



CONNECT ▪ GROW ▪ SERVE

MISSIONS HANDBOOK



SPRINGWELL
CHURCH

'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'

Matthew 25:40 NIV

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FYI

About the Area:

Guatemala is a country in Central America where Spanish is the official language. Except for the coastal areas, Guatemala is mostly mountainous, with a hot tropical climate and a more temperate climate in the highlands. Guatemala is a country in dire need and each day there are children going to bed hungry and families sleeping in the streets.

With a population of about 14 million, Guatemala has a common Central American recipe for high rates of emigration: political instability, natural disasters, and a lack of economic opportunity.

Lodging Info/Meals:

After long days on the mission field, we will be lodging at the Coco Palma. With two large pools, a children's pool, jacuzzi, and a complete dining area, this oasis was designed with the purpose of offering missionary groups a place to have fun and also a meeting place for team devotions.

Transportation:

Ground: Transportation to and from the airport and Springwell Church will be based on the details of our flight and will be determined when tickets are purchased.

Air: We will fly from the United States to Guatemala.

Projects:

Although our official itinerary will not be finalized until about 15 days prior to arrival, you can be certain that we will be serving in practical ways through a number of servant-evangelism projects. Hope of Life International offers each group a customized experience including construction, children's activities, rescue missions, medical/dental service, and much more.

MINISTRY GUIDELINES

1. Show respect for all people in leadership and authority in action and speech. Pray for the leaders and give them encouragement. Understand that they have many responsibilities and seek to serve them in any way possible.
2. This is a group mission trip. Please remember not to cut yourself off from the group. Make a real commitment to unity, encouragement, and brotherly love. Physically separating yourself from the group would not be a good idea either; you will not enjoy being lost in a devastated area.
3. We may be serving in some ways that you have never done before...be open to everything.
4. Please remember to dress modestly while on campus and during service projects. Appropriate dress will be determined by the type of work on any given day. No open toed shoes will be allowed during any work projects, period.
5. Christian friendship should be the aim of ALL relationships. The general principle here is no romantic behavior. This applies to those coming with their "special someone." Guard yourself and others and keep your focus on the purpose of the trip.
6. If you feel the urge to complain, or pout - don't. Be content in all circumstances (Phil.4:12). Remember that you are a part of some awesome work that God is doing in the mission field.
7. Do not create division. Our ministry relationships can only be as effective as our relationships between each other. Edify and encourage at all times.
8. Serve. Serve each other, the leaders, and those you meet along the way without holding back.
9. Be like Christ in your attitude. Demonstrate the love, joy, peace and compassion of Jesus within the team and those in the surrounding communities.
10. Stay together. When walking in groups during the trip (especially in heavily crowded areas), keep up. Do not straggle. Make sure there are always one or two males in any group.
11. Take the initiative to grow. Maintain and enhance your quiet times and Bible study during this experience. This trip can be the beginning of a life-long change in your personal discipline, but it will only be what you choose to make it.
12. Get involved. Choose to participate and be a part of what is going on, not to stand around and do nothing. Standing on the sidelines is only a waste of YOUR time and money, and does nothing for those we are serving.

HELPFUL POINTS

SERVING

We are excited that you want to be a part of this mission trip! We may serve in a lot of areas including areas that require heavy lifting and physical exertion. If you have medical problems, or a medical condition, that won't allow you to lift more than 10 pounds, pick up, bend over, walk, shovel, carry heavy buckets, or other strenuous activities, you will need to speak with the team leader regarding your participation in this mission trip.

ELECTRONICS

Bringing personal electronic equipment such as cell phones, game devices, iPods, etc. is allowed. Just remember that if you choose to bring an item - you need to keep up with it.

PAYMENTS

We highly recommend that you pay for your trip in full as soon as you are able. Whether you're saving, or fund raising, it's a good idea to get your money in as soon as possible. You can make payments online at springwell.org, or at the church office.

STREET SMARTS

There are some things that are alright, and then there are somethings you just shouldn't do. It is always nice to know these things beforehand so that you have the knowledge to avoid as many catastrophes as possible.

Keep your wallet in your front pocket and reduce its size by taking out excess stuff. Don't wear big expensive jewelry, or watches.

Carry only the money you need. You probably won't even need that in most circumstances. Don't carry big bags and purses.

Don't give out your home address.

Hydrate. Water is your friend.

Be polite. You cannot force the Gospel on anyone.

Watch out for each other.

Guys, practice being gentlemen. Watch out for the girls at all times and protect them as sisters.

Rely on God.

CULTURE

This mission trip is a cross-cultural experience. This simply means that we are leaving things that are normal to us (music, customs, clothing, speech, wealth, families) and experiencing things that, to us, are far from normal. Although things may not be “normal” from your perspective, that doesn’t make them weird, or wrong. We have to realize that we are the foreign ones in this situation and value their culture and respect it. As you go to this mission field as a stranger there are a few things you should remember when interacting with the people there:

1. Watch your language, attitude, facial expressions, and body language. We communicate a lot through our faces. Your face will give you away every time.
2. Don’t speak, or act, in a superior way.
3. See people you minister to as being in process. Don’t be too quick to judge someone for what you feel is unchristian conduct. You are coming in at a specific time in their process and you may not realize the great change that has already occurred in their life through the Gospel.
4. All people are created in the image of God - no matter how different they are from you. They deserve to see His love through you.
5. There are a lot of needs where you’re going, but there are good ways and bad ways to meet them. Never hand out money. Check with your host before you offer any other material item. In some situations, a seemingly harmless item, or action, may have a profoundly negative impact on the culture around you and the ministry work. In all things be careful not to offend, or confuse.
6. Avoid talking about political issues and other religious groups; these kinds of things lead to pointless arguments and put up walls between you and the person with whom you wish to share the Gospel.
7. Missionary dating does not work. Do everything within your power to keep absolute purity with your relationships with people in the city. General Rule in talking to people on the street: Guys with Guys, Girls with Girls.

