



# Team Leader and Mission Trip Planning Manual

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## Purpose and Overview of HAF Mission Trips

The purpose of HAF mission trips include: 1) To serve others in the name of Christ. 2) To develop/enhance the relationship between those we love and serve with in Honduras and the Honduras Agape Foundation. 3) To meet needs. 4) To provide mission experiences for those who feel called to mission service. 5) To help team members grow in their faith. 6) To share Christ.

- On mission trips, expect nothing less than an encounter with Jesus!
- When we go as a Christian servant, we receive far more than we give.
- Go with love, grace and respect.
- Be willing to give up some of your cultural practices and personal choices as you build new Christian relationships in a different culture.
- It is important to build houses, to serve food, to labor physically. But it is just as important to build personal relationships and to be in community with those we serve.
- On a mission trip, we are guests who are invited to enter into the lives of others.

## General Information for Planning a Mission Trip

A successful mission trip requires extensive planning and coordination by various people including the Team Leader, the HAF Travel Coordinator, the HAF Administrative Assistant in Quimistan, and other members of the HAF Board. Prior to the team departing for the mission trip, the Team Leader is responsible for ensuring that all trip planning has been satisfactorily completed.

## HAF Mission Trip Planning & Coordination Responsibilities

Several people have responsibilities for planning and coordinating various aspects of mission trips. These include:

### **HAF Board:**

- Approves purpose of each upcoming mission trip (e.g. dental, construction, hygiene, Vacation Bible School, etc.)
- Approves team leader for each trip.
- Approves construction projects and financial resources that will be provided.
- For anyone under age 15, approves their participation on the trip.

### **HAF Travel Coordinator:**

- During the HAF fall Planning Conference, coordinates setting dates for the proposed mission trips for the following year.

#### **2-6 Months before Mission Trip**

- Propose any updates to the Mission Trip departure and return dates to the Board of Directors as appropriate.
- Work with the Awareness & Development Chairman to have trip dates publicized through newsletters, church bulletins, HAF Facebook page and the HAF web site.
- For an upcoming mission trip, works with the team leader to ensure there is an adequate number of people going on the trip to make the mission trip viable. (Normally, at least 6 are required for a mission trip to go forward. The maximum number of team members is currently 16. This may be waived under certain circumstances with HAF Board approval.)
- Determine air travel availability and cost for the proposed trip dates.
- Inform all prospective team members of dates, estimated costs, etc.

#### **Two months before Mission Trip**

- Once the team leader has received a firm commitment from people going on the trip, the HAF Travel Coordinator will purchase the airline tickets. The full name and birth date of each traveler (as shown on passport) as well as the emergency contact information, is required for ticket purchase. Tickets are non-refundable and non-transferable; after this point, a change fee (typically \$150) is required to change the date of the ticket.
  - Note: A firm commitment from people going includes a down payment of \$500 from each person.

#### **One Month before Mission Trip**

- Purchase Travel Medical Insurance for each person going on mission trip. See Attachment 1 for detailed information.
- Register the trip with the US Embassy through their web site. See Attachment 2 for detailed information.
- Remind the HAF Treasurer to transfer sufficient funds to Quimistan to cover team Daily Fee expenses.

### **HAF Treasurer**

- About 2 weeks before mission trip: Transfer sufficient funds to Quimistan to cover team expenses. This would normally be the amount collected for Daily

Fees (less \$100 to \$300 to cover stateside HAF mission trip trunk baggage fees and pre-trip purchases).

## **Mission Team Leader:**

### **2-6 Months before Mission Trip**

- Review the Team Member Orientation Manual.
- Work with the HAF Construction Chairperson (if construction projects are planned), the HAF Medical/Dental Chairperson (if hygiene or dental activities are planned), and the HAF Evangelism & Nurture Chairperson (if Vacation Bible School activities are planned.)

