

**HEARTS IN MOTION**



# Volunteer Checklist

For Groups Serving in

## Ecuador 2025

2210 US 41 Schererville, IN 46375

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

219-924-2446

[information@heartsinmotion.org](mailto:information@heartsinmotion.org)

# Registration and Payment Information



## Forms and Deposits

All volunteers who are planning to travel on a mission/service trip with Hearts In Motion are **REQUIRED** to complete:

- Online Trip Participant Sign Up Information
- Health Care Provider Information—Health Care Professions only

All medical and allied health personnel are required to upload, email or fax their Professional License.

An initial deposit is required and can be made online on our website at [heartsinmotion.org](http://heartsinmotion.org) under the Serve tab. Scroll down to your trip date and you will see a link for the deposit and final payments. This will go towards the total trip fee. **Deposits are due three months before the first day of the trip and final payments are due one month prior to the first day of the trip.** Should you need to cancel your trip, all the money you have paid will be refunded **minus a \$200 administrative fee.**

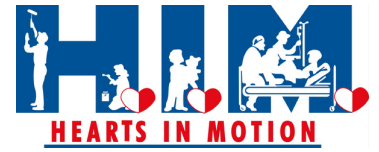
## Trip Donation, Sponsorships, Cancellations and Reimbursements

The payment for the trip will depend on which mission/service trip you decide to volunteer on. As of January 2023, a 10 day trip fee is \$1250 and a 7 day trip fee is \$1050. This fee covers room and board, in-country transportation, emergency medical insurance, all meals while on the trip and ongoing program expenses.

Payments can be made online on our website at [heartsinmotion.org](http://heartsinmotion.org) under the Serve tab. Scroll down to your trip date and you will see a link for the deposit and final payments.

If you anticipate sending out letters to subsidize the cost of your trip, you will find a sample sponsorship letter in the Trip Leader Resources Button on the Serve page of the website which could be used to create a personal letter. Please let us know as soon as possible and before you begin your fundraising activities. If your fundraiser generates more than the amount of the trip, there are several options. The additional funds can be kept in an account for you to use for a future trip within one year, be refunded to you to be utilized to cover airline fees or rolled over into our general fund. If you do not travel on a future trip within one year, the excess will automatically be rolled over into the general fund.

# Packing List for a Trip



Temperatures are around 80 to 90 degrees in Ecuador. Dress for comfort with maybe an outfit for a special night out. Evenings are pleasant with a breeze, sometimes rain, but never cold. It is suggested you bring the following:

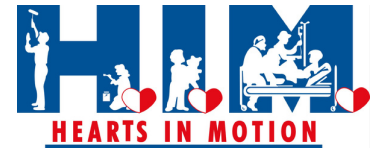
- Passport
- 2 pairs of comfortable shoes
- 1 or 2 nice outfits for evening activities and R&R days
- Anti-itch cream
- Bug repellent (DEET can melt items in luggage so pack carefully).
- Camera
- Diarrhea medicine (you might ask your personal physician for and bring Cipro or other antibiotic.)
- Fanny pack and/or money belt, and/or daypack (optional but may be useful)
- Flip-flops or sandals for the pool or around your room
- Hand sanitizer or hand wipes
- Sunscreen
- Medications or specialty items you need (contact lenses, glasses, etc.)
- Pepto Bismol tablets or chewables
- Personal toiletries (ie. Washcloth, toothbrush, toothpaste, soap, shampoo, conditioner, feminine hygiene products, etc)
- Hat, bandanas
- Jacket or sweatshirt; rain poncho, umbrella
- Shorts and short sleeve, light-weight shirts
- Small flashlight or headlamp
- Sports Water Bottle with a carrier or carabineer
- Sunglasses
- Swimsuit
- Travel alarm clock (or cell phone and charger, although you may not have cell phone service in Ecuador)
- For our medical teams...
  - A stethoscope
  - Medical Gloves in your size
  - Masks for use in hospital
  - Scrubs/shoe covers