PACKING LIST

Each Person is limited to:

1 Checked Bag & 1 Carry-On Bag (under 50 lbs each)

Dimensions are L+W+H = 62 inches

PLEASE WEIGH BAGS PRIOR TO ARRIVAL

Some individuals will be asked to be responsible for one additional checked supply bag.

- Bible, Journal, Spanish Dictionary, Reading Book
- Toiletries (toothbrush, toothpaste, soap, shampoo, conditioner, shaving cream, contact solution, brush, etc.), Towel, Travel-Size Laundry Soap
- Sunblock, Aloe Vera, Water Bottle
- Insect Repellent with DEET
- Active Wear (appropriate for hot weather and outdoor activity that may be ruined during work)
- Hand Sanitizer
- Camera
- Watch
- Alarm Clock
- Ear Plugs/Eye Mask
- Undergarments
- Tennis Shoes (may be ruined during work)
- Sleepwear
- Sunglasses
- Hat
- Work Gloves
- Jeans/Comfortable Pants
- Dress Clothes (for Church)
- T-Shirts
- Modest Tank-Tops (no spaghetti straps)
- Modest Shorts
- Closed-Toe Shoes (no sandals or flip-flops during ministry, shower, or evenings)
- Light Jacket (water resistant)
- Lightweight Blanket (optional)
- Swimsuit (modest)
- Flashlight with extra batteries (headband flashlights)
- Packaged Snacks (not candy)

***Bedding will be provided**

**We advise packing a travel-sized amount of medication (must be in original bottle with your name on it) and other necessary items in your carry-on bag in case lost or misplaced luggage.

***Take care in bring electronic devices such as laptops and iPods. Realize that you are responsible for keeping up with all of your items. Wi-Fi is \$10 per device.

FUND RAISING

FUND RAISING POLICY

When making a decision to participate in a mission trip, one of the first questions you may be asking is: Will the church be offering fund raising opportunities? In short, the answer is no. Too often, churches put a great deal of pressure on the congregation to help fund trips. With tithes, offerings, and already pledged missions giving, we would be over-burdening our people.

A mission trip is a journey of faith. This is why we ask each person to be individually responsible for raising their own funds. If you are fortunate enough to have the money in savings and can pay for the trip, praise God. If you are going to need to raise funds, we suggest you focus on ways you can find support.

The most successful way to raise money for your trip is to send a letter to everyone you know. Use your families Christmas card list to get the addresses of the friends you go to school or work with.

If once you meet others who are attending the same trip and you want to work together on some creative fund raising, we whole-heartily support you. A small group of you might want to have a car wash, do a bake sale or find odd jobs. If you use these methods, we suggest connecting with the community and not focusing on the church. These types of fund raisers would be the individual's responsibility and not be "run" by the church. Let God use the people around you to fund His desire for you to be on the mission field.

GUIDELINES FOR MISSION TRIP FUNDS

1. Any funds given for mission trips are non-refundable.
2. Any funds that are unused from funds for a given missions project or trip will be dispersed only for other missions efforts. Springwell Church will determine how these unused funds are dispersed.
3. Individuals may not count unused funds toward other mission trips.
4. Gifts for mission trips should be submitted to the office of Springwell Church.
5. Springwell Church's name and logo may not be used in any fund raising efforts without the approval of Springwell Church.
6. For checks or money orders to qualify as tax deductible, they must be made out to Springwell Church.
7. You are encouraged to include the contribution slips in letters you distribute to potential mission trip supporters.

SAMPLE FUND RAISING LETTER

August 3, 2015

Dear Friends,

I am excited to let you know about a great opportunity I have this summer to participate in a mission trip to Guatemala from November 7-14, 2015. Our group will be working alongside the Hope of Life International organization. We will be serving the people through construction projects, prayer walking, children's Ministries, and much more. Our philosophy will be simple: See a Need...Meet a Need. The reason that I am writing is to ask you to prayerfully consider helping our team financially. We must raise our own funds to cover travel, lodging, and meals.

With a total need of about \$1,675 per person, would you be willing to invest \$25, \$50, \$100, or any amount God would lead you to give to help our team be a part of this life changing outreach to the people of Guatemala? You may want to break down your gift by the day. Each day will cost just about \$210.00. With the trip being eight days long, you may choose to sponsor one day, two days, or even the whole week.

Your gift will be tax deductible and should be made out to Springwell Church. Please indicate on a separate note that the contribution is for Guatemala and include my name. For your convenience, I am enclosing a self-addressed envelope. Our first deadline for receiving funds is August 9, 2015.

Please know it is not our desire to pressure you in any way. If you are unable to help us at this time, we understand. Simply knowing you are praying for us will be a great encouragement.

If you have any questions regarding this outreach, I would be more than happy to discuss them with you. Thank you in advance for your support.

