

# ¡Bienvenidos al CHHF!

Thank you for saying “yes” to this mission. *Whether this is your first, fifth or tenth mission trip, we know this journey will be memorable.*

Welcome to the Team! In 2023, our team will include 22 team leaders, over 280 team members, 22 Honduran staff members, 3 US staff members, over 10,000 patients, – and YOU!

*What a wonderful year we have to look forward to.*



This guidebook was created as a tool to help you prepare for a successful mission. Please read carefully and discuss any questions or concerns with your Team Leader. There are places throughout the guide for you to write notes, reminders. Please use it to help you throughout your mission.

We appreciate your commitment and hope you know how much we value and appreciate your contributions. If you need anything along the way, please do not hesitate to ask.

When you have finished reading your guidebook & before your mission trip, please [visit here](#) or scan the QR code to sign the volunteer waiver.



## You Are an Important Part of This Story

In 1995, after years of traveling to Honduras for mission trips, our founder, Dr. Henry Gibson, journeyed far from the cities to the tiny village of Limón, Honduras. Medical care in this remote and impoverished region was virtually non-existent.



Along with 10 team members, they set up a clinic in a local church. That week the Team provided medical care to over 250 people each day. Limón and the surrounding villages are full of smart and loving people who are under-resourced and deserving. The Team knew this community needed ongoing medical care. This was the beginning of Dr. Gibson's vision.

Shortly after this first visit, Dr. Gibson and others in Barnwell, SC, established the Carolina Honduras Health Foundation (CHHF). They realized their vision of constructing a clinic for the poor and needy in this under-served area in 1997. This building included living accommodations for volunteer medical and dental teams.

In 2000, a satellite clinic facility was opened in Icoteas, a village about 45 minutes from Limón, so villagers would not have to travel the long distance to the Limón clinic. In 2014 CHHF began operating the third clinic in Chapagua, called Whispering Hope, serving 16 villages that would otherwise have no health care available. Annually, 17-19 mission teams serve over 10,000 patients.

This year, you will reach hundreds of patients, and more importantly, *they will all touch your heart.*





## **Our Mission, Vision & Core Values**

Carolina Honduras Health Foundation (CHHF) works collaboratively with the community in the Department of Colón, Honduras to improve overall health via education, community development, medical referrals, and primary care clinics.

CHHF believes in creating partnerships with the local community to improve healthcare. CHHF supports quality health care for all citizens of the Department of Colón, Honduras in a manner that preserves individual dignity, sustainability, and commitment to continuous quality improvement, community engagement, and growth.

All the decisions made are guided by the following core values:

- The belief that our supporters and volunteers are the quintessence of our organization.
- U.S. and Honduran partners are vital to our mission's success and provide direction to our work.
- In all things and all ways, we will treat others with dignity and respect.
- We will encourage and support partnerships with the communities in which we work.
- We will endeavor to be transparent in all we do through communications with our staff, constituents, supporters, and volunteers.

*Our team is a partnership, and it is vital to the success of each mission!*



## Are You Ready for This Journey?


As you prepare for your mission trip, it may seem like there is much to do. *We promise, as your teammate, you are not on your own!*

### ***You and Your Team Leader***

Your Team Leader is responsible for the overall planning of the mission week. Even before inviting you to join the mission, they have been busy developing the schedule, logistics, and budget. Your Team Leader recruits and assigns roles to make sure your team has a good balance and will be able to serve the community.

**Your Team Leader is your “go-to” person** when preparing for your mission trip. As part of helping prepare, your Team Leader will:

- ☑ deliver an introduction of the work of CHHF, its staff, and your role as a volunteer;
- ☑ explain the standards expected for the care your team is providing and a description of what your position will be doing.
- ☑ provide you the information and costs needed to successfully prepare for your mission trip in a timely manner; and;
- ☑ purchase, on your behalf, international travel insurance. Your Team Leader will provide you with more information on this coverage.



Write Your Team Leaders Cell  
Number and Email Here!