## Other Optional Items:

- Non-perishable snacks
- If you like sweetened, sugar-free beverages, bring individual-size Crystal Light or Gatorade packets to add to bottled water.
- Plan on carrying your camera or phone with you at all times in a fanny pack or pocket.
- Personal facial cleaning cloths or wipes
- Toilet paper or tissue packets (for travel and worksite use; housing has toilet paper)
- A 3 prong to 2 prong adaptor for outlets. Most outlets are only 2-prong. (They have same electrical outlets as U.S.)
- Beach Towel

\*Make two copies of your passport, one for your luggage and one to leave at home. If it expires within six months of the trip, please get it renewed as soon as possible. In addition, you might take a picture of your passport to have on your phone. A valid U.S. passport is required for all U.S. citizens, regardless of age, to enter Ecuador and depart Ecuador for return to the U.S. A U.S. resident of another country should bring their resident visa and paperwork. Also, please check with the appropriate Embassies on other requirements. While in Ecuador, U.S. citizens should always carry a photocopy of their passports with them.

# Helpful Packing Tips



## Leave at Home:

- Valuable jewelry, watches, flashy cameras, or computer equipment. The campus we will be staying at are safe, but you should never leave anything of value unattended outside our campus.
- Marijuana and other drugs are still illegal in the country of Ecuador.

## Packing and Luggage

Pack your most important items (including medications) and a couple of clothing changes in your carry-on luggage. Most airlines now charge for the first and second checked suitcases. Please check with your airlines regarding specific fees. If Hearts In Motion requires you to check a second piece of luggage or supplies for the trip, we will cover the cost. A receipt will need to be provided.

United, American, Delta, and other airlines will usually permit one carry-on bag plus one personal item (briefcase, purse, day planner, small laptop computer, camera case, compact disk player, or similar-sized personal entertainment item) per passenger to be carried on the aircraft under general ticket fees. Please check with your provider regarding possibly more stringent requirements under their "basic" economy plan. The carry-on bag's maximum combined linear measurement (L + W + H) is 51 inches (130 cm) and no more than 50 lb. Laptop computers must be removed from their cases and placed on the baggage belt at the security checkpoint.

Airport security requires that all liquid containers (including lip gloss, Vaseline, nose spray, eye drops, lotions, etc.) in carry-on baggage be placed in a quart-size Ziploc bag and that none of the liquid containers be more than 3.4 oz. This Ziploc bag of liquid containers will go through the x-ray outside your carry-on, so be ready to show it to security personnel. If you have liquid containers larger than 3.4 oz. or more bottles that can be placed in a quart-size bag, put them in your checked luggage.

Note: No knives of any size or material are allowed past the security checkpoint (including, but not limited to, pocket knives, folding or retractable blades regardless of blade length or composition, box cutters, X-Acto knives, scissors with a pointed tip, straight razors, Leatherman or Swiss Army Knives). If you want to bring special tools or knives to use during the construction project, for example, pack them in your checked luggage.

## **Tips on Bringing Cash**

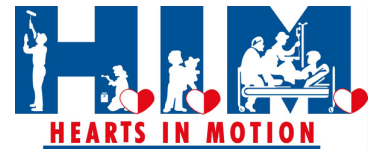
The country of Ecuador accepts the U.S. dollar.

Shopping is very reasonable in Ecuador, and you can bring up to \$800 worth of purchases to the U.S. without paying any duty/tax.

Traveler's checks are not useful other than at the bank or Exchange at the airport.

Credit cards can be used in ATMs, nice stores and restaurants in Ecuador.

# **Important Travel Information**



## **Booking Your Flight**

Each participant is responsible for book their own travel arrangements to Ecuador. When doing so, you will be flying in and out of the Guayaquil José Joaquín de Olmedo International Airport. Please plan on arriving on the first day of the trip as early as possible, no later than 6 pm, as you will have a lengthy car ride out to where we serve.