Sincerely,
Your Name

INSTRUCTIONS

You should include a stamped, self-addressed envelope with every letter you send. You should also include the following on a sheet along with the letter:

All contributions to Springwell Church missions are non-refundable. To be tax deductible you must:

1. Make checks payable to Springwell Church. Do not write a project or individual name on the envelope or check, including the memo line.
2. Enclose a note stating which project and/or individual you are supporting. DO NOT attach a note to the check.
3. Mail the check to the individual you are supporting.

IRS regulations prohibit the church finance office from giving you tax credit for donations designated for individuals. Contributions received which designate persons will be deposited, but your annual contribution statement will not be credited.

FINANCIAL POLICY

GENERAL FUND

- General fund consists of general donations and budget surplus carried over from previous trips
- Funds to be used for ministry in country and/or to offset budget deficits on current/future trips
- Funds can be used to meet Matthew 25:40 project funding deficits
- Cannot be used to assist team members with meeting trip cost
- Funds cannot be used for ministry other than Guatemala

PARTICIPANT FUNDS

- Funds can be held for one calendar year from date of trip (June-June, November-November)
- Funds can be transferred to another participant per participant request
- Funds not used within one calendar year from date of trip or transferred to another participant will be placed in the General Guatemala Fund
- Participant funds are nonrefundable. This includes funds deposited by the participant, all donations, and silent auction money raised by a participant

SILENT AUCTION

- One auction per year (spring)
- Funds raised by auction participants are good for one calendar year from the date of June trip. Funds can be used for current June trip, November trip, or following June trip. (i.e. June 2016, November 2016, June 2017)
- Funds raised from items donated to Silent Auction (not individual participant items) will be evenly dispersed among auction participants only
- Funds can be transferred from one auction participant to any team member upon auction participant's request
- Funds from auction not used by participants within one calendar year (June-June) will be moved to the General Guatemala Fund
- All funds are nonrefundable unless the trip is canceled by Springwell or Hope of Life

MATTHEW 25:40

- Donations made to Matthew 25:40 fund
- Special offerings (i.e. Easter 2016)
- Funds can only be used for projects in Guatemala (i.e. housing projects, clean water projects, baby/child rescues, disaster relief, medical relief, etc.)

FUND MANAGEMENT

- Three member team used only for Guatemala budget: Shane Smith, Derek Turner, David Pearson
- All budgets will be agreed upon by team
- All non-budgeted items will be approved by team



WELCOME AND PREPAREDNESS PACKET FOR MISSION TEAM MEMBERS

Bienvenidos!

We are so glad that you have decided to serve at Hope of Life International in Guatemala. You will bring hope and ultimately change to the lives of many, including your own. This packet will help you to prepare for your trip and allow you to know what to expect when you are with us. Please read through each section carefully.

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1. ABOUT HOPE OF LIFE INTERNATIONAL'S MISSION

Hope of Life International has been working for more than 25 years in Guatemala to carry out its mission of watching over the well-being of the less fortunate and reaching “the least of these” before it is too late. Every day, life-changing hope is offered through the child rescue center, orphanage, elderly home, feeding centers, education, construction projects, and numerous other ways.

Hope of Life International is a 501(c) (3) nonprofit organization with headquarters in Providence, Rhode Island.

OUR MISSION

At Hope of Life International, every life is precious to God and precious to us. For more than 25 years, Hope of Life International has been the helping hands, loving arms, and busy feet of Jesus Christ in the heart of Guatemala. Through humanitarian aid efforts, rescue missions, feeding programs, and more, Hope of Life International has carried out its mission to hear the cry of the hungry and needy and respond with hope and care.

OUR VISION

Hope of Life International began with a single outreach to the elderly in 1987 and now encompasses over 3,000 acres with dozens of ministry outreaches. As a fully functioning humanitarian organization, our vision is to provide “hope of life” to the people of Guatemala. By meeting the physical and economical needs of the less fortunate, we are able to share the love of Christ in a more tangible way, thus giving them the greatest gift of all.

OUR HISTORY

After falling sick, Carlos returned to Guatemala. During his time there he was approached by an elderly blind man and a child begging for any help they could find. At that time, Carlos called out to the Lord and promised that if God chose to heal him, that he would dedicate his life to the poor of his country. He started with a home for the elderly and was soon rescuing babies on the verge of death, and thus Hope of Life International was born.

OUR WORK

3,000: The number of orphans we have cared for from infancy to adulthood. Our goal is to give these children a bright future.

2000: The number of children rescued by Hope of Life last year; nearly 70 percent in the high country suffer from malnutrition.

7,000: The total number of children we have been able to rescue over the past six years.

500: The number of homes we will build this year. Over the last few years, we have constructed 4,300 homes.

Millions: The number of meals we have been able to provide since we began.

78: The number of feeding centers. Our food program directly benefits 20,000 families yearly who depend on our help to survive.

70: The number of cleft palate surgeries completed each year to improve speech, feeding, and socialization.

300: The number of children currently, residing at Paradise Children’s Home, rescue center, Kelly’s house and HOL village where they are loved, educated, and protected.

1,250: The number of children who have graduated from our academy. Students receive a sound education combined with Christian values.

2. ABOUT GUATEMALA

To get the most out of your experience in Guatemala we suggest learning about the culture, geography, and language before your trip. HopeOfLifeIntl.org is just one of the many places to learn more. We encourage you to seek out information that will prepare you for your trip and make you more knowledgeable and comfortable with the new world you will be experiencing!