Your Team Leader **relies on you** to be a cohesive member of the Team. They need YOU to maintain a **constant line of communication** throughout the planning and the trip. Please promptly respond to emails (within 24-28 hours). Also, you can do the following to be a star player!!!

- ★ participate in all team fundraisers (if applicable);
- ★ complete required paperwork by established deadline dates;
- ★ adhere to the payment schedule provided by your Team Leader;
- ★ ensure your passport is valid for 6 months past the end of your intended stay in Honduras;
- ★ perform your volunteering role to the best of your ability and participate in all team meeting; and;
- ★ travel in a spirit of humility and service, with a genuine desire to learn more about and serve the Honduran people.

***The Foundation could use your help, too!***

We hope every team has at least one member who will be willing to collect and send photos of their team & their work during the mission week and email them to the office.

Bloggers are also needed. Someone (or a few members of a team) who are willing to write about a special story, an event, or just general info on your trip.

Can you help? Please let your team leader and CHHF (at [contact@chhf.org](mailto:contact@chhf.org)) know!



## Fundraising & Payments

Financing your mission trip can seem like a difficult task. But people are generous and may be willing to help you. Here are a few suggestions to help you begin fundraising for your mission trip if you need them.



Take the time to clean closets and your garage and have a Yard Sale. Publicize the money given will be used towards a mission trip & add soda and candy sales to raise more!



Partner with a local eatery and host a Trivia Night. Ask other businesses in your community to supply prizes. Add even a little more fun (and money) by including a silent auction.

Write your mission story and send letters to family, friends, & coworkers asking them to help fund your trip.



*Include your goal, deadlines & a return envelope to encourage gifts.*

Ask your church, a local service club (like Kiwanis, Rotary, Lions, etc.) to sponsor you and your trip.



Powerpoint presentations are available from CHHF if you need to make a presentation. Email [contact@chhf.org](mailto:contact@chhf.org) & request one if needed.



[www.facebook.com/fundraisers/](http://www.facebook.com/fundraisers/)

### Hold a Personal Fundraiser on Facebook

Choose the "Raise Money For You" option and the money raised will be deposited into your bank account. While they do not list mission trip as a category, just choose other and Facebook will walk you through the process.

Your friends will appreciate your compelling story about why you want to go on this mission trip. If you need help, feel free to contact CHHF and we'll help you!

If you "Raise Money for a Nonprofit" the donations will come directly to CHHF and will not be able to be used for your mission trip. *Make sure you choose personal!*

[www.aboveandbeyondmissions.org](http://www.aboveandbeyondmissions.org)

### Serve Local to Go Global

Earn funding for your short-term mission trip fee by serving through a local faith-based community organization or through a local church outreach. Each hour of service is worth 25 reward points which is converted to \$25 of financial assistance. Available for residents of North or South Carolina only.

Amounts of awards vary and CHHF does not guarantee you will be awarded assistance.

### Your Team Fee

Your Team Leader will inform you of Team Fee amount, what it includes, and the payment schedule. Please be mindful of the dates and adhere to them.

Many things for mission trips are purchased months before the trip, including medications, hotel. Because of this, if you choose not to complete the mission, you will still be responsible for any shared team costs associated with your initial commitment to participate. While this might seem excessive, CHHF is a charitable organization and must be good stewards of its funds.

**Please make sure you talk to your Team Leader immediately if your plans change.**



Your Team Leader will inform you where to send in your payments.

If payments are being sent to CHHF, they can be made by check (made payable to CHHF) and mailed to CHHF, PO Box 528, Barnwell, SC 29812

OR

by credit card by [clicking here](#) or scan the QR code below. All credit card payments MUST include the processing fee of approximately 3%.



*A few more payment reminders:*

- ☑ If purchasing your plane ticket on your own, we recommend including Trip Cancellation Insurance. CHHF is not responsible for costs incurred if your trip cancels.
- ☑ If you or your Team Leader must cancel your trip for any reason and a refund is required, there will be an administrative fee of \$100 to process any refundable portion of your payment.

