

GUIDELINES

FOR UMVIM TEAMS WORKING WITH THE EGLISE METHODISTE D’HAITI (EMH)

Leading Volunteer Teams to Haiti

The Methodist Church of Haiti (Eglise Methodiste d’Haiti, EMH) in partnership with the General Board of Global Ministries has developed priorities for rebuilding ministries in Haiti. Schools are the first priority. They are also developing a coordinated system for scheduling teams to Haiti and have developed requirements for team leaders. These requirements include the following:

- The team leader must have completed the United Methodist Volunteers in Mission (UMVIM) Team Leader Training.
- The team leader must have prior experience in Haiti.

Conferences should be directing individuals to teams going to Haiti being led by people who have had prior experience.

Organizing Teams for Haiti

Teams are encouraged to form, raise funds and start considering when they would be ready to volunteer in Haiti. All United Methodist UMVIM teams will be expected to work on prioritized projects as set by the EMH. All teams will be coordinated to meet the needs of the EMH. A system for coordination, proposed by the five Jurisdictional UMVIM Coordinators, will be operated through the Mission Volunteers Office of the General Board of Global Ministries.

UMVIM Teams serving in Haiti need to meet the following criteria:

- Team leader has UMVIM team leader training
- Teams will be limited to 8-12 members
 - It is strongly suggested that each team has one or two people in a medical profession as well as one or two people prepared to lead a Vacation Bible School and/or Children’s Ministry – even if only part time. Other members of the team will primarily be doing demolition/construction – teams are encouraged to provide a meal for the VBS participants.
- Team leader has prior experience in Haiti.
- Necessary immunizations are up to date (Cholera and tuberculosis may be needed soon...For up to date requirements, check the [Centers for Disease and Control Prevention \(CDC\)](http://wwwnc.cdc.gov/travel/destinations/Haiti.aspx) Web site: <http://wwwnc.cdc.gov/travel/destinations/Haiti.aspx>
- Early Response Team training is helpful but not necessary
- Teams should raise between \$3000-\$5000 for project costs
- Teams will have at least one **mandatory** orientation session before departing for Haiti

Skills and Supplies needed for VIM Teams going to Haiti

- Vacation Bible School and Education
- Medical
- Construction and deconstruction

Specialized Teams needed in the future

- pastoral care teams will be needed soon to work with pastors and lay pastors in Haiti.
- Specialized Medical Teams may be needed.

“You are encouraged to continue responding from the generous Spirit birthed in you by God. Continue to pray. Begin to plan for a volunteer response. Trust in the power of miracles. Together, we can embody the compassion of Christ and make hope real both here and in Haiti”, DEE STICKLEY-MINER, W OH.

FOR TEAM LEADERS

STEPS ALONG THE WAY

1. Form your team
2. Consult with and send your Conference UMVIM coordinator a list of the team members
3. Make sure everyone has a valid U.S. Passport, if not get it in the pipeline. *Passports must be valid for at least 6 months after the date of your departure from the US.*
4. Register/Schedule Team through the US/Calendaring Consultant, Susan Meister
haitivolunteers@yahoo.com
 - a. Team leader Information
 - b. Team information – complete with names, passport numbers and contact phone numbers
5. Register team with the US Embassy in Haiti.
Before departing the United States for Haiti, all Americans are strongly encouraged to register online <https://travelregistration.state.gov/ibrs/home.asp>. Please also fax a list of those traveling in your group, their passport numbers and contact phone numbers for Haiti and the U.S. at (509)-2-229-8028. If you have changes to post in your registration record, please re-register online.
6. Raise funds
7. Raise awareness
8. Pay project funds to Susan Meister **6 weeks** before leaving for Haiti. This will be sent through The Advance. If you have a church that needs credit – or your conference, have that number ready.
9. Prepare for special team needs (e.g. VBS or medical supplies)
10. Hold **mandatory** team Orientation (at least 1 month before you depart)
11. Purchase insurance - 4 options available
 - a. Those in the SEJ – requires you to purchase their comprehensive supplemental accident and medical insurance. <http://www.umvim.org/newsite/umvim/web-content/Pages/about/insurance.html>. Per team member: \$10,000 coverage = \$33.00/ 5-10 day trip; \$25,000 coverage = \$35.00/5-10 day trip. Requires 1 week for processing.
 - b. Those in the NEJ – would encourage you to purchase their comprehensive supplemental accident and medical insurance. <http://www.gbgm-umc.org/umvim-nej/>. Per team member: \$10,000 coverage = \$25.40/8 days, \$28 for 10 days; \$25,000 coverage = \$27.00/8 days and \$30.00/10 days. Requires 1 week for processing.
 - c. Those in the NCJ - would encourage you to purchase their \$25,000 comprehensive supplemental accident and medical insurance: http://www.gbgm-umc.org/northcentralvim/events_resource.html. Per team member: \$34.80/ 8 days or \$40/ 10 days. Requires 1 week for processing.
 - d. All others can purchase the GBGM supplemental accident insurance for \$.75/day/team member. Should be into GBGM 1 month prior to departure.
12. **Teenagers:** All ages on a team can be an asset and are welcome. Teenagers who are under 18 years old must be accompanied by a parent or guardian. BOTH parents must also sign all the forms. If both parents do not sign, there is always the possibility of the airline not letting them travel.

