



Mission Trip Team Handbook

LA ROMANA, DOMINICAN REPUBLIC

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Dear 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 the Dominican Republic, 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 countries of Haiti and the Dominican Republic 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 the Dominican Republic, 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 the DR! 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



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 the Dominican Republic through Safe Harbors Travel.

We require that all team members use Safe Harbors Travel to book your airfare. Please call (800) 344-5656, as it is required that all team members travel together to the Dominican Republic.

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 any of the ADTH team:

Brent Gambrell	(615) 429-4624
Kelly Mills	(615) 403-9581
Ashley Hall	(615) 305-2124

Leave a message with your name and number and a staff member will contact you.

PASSPORTS

A valid passport is required to travel to the Dominican Republic.

Your passport must be valid for 6 months after your return date from your trip to the Dominican Republic in order to go on this trip.

On the days you are traveling in and out of the Dominican Republic, 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 and 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 pricing, call the Washington Passport and Visa Service at (800) 272-7776 or go to www.wpvs.com. You can also find information at the US Department of State website, www.travel.state.gov/passport.

HEALTH & IMMUNIZATIONS

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.

TRIP MEDICAL 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. This is a sample trip insurance card:

	
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
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PACKING

Please check your airline's 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 the Dominican Republic. 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.

GENERAL GUIDELINES FOR CLOTHING & PERSONAL ITEMS

- When visiting the Dominican Republic, the best clothing to pack is lightweight, 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.*

RECOMMENDED ITEMS TO BRING WITH YOU

- Bible, Pen, Journal
- Powdered Drink Packets (e.g., Crystal Light, etc.)
- 2 Towels / Washcloths
- Personal Toiletries
- Bug Spray
- Hand Soap
- Work Gloves
- Sunscreen
- Strong Flashlight & EXTRA Batteries
- Personal Water Bottle
- Ear Plugs (optional)
- Personal Snacks / Energy Bars
- Drawstring Backpack for Daily Use
- Cash (denominations of \$1, \$5, & \$10 recommended, as 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 (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 the Dominican Republic, 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.

FOR WOMEN

- Shorts of appropriate length are acceptable unless a skirt is specified by the Team Leader for a specific day or activity
- Skirts that you can wear for working (with shorts underneath)
- T-shirts covering your shoulders (recommended)
- Tank tops are allowed (no spaghetti straps or exposed bras permitted)
- Church clothes in the form of a nice skirt or dress outfit for Church on Sunday is required (covered shoulders required)
- One-piece bathing suit or tankini is recommended for swimming (no bikinis permitted)
- Closed-toed shoes are recommended (required at worksite), but thick-soled sandals (Chacos, Tevas, Keen's, Merrells, etc.) are allowed

FOR 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 in the form of 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, Merrells, etc.) are allowed

CURRENCY

The U.S. dollar is best for traveling to the Dominican Republic. It is recommended that you bring small bills (\$1, \$5 or \$10) because there is no change in Haiti.

Possible opportunities you might like to have cash on hand:

- Offering time at church

- Shopping at local Haitian vendors
- Purchasing your meal on Friday (not covered by trip fees)

DAY OF DEPARTURE

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

ARRIVING IN THE DOMINICAN REPUBLIC

IMMIGRATION

Upon arrival at the Punta Cana or Santo Domingo airport, you must pass through immigration. While still on the airplane, you will receive two customs forms. See the samples below to help you complete your forms. Upon disembarking the airplane, you will not be required to pay a \$10 tourist card fee into the Dominican Republic, as this fee is automatically included in your airfare.

You will need to show your passport at Immigration.

Make sure you carry this packet with you while you are traveling so that you have all of this information on hand.

WELCOME TO HAITI
MINISTÈRE DE L'ÉCONOMIE ET DES FINANCES
CUSTOMS GENERAL ADMINISTRATION
CUSTOMS DECLARATION

Each passenger arriving in Haiti must fill this form according to the disposition of article 98 of the customs Code. (One declaration per Family)

Last Name: Smith First Name: Roland (Initials): R Date of Birth: 28 Jul 1954
Address in Haiti (street and Number): 28 Impasse Decide (Bethel Guest House) Passport Number: 123456789
Town: Thomassin Nationality: American
City: 123 Main St Country of residence: USA
Address in country of residence (street and Number): Your town TN Postal Code: 00175
City: _____ State of Province: _____ Length of stay (Months): 7 Days
Arriving by ☐ Sea ☐ Ground ☒ Air Flight Number: 1291
Number of Family Members traveling with you: _____ Purpose of trip: ☒ Pleasure ☐ Business
Do you have any merchandise to declare? (See warning) ☐ Yes ☒ No
Are you carrying cash or monetary instruments equivalent or superior to Gdes 400,000 00? ☐ Yes ☒ No
Are you in possession of meat, plants, agricultural products, live animals, pharmaceutical products, cigarettes, cigars, alcoholic beverages? ☐ Yes ☒ No

If you answered yes to one or more questions, please fill out the table below

QUANTITY	DESCRIPTION	VALUE

I certify that my declaration is correct. Signature of traveler: [Signature] Total: 0 13 Jul 03 14 10
Date of travel