## Safety and Cultural Considerations

Travel abroad is exciting yet not risk-free. We ask you are mindful that *you will be entering a different culture*. Honduran culture is beautiful and rich with history but may be very different from what you are used to. Our Honduran staff are always available to answer questions and offer explanations.

### *A Few Basics*

The republic of Honduras is in Central America. **Your trip will be along the northern coast.** Most teams fly into San Pedro Sula, some into Roatan. All teams begin their journey to the Limón clinic in LaCeiba.



**Spanish is the primary language** spoken throughout Honduras, although in some of our villages, they speak Garifuna. Everyone is helpful and will encourage you to practice any Spanish you know! You can also check your [iPhone](#) or [smart phone](#) app store for a translator app. And don't worry, we won't leave you stranded! You'll have plenty of bilingual people with your Team to help you out, so never hesitate to ask.



The national currency is the [Honduran Lempira](#). While you may be able to use U.S. dollars in many places, it is a good idea to have Lempiras if you want a snack at the rest stops or for souvenir shopping. Your Team Leader can help you exchange money. Many places will accept credit cards. *Make sure you alert your credit card company you will be traveling internationally.*

*What time is it?* Honduras is in the Central Time Zone but they do not observe Daylight Saving Time. [Click here](#) for the world clock to check the time difference!





**Local cuisine** is *delicious*, and you will appreciate the incredible new tastes and delicious fruits along your journey.

Meal Time Reminders:

- ☑ **If you have food allergies or specific dietary needs, please let your Team Leader know asap.** They will be preparing menus and securing restaurant reservations and will do everything they can to accommodate you. Keep in mind, you will be in a foreign country, and meeting some needs may be difficult.
- ☑ **Are you a foodie who loves to research and plan meals?** Let your team leader know! Your help with meal planning will be appreciated!!!
- ☑ When traveling to and from the clinic, your Team Leader will do everything possible to arrange for restaurants known to prepare foods safely.
- ☑ Remember to avoid drinking unbottled water or using ice at restaurants. You may also want to avoid vegetables and fruits in restaurants where they may not have been washed properly.
- ☑ If your Team allows, *please use alcohol in moderation.* You can purchase alcohol in La Ceiba or Bonito. In Limón, CHHF staff can obtain it for you.



**New This Year!**  
Gladis, CHHF's Community Development Coordinator in Honduras, will be hosting a Cultural Competency Training throughout the year. There will also be one recorded and available to you.  
*Please check the website or ask your team leader for more information*



### *International Travel*

Traveling can get stressful, but good preparation and organization can help decrease those tense moments. Your Team Leader and veteran team members will help as much as they can. *Do not hesitate to ask any questions.*

Below are a few travel tips and things you must do as you prepare. They are helpful for veteran and new travelers alike, so please read on!

To be allowed into Honduras, **your passport must be valid for 6 months past your extended stay.** Make sure you check your passport expiration date before or immediately after you commit to the mission. Passports can take months to renew, so do not wait!

#### **Register at the U.S. Embassy in Honduras via the Smart Traveler Enrollment Program.**

Visit <https://step.state.gov/STEP> to create an account and register your trip. Choose Honduras as your destination,

Tegucigalpa, as the nearest U.S. Embassy, your cell or your

Team Leaders cell number, and list Clinica Carolina Honduras, Barrio El Centro, Limón, Colon as the address.



We recommend you **visit the [Center for Disease Control and Prevention](#)'s website** for travel health information. Please visit your physician concerning individual needs, the immunizations and medications to be taken, and possible side effects. We recommend the following

Hepatitis A (2 shots)

Hepatitis B (3 shots)

Typhoid

Tetanus

Chicken Pox

Malaria Prophylactic

**COVID-19 vaccinations are still required for travel on a CHHF mission team.** Please scan and send a copy of your vaccination card to your team leader. Please bring your unlaminated card with you; you may be asked to show it at Customs & Immigration.