For your flight home, please schedule a flight on the last date of the trip at whatever time is best for you.

## **What to expect when arriving in Guayaquil**

When you arrive in Ecuador, gather your luggage, go through customs with your group (if traveling as a group) and exit the customs area. A designated representative will meet you at a designated location. He/she will escort you to the bus that will bring you to the hotel. Please watch and hold on to your personal belongings while you are at the airport, as stealing is very common. The bus ride to the hotel is around 2 hours. We will not be stopping for a bathroom and snack break so please be sure to use the restroom at the airport.

If for some reason that your flight is delayed or do not see the designated representative, please call our office, Nancy Winiecki, Jamie Bradford, or Aaron Frazita ASAP so we can make all the necessary changes or notify the correct person.

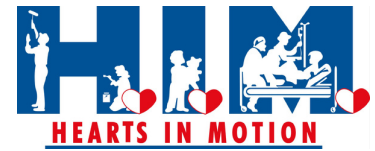
## **Housing Information**

Groups will most likely be staying at the Rayo Rojo Hotel, located on the military base in Salinas.

Rooming arrangements will be made for each arriving group. As per HIM policy, unmarried couples will not be roomed together.



# Other Travel Information



## Minors

Minors under 18 traveling with a valid U.S. passport do not need special permission from their parents to enter or leave Ecuador. If a minor should break any laws or become difficult and uncooperative, they may be sent home early at their parents' expense. The adults traveling with the minor are responsible for the minor while on the trip whether this be a parent, family member or group leader.

A passport is required to travel to Ecuador. Passports **MUST** be valid for 6 months after departure date!!! U.S. citizens do not need a visa for a stay of 90 days or less.

**If you are not a U.S. citizen, please check with the Ecuador consulate on the requirements to enter the country.**

You do have the option to sign up for the Smart Traveler Enrollment Program (formerly known as "Travel Registration" or "Registration with Embassies") to receive the latest travel updates and information to the country you are traveling to. This is not mandatory; however, it would be a good resource. Please see the website for more information:

<http://travel.state.gov/content/passports/english/go/step.html>

## Vaccinations

No vaccinations are required to travel with HIM to Ecuador, but we recommend that you have an updated tetanus shot, Hep A vaccine, and covid vaccine. We also recommend checking with your family doctor regarding any additional vaccinations that he/she recommends or any other medical advice.

## Social Media

Please make sure to like and follow us on all of our social media and check out the stories of those who have travelled with us in the past on our 'Stories of Hearts In Motion' Podcast which can be found on all major social media platforms.



@himheartsinmotion

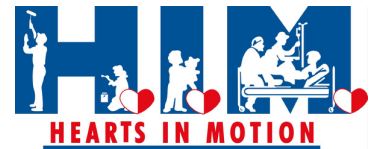


@heartsinmotion1



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# Other Travel Information



## Travel Insurance

Hearts In Motion requires that all volunteers have emergency medical travel insurance. The cost of emergency medical travel insurance is already included in the trip cost.

We highly recommend the purchase of travel cancellation insurance in case you are not able to travel with us for any reason. For the purchase of travel cancellation insurance, HIM has identified online organizations offering such coverage. Coverage ranges from ticket cancellation to full medical evacuation. Below are links to websites you might consider; there are certainly others:

- [www.missiontripinsurance.com](http://www.missiontripinsurance.com)
- [www.travelguard.com](http://www.travelguard.com)

## Emergency Numbers for the Trip

\*\*\*Be sure to carry a copy of these with you and leave a copy at home\*\*\*

Aaron Frazita, HIM Mission Trip Director- [aaron@heartsinmotion.org](mailto:aaron@heartsinmotion.org) - 502-640-0217 (US cell)

Jamie Bradford, Co-Director, Therapy Program-[jamie@heartsinmotion.org](mailto:jamie@heartsinmotion.org)- 609-202-8995 (US cell)