### **Two Months before Mission Trip**

- Obtain a firm commitment from each person planning to go on the mission trip. This includes:
  - Ensure a down payment for the trip of \$500 has been paid by each person going on the trip.
  - Ensure each person has completed the HAF Application for a Short Term Mission Trip form (persons who have been on a prior HAF mission trip only need to complete the one-page HAF Application UPDATE form.)
- Notify the HAF Travel Coordinator that a firm commitment has been received from each member going on the trip so that airline tickets may be purchased. Send copy of HAF Mission Application and copy of passport for each team member to the HAF Travel Coordinator.
- Notify people going on the trip that they are expected to pay the total ticket cost as soon as reasonably possible after the ticket is purchased.
- Schedule at least one team planning and training meeting.
- Provide a copy of the Team Member Orientation Manual to each team member.

### **One Month before Departure**

- From the list of planned/approved projects provided designate leaders for each project.
- Develop a proposed Mission Trip Plan (see [Attachment 3](#)). The plan typically includes:
  - Daily schedule of activities;
  - The community where the activity is to be held;
  - The recommended time of day to conduct the activity--i.e. morning, afternoon, evening, etc.;

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- Local people that may need to be present;
- Special items of interest (such as need to pack lunches, etc.)
- Where each meal will be held (e.g. at Martha's, in the field, a meal at a local restaurant). This is needed so that the mission cook (e.g. Gloria) can plan the amount of food
- Submit the proposed schedule to the HAF Administrator so he can begin making the necessary contacts to schedule the team activities or suggest adjustments to the schedule before the team arrives.
- Ensure that the balance of travel fees for each member of the team (daily fee, insurance, etc.) has been paid.
- Arrange for transportation for team members to the departure airport. (Drivers are typically spouses or BOD members who are not part of the team.)
- Arrange for transportation when the team returns home from the airport
- Develop an Emergency Contact Document for mission trip (see Attachment 4). This document lists each team member, their designated emergency contact person, their relationship (wife/husband/mother/etc.), contact person's phone number and other contact information. The document will also list contact information for key Honduras people (Martha, Maynor, translator, etc.). It shall also list the primary and secondary person in the U.S. that will be the primary people that will interface with the team while they are in Honduras should an emergency or other incident arise. (Note: the HAF Travel Coordinator may assist with preparing this document as appropriate). The document shall then be distributed to:
  - HAF President
  - HAF Travel Coordinator
  - The primary and secondary persons in the U.S. that will interface with the team during an emergency or incident
  - Each member of the team
- Hold pre-trip meeting.
  - Obtain 2 copies of each traveler's passport. Send one copy to HAF Travel Coordinator.
  - Verify each team member has received their electronic ticket information and that it has correct name (as on passport) and the proper travel dates.
  - Review Team Member Orientation Manual with new missionaries.
  - Assign a team member to be in charge of posting the daily blog on the HAF Blog web site. Request this team member become familiar with the blog

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- posting process prior to the mission trip departure.
- Assign a Treasurer for the trip. Treasurer duties include handling team funds, securing passports, logging all expenses, and preparing the trip financial report. The Administrative Assistant may serve as the Treasurer.
  - Discuss the purchase of Traveler's Medical Insurance.
  - Assign a local Emergency Contact Lead (typically a spouse of a Team Member) to relay messages to other Emergency Contacts.
  - Review travel arrangements to/from stateside airport including meeting times, locations, and drivers.
  - Determine interest in a possible cultural/historical side trip. (Note that this will involve extra cost for those participating.)
- Ensure that the HAF Treasurer has transferred sufficient funds to Quimistan to cover team expenses.

### Two Weeks before Departure

- Notify the HAF Administrator in Quimistan (Maynor Castillo) to withdraw a portion of the team funds prior to team arrival (\$200-300 typically covers a full 10-day member trip) for use by the Team Treasurer for incidental expenses, such as team supplies, during the trip.
- In addition to team cash, the HAF Administrator may also be requested to withdraw small amounts of cash in lempira for personal use by each traveler. These funds will then be reimbursed to the HAF Administrator by each traveler from their personal funds upon arrival in Quimistan.
- Purchase team supplies. See list in the Team Member Orientation Manual and Team Trunk inventory from previous mission trip.
- Check all passports, passenger lists, and dates and times of departure.
- Verify arrangements to meet other team members, if any, not traveling from Aiken.

