps or bras showing)
- Church Clothes- Nice skirt or dress outfit for Church on Sunday is required - covered shoulders required

- ONE-PIECE bathing suit is required or a tank top over top
- Closed-toed shoes are recommended (required at worksite), but thick-soled sandals (Chacos, Tevas, Keen's, etc.) are allowed

Men

- Durable shorts/pants are suggested for construction projects
- T-shirts covering your shoulders are recommended
- Tank tops and appropriate cut-offs are allowed
- Church Clothes- Long pants (not jeans), a collared shirt and closed-toed shoes must be worn to church on Sunday
- Closed-toed shoes are recommended (required at worksite), but thick soled sandals (Chacos, Tevas, Keens, etc.) are allowed

Currency

The U.S. dollar is best for traveling to Haiti. You will have an opportunity to give during the offering time at church. It is best to bring small bills (\$1, \$5 or \$10). You will have an opportunity to shop at some local vendors. You will also be responsible for purchasing your meal on Friday. Again, small bills are suggested. There is no change in Haiti.

Day of Departure

Please wear your *A door to hope* wristband on the day you travel to Haiti so the Team Leader may easily recognize all team members. Also, please wear closed-toe shoes upon arrival in Haiti.

Arriving in Haiti

Immigration

Upon arrival at the Port-au-Prince airport, you must pass through immigration. At the first stop, you will be required to pay a \$10 entry fee into Haiti. You will need exact change for this. Once you have paid your \$10 entry fee, you will need to show your passport at immigration. On the plane, you will receive 2 Customs Forms that you must fill out. There are sample forms included in this packet to walk you through the process of filling out the forms. Take a picture of the form with your phone to facilitate filling them out on the plane. Also, make sure you carry this packet with you while you are traveling so that you have all the information needed.

Luggage

Claim your luggage at the luggage carousel. When traveling with a team, it will take a united effort to identify everyone's luggage. If you choose to allow a porter to help you with your luggage, then expect to pay the porter for his help. You may simply tell the porter "Non Mesi" (No Thank You).

We recommend you place your personal luggage tag on each piece of luggage for easy identification. Also, place several strips of brightly colored duct tape on your bags to make them easier to spot. Before you exit the airport, your team leader will collect your airline luggage claim tickets to turn into the customs agent. **If you do not receive all luggage, hold on to your luggage claim tickets and notify your team leader. **You will need to fill out a lost luggage report before leaving the baggage area. At the far end of the baggage claim area is a counter for claims. An airline representative will give you a lost baggage report form.

It is imperative that you control your own luggage as you will be asked to account for your personal checked bags when exiting the airport. **DO NOT CHECK BAGS AS A GROUP!**

Transportation - Airport to the Guest House

Upon leaving the airport, you will be approached by people asking to assist you with your luggage. Tell everyone, "No, mesi." The Team Leader has already made arrangements for help with your luggage and will lead you to the bus/van. Upon arriving at the bus/van, we suggest that the majority of the group get on the bus/van right away with their backpacks.

Traveling to The Guest House

The ride from the airport to the Guest House can take anywhere from 1- 4 hours depending on location and traffic. Please utilize the restroom before leaving the Port Au Prince airport as we will not be able to stop en route. We recommend that you fill your water bottles with fresh water at the Miami airport. PLEASE refrain from taking any obvious and direct photography of the people through Port-au- Prince. We understand that during this ride you will want to capture photos, but it is also very important to understand that photography of citizens can be VERY offensive and can, oftentimes, create conflict. We will have many opportunities to take photos during the rest of our stay. PLEASE be respectful of the culture and aware of the safety of the team.

While You Are in Haiti

- Ladies please keep a male with you at all times
- Please LISTEN and follow the Team Leaders directions at all times
- There will be NO exchanging of personal information between

- the Haitian people and team members- especially between members of the opposite sex
- Facebook info is the **ONLY** personal information that you can give out to the Haitian natives
 - No inappropriate gestures or joking with translators or Haitian House staff
 - Rest during idle times
 - We do take several long walks (this may not be a trip for someone who has physical limitations)
 - **BE FLEXIBLE!!!**
 - Come with an open heart, mind and readiness to work hard!

Serving with *a door to hope* in Haiti:

Our teams serve in a variety of ways: community ministry, homebuilding and construction projects, school and/or church projects, medical mission projects, sports ministry, leading Bible studies/ VBS... etc.

A tentative daily schedule is as follows:

- 7:00am: Breakfast
- 7:30am: Prepare for daily activities
- 8:00am: Leave for Work/Ministry time
- 12:00pm: Lunch
- 1:00pm: Work/Ministry time
- 6:00pm: Dinner
- 7:30pm: Daily Devotions/Sharing Time
- 10:00pm: Quiet time/lights out

Church Services

The Church members look forward to receiving you into their congregation and to worship with you. You will be blessed by this experience. Be prepared to share a greeting or to minister in song with your group. An offering is taken at the church services. This is

an exciting time to worship alongside our Haitian brothers and sisters! *Please do not take photos during the church service!*

Flexibility

Please be aware that every trip to Haiti is different. Regardless of whether you have been on a team prior to this trip or not, you can be sure that this trip will be like no other. The outreach and work that we do in Haiti is specific to each trip. We do not guarantee a specific element of ministry on each and every trip because as the needs of the Haitian people change, so do our efforts in Haiti. Come with an open mind and a flexible and teachable spirit and you will have an incredible week.

