



"United by the Same Blood"

Team Member Orientation Manual

Rev. 4 (December 2011)

Team Member Orientation Manual

We are glad that you have chosen to join us on a trip to Honduras! We hope that it will be a pleasant and memorable experience. To help you prepare, we have compiled this orientation manual to provide basic information about the people, our work, and some suggestions about what to bring. One of the most exciting aspects of a volunteer mission trip is the chance to meet and work with all types of people. You will experience a lifestyle and culture very different from your own. When God leads you on a mission trip, your life will never be the same.

FOUNDATION HISTORY:

In 1999, South Aiken Presbyterian Church began a foreign mission ministry to Quimistan, Honduras in response to Hurricane Mitch. The first mission team went to assist in the rebuilding of homes that were destroyed by the hurricane. Following that, the ministry established a "Sister Church" relationship with the Agape Church, which was led by Brother Rene' Jerezano. In an effort to support this community, mission teams over the years built a well and water tower to provide clean drinking water. They also constructed a clinic for utilization by short-term mission teams and local physicians who provided periodic medical treatment. For several years, teams built cement block homes or school classrooms. These efforts have resulted in approximately 40 homes being provided for needy families. Construction of an industrial kitchen and four classrooms at the Agape Church was also completed.

More recently, our mission efforts have grown into an ecumenical collaboration that includes various churches and civic groups in several surrounding communities. The Foundation's mission is: "To manifest the love of Jesus Christ to the people of Honduras by partnering with the local community members to provide medical and health care and educational support, construction of homes and other community facilities, and care for the children. HAF also encourages and supports the outreach of local Christian believers within their community."

TYPICAL COST: (for a 10-day mission trip)

Passport (if you don't have a current one)	\$100 - \$150
Initial Vaccinations (if needed) / Medications	\$50 - \$200
Airfare to/from Honduras	\$500 - \$800
In-country fee (\$45 / day)	\$450
Medical Insurance (\$4/day)	\$44
Exit fee	\$38
Spending Money	\$50

Approximate Cost Range	\$1200-\$1700

The in-country fee is applied at ½ for the first and last day of the trip. Insurance is \$4/day (higher if 71 years old or older), which includes both travel days. The in-country daily fee covers most expenses (lodging, food, transportation, translator fees, etc). Team

Team Member Orientation Manual

members should plan on bringing funds for food en route, snacks, souvenirs, church offerings, and gifts. The exchange rate is approximately 19 Lempira / \$1 US.

AGE REQUIREMENTS:

Persons 18 years or older may go on missionary trips with the Foundation.

Persons 15 - 17 years old may go on missionary trips with the Foundation provided that a parent of the young person goes on the trip or a responsible adult is designated for the young person. The Board of Directors must approve the designated responsible adult.

Persons younger than 15 years old may go on missionary trips with the Foundation provided that a parent of the young person goes on the trip. The Board officers must approve their participation.

STAYING HEALTHY:

"Be careful of what you eat or drink" is common advice to travelers, but very few understand its implications. Diarrhea affects an estimated 20% of all travelers to undeveloped countries. It may cause anything from discomfort and inconvenience to misery and disruption of travel and plans. Contaminated food and drink are the most common sources of infection. Careful selection and preparation of food and drink offer the best protection. Do not buy or eat from street vendors. When in doubt, do not even have ice in your drinks. Bottled soft drinks or bottled water are the safest. When in the field, always wash your hands before entering the kitchen. When eating out, the Team Leader and Translator will provide guidance on what is safe to eat and drink and what is not. Hand sanitizer is not a total substitute for soap and water! Use it, but wash your hands often.

There is no safe tap water in the local community. However, at the Missionary Home complex (Celia Delfina Village, owned by Gary and Martha Thomsen) the water is safe and can be consumed without concern.

WHAT CAN I DRINK AND EAT?

- PURIFIED water
- PASTEURIZED products (although milk products are not typically eaten)
- PACKAGED products
- PIPING hot food
- PEELED or PREPARED fruits and vegetables (when processed by our kitchen personnel or recommended by our local staff)

You may also choose to bring your own non-perishable snacks.

WHAT ELSE CAN I DO TO STAY HEALTHY?

- Wash your hands frequently (with soap) and keep them out of your mouth, nose, and eyes. Remember, hand sanitizer is not a substitute for soap and water.

Team Member Orientation Manual

- Hand sanitizer should be used prior to the intake of food. Remind your fellow team members to take this precaution before each meal.
- In general, do not pet animals – especially cats and dogs. If you do touch an animal, wash your hands thoroughly with soap and water.
- Wear shoes whenever you are outdoors. Do not wear open-toed shoes or flip-flops outside of the Missionary Home complex. Quimistan and the other communities we serve are rural areas where parasites are often acquired through bare feet.
- Wear sun block when out in the sun for more than a few minutes. Central American countries are closer to the equator and sunburns happen quickly, and at a deeper level than in the U.S.
- Heat stress is also a concern. Watch out for your teammates. If told to take a break, take one.
- Drink plenty of liquids to prevent dehydration. Drink Gatorade as well when performing strenuous work. The first sign of dehydration is a headache. If you get a headache, drink a full glass of liquid before taking any medicine.
- Shake your shoes before putting them on in the morning. This will remove any unwanted critters (such as spiders or the occasional scorpion). Placing your shoes in a cloth bag after removal will help alleviate this problem.
- Prior to departure, some missionaries use a lice preventative shampoo (such as Nix).
- Fill out the attached Missionary Application sheet completely, including all medicines taken, allergies or other health issues. Submit this application to the Travel Coordinator, who will share it with your team leader. The medical information on this form will be used if you cannot provide it due to an injury or illness.

