F1

Local Trip Coordinator Responsibilities

The local trip coordinator of each church or organization sending participants on a mission trip should carefully read this document. It explains responsibilities of the local trip coordinator, and gives a suggested outline of group meetings.

Local Trip Coordinator Responsibilities

1. First of all, thank you for agreeing to serve in this way – your help is invaluable!
2. Cover the planning and execution of the trip in prayer! Stress with the participants the importance of prayer, and stress that this is God’s trip, not our trip.
3. Confirm the number of participants allowed from your group with Dr. Mark. Please do not exceed this number; this can impact our ability to transport the group to the target locations for ministry. If, after you have met this number with volunteers, an additional person approaches you wanting to come, *an exception may be made if the individual is uniquely qualified.* Please check with Dr. Mark before making promises; there are often many factors involved in deciding how many participants can come.
4. If you have not yet, read the book Giving Wisely by Jonathan Martin.
5. Encourage participants to read Giving Wisely, available from Mark & Kathy for $10/book. We do not make money on these books; we provide them for the benefit of the group participants. A second highly recommended book is Foreign to Familiar by Sarah Lanier. It is excellent to help give the reader insight into other cultures, and can be ordered on Amazon.com or in bookstores.
6. Finances: Participants should make checks out to your church or organization. If fund raisers or sponsorships are done, these checks should also be made out to your church. For each group trip, Mission Haiti Medical, Inc. should receive two checks from your church – one deposit check (equal to $100 times the number of people from your church) and one check for the balance (equal to the remaining amount for each participant). This is our policy for two reasons: this enables us to keep the job of Treasurer of MHM a volunteer position, and this leaves the responsibility of following up with participants with those in the home church/organization who are familiar with the participants and have that contact information.

Deadline for deposit:

Deadline for final payment:

1. Assign the following responsibilities to appropriate people in your group:
* Accountant: saves all receipts during the trip and records all expenditures without a receipt, provides MHM receipt whenever possible in cases where a Haitian receipt is not provided, uses Payroll sheet daily to record names of each Haitian who provided services to the group and how long (full day or half day) each worked on each day. This role likely will be substantially filled by Kathy Fulton, assuming she is present during the trip. There may be expenditures before arriving in Haiti that need to be tracked (example: a flight is significantly delayed and a hotel becomes necessary). It is good to have a designated “Accountant” person to collect this type of documentation during the trip.
* Pharmacist (if a medical trip): works closely with Dr. Mark to bring only medicine into Haiti that cannot be purchased in country (so as not to compete with Haitian business owners), and also medicine that can effectively and safely by monitored by local (Haitian) healthcare professionals (example: we do not bring in blood pressure medication not available in Haiti, and start a patient on that med, if they cannot continue using it due to unavailability; also, we want medicines in Haiti that local (Haitian) medical professionals are familiar with so adverse side effects can be effectively managed)
* Devotions: plans a devotion for each evening, creates journals (journals optional); devotions can be simple (example: ask for reflections on the day, ask where the face of Jesus was seen) or more formal, with lyrics to songs, prayers, short written devotionals. This can be a coordinator who assigns this task to different members of the group each day.
* Luggage: keeps a copy of the luggage inventory sheets and making sure all of the luggage arrives at each site. Carries extra duct tape, zip ties, airline tags, and identifying ribbon for group.
* T-shirts (if desired): responsible for design, ordering, and delivering the trip T-shirts (T-shirts are optional; fees for T-shirts are not tax deductible and should be handled outside of Mission Haiti Medical, Inc. funds) If T-shirts are desired, designs that imply the Americans are coming to “save” the Haitians or other similar ideas should be avoided. A simple design with Mission Haiti Medical, Inc in small letters and the year is appropriate, or something similar. If funds permit, Haitian personnel working with the group for the week appreciate T-shirts, too. It is our preference that matching T-shirts not be worn while traveling between countries.
* Kitchen: makes a kitchen patrol (KP) list so there is a crew for each meal. Usually groups prefer to hire a Haitian woman to cook the evening meal, so they can provide a job for the week for a local family, and also taste the delicious Haitian cuisine. Three – four people are assigned as “sous chefs” to assist by chopping, washing, etc. It is generally less expensive to purchase food for evening meals in Haiti and pay for the Haitian cook than to bring or ship ahead food from the U.S.; it is also better for the local economy. The kitchen coordinator should work with Dr. Mark or Kathy to bring in food items not commonly available in Haiti, and allow Dr. Mark/Kathy purchase items in Haiti, again thinking of local economy. The need for a “kitchen patrol” may vary depending upon accommodations.
* Bathroom (if staying at Miss Phyllis’ in Saintard): each night restocks toilet paper, mops floors with disinfectant, squeegees water into drains, flushes each toilet and refills tanks
* Clinic snack bag (if mobile clinics will be done): restocks bag nightly
* Photos: compiles all of the group’s pictures and distributes to team members after the trip; some choose to do this on the plane home and provide flash drives before arriving home, or put them on Dropbox.
1. Food: you will work with Dr. Mark to determine what needs to be purchased and who will purchase it. Keep all receipts so costs can be reimbursed. This task can be the same person as the “Kitchen” person above; at the least, the Kitchen person should be included in this planning.
2. Medicine (if a medical trip): you or someone you delegate to will need to keep an inventory of medicines collected and communicate that with Dr. Mark. You may want to delegate the entire collection process to another participant. It is helpful if this person is a pharmacist, as they are familiar with the medications (see the role of “Pharmacist” above).
3. Luggage: each participant should be given a form to identify the contents of their suitcase. Suitcases should be numbered, and the numbers assigned to each participant.
4. Devotional/guide: it is very nice if a devotional book and guide is provided to each participant. There are several that can be used as guides. This can include the itinerary, Haitian songs, Haitian phrases, names/contact information of participants, etc. This would also be a nice task to delegate.
5. Communication:
* Collect all applications, consent forms, 2 copies of passports, missionary agreement form (from the Trip Kit on missionhaitimedical.org), and deposits and provide this information (and the deposit check) to the MHM Treasurer 6 months prior to trip
* Provide all ticketing information to participants, including times to arrive at the airport, and luggage weight/size restrictions. The dates/times of the flights must be Ok’d by Dr. Mark/Kathy before booking, to ensure transportation from the airport in Haiti will be available. Participants must purchase their tickets near the same time to ensure availability on the same flight. Each participant should purchase their own ticket; this way, if they need to cancel, the ticket belongs to them and they can use the value of the ticket (less fees) as they wish.
* Provide hotel information to participants if applicable (usually a hotel is not involved).
* Explain how to complete the forms on the flight into Haiti: you will have a customs paper and a green visitors card to fill out while flying between countries. Sometimes they do not have the green visitor card on the airplane and you fill it out in PAP. Important info for the cards:
1. we have no medicine to declare. This is if you are making a profit or selling it
2. The purpose of our trip is pleasure (not business or other)
3. The address of where we are staying in Haiti is: Rue Fougere #11, Delmas 69, Port au Prince, Haiti; telephone: 509-3172-6045
4. Keep your passport with you at all times during travel and a pen to fill out the forms, and have $10U.S. exact change to pay the entry fee upon arrival
* Provide information about how to maneuver in the airport. Stay as a group in the area as a few people in the group retrieve the luggage and the rest of the group counts and accounts for the luggage. You can purchase carts for $2 U.S. to the left of the escalator. Do not trust anyone with your luggage unless told it is ok. All luggage tags (the ones issued by the airport) must be combined and white forms collected as well. When told to go to the bus, please do so immediately! Pay no one! Mark or the person picking you up should pay any Haitians who helped collect the luggage.
* Provide the itinerary to the group.
* Provide information on Haitian creole – for example, Byki.com website.
* Provide geographical, cultural information on Haiti.
* Go over the **F2 Planning for Your Trip part 1**, **F6 Planning for Your Trip part 2**, and also the **F3 Planning for Your Trip Do’s and Don’ts**.
* Explain that the additional beach fee is not tax deductible and thus checks cannot be made out to MHM for this expense. Each participant should bring $40 extra if there is a beach trip planned.
* Print clinic cards on heavy stock paper; 500 cards (100 sheets) per day of clinic, **F8 Clinic Cards** if a mobile clinic is part of the trip.