REGISTERING/SCHEDULING YOUR UMVIM TEAM AND LEADERS

TEAM LEADER INFORMATION

Name: _____ E-mail: _____

Address: _____ Phone or cell no.: _____

Conference: _____

UMVIM Team Leader Training -

Date: _____ Place: _____ Trainer: _____

Latest experience in Haiti -

Date: _____ Team you were working with? _____

Have you worked with the Eglise Methodiste d'Haiti before? Y N

If so, Where was the project (Circuit and town)? _____

Who was the EMH Pastor you worked with? _____

Comments:

TEAM CO-LEADER INFORMATION (if there is one)

Name: _____ E-mail: _____

Address: _____ Phone or cell no.: _____

Conference: _____

UMVIM Team Leader Training -

Date: _____ Place: _____ Trainer: _____

Latest experience in Haiti -

Date: _____ Team you were working with? _____

Have you worked with the Eglise Methodiste d'Haiti before? Y N

If so, Where was the project (Circuit and town) ? _____

Who was the EMH Pastor you worked with? _____

Comments:

UMVIM TEAM ROSTER FOR SCHEDULER AND U.S. EMBASSY

UMVIM TEAM INFORMATION

Dates you would prefer: _____ Alternative Dates: _____

Number of team members M: _____ F: _____ Amount of project funds you are raising: _____

What entity (church, conference) do you want to get credit for the Advance Funds? _____

What is that entity's number from the Advance Page? _____

<http://www.ddi.org/scripts/cgiip.exe/WService=umcv2/giftsearch.r>. Click on Find your Local Church.

Team contact phone # in Haiti if you have your own smart/satellite phone: _____

Team contact e-mail in Haiti if you have your own smart/satellite phone: _____

TEAM MEMBERS

Name	Address	City	State	Zip	passport #	U.S. Emergency Contact #
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____

PROJECT OVERVIEW*

THE COORDINATION TEAM

REV. GESNER PAUL, President of the EMH is our primary host in Haiti.

SUSAN J. MEISTER, U.S./Calendaring Consultant, haitivolunteers@yahoo.com

REV. MIKE WILLIS, Haiti Project Consultant

??, Haiti Financial/Hostess Consultant

DONNETTE LATAILLADE, Coordinator of the Guest House in Port-au-Prince, vimhaiti@hotmail.com

BELORNE ??, Assistant Coordinator second in charge of the Guest House

NEW AGS?, MV and the 5 Jurisdictional Coordinators will have oversight of the entire process. If there are problems needing outside supervision or attention – please direct them to one of these persons.

ADDRESS TO USE ON VISITOR CARDS

Methodist Guest House
105 Delmas
Impasses A Thoby #3
Petionville, Haiti

WORKSITE INFORMATION

Over the next three years (April 2010 – April 2013), teams will be needed to complete the priority projects of the Eglise Methodiste d’Haiti. This is a long-term proposal being worked on with Rev. Gesner Paul and the Jurisdictional UMVIM Coordinators. Since Rev. Gesner Paul asked us to stay at or near the projects as a community and relationship building gesture, we will do our best to honor that request. Which means some teams will be in temporary shelters, others in Guest House situations. Each team will be apprised where they are going a few weeks ahead of when they arrive.

A frequently asked question – will we be able to work in the area and project site that we have been going to for years? The answer – not necessarily! We will work on the project list of the Methodist Church of Haiti, having several projects going at once, but carefully and methodically finishing projects before moving on to the next. If your team happens to go in when your special project site is at the top of the list, lucky you! **It is important to advise team leaders – do not try to change the priority list.** We would like to do this up properly, methodically, and in an organized fashion. I hope all will understand the intent.

We ask that teams respect the decisions of the EMH and Haiti Consultants, which are based on what is best for the connectional family of United Methodist churches in Haiti, rather on what is best for a particular church or UMVIM team.

We will supply and probably have the first team into a site set up the temporary shelters where needed. Watchmen or guards will be hired by teams at these locations. These facilities will include cots and lawn chairs and some kind of shower facilities. Each host site will provide for food, cook and water.

If there is no or **sporadic** electricity at a site – we are trying to make sure each team has access to a generator.