WARNING
1 - Following article 98 of the customs code, all travelers benefit from a Gdes 2,500 00 Franchise. Merchandise which are obviously not usual baggage, whose importance is over the admitted tolerance or those of which the importation with commercial intent is obvious will be imposed.
Following the special dispositions of the law on customs tariff (FDS4) this privilege can only be given once during the same year.
11 - All transfers of funds, bonds or assets abroad or coming from abroad for an amount of more than four hundred thousands gourdes (HTG 400,000 00) or the equivalent in American currency of ten thousands dollars (USD 10,000 00) must be made by or via a credit agency or an authorized financial institution, in application of articles 212, 213 February 21st, 2001 law dealing with assets laundering coming illicit drug traffic and other serious offenses.

THIS SPACE RESERVED FOR ADMINISTRATION
AGENT: _____ CHEF DE POSTE: _____

FORMULAIRE POUR PASSEPORT ÉTRANGER
REPUBLICQUE D'HAÏTI
MINISTÈRE DE L'INTÉRIEUR ET DES COLLECTIVITÉS TERRITORIALES
DIRECTION DE L'IMMIGRATION ET DE L'ÉMIGRATION
Formulaire d'Arrivée / Départ
Bienvenue en Haïti
Remplir ce formulaire en caractères d'imprimerie. Les informations doivent être identiques à celles contenues dans le passeport.

FORM FOR FOREIGN PASSPORT
REPUBLIC OF HAITI
MINISTÈRE DE L'INTÉRIEUR ET DES COLLECTIVITÉS TERRITORIALES
DIRECTION OF IMMIGRATION AND EMIGRATION
Form of Arrival / Departure
Welcome to Haiti
Fill this form in capital letters. Information must meet data in your passport.

Arrivée / Arrival: B00469228

1. Nom / Last name: SMITH
2. Prénom(s) / First name(s): ROLAND
3. Date de naissance (JJMM/AAAA) / Date of birth (DDMM/YYYY): 28 07 1954
4. Sexe / Sex: ☒ Male / Masculin ☐ Female / Féminin
5. Pays de naissance / Country of birth: USA
6. Nationalité / Nationality: AMERICAN
7. Numéro de passeport / Passport number: 011 2345678
8. Port d'entrée / Port of entry: ☒ Air / Air ☐ Mer / Sea ☐ Terre / Land
9. Numéro du Transporteur / Carrier number: AA 1291
10. But du voyage / Travel purpose: ☐ Affaires / Business ☒ Vacances / Recreation ☐ Autre / Other
11. Type et Numéro de l'autorisation d'entrée (si nécessaire) / Type and number of entry authorization (if required): ☐ Visas ☐ Permis / Séjour
12. Lieu d'émission / Issued from: _____
13. Adresse de résidence / Residence address: 501 Metropolis Dr Nashville, TN USA
14. Adresse en Haïti / Address in Haiti: 28 IMPASSE DECIDE #2 THOMASSIN 2255-6824

Utilisation officielle / Official Use: _____ Signature / Signature: [Signature]

GUEST HOUSE ADDRESSES

You will need this information on the airplane for customs forms.

Mission Maranatha

Av. Santa Rosa 27

La Romana, Dominican Republic

LUGGAGE

CHECKING LUGGAGE

DO NOT check bags as a group! 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.

CLAIMING 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. If you do not want assistance, you may simply tell the porter "Non mesi" ("no thank you" in Haitian).

We recommend you place your personal luggage tag on each piece of luggage for easy identification. It is also helpful to 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 in to the customs agent.

LOST LUGGAGE

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.

TRANSPORTATION

FROM THE 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.

The ride from the airport to the Guest House can take anywhere from 2-4 hours depending on location and traffic. Please utilize the restroom before leaving the 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 Punta Cana or Santo Domingo. 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 IN THE DOMINICAN REPUBLIC

GENERAL GUIDELINES TO REMEMBER

- Ladies, please keep a male with you at all times.
- Please LISTEN and follow the team leader's 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 house staff is permitted.
- 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!

HEALTH GUIDELINES WHILE IN COUNTRY

- While at a worksite, we require all team members to wear closed-toed shoes.
- Never walk around barefoot.
- Stay out of direct sun for long periods of time. Wear adequate sun block.
- Do not touch open sores of sick children but remember that [hugs go a long way!](#)
- 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.
- We suggest that you only eat food prepared for the [A Door To Hope](#) team unless otherwise advised by your team leader.
- We advise all team members to never pet animals while in the Dominican Republic. Animals are treated much differently in the DR and having an animal as a pet is a foreign concept.

SERVING WITH A DOOR TO HOPE IN THE DOMINICAN REPUBLIC

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.