THE PEOPLE

Guatemala's culture is a unique combination of Mayan practices and Spanish colonial heritage. Approximately fifty percent of the population is mestizo (a mix of Amerindian and Spanish, called Ladino by the people of Guatemala). The remainder of the population identifies with European, K'iche, Kaqchikel, Mam, Q'eqchi, or other Mayan and non-Mayan groups.

The vast diversity of ethnicities results in nearly 21 different languages spoken throughout the country. The majority of people speak Spanish; however, there are twenty indigenous languages represented.

Many indigenous people of the rural highlands follow traditional religious and social customs and continue a rich tradition of textiles and other handcrafts. This same population practices spiritual acts that are rooted in the country's history prior to the civil war, sometimes blending elements of Roman Catholicism. The majority of the population identify themselves as Roman Catholic, Protestant or part of the Maya-Catholic fusion.

The fourteen million people of Guatemala thrive on the country's fertile land as 52 percent of the population is engaged in agricultural work. Guatemala has traditionally produced a variety of natural exports including coffee, sugar, bananas, and vegetables. The urban areas, however, are heavily influenced by European and North American trends.

The diversity between the urban, modern ways practiced in Guatemala City—the hub of cultural activity—and the traditional practices and customs of the Mayan population gives Guatemala a colorful and unique culture.

THE COUNTRY

Guatemala is home to more than fourteen million people, covers over 42,000 square miles, and is sandwiched between Mexico, the Caribbean Sea, the Pacific Ocean, Honduras, Belize, and El Salvador. With lush greenery, 205 miles of coastline, exotic wildlife, majestic mountains, and striking landscapes, Guatemala is one of the most beautiful countries in Central America. The physical appeal of Guatemala, meaning "the land of forests," masks its bloody past and uncertain future.

THE SITUATION

In 1996, the country emerged from a 36-year-long civil war in which hundreds of thousands of people were lost. In 2009, the country declared a "state of public calamity" bringing to the surface a severe hunger crisis that was sweeping the nation.

The "dry corridor," located in eastern Guatemala, is said to be an area of severe malnutrition as a result of adverse weather, poor soil, and the global economic turndown. In this corridor, it is estimated that 54,000 people go hungry on a daily basis. According to UNICEF, nearly half of Guatemalan children suffer from *severe* malnutrition. The chronic hunger rate for children (49.8 percent) is the highest in the region and the fourth highest in the world.

As a result, over 75 percent of the country's population falls below the poverty line.

Illiteracy, infant mortality, maternal mortality, and starvation are among the highest in this region. To compound the situation, the country is victim to organized crime and gang-related activity, as well as recurring natural disasters including hurricanes, earthquakes, floods, and mudslides, destroying the lives of people living in vulnerable areas.

Infectious diseases complicate the problem. Food-borne or waterborne illnesses such as bacterial diarrhea, Hepatitis A, and typhoid fever are common, as is dengue fever, malaria, and leptospirosis.

This country, though beautiful in appearance—picturesque, even—is overwhelmed by crime, poverty, and severe malnourishment.

THE LANGUAGE

Spanish is the most widely spoken language in Guatemala. With 93 percent of its residents communicating in this language, we encourage you to have fun practicing and using it while visiting.

Hello	Hola
Goodbye	Adios
Good Morning	Buenos días
Good Afternoon	Buenas tardes
Good Evening	Buenas noches
Welcome	Bienvenidos
How are you?	Como esta, usted?
I am fine	Estoy bien
Please	Por favor
Thank you	Gracias
You are welcome	De Nada
What is your name?	Como se llama?
My name is...	Me llamo...
I am from	Soy de...
Friend	Amigo
Yes / No	Si / No

FUN FAST FACTS

Motto: “Pais de la Eterna Primavera” translated “Country of the Eternal Spring”

National Bird: Resplendent Quetzal

National Instrument: The Marimba

Official Currency: Quetzal

Capital City: Guatemala City

National Independence Day: September 15, 1821 (from Spain)

Origin of the Name of Guatemala: The name Guatemala means “land of the trees” in the Maya-Toltec language.

Nobel Peace Prize Winners: Rigoberta Menchú, 1992 and Miguel Ángel Asturias, 1967

International Musicians: Ricardo Arjona

Film and Television: Scenes from *Star Wars IV: A New Hope* and *Moonraker* were shot at Tikal National Park, as well as parts of *Apocalypto* were filmed in El Petén, and “Season 11 Survivor Guatemala” was made in Yaxhá-Nakúm-Naranjo National Park.

3. AIRPORT TRAVEL and TRANSPORTATION

AIRPORT TRAVEL

La Aurora International Airport, located in Guatemala City (Airport Code: GUA), is recommended for travel. All major airline carriers serve this airport. As well, we recommend visiting your airline’s website to view the most current travel and TSA requirements for baggage allowance, etc.

TRANSPORTATION

When you arrive at the airport you will collect your luggage and exit through the main doors. We ask that you exit to **YOUR right side** when leaving the airport. Outside, a Hope of Life International representative and security will be waiting to greet you with a sign reading “Hope of Life International.” Your team will then be transported via van or bus to a local restaurant for lunch and then to the Hope of Life International campus. The drive will be approximately three hours.