FACTS ABOUT HAITI

- Area: 10,714 square miles (27,751 km)
- Population: Approx. 10,461,000 (UNICEF 2015)
- People: 95% black, 5% white (CIA Factbook 2016)
- Religion: 80% Catholic, 20% Protestant, but majority of Haitians practice voodoo
- Language: French, Haitian-Creole
- Literacy: 60.7% (CIA Factbook 2016)
- Capital: Port-au-Prince
- Government: Presidential Republic
- Time Zone: Eastern (no daylight savings)
- Currency: Gourdes
- Employment: More than 2/3 of the labor force do not have formal jobs (CIA Factbook 2016)
- Life Expectancy: 63 years of age (World Bank 2013)

Things to know:

- Haiti is the poorest country in the Western Hemisphere, ranking as the most “food-insecure” country
- Haiti occupies the western third of the island of Hispaniola. The Dominican Republic makes up the rest of the island. Haiti is located just 700 miles southeast of Florida
- The name Haiti means “mountainous.” It is the Arawak Indian name for the island
- 52.4% of the rural population does not have access to safe drinking water (CIA Factbook 2016)
- 59% of the population lives below the poverty line of US\$2 per day (World Bank 2012)
- 24.7% live in extreme poverty on less than US\$1.25 per day (UNPD 2013)
- The mortality rate of Haitian children under the age of five is 10 times greater than that for children in the United States.

BASIC CREOLE LESSONS

Getting to Know You

Hello or good morning *Bonjou

Good afternoon or evening *Bonswa

Good-bye *Orevwa

Thank you *Mesi

You're welcome *Padekwa

Welcome *Byenveni

How are you? *Koman ou ye?

I'm fine. *Mwen byen.

What is your name? *Koman ou rele?

child *pitit

children *timoun

little girl *ti fi

little boy *ti gason

man *mesye

sister *sè

brother *frè

mother *manman

father *papa

pastor *pastè

teacher *professeur

someone in authority *chef

friend *zanmi

everyone *tout moun

At the Airport

money *lajan/kob

need *bezwen

help *ede

yes *wi

no *non

where *kote

slowly *dousman

fast *vit

wait *tann

understand *konprann

English *angle

How much money? *Konbyen lajan?

No, I do not understand. *Non, mwen pa konprann.

Please, speak English. *Souple, pale angle.

In a School

school *lekol

United States *Etazini

Do you speak English? *Eske ou pale angle?

How do you say in Creole? *Koman ou di nan kreyol?

Meal Times

food *manje

hungry *grangou

come *vini

go *ale

now *kounye-a

I'm hungry. *Mwen grangou.

I'm sorry. *Mwen regret sa.

What time is it? *Ki le li ye?

Times, Days & Months

Morning *matin

Noon *midi

Evening *swa

Today *jodi-a

Tomorrow *demen

Yesterday *ye

Monday *lendi

Tuesday *mardi

Wednesday *mekredi

Thursday *jedi

Friday *vandredi

Saturday *samdi

Sunday *dimanch

January *janvye
February *fevriye
March *mas
April *avril
May *mai
June *jen

July *jiye
August *out
September *septanm
October *oktob
November *novanm
December *desanm

One *en
Two *de
Three *twa
Four *kat
Five *senk

Six *sis
Seven *sèt
Eight *uit
Nine *nèf
Ten *dis

Visiting the Villages

Walk *mache a pie
Carry *pote
Bible *Bib La
Speak *pale

Quiet *silans
Saved *konveti
Jesus *Jezi
God *Bondye

HAITI TRIP CHECKLIST:

- ✓ Trip Cost \$735 + Airfare +\$10 Haiti Entry Fee
- ✓ We ask that your church or group help get involved with project fundraising efforts. If your group is interested in collecting money for certain projects, contact [Lisa Gillespie](#) at our office.

IMMEDIATE ATTENTION

- ✓ \$175 Deposit due with Application and Waiver
- ✓ Obtain your Passport
- ✓ Book Flights on American Airlines through Janell @ Wright Travel. Her number is 1-800-344-5656 ext. 6123

2-3 MONTHS OUT

- ✓ Begin considering how you will pack your luggage and what you will be taking. We suggest using a backpack and carry-on for your personal luggage.
- ✓ You will need an updated Tetanus shot and seek physician counsel for additional health precautions.

1 MONTH - 2 WKS OUT

- ✓ Final payment is due NO LATER THAN 30 days out from trip departure date. If is not received by deadline your spot will be released.
- ✓ You will receive your wristband, luggage tags, and any additional information you may need for your trip two weeks out.
- ✓ You may receive a short list of supplies you are to collect that cannot be purchased in Haiti.



Name: A Door to Hope Team Member
Insured ID: 82328709
Certificate: OGT0081284214
Effective: First Day of Trip
Expiration: Last Day of Trip

**This coverage contains precertification requirements (see back).
Possession of this card does not guarantee coverage.**

**Failure to comply will result in a reduction of benefits.
To precertify, prenotify, verify eligibility, and/or benefits,
please contact IMG at:**

Inside the US and Canada: 1.800.628.4664

Fax: 1.317.655.4505

Outside the US and Canada: +44(0) 1444.46.5577 or 01.317.655.4500

Fax: +44(0) 1444.46.5550

From the Bahamas: 1.866.677.4500

Email: insurance@imglobal.com

Online Provider Network: www.imglobal.com/provider

Electronic Claim Payor ID: IMGIN

Mail all claims to:

**IMG
P.O. Box 88500
Indianapolis, IN 46208-0500
USA**

OR

**IMG Europe Ltd./Claims Dept.
36-38 Church Road
Burgess Hill, West Sussex
RH15 9AE, United Kingdom**