### One Week before Departure

- Pack the team trunks (or duffels). Prepare an inventory list for each trunk/duffle, so that members know what is in their assigned trunk/duffle. Use the TSA-accessible combination padlocks.
- Distribute team name tags and travel insurance cards.
- Verify travel to airport and return arrangements.

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- If cars are to be left in the South Aiken Pres. Parking lot, park in the row closest to Silver Bluff Rd. and notify the church office at 648-9574 of the car models and parking duration. Otherwise, they may notify Public Safety and the cars could be towed.

### Day of Departure

- Make sure all team members have passports and tickets (or electronic tickets) in hand.
- Team meets at designated location, typically a church in Aiken, at the pre-arranged time, typically 0400-0430, for transport to the departure airport (typically Atlanta, Augusta or Columbia). Review TSA guidelines regarding contraband items. Caution team members to put any carry-on liquids or gels (less than 3.4 oz. containers only) in a 1-quart zip lock bag.
- On the afternoon of your arrival in Quimistan, the Team Leader will send a “safe arrival” email or phone the stateside Emergency Contact Lead. He will then meet with the HAF Administrator to review the team schedule and determine how to rearrange the schedule in case of inclement weather, poor road conditions, etc.

### In-Country Duties

- On the first day of the trip, discuss the following topics with the team:
  - Set up a schedule for team members to lead morning devotions. These devotions are normally done immediately before breakfast each morning.
  - Encourage team members to witness. Remember that our primary goal is to reach people for Christ.
  - Discuss heat-related illness prevention and treatment (see Attachment #6.)
  - Set aside time to organize materials and/or practice for scheduled events.
  - Remind the team to **take a first aid kit** whenever we leave town!
  - Discuss internet usage and blog assignments.
  - Discuss security (buddy system, securing passports, etc.)
- For the duration of the trip, arrange all team activities, such as work projects, side trips, and daily devotions. Post schedules, sign-up sheets, etc.
- Internet service is available at the ranch, but is subject to occasional “down time”. Personal browsing and emailing is OK, but should be limited to essentials, and should not interfere with our true purpose in being there.



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- It is recommended that at least some members of each mission team attend the following ongoing activities, if at all possible, and observe or assist as opportunities arise:
  - One or more of the feedings of children at the Tejas Community. These are currently done on Sunday mornings, and on Tuesday, Wednesday, Thursday, and Friday afternoons.
  - Saturday afternoon or Sunday morning worship/Sunday School of Martha Thomsen's children's ministry
  - Agape Promises Bible Study and feeding on Sunday afternoon
  - Evening worship service at La Cosecha or other local church. (Check on days and times after arrival.)
  - A cultural/historical side trip is encouraged if the team is interested. The cost of such a trip is extra.)
- The team is welcome to eat one or more meals at a local restaurant. They may want to do this as just the mission team or may want to also invite some of the Honduras people that assist the mission teams.
- Local staff members who work with us receive "love offering". These love offerings to the local staff members are HAF Board approved and are periodically adjusted. Typical local staff include:
  - Our hostess, Martha Thomsen, receives an approved fee per person per night for lodging, as well as fee per day (for the whole team) for Internet service.
  - Others local staff that receive love offerings of various HAF Board approved amounts include: the "senior" translators (the more experienced ones), the local translators, the kitchen, and laundry workers, and an assistant cook (if used).

### Gifts

Gifts of any significance by team members should be coordinated through the Team Leader and/or the HAF Board President to ensure these gifts are in accordance with the overall HAF mission and ministry. Honduras team members receive a "love offering" from the Honduras Agape Board. Therefore, there is no expectation for individual mission trip team members to give a gift/tip to our Honduras team at the end of a mission trip.