*Before your First Meeting:*

Refer interested parties to [www.missionhaitimedical.org](http://www.missionhaitimedical.org) for information about trips. Any person interested in going on a trip should print out the Trip Kit, which has general information, an application, a consent form, a missionary agreement, and other pertinent information.

*At Your First Meeting (6-8 months in advance of trip):*

* **Trip Kit** **(at** [**www.missionhaitimedical.org**](http://www.missionhaitimedical.org)**)**

Direct participants to the Trip Kit if they have not already provided their application and consent form.

* **Giving Wisely**

Make this book available to all participants for $10 each (get from Mark/Kathy); encourage them to read it BEFORE the trip. It is best if this is discussed at group meetings before the trip, so each participant can become familiar with the RAISE principle.

* **F2: Planning for Your Trip: Part 1**

Read this form together and discuss with your participants.

* **F3: Planning for Your Trip: Do’s and Don’t’s.**

Read this form together and discuss with your participants.

* **F4: Mission Haiti Medical Trip Participant Agreement.**

Have each participant sign this form**.**

* **Review deadlines**

for deposit, balance of money. *Checks should be made out to your church/organization, with the church/organization issuing a single check for the trip deposit, and a single check for the trip balance.*  (This is done so that the position of MHM treasurer can remain a volunteer position.)

* **Assign positions**

from #7 above.

* **Medical Clinic Supplies List (varies per trip)**

Refer to the list of meds needed and make a plan for procuring those meds if this is a medical trip.

* **sample journal**

Provide the sample journal to the Devotions person, so he/she can begin putting together a journal (if desired).

* **F5: Common Haitian Creole Phrases**

Review these phrases together.

*At Your Second Meeting (2-3 months in advance of trip):*

* **F6: Planning for Your Trip: Part 2**

Read together and discuss with your group.

* **F3: Planning for Your Trip: Do’s and Don’t’s**

Read together and discuss with your group**.**

* **F5: Common Haitian Creole Phrases**

Review phrases**.**

* **Giving Wisely**

Review the book. Ask if anyone can explain the RAISE principle. Discuss.

* **F7: Thinking through STM**

If desired, read and discuss form.

* **F8: Clinic Cards**

Be sure the trip Pharmacist knows to get clinic cards copied and cut before the trip.

* Review progress of medicine procurement.
* **F9: Packing List**

Provide forms to participants.

*At Packing Party:*

* **F3: Planning for Your Trip: Do’s and Don’t’s**

Review**.**

* **F5: Common Haitian Creole Phrases**

Review form**.**

* **F10: Suitcase Contents**

Provide packing lists to the Luggage person, enough for 1 per suitcase. As packing is conducted, a list of contents for each suitcase should be completed. After packing is completed, these lists should be the responsibility of the Luggage person, and must be brought on the trip.

* Answer any last minute questions.

*Post-Trip:*

* Plan Haiti reunion with the group.
* **F11: Trip Evaluation**

Provide form, if desire trip feedback.