IMMUNIZATIONS / VACCINATIONS / MEDICATIONS:

The following are the Foundation's recommendations, based upon research and discussions with other medical-related missionaries:

Call the Aiken County Health Department (803-642-1687) or your local Health Department. They will have a nurse who will give you a recommendation for travel to Honduras. Typically on the conservative side, they will normally recommend Hepatitis A & B, Malaria prevention, Typhoid vaccine, and Tetanus. These clinics also can provide an International Certificate of vaccination. It is a good idea to maintain this record and keep it with your passport. It will help you know when you need to have a booster.

You can also consult www.cdc.gov.

(See listings for Mexico & Central America, <http://www.cdc.gov/travel/camerica.htm>)

Get a copy of your vaccination record (if available). School age missionaries will normally have had the Hepatitis B and Tetanus vaccinations.

Hepatitis A & B immunizations are recommended. (Hepatitis A is two shots, taken at 0 and 6 months; at least one is taken before your trip. Hepatitis B is three shots, taken at 0, 1 and 6 months; the first two are to be taken before the trip.)

Team Member Orientation Manual

Hepatitis B is primarily for health care workers. You may not expect to work in the clinic, but it is good insurance for a serious potential. You can get these at the Richmond County Health Department (RCHD - Augusta) or your family doctor. The Aiken County Health Department did not offer these the last time that we checked. We recommend that you try your regular doctor first. The Hepatitis A & B vaccines are good for life once you complete the series of shots.

Tetanus vaccine is strongly recommended. If your tetanus is not up to date (It is recommended every ten years), you should get a booster. The shot includes both tetanus and diphtheria immunizations, and is a good idea for anyone performing outdoor work.

Typhoid vaccine is optional. It is an oral medication (Vivotif Berna Capsule EC BER, 4 pills, one taken every other day, two weeks before departure) that provides protection for several years. A minority of folks gets this prevention. Typical cost is \$43.

Malaria prevention (Chloroquine, 7 pills) - These pills are taken once a week starting one week before the trip and for 4 weeks after. About half of the missionaries take this prevention. There are mosquitoes around, but we have never heard of a malaria problem. If mosquitoes like you, we recommend that you take this preventative. Typical cost is \$35. Note: Some people are allergic to chloroquine. If you develop a skin rash, discontinue use.

Generic Cipro - general antibiotic: Some folks take this general antibiotic medication with them. It is used only in case you get a serious case of traveler's diarrhea. It is now recommended that you take 2 chewable Pepto Bismol tablets to prevent traveler's diarrhea. Then take the antibiotic only if severe diarrhea develops. We have access to a health clinic, and the veteran missionaries will have some available, so you probably will not need to buy it. Typical cost is \$6.

One of the doctors who assist the mission effort will normally write prescriptions for the missionaries who want Cipro, Chloroquine, and typhoid vaccine. This will be arranged as part of the pre-trip meetings and you can solicit opinions from some of the other missionaries. As with anything, some folks are more conservative than others.

In summary, you need to get Hepatitis A & B. Make sure tetanus is up to date. Wait for pre-trip meetings to decide on Malaria prevention, typhoid vaccine, and Cipro.

WHAT CAN I DO IF.....?

The safest and most effective treatment for traveler's diarrhea is a preventive treatment. Pepto-Bismol is one of the best initial treatments for diarrhea. Take it according to the package instructions. It has been found to be very effective if you take twice the amount for the first 2 doses. Some people take 2 tablets before every meal. If you still have problems, then you may want to take Imodium or similar medications. This must be done cautiously as this can bring on dehydration and other related problems. While taking medications for diarrhea, you should be drinking 10-12 glasses of liquid per day. Remember public restrooms rarely have toilet paper. Carry your toilet paper with you.

Team Member Orientation Manual

WHAT TO DO IN CASE OF SERIOUS ILLNESS OR EMERGENCY?

Bring any medication you will need with you. Advise your Team Leader of any special medical needs you have before you leave. If you become ill enough to need medical attention or in case of a serious injury, your translator or Martha Thomsen will know where and how to get help. If they are not available, someone from the Mission team will transport you or make arrangements for you to return to the States.

Most US-based medical insurance plans will not apply in a foreign country. We require that all missionaries have traveler's medical insurance. This insurance will cover the cost of medical care and medical evacuation, if required.

These companies provide several options for this type coverage:

www.airambulancecard.com This site offers a plan for annual individual or family coverage. The cost is approximately \$200/year.

www.medexassist.com This site offers various plans for weekly rates (TravMed Abroad is recommended). The cost is approximately \$4/day.

The HAF Travel Coordinator will purchase this coverage and provide you a copy of your card. If you have alternate coverage, inform your Team Leader.

SHOULD I BE CONCERNED ABOUT SECURITY?

It is safe to travel in most parts of this country as long as you listen to the advice of your Team Leader. The Team Leader will provide guidance about locations that may be less safe. Of course, there are always certain precautions to be taken. An armed guard may accompany the missionary bus from the airport to Quimistan. This is a precaution used depending on the advice of our local contact. You will also see armed guards at most businesses that handle cash (gas station, fast food restaurants, and banks). This is normal in undeveloped countries where police presence is not as prevalent as we are used to in the United States.

A potentially wonderful and rewarding experience can become disappointing for everyone if we don't follow some well proven, common-sense precautions for everyone's safety and the security of personal belongings. Use the "Buddy system" and never go anywhere alone in an airport, hotel or the streets around the area where you are working or staying. It is best for women to have a male escort. Always ask your Team Leader for permission to leave the mission home complex without the group and agree on where you are going and when you expect to return. A group of three or more is desirable.

Only local staff is allowed to drive mission vehicles. Hondurans have their own way of driving and your U.S. insurance probably does not provide you with protection in a foreign country.

Reduce the risk of being a pickpocket's victim by placing your wallet in a front pocket or a fanny pack carried in front. Be careful in crowds where people are likely to bump into you (such as trips to a tourist area). Do not lay your personal or ministry items around unguarded. We have had very few problems with theft, but we don't want to tempt anyone, either.