* **THE PRIORITY PROJECT LIST OF EMH** is part of this packet

* **PICTURES** of some of these projects can be viewed by going to this Web site. Click on **ARCHIVED E-MAILS** on this page http://www.gbgm-umc.org/northcentralvim/about_us.html and view Haiti 3.19.10

PROJECTED TEAM COSTS

- Airfare – FYI: American Airlines through Miami or Ft. Lauderdale and Spirit Air through Ft. Lauderdale are the two main airlines right now. Spirit currently has only one flight per day.
- Current prices from Chicago: Spirit = \$430 and AA = \$520 right now. This will vary over time!
- \$40/day/team member to cover food, water, and “rustic” lodging or some will stay at the Guest House in Port-Au-Prince
- We suggest 7-10 day trips
- \$30/day for an Interpreter - will be trained and supplied by the EMH
- Insurance costs
- Transportation availability and costs will be known later and will vary according to what project you draw. You might have a negotiated price for the trip to and from the site. If you need a driver, that will cost you \$25/day. But this should not be a “usual” expense.
- Need to have 10% of total budget in an “Emergency/Incidental” fund.
- Suggest \$3000-\$5000 / team for project costs
- Site-seeing day will probably be just a look see at the damage in Port-au-Prince, possibly a trip to the Baptist Mission and mountain overlook of Port-Au-Prince. The cost will be for transportation and a meal at the Baptist Mission. You can purchase souvenirs here and at the overlook.
- Each team member should bring no more than ~~\$100-\$200~~ to spend on souvenirs.
- Check to see if the departure tax is part of the airline ticket. If it is not, be prepared to hand over \$35 US as you leave the country

HOW DO WE HANDLE THE MONEY?

Processing of Donated Funds:

1. Teams will submit project funds to the US Scheduling/Calendaring Consultant at least **6 weeks** in advance of their departure date.
2. The US Scheduling/Calendaring Consultant will forward the funds to the GBGM Advance office with the team and project site information.
3. The Advance office will transfer the team project funds along with a matching amount from UMCOR grant to an account setup in Haiti accessed by the Haiti Site coordinator and/or the Haiti Finance coordinator.
4. Funds will be utilized for materials, the hiring of Haitian workers/foreperson, and a 5% project management fee to the EMH - as per agreement with Rev. Gesner Paul. Project management to the EMH is an administrative fee for work performed to upkeep all administrative needs of the project , i.e. vouchers, bookkeeping, office supplies etc. This had been standard operating practice for most EMH/UMVIM sites prior to the earthquake with adjustments by per location.
5. Funds will be accounted for at the end of each team serving at the site.

It is a part of the Haitian Culture that they expect there to be a “Boss” of any project. In most day to day matters this will be the team leader. However, the “Financial” Boss will be the Haiti Finance Coordinator. It is important for Haitian workers to know that the Haiti Finance Coordinator will be paying most of the bills! The Haiti Project Coordinator, in consultation with the local church pastor and the Circuit Superintendent, will make sure there is a Project Director and Haitian work crew, guards for housing if necessary and cooks and water available to the teams.

Send complete payment of **project funds** to Susan J. Meister **6 weeks** before departing for Haiti. She will send this through the Advance so that you can receive Advance credit and so that you can also receive

any UMCOR funds you have earned. Project funds will be sent to the Haiti project account and will pay the 5% administrative fee for EMH, the construction materials, and the Haitian workers. All this will be paid for by the Haiti Finance Coordinator.

The in-country costs (food, lodging and purchased water or “Culligan”) are \$40/person/day and can be paid directly to the Haiti Finance Coordinator when you arrive in Haiti. *OR, if you want to send it ahead of time by check and save the hassle of carrying extra cash that is acceptable. Will need bank account in US soon.* The Haiti Finance Coordinator will pay for the food, cook, lodging, a guard or two if needed, and “Culligan” from these funds.

The team leader will be responsible for transportation costs (gas is usually included in the price of the vehicle), drivers, translators, clothes washing, and any special tips that surface. Please know that tips are a standard staple in the culture of Haiti.

