HEARTS IN MOTION

GROUP LEADER GUIDE

A guide for all leaders leading trips with Hearts In Motion to help you and your group have the best trip experience and make you look good!

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Thank You!

Thank you so much for saying yes to leading a group on a Guatemala mission trip with Hearts In Motion. It is going to be an amazing eye-opening trip to Guatemala! We are always happy to meet one on one with the group leaders or meet with your group as much or as little as needed as we walk through this process. This packet has a few things in it that might help guide you in this journey including:

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Group Leader Checklist

6 Months Prior to the Trip

 -Contact the Aaron, Jamie, or Nancy at Hearts In Motion to set up an initial meeting to discuss the trip
 -Set up a time for your first interest meeting
 -Host First Interest Meeting
 -Get Commitments from those wishing to go on the trip (this could include a deposit)
 -Plan Fundraisers (if applicable) and begin fundraising for the trip
 -Aaron will set up online registration and payment pages for your group

3-4 Months Prior to the Trip

 -Collect names and birthdates for all participants
 -Turn in group registration sheet to Hearts In Motion Office
 -Order plane tickets for your group
 -Have all participants fill out all paperwork for Hearts in Motion online
-Registration Form– Must Be Done Online– Ask Aaron for Specific Trip Link
 -Trip deposits are due to Hearts in Motion no later than 60 days prior to a trip and trip final payments are due one month prior to trip

We strongly suggest meeting as a group multiple times for team building and trip updates

1 Month Prior to the Trip

 -Get copies of everyone's passport in your group
-Leave one copy of the passport and card at your church office with a trusted staff member
-Keep one copy of the passports and bring it with you when you go on the trip
-Send one copy of the passports to Hearts in Motion Office
 -Set up a meeting with Aaron, Jamie or Nancy to do a final meeting with the group (if desired)
 -Collect donations to hand out while on the trip (if you choose to do so)
(You may or may not want to do this based on the cost for extra baggage with your airline)
 -Send out packing list and any final announcements, reminder of rules while on the trip and other details that you want to communicate
 -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
 -Get roommate request list for your group to Aaron, Nancy, or Jamie at Hearts In Motion

Weekend Before You Leave

 -Have a packing part for donations and answer any last minute questions (optional)

Group Leader Checklist

(continued)

Morning of Trip

 -Have team meet at the airport 3 hours prior to departure
 -Have the group check in at the same time with the airline
-Tip: You cannot take more than 3 oz. of liquid through security, but an empty water bottle is great to have to fill up on the other side of security in the United States for the trip (DO NOT DRINK ANY WATER FROM THE TAP IN GUATEMALA)

When you arrive in Guatemala

 -Once off the plane, have the group go through immigration and gather their luggage and go through customs together
 -Once through customs, come out the main doors of the airport and look for anyone with a Hearts in Motion shirt on. If you cannot find the HIM representative, go to the café to the right outside the main doors of the airport.
 -Hang onto your luggage, follow Aaron, Nancy or Jamie or the HIM representative to the van and pack everything onto the bus/van. DO NOT let anyone help you with your bags other than the HIM rep.
 -Enjoy the rest of the trip!

After being dropped at the airport and heading home

 Check in to the airline as a group

After Arriving Home

 -Share your story
 -Meet for follow up meetings after the trip to continue processing your journey (if desired, but we recommend doing so)
 -Attend the virtual reunion with those you traveled with set up by Hearts In Motion.

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 or HIM House 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 repellant (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 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 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.

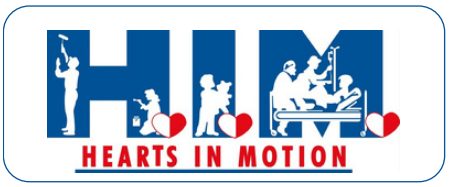
Dollars *are usually* accepted most places in Antigua; however, bills must be in good shape, with no tears or stains.

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.

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)

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

HIM House in Teculutan- House where you are staying
011-502-7934-7030

Alyssa Brett- Director of Music In Motion
267-664-0816 (cell)

Hotel Casa de las Fuentes - Hotel you will be staying at in Antigua
011-502-7832-7316

Luz Rosas, HIM Rep in Guatemala City (speaks English) - Call if there is an emergency in Guatemala City
011-502-5901-0043

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

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 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 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 is hot water at the HIM House but not at the Hotel. There is a small water heater on your shower head. Staff will explain its use at orientation, but please be sure to turn it off (the middle setting) when not in use
-Be mindful of noise. Guatemalans see Americans as being loud.
-Hotel and HIM House staff only speak Spanish.
-Coffee will be available at the HIM house at 6 am.
-Laundry can be given to the HIM House manager or hotel front 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 obtain from a local ATM, arrangements for exchanging money at local bank will be made with HIM team leader.
-On your final morning, we request that you please strip your beds and bring down your bedding as well as towels to help HIM staff with turn over of rooms. There will be large baskets to place your bedding/towels in downstairs.

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 is safe to eat.
-HIM will pay for all water, sodas, and coffee. 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.
-If staying at the HIM House, beverages will be available in designated cooler
-Only take one plate at dinner and reuse it for seconds.
-The times for Breakfast & Dinner each day will be announced

V. SAFETY-RELATED

-To run/walk outside grounds, do it 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

Policy for Groups 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.

Sample 10-Day Trip Schedule

Day 1
-Flight to Guatemala City
-3-4 Hour Bus Ride to Mission Center (Stop Outside Guatemala City for Snack/Bathroom Break)
-Dinner

Day 2
-Wake Up
-Breakfast
-Orientation Meeting
-Prepare Rice Milk and Sandwiches for Those Living in and Around the Garbage Dump
-Hand Out Sandwiches and Rice Milk
-Tour H.I.M. Projects
-Lunch on the Road
-Dinner at Hotel

Day 3-6
-Wake Up
-Breakfast
-Head to Worksite to Serve
-Lunch at Worksite
-Head Back to Hotel
-Dinner at Hotel

Day 7
-Wake Up
-Breakfast
-Head to Worksite to Serve
-Finalize Projects
-Dinner at Hotel

Day 8
-Wake Up
-Pack Up Vehicles
-3-4 Hour Bus Ride to Hotel (Stop for Snack/Bathroom Break)
-Settle Into Hotel
-Spend Day in Antigua Sightseeing
-Meet for Dinner at Hotel and Walk to Restaurant
-Dinner Together as a Group

Day 9
-Spend Day in Antigua Sightseeing
-Meet for Dinner at Hotel and Walk to Restaurant
-Dinner Together as a Group

Day 10
-Head Home

***We will work directly with your group to develop a schedule that works to best fit the needs of your group. ***