### Handling Requests for Assistance

Our mission team members are often asked by local persons with whom we come in contact to provide funding or materials for a local project, either for

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their family or their community. All such requests must be submitted in writing to Maynor, and will be forwarded to the Board of Directors for consideration. No commitments should be made at this point, as the project may be outside of our present scope of activities or beyond our capabilities. Replies (positive and negative) to written requests will be forwarded to the contact person shown on the request as soon as practicable. Maynor may assist in writing up the request for those who are not literate.

### Prior to Departure from Honduras

- Neatly store and lock up all remaining team supplies and equipment to the storage location under the Gazebo stairwell.
- Prepare an inventory of the storage location for the next team, including an inventory of the Team Supply Trunk and any other supply container that has been accessed, such as those containing Evangelism and Nurture or Construction supplies.
- Allow at least 2 hours for travel to the airport (travel on Saturday typically has significant traffic) and plan for arrival at the airport at least 1 ½ hours prior to departure time (i.e., leave Quimistan at least 3 ½ hours before scheduled flight time.)

### Upon Return from Honduras

- Return all trunks and locks to the designated storage location.
- Return unused funds to the HAF Treasurer, if not already returned to the HAF Administrator and deposited into the HAF account in Quimistan.
- Request a financial report from the Trip Treasurer. (See Attachment #5) An Excel file template is available for use by the Trip Treasurer from the Travel Coordinator.
- Prepare a trip report for the Board of Directors, including a current Team Trunk inventory (for use by the next team) and a Team Treasurer's Report.
- **Encourage the team to tell their stories!** Sharing experiences with family members, friends, church groups and other local organizations is essential. Your financial supporters and prayer warriors especially will want to know the results of their efforts. Also, increased awareness of HAF in the community will help us to grow and to raise needed funds to support future projects.

## Attachment 1: Mission Trip Medical Travel Insurance

The HAF Travel Coordinator will apply for mission trip medical travel insurance for each trip. HAF currently uses MEDEX Insurance. Contact information:

**Product Specialist, Insurance Services**

**Toll Free** 800-732-5309 | **Local** +1 410 453 6300 | **Fax** +1-763-367-4061

**E-mail:** [Assistance\\_InsuranceServices@uhcglobal.com](mailto:Assistance_InsuranceServices@uhcglobal.com)).

It cost \$4 per DAY which includes travel days (\$5.75 for anyone 71 or older). There is a minimum of 7 days. They are usually very timely about the insurance but suggest contacting them a minimum of two-weeks in advance. They will email you the documents and send an invoice in the mail for payment.

Below is a sample e-mail requesting mission trip medical travel insurance:

From: **Leroy Farr** (leroy.farr@hotmail.com)

To: **Assistance\_InsuranceServices@uhcglobal.com**

1 attachment (14.3 KB)

Dear MEDEX,

The Honduras Agape Foundation requests travel insurance for a mission trip that begins on May 18, 2015.

Attached is the spreadsheet for this upcoming trip listing names, dates of birth, age, US citizenship and travel dates. Please let me know if you need additional information. Please bill the insurance to the Honduras Agape Foundation, P.O. Box 6315, Aiken, SC 29804.

My contact information is: Leroy Farr, 262 Long Shadow Drive, Aiken, SC 29803; phone: 803-648-7971; e-mail: [leroy.farr@hotmail.com](mailto:leroy.farr@hotmail.com)

Leroy Farr

Attachment to e-mail (Excel Spreadsheet):

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|                      |   |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
|----------------------|---|------------|--------------|------------------|----------------------|-------------------|-------------------|-----------------|-------------|-------------|----------------|-----------------------|
| <b>Product Name:</b> | TravMed Abroad  |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Group Name:</b>   | Honduras Agape Foundation<br>All MIS Enrollees  |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Contact Name:</b> | Leroy Farr  |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Address:</b>      | Honduras Agape Foundation<br>P. O. Box 6315<br>Aiken, SC 29804<br>www.hondurasagape.com |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Email:</b>        | <a href="mailto:leroy.farr@hotmail.com">leroy.farr@hotmail.com</a>                      |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Phone:</b>        | 803 648-7971  |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Citizenship</b>   |   |            |              |                  |                      |                   |                   |                 |             |             |                |                       |
| <b>Last Name</b>     | <b>First Name</b>   | <b>DOB</b> | <b>Years</b> | <b>US/Non-US</b> | <b>Medical Limit</b> | <b>Deductible</b> | <b>Start Date</b> | <b>End Date</b> | <b>Days</b> | <b>cost</b> | <b>Premium</b> | <b>Destination(s)</b> |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            | 71           | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$5.75      | \$51.75        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              | US               | \$ 100,000.00        | \$ 25.00          | 4/4/2015          | 4/12/2015       | 9           | \$4.00      | \$36.00        | Honduras              |
|                      |   |            |              |                  |                      |                   |                   |                 |             |             | \$411.75       |                       |

