

Timeline for Planning

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

Possible lab tech

Possible dentist or optometrist

Non-medical as desired

Share Team Volunteer Guidelines with team members.

Communicate with volunteers as to plans for the mission week.

Communicate with volunteers about necessary immunizations.

Ensure that volunteers have 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 airline tickets 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 error was made).

3 Months out

Receive payment from each volunteer.

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

Obtain copies of COVID immunization.

Order pharmaceutical donations ... both medications and supplies.

Compare list of donated meds with Formulary list of medications.

Compare list of prices on meds which can be purchased in Honduras. (Ask Team Coordinator.)

Prepare pharmaceutical purchase order(s) and submit. Ensure that you have the required checked baggage information for the Customs form. (Commercial Name, Active Component, Quantity, Expiration date, Type of Medication (tablet, liquid, etc.)

Purchase medicine bags (2"x4" or 3"x5").

6 Weeks out

Communicate with Team Coordinator regarding remote clinics.

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

Decide how you will obtain lempiras for paying staff and making purchases in Honduras.

4 Weeks out

Send Team Reservation Form to Team Coordinator.

Ensure that each team member completes the online Volunteer waiver.

Send payment check to Chris Zawacki at CHHF office.

Complete ARSA checked baggage form and send list of all checked baggage pharmaceuticals to Team Coordinator.

Notify Chris Zawacki if you will obtain lempiras from the CHHF bank account in La Ceiba.

Finalize/confirm hotel reservations. Send volunteer names, passport numbers, and list of who is rooming with whom. This makes the check-in process proceed more quickly.

Purchase tubs and zip ties for transporting of medications (or alternate checked baggage containers).

Print needed labels for pharmacy.

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

Complete the pre-packing and packing of medications.

Prepare menu and grocery shopping list.

Purchase mission trip insurance.

2 Weeks out

Contact Team Coordinator if your team wishes to purchase pharmaceuticals in Honduras.
(Birth control and some meds are cheaper there.)

A few days out

Receive Pharmaceutical Needs list and determine whether possible to obtain any of those.

Receive Pantry list and update grocery shopping list.

Receive approved ARSA Customs form from Roger Erazo.

Finalize packing.

Safe travels and have a good mission week!