4. DOCUMENTATION and CUSTOMS FORMS

DOCUMENTS

When traveling to Guatemala you **MUST** have a passport. Visas are not required for U.S. citizens visiting the country for less than 90 days. Additionally, we advise that you carry a copy of your immunization record and a list of contacts in the U.S. and Guatemala (name, address, phone number, relation) in case of emergency.

Make three copies of your passport, immunization record, and contact list before travel. Leave one copy at home, pack one copy in your luggage, and carry one with you.

CUSTOMS FORMS

While on the airplane you will receive an immigration form. There is a section that asks you to put the address in which you will be staying while in Guatemala. Please write, "Esperanza de Vida, KM. 146.5 Carretera Atlantico, Aldea Llano Verde, Río Hondo, Zacapa, Guatemala, C.A." You will be asked to fill out another form when leaving the country as well. It will be provided to you after check-in at the immigration desk before you enter the security area.

5. IMMUNIZATIONS, MEDICINE, and MEDICAL ATTENTION

IMMUNIZATIONS

We advise you to meet with your family physician to receive all necessary immunizations prior to your trip to Guatemala. It is important to meet with your physician as soon as possible in the planning process. To obtain the most current immunization recommendations for Guatemala, please visit the Center for Disease Control website, www.cdc.gov. It is at your own risk should you choose not to follow these recommendations.

MEDICINE

Please make sure that you pack a sufficient amount of personal medication or prescriptions for the duration of your trip. A list of all medications and instructions is required in your application. Please see page two (2) in the application.

MEDICAL INSURANCE *

It is mandatory that team members purchase short-term medical insurance with international coverage before their trip to Guatemala. Travel insurance can be purchased through Gallagher Charitable International Insurance Services. Information on insurance programs can be accessed at <https://app.travelwithgallagher.com/Affiliate/Enroll/TripLeader/1158> or (800) 922-8438. The average cost of mission insurance is \$4 per day.

MEDICAL ATTENTION

If during your time in Guatemala you should require medical attention, we have a small medical staff on-site and there are hospitals nearby. We have relationships established with many of the doctors in these facilities and are confident in their ability should medical needs arise. These hospitals are clean, modern, and capable of handling a variety of medical emergencies. You will be responsible for all financial expenses involved with your medical care and treatment should it be required. You are required to sign a medical release waiver within your application.

6. MONEY and EXPENSES

MISSION TRIP PAYMENT

All payments for mission trips to Hope of Life International will be handled through your mission trip coordinator. Coordinators will provide cost breakdowns, and other payment information to you as needed.

SPENDING MONEY (optional)

If you would like to purchase souvenirs or other items during your time in Guatemala, we recommend bringing between \$50 and \$150 USD. We can exchange cash at the office on the Hope of Life International campus. All bills must be \$20, \$50 or \$100 and must be crisp and brand new. You do not have to exchange money in the airport if needed Hope of Life with take care of the matter for you.

CURRENCY

The Guatemalan currency is Quetzales (pronounced KETS-ALL in singular form and KETS-ALL-LEHS in plural form). At the date of this publication, there are approximately 7.5 Quetzales to every U.S. Dollar. The currency exchange rates change daily. Visit www.coinmill.com or other exchange rate sites to learn more about the current rates.

* This insurance is provided for you by Springwell Church.

7. FOOD and HOUSING

FOOD

Team members are served three meals a day at our “ranchon” near the pools. Our chef and kitchen staff prepares a variety of foods ranging from typical Guatemalan meals to hearty American classics. There are always many options for individuals with specific tastes. If you have any specific dietary needs, please let us know in advance. All foods served within the Hope of Life International campus are safe to eat and are prepared according to recommended health standards.

Hydration while in Guatemala is essential. Due to the excessive heat, it is very easy for persons to become dehydrated. You must conscientiously drink plenty of water throughout the day. Purified water coolers are located throughout the campus. It is recommended that you bring your own individual water bottle in order to refill it throughout the day as needed. The water in all faucets and showers on campus is not purified and should not be used for drinking or brushing your teeth.

HOUSING

All team members will have an assigned room on the Hope of Life International campus. Each room is supplied with beds, pillows, linens, blankets, and fans. Housing is located near the top of the mountain and the temperatures are very comfortable during the night.

In each housing area there are both showers and bathrooms. We ask that you bring your own personal toiletry items and towels. There are also common areas for groups to meet to enjoy devotions and time together.

If any problems arise during your stay, such as damaged or non-functioning items in your room or bathroom, please let your Hope of Life International group leader know immediately.

8. ADDITIONAL INFORMATION

AGE REQUIREMENT

All team members must be 18 years or older to participate in a trip, unless accompanied by a parent, guardian or stated otherwise. Please see the liability release form on page three (3) in the application.

PHONE AND INTERNET

Internet is available with a small fee of \$10.00 per person per week. Please keep usage at a minimum and only use when needed. Group leaders will have a Guatemalan phone for team use.

GIFTS AND PERSONAL INFORMATION

Please DO NOT give any gifts or money to locals, children, elderly, or staff without advanced permission. This is for your safety, that of the recipient, and our staff. If you feel compelled to give something including clothing, shoes, or other items, please seek out the permission of a director.