## Attachment 2 – Registering a Mission Team with the US Embassy

Go To: <https://travelregistration.state.gov/ibrs/ui>

**Download and complete blank data form. (Note that passport ISSUE date, not expiration date, is required. For adults, issue date is expiration date minus 10 years plus 1 day.)**

Login: User: hafsec08 PW: xxxxxxxxxx

Click on “Add a Trip” link.

Fill in the blanks as prompted:

Country: Honduras  
Consulate: San Pedro Sula  
Destination Date of Arrival: mm/dd/yyyy  
Destination Date of Departure: mm/dd/yyyy  
Type of Stay: One-Time Visit  
Purpose of Trip: Mission Trip  
Destination Type: Home  
Destination Address: Celia Delfina Village  
City: Quimistan  
Province: Santa Barbara  
Country: Honduras  
Phone Number Type: Home  
Phone Number: 011-504-97910320

Once the destination is entered, click on the “next” button to enter travelers. You can enter travelers by either (1) completing and uploading the file upload template found on the website for all team members traveling on same dates or (2) entering traveler information one at a time. (Note: If using the file upload template, do not change or delete any of the headings. You must enter the following information for each traveler: passenger first and last names, date of birth, phone number, email address, and passport number.)

After confirming the traveler information and the dates of the trip continue to click on the buttons describing travel alerts, etc. until your registration has been completed. A separate email will be sent to the [hafsec@bellsouth.net](mailto:hafsec@bellsouth.net) email confirming successful registration of the team.

The template will look as follows:



**Attachment 3 – Mission Trip Plan (Sample)**

| Day            | TEAM #1  | Meals  | NOTES                      |
|----------------|--|--|----------------------------|
| Saturday, 4/4  | <ul style="list-style-type: none"> <li>• Arrive at Quimistan</li> <li>• Afternoon: Tour the Catholic Church</li> </ul>   | Breakfast: n/a<br>Lunch: At Ranch<br>Dinner: Dinner at Reyna Suyapa's                      |                            |
| Sunday, 4/5    | <ul style="list-style-type: none"> <li>• Tejeras Feeding at 9:00</li> <li>• Visit Hope Honduras Families with Graciela</li> <li>• Lunch with Graciela Paz.</li> <li>• Agape Promises Meeting at 2:00</li> <li>• Church Service w/ Graciela 6:00</li> </ul> | Breakfast: At Ranch<br>Lunch: Out<br>Dinner: At Ranch                                      | Tejeras = 60 kids          |
| Monday, 4/6    | <ul style="list-style-type: none"> <li>• Hygiene and VBS at Los Panales / Deliver Swing Set</li> </ul>   | Breakfast: At Ranch<br>Lunch: At Ranch<br>Dinner: At Ranch                                 | Los Panales =77 students   |
| Tuesday, 4/7   | <ul style="list-style-type: none"> <li>• Morning: Hygiene and VBS at Luz de Valle</li> <li>• Afternoon: Construction at Los Panales</li> </ul>   | Breakfast: At Ranch<br>Lunch: At Ranch<br>Dinner: Dinner at Goyita's (rent soccer stadium) | Luz de Valle = 43 students |
| Wednesday 4/8  | <ul style="list-style-type: none"> <li>• Morning: Visit Three Presidents school / Hygiene and VBS at Jicaro</li> <li>• Afternoon: Construction at Los Panales</li> </ul>   | Breakfast: At Ranch<br>Lunch: At Worksite<br>Dinner: At Ranch                              | Jicaro = 25 students       |
| Thursday, 4/9  | <ul style="list-style-type: none"> <li>• Morning &amp; Afternoon: Construction at Los Panales</li> <li>• Tour Tranquilidad</li> </ul>  | Breakfast: At Ranch<br>Lunch: At Ranch<br>Dinner: At Ranch                                 |                            |
| Friday, 4/10   | <ul style="list-style-type: none"> <li>• Morning: Hygiene and VBS at Montanita</li> <li>• Movie night for Martha's kids</li> </ul>   | Breakfast: At Ranch<br>Lunch: At LaM<br>Dinner: At Ranch                                   | Montanita = 125 students   |
| Saturday, 4/11 | <ul style="list-style-type: none"> <li>• Take AP kids on a field trip to the Waterfall</li> </ul>  | Breakfast: At Ranch<br>Lunch: At Park<br>Dinner: At Ranch                                  |                            |
| Sunday, 4/12   | <ul style="list-style-type: none"> <li>• Team Leaves for Aiken</li> </ul>  | Breakfast: At Ranch  |                            |