Team Member Orientation Manual

WHAT KIND OF LIVING CONDITIONS CAN I EXPECT?

Sleeping Arrangements: The Missionary Home Complex can accommodate a team of 15 fairly comfortably. The conditions are similar to an economy U.S. motel. The men and women are quartered separately. Snoring happens, so plan accordingly. Earplugs may be useful, and can be obtained in any drugstore and most supermarkets. Fans are provided in the sleeping areas.

Meals: Eat only at places recommended by your Team Leader. Most meals will be prepared at the Missionary Home by a hired cook.

Bathing: Each mission house has an enclosed tiled shower. The water is cold, but refreshing after a hot day at work.

Toilet use: The Mission Home Complex has flush toilets and they are used as we do at home (except that the toilet paper is to be put in the trash can). You will find most other bathrooms much more primitive than what you are accustomed to using. Public restrooms seldom have toilet paper available, so be prepared with some in your pocket. Again, do not put the toilet paper in the toilet. Do not flush anything but human waste. The local septic systems cannot handle paper. In some areas there will be no water in the tank to flush it. Usually there is a bucket nearby. Get water from a nearby holding tank, and pour it into the toilet bowl. This will flush the toilet. Some places will only have a latrine. Once again, always carry toilet paper. Camping supply stores have small pocket rolls available.

Linens: You should bring at least one towel, a washcloth and a set of single bed sheets and a pillowslip. Pillows are provided.

Washing clothes: The local staff will wash, dry and fold clothes daily. Try to pack one change of clothes in your carry-on just in case your luggage does not arrive when you do.

Electrical Supply / Outages: Electricity at the Mission Home Complex is reliable and the Complex has an Emergency Back-up Diesel Generator, which starts when local power is lost. Be prepared by having a small flashlight with you for use at night.

IS THERE ANYTHING THAT I SHOULD KNOW ABOUT THE CULTURE?

The Honduran Christians we work with consider the use of tobacco and the drinking of alcoholic beverages inappropriate behavior for a Christian. **We require all volunteers to refrain from the use of tobacco (smoking, chewing, etc.) and drinking alcohol (beer, wine, or liquor) while serving as volunteers from the time you leave the States until your return home.** As a missionary, your clothing should be modest (men and women). Women are encouraged to wear a dress to church services and men are expected to wear long pants. You would not want anything to affect your Christian testimony. As ambassadors for Jesus, we need to be sensitive to Honduran culture, traditions and customs no matter how strange they may seem to us. We must be careful not to complain or make negative comments about Honduran people, food or customs. Our actions often speak louder than our words. Hondurans are, in general, an event-oriented people. North Americans are a time-oriented people. The importance placed on time is not as high as we are used to. Appointments are flexible and activities are not governed by a strict

Team Member Orientation Manual

timetable. When in doubt concerning proper conduct, you should consult the Team Leader or the translator with whom you are working. Because of the primitive conditions, many bathing and restroom practices are different than in the U.S.

IN WHAT WAY WILL THE CHURCH SERVICES BE DIFFERENT?

The La Cosecha Church, where we usually worship in Quimistan, is a Pentecostal Church. Watch the Pastor and others around you to discern acceptable actions. The church members will clap and sing and even dance as they worship. In many churches, all prayers and scripture reading are done standing. Be prepared to follow the accepted routine of that church. We are not concerned with their worship styles as long as the Spirit of Worship is from the heart. We will be asked to participate in the services by preaching or singing. We do not want to appear as spectators or tourists. Sit among the church members, not apart from them. Offering plates are not passed from person to person. The usher will just hold it out in front of you. You may touch it to stabilize it but do not expect the usher to let go of it. Frequently, offerings are taken up to the front, children first to old men last. Watch to see when it is appropriate for you to participate. You may give in either dollars or in lempira, the Honduran currency.

WHAT SHOULD I WEAR?

Cool and comfortable cotton clothing is a must. Avoid polyester (check your shirts before you take them). You should dress modestly. During the day when out in the villages, long pants, Capri's, or modest shorts is a good choice for the women. Men should wear khakis or blue jean pants or shorts. Please, no tank tops for the men or women. For church services, men usually wear long pants and casual shirts. Women may wear casual dresses, long pants or skirts and blouses. A good pair of walking shoes will be your best friend. Bring sturdy work shoes. Make modesty a priority with all the clothing you bring to wear in public, in church and in the villages. Remember not to wear open-toed shoes outside of the Missionary Home Complex. If there is a question of certain cultural requirements in dressing, please direct your questions to the Team Leader or an experienced missionary for appropriate dress.

WHAT SHOULD I BRING?

See Attachment #1 for a suggested list of items you should bring; remember, you should carry at least one change of clothes and your medicine in your carry-on. See Attachment #2 for a list of items that the Team leader will bring. There is a grocery store and a hardware store in town. If you forget something, you can probably locate a suitable substitute (except for personal medications).

WHAT SHOULD I NOT BRING?

Do not bring or wear expensive watches or other flashy jewelry.

Team Member Orientation Manual

HOW MUCH MONEY SHOULD I BRING?

You will need money for souvenirs, snacks, and church offerings. Travelers' checks are not recommended because they are not readily accepted. Credit cards can be used in some places. You will have an opportunity to change U.S. dollars to lempira when you arrive. You will need approximately \$38 for a country exit fee. This fee will be collected by the Trip Treasurer upon arrival along with your passport for safekeeping.

LUGGAGE:

Each person is allowed one free checked bag and one carry-on. The carry-on must fit under a seat or in an overhead bin and weigh no more than 40 pounds. New security regulations are in force and do change. Be prepared. Do not bring liquids, knives, aerosols, or items that may be considered weapons in your carry-on. Check with your Team Leader about what you may bring. No piece of checked luggage may weigh more than 50 lbs. **Each team member will be limited to one checked piece of luggage.** You may be assigned to carry an additional trunk or duffel bag used to transport donated items and team supplies. Your Team Leader will handle any fees incurred by additional luggage. Remember it is always wise to carry at least one change of clothing and medicine in your carry-on bag. Consider buying a cheap suitcase from the Salvation Army or similar store. Consult with the appropriate airline staff if you are unsure if the size or weight of your baggage is OK (See Attachment #3).