TENATIVE DAILY SCHEDULE

7:00 a.m.	Breakfast
7:30 a.m.	Prepare for Daily Activities
8:00 a.m.	Leave for Work/Ministry Time
12:00 p.m.	Lunch
1:00 p.m.	Work/Ministry Time
6:00 p.m.	Dinner
7:30 p.m.	Daily Devotions/Sharing Time
10:00 p.m.	Quiet Time/Lights Out

CHURCH SERVICES

The Haitian Church members look forward to receiving you into their congregation and to worshipping 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 the DR 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 the Dominican Republic 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 the DR. Come with an open mind and a flexible and teachable spirit and you will have an incredible week.

ABOUT THE DOMINICAN REPUBLIC

COUNTRY FACTS

- Area: 18,551 square miles (48,046 km)
- Population: Approx. 10,597,348 (CIA Factbook 2021)
- People: 70.4% Mixed, 15.8% Black, 13.5% White, 0.3% Other (CIA Factbook 2014)
- Religion: 44.3% Roman Catholic, 13% Evangelical, 7.9% Protestant (Note: The majority of Haitians practice voodoo.)
- Language: Spanish (Official), Haitian-Creole
- Literacy: 93.8% (CIA Factbook 2016)
- Capital: Santo Domingo
- Government: Multiparty Republic with 2 Legislative Houses
- Time Zone: Eastern (no daylight savings)
- Currency: Dominican Peso (RD\$)
- jobs (CIA Factbook 2016)
- Life Expectancy: Male 71 years of age, Female 77.4 years of age (2019)

THINGS TO KNOW

- The Dominican Republic occupies the eastern two-thirds of the island of Hispaniola. Haiti makes up the rest of the island.
- Agricultural products of the Dominican Republic include sugar cane, bananas, papayas, rice, plantains, milk, avocados, pineapples, and coconut.
- 21% of the population lives below the poverty line of US\$2 per day. (CIA Factbook 2019)
- The Dominican Republic is the only country in the world with a Bible on the flag.
- Members of the armed forces and police are not allowed to vote in political elections.
- The national sport of the Dominican Republic is baseball. The country has the second largest number of major league baseball players after the United States, including David Ortiz, Albert Pujols, and Hanley Ramirez.

BASIC CREOLE VOCABULARY

GETTING TO KNOW YOU

Creole	English
Bonjou	Hello or good morning
Bonswa	Good afternoon or evening
Orevwa	Good-bye
Mesi	Thank you
Padekwa	You're welcome
Byenveni	Welcome
Koman ou ye?	How are you?
Mwen byen.	I'm fine.
Koman ou rele?	What is your name?
M rele...	My name is...
Mwen pa konnen	I don't know.
souple	please
pitit	child
timoun	children
ti fi	little girl
ti gason	little boy
mesye	man
sè	sister
frè	brother
manman	mother
papa	father
pastè	pastor
professeyeur	teacher
elèv	student
chef	someone in authority
zanmi	friend
tout moun	everyone

AT THE AIRPORT

Creole	English
lajan/kob	money
bezwen	need
ede	help
wi	Yes
non	no
kote	where
dousman	slowly
vit	fast
tann	wait
konprann	Understand
Anglé	English
Konbyen lajan?	How much money?
Non, mwen pa konprann.	No, I do not understand.
Souple, pale angle.	Please, speak English.

IN A SCHOOL

Creole	English
lekol	school
Etazini	United States
Eske ou pale angle?	Do you speak English?
Koman ou di nan kreyol?	How do you say in Creole?

MEAL TIMES

Creole	English
manje	food
grangou	hungry
vini	come
alé	go
kounye-a	now
Mwen grangou.	I'm hungry.
Mwen regret sa.	I'm sorry.
Ki le li ye?	What time is it?

TIMES, DAYS & MONTHS

Creole	English
matin	morning
midi	noon
swa	evening
jodi-a	today
demen	tomorrow
ye	yesterday
Lendi	Monday
Mardi	Tuesday
Mekredi	Wednesday
Jedi	Thursday
Vandredi	Friday
Samdi	Saturday
Dimanch	Sunday
Janvyè	January
Fevriye	February
Mas	March
Avril	April
Mai	May
Jen	June
Jive	July
Out	August
Septanm	September
Oktob	October
Novanm	November
Desanm	December
en	one
de	two
twà	three
kat	four
senk	five
sis	six
sèt	seven
uit	eight
nèf	nine
dis	ten

VISITING THE VILLAGES

Creole	English
mache a pie	walk
pote	carry
Bib La	Bible
pale	speak
silans	quiet
Bondye	God
konveti	Saved
Jezi	Jesus



TO DO list a door to hope

WHEN REGISTERING

- \$175 Deposit due with online application and waivers.
- Trip Cost :: \$813.75 + Airfare + Supplies + Food During Travel Days
- Get your church or group involved with project fundraising efforts!
If your group is interested in collecting money for certain projects, contact our office.
- Obtain your US Passport.
- Book Flights through Safe Harbors Travel by calling (800) 344-5656.

2-3 MONTHS OUT FROM TRIP START DATE

- 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. Seek physician counsel for additional health precautions.

2-4 WEEKS OUT FROM TRIP START DATE

- Final payment is due NO LATER THAN 30 days out from trip departure date. If is not received by the 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 the Dominican Republic.