SUGGESTED PACKING LIST

- Bible
- Devotion materials
- Journal & pen
- Flashlight
- A couple of Steripens/team with extra batteries – just in case
- First aid kit - on the work site – not with the medical team component
- Tools to use and leave to replenish the tool shed at the Guest House (GH) –Rev. Paul’s suggestion.
- Old work clothing (long pants) - shorts are not culturally acceptable in Haiti for men or women – also not safe on a worksite from injury or sunburn
- Women – skirts are cooler and much more culturally appropriate
- Sleeping bag or pad with twin sheets
- Sleeved shirts/blouses (no tank tops, no guys taking shirts off)
- Water bottle
- Cotton work gloves
- Changes of clothing for after work
- Disposable face masks – if doing deconstruction work
- Personal hygiene items
- 2 Towels and 2 washcloths
- Work shoes/boots/heavier tennis shoes – no sandals/open toed shoes, on the work site
- Insect Repellant
- Gel Hand Sanitizer
- Sunscreen
- Better clothing for church. Men: Nicer white shirt and better pants. Women: Dress or skirt outfit
- Always bring toilet paper... 😊
- Light colored hat with a brim for sun protection
- Sunglasses/ separate set of prescription glasses
- Mosquito netting? Earplugs ? 😊
- You own stash of Cipro, pepto or immodium
- Double set of any meds you need

HISTORY – Country Profile and Historic timeline can be reviewed on BBC News Web pages:

http://news.bbc.co.uk/2/hi/americas/country_profiles/1202772.stm

http://news.bbc.co.uk/2/hi/americas/country_profiles/1202857.stm

CULTURE – review the “Coming to Haiti Handbook” and your team leader handbook, prepare your team!

GIFT-GIVING GUIDELINES – review the “Coming to Haiti Handbook” and your team leader handbook, prepare your team!

CHECKLIST TWO WEEKS BEFORE DEPARTURE

- ___1. Has each team member READ and SIGNED the Covenant (**Mission Policy Agreement**)?
- ___2. Have ALL team members completed the necessary forms:
 - ___ Medical and Liability Release
 - ___ Medical Information
 - ___ Notification of Death
 - ___ Emergency Contact
 - ___ Passport information
 - ___ Insurance (from 4 options). *The team decides on the insurance option as a group.*
- ___3. Have you made a copy of Medical Information sheets for volunteers to keep with them at the worksite?
- ___4. If bringing minors, is the Parental Consent Form signed? Minors must have an accompanying parent or guardian. *Remember minors need signatures from both parents.*
 - ___ Parental Consent
- ___5. Have you mailed your forms into the U.S. Calendaring Consultant **one month** prior to your departure date?
- ___6. Do you have a copy of each team member’s passport, they each have a copy and have also left a copy at home? *Reminder passports must not expire within six months of your departure from the U.S.*
- ___7. Have you registered with the US Embassy in Haiti? *Fax team registration form.*
- ___8. Have you been given a phone number to use while you are in Haiti /you will have on you in Haiti? Have you made sure all contacts at home have this number?
- ___9. Have you made arrangements with your housing contact for arrival and pickup at the airport?
- ___10. Have you held your orientation?
- ___11. Do you have adequate money for your trip, for gas, food, and emergencies?
- ___12. Do team members have adequate (*but not excess*) clothing and tools?
- ___13. Have you prepared your team to be flexible to changes in work assignments, realizing that not all work is fun?
- ___14. Are you preparing your team members to have broad expectations for the trip? Will they be a witness to Jesus Christ and recognize the people they meet as Children of God?
- ___15. Have you made team assignments? Photographer, journalist, devotions, etc.
- ___16. Does each team member have a copy of the “A Handbook, Coming to Haiti in Mission?”

FORMS

The following forms are found in the packet. Please do not take the Mission Policy Agreement lightly. The EHM has much more stringent rules for persons to be members of that church. Do not put the standing of any members of the EMH in jeopardy by asking for inappropriate items. Neither should you disregard their rules and break the policy. If you cannot get along a week or so without a drink – you really shouldn't go on the trip. Period. If you are a smoker, use the patch. Do not smoke in Haiti. *If serious breaches of this contract should occur you will be asked to return to Port Au Prince and leave the country at your expense.*

HAITI CHECKLIST OF FORMS

Team Member forms:

- _____ (UMVIM) GBGM Accident Insurance (.pdf) – one insurance option
- _____ Emergency Contact Information
- _____ Medical and Liability Release
- _____ Medical Information - Physician's Form
- _____ Mission Policy Agreement
- _____ Notification of Death

Youth forms:

- _____ Parental Consent
- _____ Power of Attorney (if desired)

Evaluations:

- _____ Team Member Evaluation – Sample 1

Team Leader forms:

- _____ Covenant for Mission Partnership
- _____ Host Evaluation
- _____ Mission Trip Report
- _____ Team Leader Checklist
- _____ Team Leader Evaluation – Project Report
- _____ Team List for conference coordinator and Embassy (?) names, passport # (can use registration page for this)

Optional forms:

- _____ Trip Cancellation Insurance Declination

SUGGESTED ITEMS TO TAKE AND LEAVE

- Medicines – analgesics, vitamins
- Seeds for gardens and farms
- Antibacterial creams

DO NOT TAKE AND LEAVE

- Used clothing
- Used shoes – new are fine