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Attachment 5 – Sample Trip Treasurer Report

If requested by the mission trip team leader, the designated mission trip treasurer will prepare a treasurer’s repost along the below guidelines:

|    | A  | B                          | C       | D        | E          | F              | G | H   |
|----|--|----------------------------|---------|----------|------------|----------------|---|---|
| 1  | <b>CASH SUMMARY FOR MISSION TRIP MT-3 - FEB 23-MAR 5, 2011</b>   |                            |         |          |            |                |   |   |
| 2  |  |                            |         |          |            |                |   |   |
| 3  |  | Date                       | Dollars | Lempira  | Dollar eq. | Total \$ value |   | Explanation                                       |
| 4  |  |                            |         |          |            |                |   |   |
| 5  | <b>CASH IN</b>   | 02/22/11                   |         | 3,779.00 | \$200.00   | \$200.00       |   | Withdrawn by Maynor from BanPais Acct.            |
| 6  |  | 02/26/11                   |         | 3,500.00 | \$185.23   | \$185.23       |   | Withdrawn by Maynor from BanPais Acct.            |
| 7  |  |                            |         |          |            |                |   |   |
| 8  |  |                            |         |          |            |                |   |   |
| 9  |  |                            |         |          |            |                |   |   |
| 10 |  | <b>Total starting cash</b> |         |          |            | \$385.23       |   |   |
| 11 |  |                            |         |          |            |                |   |   |
| 12 |  |                            |         |          |            |                |   |   |
| 13 |  |                            |         |          |            |                |   |   |
| 14 |  |                            |         |          |            |                |   |   |
| 15 | <b>LESS CASH REMAINING</b>   | 03/05/11                   |         | 1,007.70 | \$53.33    | \$53.33        |   | Cash returned to Maynor at the end of the trip.   |
| 16 |  |                            |         |          |            |                |   |   |
| 17 | <b>CASH TO ACCOUNT FOR</b>   |                            |         |          |            | \$331.90       |   |   |
| 18 |  |                            |         |          |            |                |   |   |
| 19 |  |                            |         |          |            |                |   |   |
| 20 | <b>CASH OUT - TRIP COSTS</b>   | 02/21/11                   | \$15.84 |          | \$0.00     | \$15.84        |   | Wal-Mart - Pre-trip supplies                      |
| 21 |  | 02/23/11                   | \$10.00 |          | \$0.00     | \$10.00        |   | Skycap tip at Atlanta airport - no receipt        |
| 22 |  | 02/23/11                   | \$10.00 |          | \$0.00     | \$10.00        |   | Skycap tip at San Pedro Sula airport - no receipt |
| 23 |  | 02/23/11                   |         | 1,647.00 | \$87.17    | \$87.17        |   | Bibles (charge to Evangelism)                     |
| 24 |  | 02/24/11                   |         | 2,280.00 | \$120.67   | \$120.67       |   | Gasoline for Turnipseed's Expedition              |
| 25 |  | 02/24/11                   |         | 67.00    | \$3.55     | \$3.55         |   | Paint thinner (charge to Construction)            |
| 26 |  | 02/26/11                   |         | 1,600.00 | \$84.68    | \$84.68        |   | Gasoline for Turnipseed's Expedition              |
| 27 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 28 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 29 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 30 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 31 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 32 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 33 |  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 34 |  |                            |         |          |            |                |   |   |
| 35 |  |                            |         |          |            |                |   |   |
| 36 | <b>CASH ACCOUNTED FOR</b>  |                            |         |          |            | \$331.90       |   |   |
| 37 |  |                            |         |          |            |                |   |   |
| 38 |  |                            |         |          |            |                |   |   |
| 39 | <b>NON- TRIP CASH SPENT</b>  | 02/23/11                   |         | 1,647.00 | \$87.17    | \$87.17        |   | Bibles - charge to Evangelism                     |
| 40 | (Chargeable to other   | 02/24/11                   |         | 67.00    | \$3.55     | \$3.55         |   | Paint thinner - charge to Construction            |
| 41 | accounts; e.g., Construction,  |                            |         |          | \$0.00     | \$0.00         |   |   |
| 42 | AP, or Evangelism)   |                            |         |          | \$0.00     | \$0.00         |   |   |
| 43 |  |                            |         |          |            |                |   |   |
| 44 |  |                            |         |          |            |                |   |   |
| 45 |  |                            |         |          |            |                |   |   |
| 46 | <b>NET CASH TRIP EXPENSES</b>  |                            |         |          |            | \$241.18       |   |   |
| 47 |  |                            |         |          |            |                |   |   |
| 48 |  |                            |         |          |            |                |   |   |
| 49 | <b>NOTE: Do not enter data into the colored cells; they are calculated fields.</b>                     |                            |         |          |            |                |   |   |
| 50 | <b>When report is complete, the 2 green cells should be equal so that all funds are accounted for.</b> |                            |         |          |            |                |   |   |
| 51 |  |                            |         |          |            |                |   | rev. 8/15/11                                      |