DO I NEED A VISA?

No entry visa is required for U.S. citizens to enter Honduras. Everyone must have a valid passport. You will pay an **exit fee** as you leave Honduras (currently about \$38 U.S.). See <http://travel.state.gov> for additional information related to travel to Honduras.

COMMUNICATING WITH HOME:

The large mission house and dining hall have wireless Internet available and one or more team members usually bring laptop computers, so you should be able to check and send e-mail on a reasonable basis, if you desire, but do not spend excessive time online "social networking". Each team also usually produces a daily blog to keep everyone informed of the mission activities underway. Your friends will want to check the blog. But the blog is primarily intended to communicate meaningful, spiritual insights and experiences of the mission team. It is not intended to function as a Facebook or Twitter type network for trivial chitchat.

GIFTS:

Gifts of any significance should be coordinated through the Team Leader.

Team Member Orientation Manual

HOW DO I PREPARE PHYSICALLY?

You will probably do a lot of walking. Make sure that you have comfortable walking shoes.

HOW DO I PREPARE MENTALLY?

TRY to learn some Spanish before your trip (See Attachment #7)

DON'T expect to live by your watch.

DON'T expect to communicate with the U.S. regularly.

DON'T expect to have a flush toilet when away from the Mission Home Complex.

DON'T expect to have hot water.

DON'T expect to have beds like you have at home.

DO expect a simpler lifestyle that focuses on the value of people and relationships.

DO expect that God will use this experience to cause you to reevaluate your priorities and your relationship with Him.

DO expect that God will use you and the team to encourage Honduran Christians and their families, their churches and to attract nonbelievers to a faith in Jesus Christ.

It is extremely important that each volunteer prepare to be flexible, as living and serving in a foreign country is not the same as in the United States. There are three things that each volunteer needs to practice when on the Mission Field: **FLEXIBILITY, PATIENCE and FLEXIBILITY**. Seek to be a team builder by promoting team unity and love. Be forgiving of teammates and staff and be considerate at all times.

HOW DO I PREPARE SPIRITUALLY?

Jesus sent his disciples out saying, "Freely you have received, freely give." Think on how much God has given you. Giving of yourself, making sacrifices, withstanding discomfort, meeting hardships head on, and committing yourself to this mission work are one way that you can give of yourself.

Be prepared with a devotion. We typically take turns leading a 10-15 minute devotion each morning.

We pray that your stay will be an enjoyable and fruitful one in the service of our Lord.

Attachments

Attachment #1 - SUGGESTED PERSONAL ITEMS LIST

Attachment #2 - SUGGESTED TEAM ITEMS LIST

Attachment #3 - Delta Baggage Rules (Nov. 2011)

Attachment #4 - Honduras Agape Foundation - Application for Short-Term Missions

Attachment #5 - Honduras Agape Foundation - Scholarship Application

Attachment #6 - HAF - Application for Short-Term Missions Update Form

Attachment #7 - BASIC ENGLISH-SPANISH PHRASES FOR MISSIONARY WORK

Team Member Orientation Manual

Attachment #1

SUGGESTED PERSONAL ITEMS LIST:

Bug Spray
Camera
Kleenex
Soap / Shampoo / 2 Towels / Washcloth / Shower Shoes
Sunscreen / Hat / Sun Glasses
Flashlight
Pajamas / Set of single bed sheets and pillow case
Bible / Devotional Materials / Journal
NIX (Lice treatment shampoo)
Passport / \$38 exit fee / Spending Money
Malaria Pills / other Medications
Fanny Pack
At least 2 sets of work clothes
2 Sets of Church / Travel Clothes
Sturdy Shoes for Worksite / Good Quality Work Gloves
Underwear / Socks
Toys / Art Supplies./Balloons, etc
Advil / Imodium / Pepto Bismol Tablets
Spanish/English Dictionary
Purell (Hand Sanitizer – Travel Size)
Personal Toiletries - (Toothbrush, Toothpaste, Razor, Deodorant, etc.)
Snacks - (Crackers, Granola Bars, etc.)
Pocketknife
Small Rain Poncho
Travel Medical Insurance Card

Notes:

A laundress will be available each day so you only need 2 or 3 sets of work clothes.

Cameras – A simple “point and shoot” camera is most practical.

Remember the restrictions on liquids in carry-on bags.

There is a grocery store in town, so you can purchase items there.

Team Member Orientation Manual

Attachment #2

SUGGESTED TEAM ITEMS LIST:

TARPS FOR SHADE (3)
ROPE (3 X 50 FT)
STRING (100 FT)
ZIPLOC BAGS (gallon)
CLOTHES PINS
NEOSPORIN
DUCT TAPE
TRASH BAGS
GATORADE (powder, equivalent of a 3 lb container/person)
FUNNELS FOR GATORADE
LYSOL (non-aerosol) / ANTI-BACTERIAL WIPES
ICE PACKS (FIRST AID TYPE) (3-4)
FIRST AID KITS (3)
SMALL SPRAY BOTTLES (3) FOR COLD WATER COOL DOWNS
ROOM / TRUNK LOCKS
CLOTH BAG (3) TO TAKE TEAM SUPPLIES TO EACH JOB SITE
TOILET PAPER (8 ROLLS)
SCISSORS
TRAVEL CLOCK
LIQUID HAND SOAP

MISC. PLAY ITEMS:
MEMORY GAMES / CARD GAMES
FRISBEES
PUZZLES
VOLLEYBALL
SOCCER BALLS
ART SUPPLIES

Note: These are the items that will normally be purchased by the Team Leader or will be maintained in the storage area in Quimistan.