*Note: CHHF required COVID-19 (at home testing is fine) at least 48 hours prior to your departure. Please review current requirements with your Team Leader prior to your trip!!*

### *Accommodations*

You will be staying at hotels at the beginning and end of your mission. When staying in hotels, please *remember to lock your doors and keep your essential belongings (money, credit cards, passport, cell phone, etc.) with you at all times.* Please let your Team Leader know if you are going to leave the hotel for any reason. Also, please don't go out alone. Travel in groups is always safer.

Once at the clinic, there is security on the property, and your belongings will be safe. It is good practice, however, to keep valuables with you. Gates will be locked at night. Please **only leave the grounds during the day in groups of two or more, telling your Team Leader and the Honduran Director before departing.** Please remain within the clinic grounds after dark unless your Team has scheduled an outing to a local church, orphanage, etc.

### **What (and what not) to Bring**

When you are considering your packing, please refer to the weather in Honduras. For the most part, it will be warm, and there is no air conditioning.

REMEMBER - all liquids will have to fit into a quart zip lock bag and must be travel size to be in your carry-on luggage. Electrical outlets there are the same as in the U.S., so you do not need a converter. Please pack light! There will be daily laundry services at the Limón clinic, so you do not have to bring many clothes. Your Team Leader may offer more specifics, but *in general, a packing list will include:*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> An extra copy of your passport | <input checked="" type="checkbox"/> Your personal medicines                |
| <input checked="" type="checkbox"/> 3 sets of clothes              | <input checked="" type="checkbox"/> Camera                                 |
| <input checked="" type="checkbox"/> 2 scrub tops for medical staff | <input checked="" type="checkbox"/> Bug Spray & Suntan Lotion              |
| <input checked="" type="checkbox"/> Cool sleepwear                 | <input checked="" type="checkbox"/> Day bag for remote location days       |
| <input checked="" type="checkbox"/> A bathing suit                 | <input checked="" type="checkbox"/> Traveling snacks                       |
| <input checked="" type="checkbox"/> Comfortable closed-toe shoes   | <input checked="" type="checkbox"/> Motion sickness medication if you need |
| <input checked="" type="checkbox"/> Sandals or beach shoes         | <input checked="" type="checkbox"/> Travel Insurance Information           |
| <input checked="" type="checkbox"/> Toiletries                     | <input checked="" type="checkbox"/> B.P. cuff, otoscope & stethoscope      |

We understand the desire (and the fun) in bringing treats (gifts or candy) for the children and patients. Unfortunately, when distributing items is not cost more harm than good. You will not see it, but giveaways cause hurt feelings, distract from medical care, and cause issues for future teams.

Help maintain the focus of the clinic and the practice of medicine and nursing. Please **do not** bring items such as candy, gum, toys, clothing, flip-flops, etc., to distribute to patients. If you choose to bring giveaways, please give them to local churches to distribute (CHHF staff will help make the connection).



## General Code of Volunteer Conduct

Maintaining consistency among teams helps preserve the integrity of CHHF and your Mission Team. It also helps the community know what to expect when Teams come into their village. Please follow these general guidelines at all times during your trip.

As a Team Member, you must:

- Accept responsibility to represent your Team and CHHF with dignity and cultural sensitivity;
- Be respectful at all times, not only of CHHF staff members, your Team Leader, and other volunteers but also to those served by your Team;
- Exhibit professionalism, excellence, and compassion for those you serve;
- Abstain from and not tolerate physical or verbal abuse or bullying;
- Abstain from and not tolerate profane language, jokes, or gestures;
- Abstain from the use of tobacco in all communities and only smoke outside on CHHF grounds;
- Please adhere to the rules of your Team Leader concerning the consumption of alcohol, recognizing that when it is allowed, you must be over the age of 21, drink in moderation, have the approval of the CHHF Honduras Country Director, and pay for alcohol from personal funds, not team funds. Also, remember, medical staff are on-call after hours, so their alcohol consumption should be limited;
- Under no circumstances possess illegal drugs;
- Refrain from inappropriate public displays of affection;
- Have fun, be excited, and love Honduras and the people there with all your heart!



Please remember to visit [here](#) to sign the volunteer waiver.