## TEAM LEADER AND MISSION TRIP PLANNING MANUAL

Attachment 6 – Heat Related Illnesses & Treatment



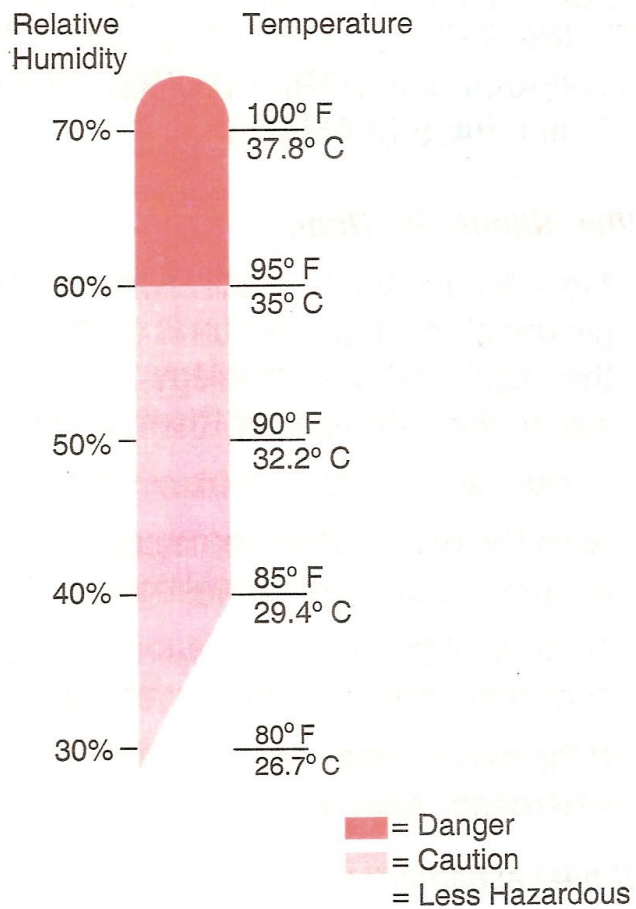
U.S. Department of Labor  
Occupational Safety and Health Administration