Team Member Orientation Manual

Attachment #3

Delta Baggage Rules (As of Nov. 2011)

Carry-on Baggage

Our goal is to provide you with a comfortable and seamless travel experience. To improve onboard efficiency, we ask that you follow our carry-on baggage policy as outlined below. You may carry on one bag and one personal item at no charge. Please note that all items must easily fit into the overhead bin or under the seat in front of you.

Approved Personal Carry-on Items

- 1 purse, briefcase, camera bag, or diaper bag;
- **or** 1 laptop computer (computers cannot be checked and must be carried on);
- **or** 1 item of a similar or smaller size to those listed above.

Additional Approved Carry-on Items

You may also carry on the following items, which **do not count as personal items**:

- A jacket or umbrella.
- Food or drink purchased after clearing the security checkpoint.
- Duty free merchandise.
- Special items, like strollers, child restraint seats, or assistive devices such as wheelchairs or crutches.

Carry-on Baggage Size Restrictions

When oversized bags do not fit in the overhead bins, delays occur. Fees will be applied to the oversized bag if it has to be checked at the gate. To avoid delays as well as fees, follow these size requirements:

- Baggage may not exceed 45 linear inches (or 115 cm) in combined length, width, and height.
- Baggage must fit easily in the Carry-on Baggage Check, which is located near the check-in counters and at the gate and is approximately 22" x 14" x 9" (or 56 x 36 x 23 cm).

Checked Baggage

Want to check in for your flight and pay for your bags before you arrive at the airport? Within 24 hours of your departure, you can tell us how many bags you will check and pay any fees quickly and easily online. When you arrive at the airport, you can drop off your checked baggage at the nearest baggage drop, marked with red "Baggage Drop" signage, or curbside check-in station (available within 6 hours of departure time). You may also check your bags at the airport kiosk, ticket counter, or curbside; however, please note that higher checked baggage fees may apply if paid at the airport.

Checked Baggage Guidelines

Fees for the first and second checked bags vary based on your flight destination. For travel to Honduras, the first checked bag is free. Currently, the second checked bag is \$40 (each way). In certain cases, such as for Medallion Members, the weight limit may be increased to 70 pounds and/or the second checked bag might be free.

Team Member Orientation Manual

General Conditions of Baggage Acceptance

Though we try to accommodate all of your baggage, restrictions do apply and your baggage will be accepted under the following conditions:

- All baggage is subject to search.
- We reserve the right to refuse bags that have a size, weight, or any condition that poses a safety or annoyance risk to other passengers and/or crew or baggage that is unsuitable for transportation on the aircraft.
- Specific baggage check-in rules vary by airport and must be met accordingly. Please review airport Check-in Requirements for details.
- Baggage on our flights can be checked at Delta's airport curbside check-in, at any Delta airport kiosk or online via your computer or mobile phone.
- Please make sure your name is somewhere on your baggage.
- Baggage will only be checked to the destination on your ticket.

Exceptions

Additional restrictions to carry-on baggage may exist due to available space and limitations on certain flights. If you have additional questions, please see a check-in agent for help. We reserve the right to refuse baggage with a size, weight, character, or condition that is unsuitable for transportation on the particular aircraft which is to transport it or which cannot be accommodated without harming or annoying passengers. Baggage check-in requirements, which vary by airport, must be met. Please review [Airport Check-in Requirements](#) for details. Baggage must be checked in at a Delta designated city or airport office. Your name must be on your luggage. Baggage will not be checked to a destination that is not on a passenger's itinerary.

Liquids and Containers

Most countries now prohibit or strictly limit the size of containers with liquids, gels, aerosols, and pastes (including the empty containers) that you can bring in your carry-on luggage. Taking a few minutes to prepare may help to prevent some real hassles at security or even the frustration of having personal property confiscated. Examples of liquids and gels included in these security measures are: beverages, creams, hair gel, hair spray, shampoo, suntan lotion, toothpaste, and other items of similar consistency

You'll go smoothly through the security checkpoints in most countries if you follow these guidelines for your carry-on baggage:

- For all liquids, gels, aerosols, and pastes limit each container to a maximum size of **3.4 oz/100ml**.
- Place all such items in a single **quart-size, clear plastic, zip-top bag**.
- Remove your quart-size bag from your carry-on and place in the provided bin at the security checkpoint.

Team Member Orientation Manual

Packing/Check-In Suggestions

These simple hints will usually help you to breeze right through security checkpoints.

- Travel light—minimal clutter will speed up the screening process.
- Leave your pocket-knives, scissors, and any other sharp objects at home or put them in your checked baggage.
- To help reduce the risk of fires, air travelers will no longer be able to pack loose lithium batteries in checked luggage per the Transportation Department. Passengers can still check baggage with lithium batteries if they are installed in electronic devices, such as cameras, cell phones and laptop computers. If packed in plastic bags, batteries may be in carryon baggage. The limit is two batteries per passenger. The ban affects shipments of non-rechargeable lithium batteries, such as those made by Energizer Holdings Inc. and Procter & Gamble Co.'s Duracell brand.
- Be ready to take off your shoes and put belts, mobile phones, and metal objects in your carry-on.
- Take your laptop out of its case and place it in the container provided for you.
- Have acceptable photo identification and your boarding pass out and ready to show.

