

Volunteer Checklist

For Groups Staying at the

Hotel Atlantico 2025

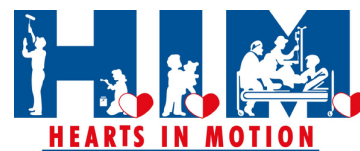
2210 US 41 Schererville, IN 46375

www.heartsinmotion.org

219-924-2446

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 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.**

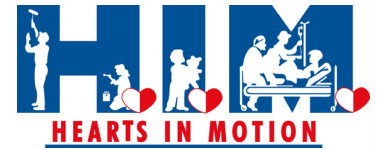
Trip Donation, Sponsorships, Cancellations and Reimbursements

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, most of your food while on the trip (breakfast and lunch in Antigua are not provided) and ongoing program expenses.

Payments can be made online on our website at 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 85 to 95 degrees in Zacapa. Dress for comfort with maybe an outfit for a special night out. Evenings are pleasant with a breeze, sometimes rain, but never cold. In Antigua, on the other hand, it will be cooler in the evenings, days are pleasant. There is a laundry service at the hotel for a small fee so pack light. It is suggested you bring the following:

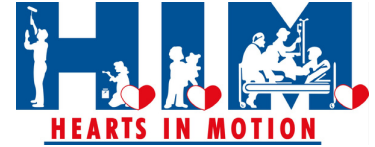
- Passport and a copy of your passport
- 1 or 2 pairs of long pants for cooler nights in Antigua
- 2 pairs of comfortable shoes
- 1 or 2 nice outfits for evening activities and R&R days
- Anti-itch cream
- Bug repellent (DEET can melt items in luggage so pack carefully).
- Camera
- Diarrhea medicine (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 in Antigua)
- 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 or 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 Guatemala)
- For our medical teams...
 - A stethoscope
 - Medical Gloves in your size
 - Masks for use in hospital
 - Scrubs/shoe covers
- For our construction teams
 - Work Gloves
 - Tennis Shoes or Work Boots
 - Work Clothes (long pants are nice when working with concrete)

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, back 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.)

*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 Guatemala and depart Guatemala 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 Guatemala, U.S. citizens should always carry a photocopy of their passports with them. HIM staff will offer to collect original passports for safekeeping in a locked safe during the work week.

Helpful Packing Tips



Leave at Home:

- Valuable jewelry, watches, flashy cameras, or computer equipment. Our campuses and the hotel are safe, but you should never leave anything of value unattended outside our campus or the hotel.
- Marijuana and other drugs are still illegal in the country of Guatemala.

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, I-Pad 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 and I-Pads 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 dollar exchange is around 7.5 quetzals (Q's) to \$1 U.S.

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

The easiest way to exchange money is at an ATM.

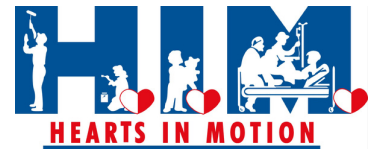
Dollars *are usually* accepted most places in Antigua; however, bills must be in good shape, with no tears or stains.

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

Credit cards can be used in ATMs, most stores and restaurants in Antigua.

Use quetzals for the inexpensive markets, small shops, etc.

Important Travel Information



Booking Your Flight

Each participant is responsible for book their own travel arrangements to Guatemala. When doing so, you will be flying in and out of the La Aurora Guatemala City airport. Please plan on arriving on the first day of the trip prior to 2 pm as you will have a 3-4 hour car ride out to where we serve after your arrival. For your flight home, please schedule a flight on the last date of the trip at whatever time is best for you. We will be coming from Antigua so it is only about a 45 minute car ride to the airport.

What to expect when arriving in Guatemala City

When you arrive in Guatemala, gather your luggage, go through customs with your group (if traveling as a group) and exit the airport from the right set of doors. A HIM representative wearing a HIM T-shirt will be waiting just outside. He/she will escort you to the bus that will bring you to the hotel in Zacapa. Please watch and hold on to your personal belongings while you are at the Guatemalan airport, as stealing does occur. The bus ride to the hotel is between 4-5 hours. We will stop for a bathroom and snack break.

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

Housing Information

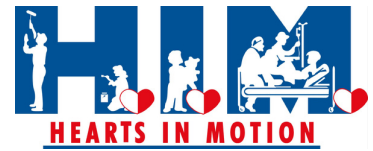
Smaller groups will stay at our Hearts In Motion house in Teculután. Larger groups of 35 or more will be staying at Hotel Atlantico located at Km 126 in Rio Hondo, Zacapa.

At the end of the trip, the group will be staying at one of several hotels in Antigua, Guatemala.

Rooming arrangements will be made for each arriving group. As per HIM policy, unmarried couples will not be roomed together. People wanting or needing their own room may pay an additional fee to secure their own room. Depending upon the size of the group, this may not be possible at the HIM house in Teculután.



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 Guatemala. 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 Guatemala. 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 Guatemalan 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 Guatemala, 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

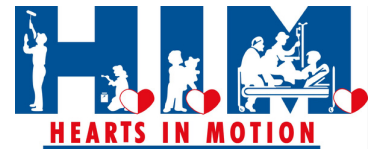
Please make sure to like and follow us on all of our social media and check out the stories of those who have travelled with us in the past on our 'Stories of Hearts In Motion' Podcast which can be found on all major social media platforms.