OSHA 3154  
1998

## THE HEAT EQUATION

**HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK  
= HEAT ILLNESS**

When the body is unable to cool itself through sweating, **serious** heat illnesses may occur. The most severe heat-induced illnesses are **heat exhaustion** and **heat stroke**. If actions are not taken to treat heat exhaustion, the illness could progress to heat stroke and possible **death**.



Attachment #6 (continued)

| Illness                | Symptoms   | First Aid*  |
|------------------------|--|---|
| <b>Heat stroke</b>     | <ul style="list-style-type: none"> <li>■ Confusion</li> <li>■ Fainting</li> <li>■ Seizures</li> <li>■ Excessive sweating or red, hot, dry skin</li> <li>■ Very high body temperature</li> </ul>  | <ul style="list-style-type: none"> <li>■ Call 911</li> </ul> <p>While waiting for help:</p> <ul style="list-style-type: none"> <li>■ Place worker in shady, cool area</li> <li>■ Loosen clothing, remove outer clothing</li> <li>■ Fan air on worker; cold packs in armpits</li> <li>■ Wet worker with cool water; apply ice packs, cool compresses, or ice if available</li> <li>■ Provide fluids (preferably water) as soon as possible</li> <li>■ Stay with worker until help arrives</li> </ul> |
| <b>Heat exhaustion</b> | <ul style="list-style-type: none"> <li>■ Cool, moist skin</li> <li>■ Heavy sweating</li> <li>■ Headache</li> <li>■ Nausea or vomiting</li> <li>■ Dizziness</li> <li>■ Light headedness</li> <li>■ Weakness</li> <li>■ Thirst</li> <li>■ Irritability</li> <li>■ Fast heart beat</li> </ul> | <ul style="list-style-type: none"> <li>■ Have worker sit or lie down in a cool, shady area</li> <li>■ Give worker plenty of water or other cool beverages to drink</li> <li>■ Cool worker with cold compresses/ice packs</li> <li>■ Take to clinic or emergency room for medical evaluation or treatment if signs or symptoms worsen or do not improve within 60 minutes.</li> <li>■ Do not return to work that day</li> </ul>  |
| <b>Heat cramps</b>     | <ul style="list-style-type: none"> <li>■ Muscle spasms</li> <li>■ Pain</li> <li>■ Usually in abdomen, arms, or legs</li> </ul>   | <ul style="list-style-type: none"> <li>■ Have worker rest in shady, cool area</li> <li>■ Worker should drink water or other cool beverages</li> <li>■ Wait a few hours before allowing worker to return to strenuous work</li> <li>■ Have worker seek medical attention if cramps don't go away</li> </ul>  |
| <b>Heat rash</b>       | <ul style="list-style-type: none"> <li>■ Clusters of red bumps on skin</li> <li>■ Often appears on neck, upper chest, folds of skin</li> </ul>   | <ul style="list-style-type: none"> <li>■ Try to work in a cooler, less humid environment when possible</li> <li>■ Keep the affected area dry</li> </ul>   |

\* Remember, if you are not a medical professional, use this information as a guide only to help workers in need.

## Attachment 7 – Mission Trip Blog

See the below steps to add a daily mission trip entry to the Honduras Agape Blog web site.

**Go to:** <http://hondurasagape.us/wp-admin>

**Username:** update

**Password:** *(obtain password from HAF Board President)*

To add a blog post, click on Posts (left sidebar, third down), then click Add New. Type or paste your post in the text editor. To add a picture to a post, click Add Media and you can upload or drag and drop your photos in. Click Publish (blue button to the right of the text editor) to save.

## TEAM LEADER AND MISSION TRIP PLANNING MANUAL



## Attachment 8 – Quimistan Area Map