NOTE: PLEASE CHECK THE WEBSITE OF TSA OR THE AIRLINE THAT YOU WILL BE TRAVELING WITH. BELOW ARE THE WEBSITE ADDRESSES FOR TSA AND THE AIRLINES THAT WE USE ON A REGULAR BASIS.

www.tsa.gov/travelers

www.delta.com

www.continental.com

Team Member Orientation Manual

Attachment #4

Honduras Agape Foundation - Application for Short-Term Missions

Anticipated Trip Dates: _____ to _____ Departure City: _____

Name (as it appears on your passport): _____

Passport Number: _____ Expiration Date: _____

Date of Birth: _____ Occupation: _____

Address: _____

Home phone: _____ Alternate phone: _____

Email address: _____

Gender: ___Male ___Female Marital Status: _____ T-shirt size _____

Emergency Contact - Name, Relationship and phone numbers:

Please indicate your skills and gifts in the following areas:

	<u>None</u>	<u>Some</u>	<u>Skilled</u>	<u>Professional</u>
Construction:				
Carpentry	_____	_____	_____	_____
Masonry	_____	_____	_____	_____
Plumbing	_____	_____	_____	_____
Roofing	_____	_____	_____	_____
Painting	_____	_____	_____	_____
Electrical	_____	_____	_____	_____
Human Services:				
Health Care	_____	_____	_____	_____
Counseling	_____	_____	_____	_____
Preaching	_____	_____	_____	_____
Recreation	_____	_____	_____	_____
Singing	_____	_____	_____	_____
Evangelism	_____	_____	_____	_____
Teaching :				
VBS or Sunday School	_____	_____	_____	_____
Nutrition	_____	_____	_____	_____
Sewing	_____	_____	_____	_____
Crafts	_____	_____	_____	_____
Computer	_____	_____	_____	_____
English	_____	_____	_____	_____

Team Member Orientation Manual

___ Speak Spanish: ___ A little ___ Moderate ___ Fluent

___ Other language: _____

Other gifts: _____

What is the main reason you wish to go on this trip and what do you hope to accomplish?

Previous mission experience: _____

Team Member Orientation Manual

General Health Information

Travel Medical Insurance Co. _____ Policy No. _____

Any known allergies? _____

What is the general state of your health? _____

Do you have health-related problems in the following areas?

Blood Pressure

Diabetes

Heart

Other (specify):

Lungs

If you are required to take any medications on a regular basis, please list the name, dosage, and purpose of each:

Is there anything else we should know about your health and/or physical limitations?

Team Member Orientation Manual

Permission and Release Form

I, _____, do hereby certify that I am willing, physically fit and sufficiently prepared to travel with and participate in a work project with the Honduras Agape Foundation, in the country of Honduras.

Trip sponsors have my permission to take me to a doctor for medical treatment, hospitalization, or emergency surgery if the need should arise. Should it be necessary for me to return home prematurely (due to medical reasons or disciplinary action), I will assume total responsibility for any additional costs incurred.

I have read and agree to abide by the Community Covenant that follows this application.

Signature: _____ Date: _____

Parent/Guardian Signature: _____
(If under 18)

Home church: _____ Pastor: _____

Recommending Pastor Signature: _____

Pastor's Email or Phone Number: _____
(Please include title and name of congregation. A requirement for first time travelers is to obtain a recommendation from a pastor from your congregation.)

Please note:

The mission does not make any money on group trips. If you decide not to go, you must let us know a month before your departure, or you will be responsible for any and all penalties related to the airline tickets. The total cost of the trip usually ranges from \$1100-1500 depending upon airfare.

Please submit this application a minimum of 60 days prior to the trip departure date along with a deposit of \$100 made payable to "HAF" to the following address:

Honduras Agape Foundation, P. O. Box 6315, Aiken, SC 29804

Team Member Orientation Manual

Honduras Mission Team Covenant

Recognizing (1) that our actions bear witness to our beliefs and (2) that we represent not only the United States of America, and our home church, but also, more importantly, our Lord, each mission team member agrees to abide by the following covenants:

1. I will strive to ensure that my words and actions are consistent with Biblical teachings and respect the beliefs of the churches we interact with while in Honduras.

Rationale: As Christians, the Bible outlines the way in which the Christian life is to be led. To have integrity in our witness requires us to strive to follow these teachings regardless of where we find ourselves. And as missionaries to Honduras, we often visit various congregations, and engage in spiritual, evangelistic discussions with representatives of the churches. As visitors, we are to be respectful of their customs and beliefs.

This includes neither possessing nor using tobacco, alcohol, or any other type of recreational drugs while in Honduras.

Rationale: In Honduras, Christianity teaches these practices are wrong. Any such activity will cause hard feelings and problems for our relationship with the local churches.

2. I will adhere to the curfew as it is stated each day, in particular to remain with the group at night and not to interfere with the rest of others.

Rationale: Mission work and fellowship are tiring. Rest, therefore, is essential, not only for our health, but also for our attitudes and enjoyment of each other and the trip. Additionally, even though most people love us, some areas in Quimistan may be dangerous at night.

3. I understand that I should stay with the group or a minimum of one other team member. If one member of the group is under 25 years old, the minimum in the group shall be three.

Rationale: This policy promotes the safety and well being of all missionaries.

4. I understand that to be a good witness I must be respectful of all persons with whom I interact and to the best of my ability joyfully participate in their activities.

Rationale: Although you may not speak Spanish, if your non-verbal actions are offensive, they will be understood. Fellowship with the people of Honduras is a fundamental mission responsibility.

5. I understand that I should leave unnecessary expensive gadgets and jewelry at home.

Rationale: Besides reducing your chance of being a target for theft, especially in public areas, an excessive display of wealth is not conducive to building meaningful relationships in communities where people generally have very few material possessions.

6. I will strive to support and follow other recommendations made by the team leader.

Rationale: The team leader is chosen for each trip by the Board of Directors and thus has its support. This person is an active participant in our mission work and has experience working with and for the people of Honduras.

Team Member Orientation Manual

Attachment #6

HAF Application for Short-Term Missions-UPDATE (For use by persons who have previously been on an HAF mission trip.)

NOTE: Fill in the first box. Fill in other information **only** if changed since last HAF mission trip.