Nancy Winiacki, Co-Director, Therapy Program -[nancyw@heartsinmotion.org](mailto:nancyw@heartsinmotion.org)  
011-502-5346-9287 (WhatsApp) or 219-741-5947 (US cell)

Yazmin Retana, HIM staff in Guatemala (speaks English)- [yazmin@heartsinmotion.org](mailto:yazmin@heartsinmotion.org)  
011-502-3081-2864

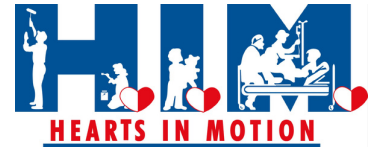
Mishelle Flores- Coordinating the Trip in Ecuador (speaks English)- 593-98-176-4693

Hotel Rayo Rojo- Hotel where we are staying- 099-706-9334

Hearts In Motion, Schererville, Indiana 219-924-2446 [Information@heartsinmotion.org](mailto:Information@heartsinmotion.org)

\*If there is an emergency while you are traveling or when you arrive into Ecuador, please give one of us a call (start at the top of the list)\*

# Trip Rules/ Notes for Group



\*\*\*These will be discussed during orientation\*\*\*

## I. GENERAL

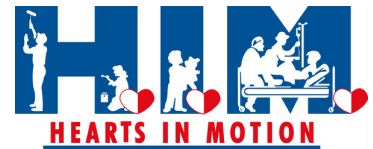
- Remember you are a representative of HIM, so be respectful because we are guests in this country.
- Remember the "F" word: Be Flexible – often things do not go as planned.
- Be aware of what you say with Ecuador around. They may understand more than you think.
- The septic systems in all of Ecuador can't handle toilet paper; please deposit in bathroom waste basket.
- Photograph protocol: Always ask permission before taking a picture. Be mindful of pictures posted on Facebook.
- Make no promises and please don't give out your contact info to the Ecuadorans.
- Don't give anyone any money. Have a great experience, but we're not Santa Claus.
- If want to do something for someone, discuss HIM leadership staff first.
- Cell phones available with all HIM staff members. We just ask that you pay for the minutes you use.
- You are an adult, so act responsibly.
- Name tags need to be returned on Thursday night at dinner.
- Don't give kids cell phones (they run faster than you do)
- We will pick a trip stats person; he/she will present at end of week.
- To track pix, follow & link HIM on Facebook/Instagram/Twitter: @HEARTSINMOTION.ORG; #HEARTSINMOTION

## II. HEALTH-SPECIFIC

- Don't use tap water for any internal use (drinking, brush teeth, etc). Use bottled water or pitcher of pure water in room for internal use. You can refill your water bottles from the cooler located in the dining room
- Cooked street food is okay if you want a case of diarrhea. Don't eat anything that was washed locally.
- There are bugs here especially in grass areas. Use plenty of bug spray.
- Expect at least one episode of diarrhea (no extra charge). If you don't have meds contact HIM staff immediately.
- If you don't feel well, tell a HIM staff member as soon as possible. Don't be ashamed & try to keep it a secret.
- Make sure that you have notified HIM staff of any personal medical needs. It will be kept confidential



# Trip Rules/ Notes for Group



(Continued)

## III. HOUSING-RELATED

- There may be hot water available in your room. Staff can show you how to activate it if necessary.
- Be mindful of noise. Ecuadorans see Americans as being loud.
- Hotel staff only speak Spanish.

## IV. FOOD-RELATED

- Meal menus are pre-selected, so notify HIM staff if you are a vegetarian, or have other dietary needs.
- All food at the hotel is okay to eat.
- HIM will pay for all water, sodas, and coffee at the Hotel.
- HIM adheres to the legal drinking age of 21. If you are reported drinking under the age of 21, you'll be sent home at your expense.
- The times for Breakfast & Dinner each day will be announced

## V. SAFETY-RELATED

- To run/walk within the military base grounds, please do so in groups of 3 or more with at least one man. Let HIM staff know.
- Traffic is dangerous; if crossing street, always look in both directions

