

Time Line for Planning

5 - 6 Months out

Review Team Leader Guidelines

Finalize staff of volunteers

3 or 4 doctors

3 or 4 nurses, or EMT, or CNA

1 or 2 pharmacists ... Or 1 pharmacist and an assistant

Dentist

possible lab tech

non-medical as desired

Communicate with volunteers as to plans for the mission week

Communicate with volunteers about necessary immunizations

Ensure that each volunteer has a passport valid for 6 months beyond intended stay in Honduras

4 or 5 Months out

Research airline schedules and decide on dates of travel

Make hotel reservations (Can reserve approximate number of rooms and change later)

3 to 4 Months out (no later than)

Prepare budget and send bills to volunteers

Obtain passport information and insurance information (contact, beneficiary etc.) from everyone

Purchase airline tickets

If not purchased as a group, obtain confirmation numbers and flight details from each volunteer

Confirm correctness of each airline ticket (within 24 hours of purchase in case changes needed)

3 Months out

Receive payment from each volunteer

Obtain copy of each physician, physician assistant, or nurse practitioner license

Order pharmaceutical donations ... both medications and supplies

2 Months out

Compare list of donated meds with list of needed meds

Prepare pharmaceutical purchase order(s) and submit at least one month before departure

If ordering from Blessings, please order 1 bottle of 100 tablets Chloroquine at \$3.25.

No longer available in Honduras as reasonable cost.

Send request for pharmaceutical purchase in Honduras to Sandy Palencia

Receive pharmaceutical orders and pre-count all that can be pre-counted

Purchase tubs and zip ties for transporting of medications

Purchase mission trip insurance

Communicate with Peggy Hook regarding needs for remote clinics

Decide upon which remote clinic(s) your team will serve

6 Weeks Out

Send Team Reservation Form to Peggy Hook

Send payment to CHHF office.

Make necessary arrangements for converting dollars to lempiras.

1 Month out

Finalize/confirm hotel reservations

Begin packing meds

Prepare menu and grocery shopping list

Verify mission trip insurance

Verify that Sandy Palencia has ordered any meds you requested

Make needed copies these forms:

Attending Physician - Patient Record form

Prescription form

Print needed labels for pharmacy.

If flying Delta, apply for Waiver for Additional Checked Baggage.

<https://public.conxport.com/delta/baggagewaiver/home.aspx> This can be done four weeks before departure. You need the Delta confirmation number for up to 15 volunteers and a pdf copy of a tax identification form from a 501 (c) (3). The tax identification form can only be used once per year and the CHHF tax ID is usually reserved for the final team of the year who has to transport the most medications. Ask the Team Coordinator if you need help with this.

A few days out

Receive Pharmaceutical Needs list and determine if possible to obtain any of those meds

Receive Pantry list and update grocery shopping list

Finalize packing, include Customs form in each checked baggage