Anticipated Trip Dates: _____ to _____ Departure City: _____

Name (as it appears on your passport): _____

Passport Number: _____ Expiration Date: _____

Occupation: _____ T-shirt size _____

Address: _____

Home phone: _____ Alternate phone: _____

Email address: _____

Emergency Contact - Name, Relationship and phone numbers:

General Health Information

Travel Medical Insurance Co. _____ Policy No. _____

Any known allergies? _____

What is the general state of your health? _____

Do you have health-related problems in the following areas?

Blood Pressure

Diabetes

Heart

Other (specify):

Lungs

If you are required to take any medications on a regular basis, please list the name, dosage, and the purpose of each:

Is there anything else we should know about your health and/or physical limitations?

Team Member Orientation Manual

Attachment #7

BASIC ENGLISH-SPANISH PHRASES FOR MISSIONARY WORK (with pronunciation guide). Updated by Bill Bengtson - May 9, 2001

Yes - Sí (SEE)	How are you? - ¿Cómo estás? (KO-moe eh-STAHHS)
No - No (NO)	I'm fine - Estoy bien. (Eh-STOY bee-IN)
Hello - Hola (OH-lah)	And you? - ¿Y tú? (ee TWO)
Greetings - Saludos (sah-LOO-doughs)	I'm glad to be here - Estoy feliz de estar aquí (eh-STOY fay-LEEZ de eh-STAR ah-KEY)
Good day/morning - Buenos días (BWAY-nos DEE-us)	What did you say? - ¿Cómo? (KOH-moh)
Good afternoon - Buenas tardes (BWAY-nahs TAR-days)	I speak English - Yo hablo inglés (yo AH-blow ing-GLAYS)
Good evening/good night - Buenas noches (BWAY-nahs NO-chays)	I speak Spanish - Yo hablo español (yo AH-blow ess-pan-YOL)
Welcome - Bienvenido (bee-IN-vay-NEE-dough)	I speak a little - Yo hablo un poco (yo AH-blow un POE-coe)
How are things? - ¿Qué tal? (kay TAHL)	I understand - Yo comprendo (yo com-PREN-doe)
What's happening? - ¿Qué pasa?	I don't understand - Yo no comprendo (yo no com-PREN-doe)
Goodbye - Adios (ah-DYOS)	More slowly, please - Más despacio, por favor (mahs day-SPAH-see-oh, pore fah-VORE)
See you later - Hasta luego (AH-stuh loo-AY-go)	We - nosotros (know-SEW-tross)
See you soon - Hasta pronto (AH-stuh PRON-toe)	They - ellos (AYE-yohs)
See you tomorrow - Hasta mañana (AH-stuh mahn-YAH-nah)	You (informal) - tú (two)
Farewell/go with God - Vaya con Dios (VAH-yah kon DEE-ohs)	You (formal) - Usted (ooh-STEAD)
Please - Por favor (pore fah-VORE)	Y'all - Ustedes (ooh-STEAD-es)
I like it - Me gusta (may GOOSE-tah)	She - ella (AYE-yah)
I don't like it - No me gusta (know may GOOSE-tah)	He - él (el)
I understand - Comprendo (com-PREN-dough)	I - yo (yo)
I don't understand - No comprendo (no com-PREN-dough)	What is it? - ¿Qué es? (KAY ESS)
I'm sorry - Lo siento (loe see-IN-toe)	It's ... Es (ESS)
Excuse me - Perdoneme (per-DOHN-eh-may)	It isn't ... No es (NO ess)
Excuse me (when getting up from the table or passing in front of somebody) - Con permiso (kon pear-ME-sew)	There is (a book) - Hay ... un libro (aye oohn LEE-broh)
Thank you - Gracias (GRAH-see-us)	There isn't (or aren't) any - No hay (no aye)
No thanks - No gracias (no GRAH-see-us)	What time is it? - ¿Qué hora es? (kay OH-rah ess)
You're welcome - De nada (day NAH-duh)	I am (a missionary). - Soy ... misionero. (soy me-see-oh-NAIR-oh)
My name is ... - Me llamo (May YAH-mo)	You are ... (nice). - Tú eres ... simpatico. (TWO AIR-ess seem-PAH-tee-ko)
What's your name? - ¿Cómo te llamas? (KO-moe tay YAH-mas)	She is ... (American). - Ella es ... americana (A-ya es ah-meh-ree-KAH-na)

Team Member Orientation Manual

He is ... (tall). - El es ... alto. (ell ess ALL-toe)

We are ... (Baptists). - Nosotros somos ... bautistas (no-SEW-trohs SEW-mohs bow-TEE-stahs)

They are ... (Mexicans). - Ellos son ... mexicanos (AY-yohs sohn may-he-KAHN-ohs)

What did you say? - ¿Cómo? (KO-moe)

Repeat that, please. - Repite, por favor (re-PETE-ay, pour fah-VORE)

How much is it (how much does it cost)? -

¿Cuánto es? (KWAHN-toe ess)

What time is it? - ¿Qué hora es? (kay OH-rah ess)

It's one - Es la una (ess la OOH-nah)

It's two - Son las dos (sohn las doughs)

One - uno (OOH-no)

Two - dos (dose)

Three - tres (trays)

Four - cuatro (QUAT-roe)

Five - cinco (SINK-oh)

Six - seis (say-EES)

Seven - siete (see-A.-tay)

Eight - ocho (OH-cho)

Nine - nueve (new-A-vay)

Ten - diez (dee-AYS)

One hundred - cien (see-IN)

One thousand - un mil (oohn meel)

More - más (mahs)

Less - menos (MAY-nos)

Many - muchos (MOO-chose)

A lot - mucho (MOO-cho)

That's enough. - Basta. (BAH-stah)

Excellent - excelente (ex-sell-IN-tay)

How nice - Que bueno. (kay BWAY-no)

I'm hungry. - Tengo hambre. (TENG-go AHM-bray)

I'm thirsty. - Tengo sed. (TENG-o said)

Big - grande (GRAHN-day)