We ask that you DO NOT exchange any personal information such as addresses and phone numbers with locals while you are in Guatemala. If you would like to communicate with someone in Guatemala after your trip, please make arrangements with the Hope of Life International staff member working with your group. In addition, we ask that you are careful not to make promises in regard to communication, future visits, or help. Broken promises, no matter the intention, can lead to immense hurt.

RELIGIONS

Hope of Life International is a non-denominational organization that works with people of all religious denominations. We ask that during your time with us you are accepting of others' differences and that you do not impose your religious beliefs upon them. If you should have any questions in this area, please speak with your Hope of Life International staff member or your team leader. Romans 14:1-12 states, “Now accept the one who is weak in faith, but not for the purpose of passing judgment on his opinions...So then, each one of us shall give account of himself to God.”

DRUG USE AND OTHER CONSIDERATIONS

Drug use is not tolerated at Hope of Life International. If any team member is caught with an illegal substance they will be immediately asked to leave and will be responsible for all costs associated with the transportation back to the United States. At Hope of Life International we seek to provide an encouraging and uplifting environment. Foul language and off-colored jokes are not acceptable and we ask that you refrain from this type of conversation during your time with us.

9. PACKING LIST, CUSTOMS, AND WEATHER

We have compiled a packing list designed to meet all of your needs during your stay at Hope of Life International. Take special consideration during the packing process to make sure that all of your basic needs are covered. Please check with your airline carrier for information on the weight and number of bags you are able to bring to Guatemala for your trip.

PACKING LIST

- Active wear (appropriate for hot weather and outdoor activity that may be ruined during work)
- Undergarments
- Sleepwear
- Sunglasses
- Hat
- Work gloves
- Tennis shoes (may be ruined during work)
- Flip-flops or sandals (for shower or evenings)
- Sunscreen and aloe vera
- Reading materials (Bible, journal, Spanish dictionary, reading book)
- Toiletries (toothbrush, toothpaste, soap, shampoo, conditioner, shaving cream, contact solution, brush, etc.)
- Bug spray with DEET
- Medicines (Rx, antidiarrheal, headache, etc.)
- Towel and washcloth
- Flashlight with batteries
- Hand sanitizer
- Refillable water bottle
- Camera
- Ear plugs/Eye mask
- Modest bathing suit

We advise packing a travel-sized amount of medication and other necessary items in your carry-on bag in case of lost or misplaced luggage.

CUSTOMS

The culture in Guatemala is very conservative. We ask that you pack modest clothing for work and other activities. Tattoos and piercings are considered taboo, and we ask that you are respectful of the cultural differences and cover them when possible. Additionally, please consider the logos and messages displayed on t-shirts and clothing during your trip. Children are very impressionable, and we ask that you are mindful of this during your time at Hope of Life International.

MEN'S ATTIRE

Work/Casual: modest shorts, pants, jeans, and t-shirts. Please note that your clothing and shoes may be ruined during work.

Church: Khakis, jeans, button-up shirts, or polos. Attire for church is more casual than formal but should be respectful.

WOMEN'S ATTIRE

Work/Casual: modest shorts, capris, pants, jeans, and t-shirts. Please note that your clothing and shoes may be ruined during work.

Church: Skirts or dresses (knee length) with a sleeved shirt, light sweater/shrug.

During the trip we are trying to create an environment that is free of distractions in order to allow God to work in our lives. Therefore, we are challenging your team to focus on three areas:

1. **“Media fast.”**

- Please do not bring iPods, CD/DVD players, headphones or any video games.
- It’s fine to bring your cell phone but please turn it off after you arrive – only use it during travel. Trust me, you and your friends will survive without constant connection. ☺

2. **Modesty**

- No short shorts or short skirts, halter tops.
- No tiny bikinis or revealing swimsuits.
- No male racing swimsuits or “Speedos.”

3. **“Others Focus”**

- Please avoid any attire or accessories that tend to draw attention to yourself.
- No t-shirts displaying cigarettes, alcohol products or suggestive language,
- Please do not bring or expect to use any form of tobacco, alcohol or drugs.
- We recommend no jewelry other than a watch and wedding ring. You may want to avoid wearing engagement rings with large or multiple diamonds.
- Excessive “priming” is not necessary so limit the use of electric dryers or curling/flatting irons.
- No “coupling.” The goal is to serve the people of Guatemala, not you. Pulling away from the group to spend time with one “special” individual can be alienating.

WEATHER

The year-round weather in Zacapa, Guatemala is normally quite warm. There is a slight difference in temperatures between the seasons. May to October is rainy season in Guatemala. During this time temperatures will typically be in the 90’s and 100’s. The skies are a mix of sunshine and clouds and periodic short tropical downpours can be expected in the late afternoon and throughout the night with a bit of humidity to follow. The dry season is between November and April and is the time of coolest temperatures. The daily temperature can range between the low 70’s to high 80’s throughout the day. Due to the clear skies, the coolest nighttime temperatures occur in December and January.

10. CONTACT INFORMATION

In case of emergencies and/or flight time changes (of more than an hour difference) made in advance of your flight, we ask that you notify the United States Hope of Life International contact, Katie Arriaza at (401) 486-6885. As this is a personal number, **we ask that you only use it for emergencies or flight changes on the day of your trip.** You can also contact us by email: email: Katie@hopeoflifeintl.org or Cheryl@hopeoflifeintl.org All change notifications made during the week between 9 a.m. and 5 p.m. should be made known to the United States Hope of Life International office at (401) 421-9078.