 @himheartsinmotion

 @heartsinmotion1

 @heartsinmotion

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 and will be purchased on your behalf by Hearts In Motion.

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

·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 - 502-640-0217 (US cell)

Bert Echeverria, HIM International Field Director in Guatemala- bert@heartsinmotion.org
011-502-4080-0080

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

Nancy Winiecki, Co-Director, Therapy Program -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
011-502-3081-2864

Monica Rosas, HIM Rep in Guatemala City (speaks English)-Call if there is an emergency in Guatemala City
011-502-5339-3011 (cell) or 011-502-2422-3520 (work)

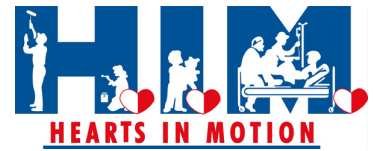
Edgar, Firefighter in Guatemala City- Call if there is an emergency in Guatemala City
011-502-5770-4902

Jorge, Taxi driver (speaks English)- Call if there is an emergency in Guatemala City
011-502-4521-9234

Hearts In Motion, Schererville, Indiana 219-924-2446 Information@heartsinmotion.org

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

Trip Rules/ Notes for Group



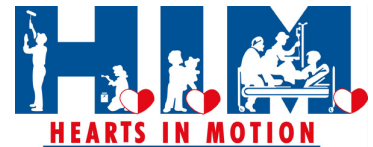
I. GENERAL

- 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 Guatemalans around. They may understand more than you think.
 - The septic systems in all of Guatemala 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 Guatemalans.
 - 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 are available with all HIM staff members should you need them to call home.
 - You are an adult, so act responsibly.
 - Don't give Guatemalan children your cell phone (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 outside room ____.
- Cooked street food is okay if you want a case of diarrhea (we do not recommend you eating it.) 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



III. HOUSING-RELATED

- There is no hot water at the hotel.
- Be mindful of noise. Guatemalans see Americans as being loud.
- Hotel and HIM House staff only speak Spanish.
- At the hotel, the restaurant and desk open at 6 am and close at 11 pm. Coffee will be available in the dining room in the morning.
- Laundry can be given to the registration desk. Allow 2 days to return, although it is usually completed within one day. The cost is between Q25 – Q75 (\$3.50 –\$10.00)
- You can leave tips in your room upon checkout.
- You can change money at a local bank or the hotel registration desk (the exchange rate does vary) or obtain from a local ATM. Arrangements for exchanging money at local bank can be made with HIM team leader, but we recommend just using ATMs as it is easier. Most places in Antigua will accept U.S. Dollars as long as they are not ripped or written on.

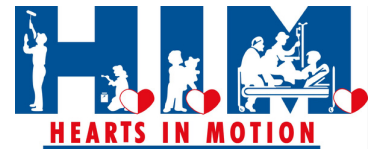
IV. FOOD-RELATED

- Meal menus are pre-selected, so notify HIM staff if you are a vegetarian, or have other dietary needs.
- All food at the HIM House and Hotel are okay to eat.
- HIM will pay for all water, sodas, and coffee at the hotel. Simply get it out of the cooler and take it to the counter and say Karen. LIMIT SODAS/WATER BOTTLES TO 3 MAX EACH DAY.
- 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.
- Only take one plate at dinner as Hearts In Motion is charged per plate. If you would like seconds, please use the same plate when you go through line the second time.
- The times for Breakfast & Dinner each day will be announced . Please take ONE plate as we are charged by the number of plates used.

V. SAFETY-RELATED

- Keep your room door locked & don't leave valuables unattended outside. Know security guard phone # for evening emergency.
- To run/walk outside grounds, do so in groups of 3 or more with at least one male. Let HIM staff know.
- Traffic is dangerous; if crossing street, always look in both directions

Policy for Groups While in Antigua



At Hearts in Motion, we strive to keep all of our staff and volunteers safe. While Antigua is generally a safe, touristy town, there are a few things that we ask of all volunteers to help keep them safe while they are enjoying this historic town. To do so, we ask that all volunteers take the following safety measures:

1. Please only travel in groups of three or more people where at least one of the people in the group is a man.
2. Please be aware of your surroundings at all times.
3. If you are wearing a backpack or carrying a purse, do so on your front. Do NOT wear them on your back and try to keep a hand on them especially in crowds. Also, keep one hand free in case you need to place your hand over it in crowds.
4. Keep your wallet and phones in your front pockets.
5. If you use took tooks to get around town, please be aware of your surroundings.
6. When going out at night, do not go to any “after hours” or house parties.
7. Those who are under the age of 21 are not allowed to drink. For those who are of age, please use common sense when it comes to your alcohol consumption.
8. Please take a card with the name of the hotel you are staying at before leaving so you will know the name should you have trouble finding your way back.
9. Please be aware that the culture you are in is very heavily male dominated. We strongly encourage modesty in your dress.
10. Should you choose to hike up to the cross (Cerro de la Cruz) we recommend that you do it earlier in the day and that you stay on the main path up to the cross (do not make your own trail through the woods or take a side path.)

Should an incident occur while you are out in Antigua, please take the following actions:

1. Get yourself and your group somewhere safe.
2. If the incident occurred at a bar or other establishment, please notify the bar tender, owner, bouncer, immediately of what happened.
3. Contact the Hearts in Motion representative who is with your group in Antigua as soon as you are safe.
4. If necessary, contact the local authorities and notify them of what occurred.

Map of Guatemala