Small - pequeño (peh-KAIN-yo)

Good - bueno (BWAY-no)

Bad - malo (MAHL-o)

Sick (ill) - enfermo (en-FAIR-mo)

Easy - fácil (FAH-seal)

Difficult - difícil (dee-FEE-seal)

Wonderful - maravilloso (mah-rah-vee-OH-so)

Happy - contento (kon-TENT-oh)

Sad - triste (TREE-stay)

Angry - enojado (in-oh-HAH-doe)

Important - importante (EEM-pour-THAN-tay)

Interesting - interesante (EEN-tare-eh-SAHN-tay)

God - Dios (DEE-ohs)

Jesus Christ - Jesucristo (HAY-sue KREE-stow)

Holy Spirit - Espiritu Santo (Eh-SPEE-ree-two SAHN-toe)

The Bible - la Biblia (lah BEEB-lee-ah)

Christian - cristiano (KREE-stee-AH-no)

Man - hombre (OM-bray)

Woman - mujer (moo-HAIR)

Child - niño (KNEEN-yo)

House - casa (KAH-sah)

Church - iglesia (eeh-GLAY-see-ah)

Prayer - oración (oh-RAH-see-OHN)

Gift - regalo (ray-GAH-low)

Food - comida (ko-MEE-dah)

Beverage/drink - bebida (bay-BEE-dah)

Water - agua (AH-gwah)

Milk - leche (LAY-chay)

Bread - pan (pahn)

Hamburger - hamburguesa (ahm-boor-GAY-sah)

Ice cream - helado (ay-LAH-doe)

Cookies - galletas (gah-YAY-tahs)

Fruit - fruta (FROO-tah)

Toast - pan tostado (pahn toe-STAH-dough)

Cup - taza (TAH-sah)

Plate - plato (PLAH-toe)

Money - dinero (dee-NAIR-oh)

Hotel - hotel (oh-TELL)

Store - tienda (tee-IN-dah)

Market - mercado (mare-KAH-doe)

Street - calle (KAH-yay)

Car - carro (KAR-oh)

Truck - camioneta (kah-me-oh-NET-ah)

Bus - autobús (ow-toh-BOOSE)

Plane - avión (ah-vee-OHN)

White - blanco (BLAHN-koh)

Black - negro (NAY-grow)

Brown - moreno (moe-RAY-no)

Blue - azul (ah-ZOOL)

Red - rojo (ROE-hoe)

Yellow - amarillo (ah-mah-REE-oh)

Team Member Orientation Manual

Green - verde (VAIR-day)
Orange - anaranjado (ah-nah-rah-n-HA-doe)

Quickly - rapido (RAH-pee-dough)
Slowly - despacio (day-SPAH-see-oh)
Very - muy (mwee)
OK, that's fine. - Vale (VAH-lay)
Friend - amigo (ah-MEE-go)
Brother - hermano (air-MAH-no)
Sister - hermana (air-MAH-nah)
Father - padre (PAH-dray)
Mother - madre (MAH-dray)
Child - niño (KNEEN-yo)
Pastor - pastor (pah-STORE)
Student - estudiante (eh-stew-dee-ON-tay)
Church - iglesia (ee-GLAY-see-ah)
I'm an American. - Yo soy americano (yo soy ah-mare-ee-KAHN-oh)
Come here - Vente (VIN-tay)
Wait - Espera (eh-SPARE-ah)
Look - Mira (MEE-rah)
Listen - Escucha (Es-KOO-chah)
God bless you. - Que Dios te bendiga (Kay DEE-ohs tay ben-DEE-gah)
Jesus loves you. - Cristo te ama (KREE-stoe tay AH-ma)
I am a Christian. - Yo soy cristiano (yo soy kree-stee-AH-no)
Where is ... - ¿Dónde está ... (DON-day eh-STAH)?
Where is the bathroom? - ¿Dónde está el baño? (DON-day eh-STAH el BAHN-yo)
What do you call this? - ¿Cómo se llama éste? (KOH-moe say YAH-mah ES-tay)
It's here. - Está aquí (eh-STAH ah-KEY)
It's there. - Está allí (eh-STAH ah-YEE)
Welcome. - Bienvenido (BEE-in vay-KNEE-dough)
Hands - manos (MAH-nose)
Feet - pies (pee-AYS)
Head - cabeza (kah-BAY-zah)
Legs - piernas (pee-AIR-nahs)
Arms - brazos (BRA-sos)
Smile - sonrisa (sohn-REE-sah)
Let's go! - ¡Vámonos! (VAH-moh-nohs)
We're on our way! - ¡Vamos! (VAH-mose)
It (the weather) is hot. - Hace calor (AH-say kah-LORE)

It (the weather) is cold. - Hace frío (AH-say FREE-oh)
I'm hot. - Tengo calor (TENG-o kah-LORE)
I'm cold. - Tengo frío (TENG-o FREE-oh)
Who? - ¿Quién? (key-IN)
When? - ¿Cuándo? (KWAN-doh)
Where? - ¿Dónde? (DOHN-day)
What? - ¿Qué? (kay)
Why? - ¿Por qué? (pour KAY)
How? - ¿Cómo? (KOH-moh?)

Other tips:

Objects in Spanish - everything from dust, bugs and rocks to people, oceans and planets - are always either masculine or feminine. "A house," for example, is "una casa" - a feminine thing. "A door" is "una puerta" - also feminine. "A car," however, is "un carro" - a masculine thing. "Un sombrero," which is "a hat," is also masculine.

The word "the" can also be confusing in Spanish.

"The man" and "the boy" (masculine singular things) would be "el hombre" and "el muchacho." "The woman" and "the girl" (feminine things) would be "la mujer" and "la muchacha."

"The men" and "the boys" (masculine plural) would be "los hombres" and "los muchachos." "The women" and "the girls" (feminine plural) would be "las mujeres" and "las muchachas."