Upon arrival at the airport in Guatemala, Hope of Life International staff members will be in person to greet you at the time indicated in your flight itinerary (sent in advance by you). If, for unseen reasons, a staff member is not present upon your arrival, we ask that you exit the airport to **YOUR right** and wait inside the café until met or advised by a Hope of Life International staff member. This is for your safety. While in Guatemala, if there is a change, emergency, or problem, we ask that you contact Lourdes Milian at 001-502-5978-3456 this is a personal number and we ask that it is used only when necessary. Office in Guatemala 011502-7961-4800.

Physical Address for Hope of Life International in Guatemala:
Esperanza de Vida
KM. 146.5 Carretera Atlantico
Aldea Llano Verde, Río Hondo, Zacapa, Guatemala, C.A.

EXTRA INFORMATION

We know that your time in Guatemala will have a great impact on the lives of others. It will also have a great impact on your own life. The experiences that you will have and the things that you will see will change you forever.

We would like to say thank you in advance. Your desire to better the world around you keeps our organization working in Guatemala. Our organization would not be what it is without you. Thank you!

We want the preparation for trip to be a clear and easy. If you have any questions during the application process, please contact your mission trip coordinator at (401) 421-9078. Or by visiting www.HopeOfLifeIntl.org, you will be able to see even more information on the work we are currently doing and the new projects to come.

Thank you for your desire to help the people of Guatemala. Let your adventure begin!



Welcome to Hope of Life!

We just want to remind you of a few important rules and expectations that we ask for you to read over and respect:

*(Please pay close attention to rules and reminders in **bold text**)*

GIFTS AND PERSONAL INFORMATION

- **Do not share any personal information.**
- Please DO NOT give any gifts or money to locals, children, elderly, or staff without advanced permission.
- No promises of future visits should be made.

FOOD

- **If you have any specific dietary needs, please let us know in advance.**
- **None of the water in our faucets is purified, so it is it is best not to drink or use it to brush your teeth.**
- All food served on campus is safe to eat and is prepared according to recommended health standards.

Be mindful of food portions and waste. Anything on your plate should be eaten!

PERSONAL APPEARANCE

Work/Casual: Modest shorts/pants and T-shirts. Please note that your clothing and shoes may be ruined.

Church: Men may wear polo's or button-up shirts with khakis or jeans. Ladies are asked to wear a skirt or dress that falls below the knee with a sleeved shirt.

- No short shorts or sleeveless tops.
- Modest swimwear should be worn.
- Consider messages displayed on clothing.
- Tattoos/piercings should be covered if possible.
- Refrain from any foul language and off-colored jokes.

ECO FRIENDLY

Please bring your own water bottle. If you did not bring a water bottle, they are sold at our store for \$5/each.

- Please turn **off** lights and AC in your rooms when you are elsewhere.

CURRENCY & SPENDING MONEY

- Only crisp, brand new bills can be exchanged at the office
- We cannot accept anything smaller than a \$20 bill.
- \$1 = 7.2 Quetzales

MEDICAL ATTENTION

- Medical care is available if the need arises, but you will be responsible for all financial expenses.

OTHER CONSIDERATIONS

- **Excessive Internet use should be avoided.**
- **Your cell phone should be turned off after arrival.**
- **Any form of unnecessary media should not be used.**
- Drug use is NOT tolerated at Hope of Life International. If any member is caught with an illegal substance, they will be immediately asked to leave; they will be responsible for all costs associated with the transportation home.
- "Coupling" is not allowed.
- If anything in your room or bathroom is damaged, please let your HOL group leader know immediately. You are responsible for all damages.

ORPHANAGE RULES

Visiting Hours:

School Days: 5-6PM Mon-Fri

Off-school & Weekends: 9AM-5PM

- Any candy or toys for the children should be pre-approved by the director before being distributed.
- Do not give any money to the children.
- Do not let them touch or play with any electronic device, esp. if it is Internet-accessible.
- Do not promise a child anything before someone with authority approves it.
- Children may not be removed from the orphanage without prior consent.
- Do not invite children to meals without prior consent.
- Bedrooms are off-limits while with a child, no exceptions

RULES FOR RESCUE CENTER

Visiting Hours: 10-11AM, 2-3PM

- Wash your hands before touching the babies.
- Always leave the babies where you found them.
- Always ask for permission before entering the clinic



Frequently Asked Questions and Guest Expectations

(If you have any questions of which the following does not specifically address, please contact us.)

Food:

- All meals are served buffet style and each person can serve themselves as desired.
- Breakfast provides the option of cold cereal and toast with all meals.
- Lunch provides the option of peanut butter and jelly sandwiches if desired.
- Examples of options at meal items are as follows, depending on the daily menu:
 - o Breakfast: fresh fruit, eggs (various styles), black beans, salsa, meats, omelets, pancakes, french toast
 - o Lunch: tacos, chicken salad sandwiches, rice and meat, hamburgers, fried chicken, potatoes
 - o Dinner: Chili rellenos, tostadas, hamburgers, vegetables, rice and meats, pasta dishes
- Sodas, Gatorades, snacks, and ice creams are available for purchase at all times.
- If there are any allergy concerns, please notify us before your trip so we can prepare accordingly. *Also, be sure to mention your allergies on arrival to your translator so they can validate the accommodations that will be made.*
- All meals are currently served in the main dining hall at specific times set by staff, and as needed for team needs.

Lodging:

- There are numerous areas for housing during your stay. Approximately 90% of the rooms for missions' teams have air conditioning. We ask that if you are in a facility that has air conditioning, the units be turned off anytime you are not in your room.
- There are bunk rooms for large groups. Each room can house between 4 and 12 people, depending on size.
- If you are traveling with your spouse as part of a large group, there may be smaller private rooms for you, however this is determined by availability, amount of guests on campus, and location. *Please be willing to be housed separately if necessary.*
- If the team you are a part of has a specific housing request (Mission House, Pool Area, etc.) we ask that the team leader contact us with this request and we will do our best to accommodate- but be aware this is based on availability and amount of guests on campus during your visit. *Housing preferences are not guaranteed.*
- All housing areas have separate bathrooms for males and females, however most of the housing will require you to use a large bathroom with multiple stalls and showers. Be aware that you will likely share a bathroom with members on your team, and possibly members of other teams of the same sex.

Immunizations:

- Immunizations that Hope of Life recommends, but does not require, follow the recommendations of the CDC.
 - o These are: All routine vaccines, Hepatitis A, Typhoid, Hepatitis B, Malaria, Rabies, and Yellow Fever.
- Please be aware that any or all of these vaccines can make you feel ill and should be administered in the recommended time frames.
- Should you choose to take Malaria medication while visiting Hope of Life, be sure to check with your physician regarding which medication would be best. It is our experience that any of the Malaria medications that cause sensitivity to sunlight should be avoided.
- Should you or anyone in your groups have a medical emergency, experience a reaction to a medicine, or have a reaction to a food or allergy - there are medical professionals available at all times and we are within driving distance of a private hospital.



Internet and Connectivity:

- On campus there is Wi-Fi available in eating areas and in your housing areas, at a cost of \$10 per week; this price must be paid before arrival on Campus. However, please see the list below for user awareness
 - o We are located in a mountain range and often experience heavy rains, and weather. The Wi-Fi is as available as we can make it. Please be aware that it can be slow or lost at times due to a high amount of users at one time, weather, and other unforeseeable factors.
 - o While Wi-Fi is available, we recommend being as present as you can be during your time with us, and limiting your Internet usage.
 - o Wi-Fi and cellular service is not available in the villages, and the use of your phone and hotspots is discouraged while you are ministering to the people. Please notify your translator if there is an emergency and you need a communication device.

Airport Pick-Up and Drop-Off:

- There are a few helpful tips if this is your first time to Hope of Life, to guide you in retrieving your checked bags, immigration, customs, and finding the staff member who will meet you at the airport:
 - o When you board your first flight, you will be given luggage tags for your checked baggage. Please keep these with you as the security in Guatemala will check these tags against your checked baggage to ensure you have the correct luggage.
 - o When filling out customs and immigration forms, do not declare gifts, toys, aid supplies. These are not taxable items and you should not have to pay any fees. By declaring them, you could end up paying fees to leave the airport.
 - o When you arrive, you will first go through immigration; this will require a form given to you by your flight staff and your passport. It is a very simple process and will just take time, depending on the length of the line.
 - o When you reach baggage claim you will find your bags, locate your saved tags and line up to go through security and customs. Should you be missing a bag, you can approach the baggage claim desk and inquire. They will be able to locate the last place your bag was and give you an estimated delivery time in which they will bring the bag to our ministry. These staff members do speak English for your convenience.
 - o Once you pass through security you will enter a final foyer before stepping outside the airport. We suggest you wait in this area for your entire group to gather together before leaving - *once you leave the airport, you cannot go back inside.*
 - o Upon stepping outside you will find a large crowd of people waiting for arrivals, and luggage men who will attempt to help you with your bags. We recommend not utilizing these men, as we will be able to assist you with your bags and will have parked nearby.
 - o Outside the airport you will navigate to the right. Our staff is usually right next to the barrier that you'll have stepped into; there should be a translator and usually one of two guards. They will be looking for you and will assist you with your luggage.
 - o Depending on the time of day you arrive, you may stop for lunch: this will likely be Pollo Campero, a chain restaurant that serves chicken meals.
 - o The bus ride to Hope of Life once you are leaving Guatemala City is approximately 3.5 hours. There is a bathroom stop halfway, so you can plan accordingly.



Ministry Opportunities and Daily Schedules:

- Projects and programs your group has been preparing for will determine your agenda. At the beginning of your week, the team leader should set up a tentative schedule with the Mission Team Coordinator for each day of the week.
- There are multiple ministry areas on campus to be involved in: Saint Luke's Hospital, the Elderly Center, Kelly's House, and the Children's Home. If you would like concentrated time in any of these areas, please inquire upon your arrival.
- Some examples of other ministry opportunities that you can be a part of are:
 - Every week we serve 3 meals at the local feeding center
 - Food bag distributions
 - Construction projects
 - Medical assistance
 - VBS's and other bible programs

Essentials for Packing Effectively:

- This is a list of things you will want to be sure to pack and have on hand:
 - Reusable water bottle
 - Hand Sanitizer
 - Cleansing Wipes
 - Bug Spray
 - Sunscreen
 - Hat
 - Construction Gloves (if you plan on working on construction projects)
 - General Medicines (Tylenol, Allergy medication, Neosporin, Band-Aids, Itch relief)
 - Lightweight pants and tops
 - Snack Items



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