



Relief to the Suffering...
A 501(c)(3) non-profit organization
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VOLUNTEER INFORMATION AND
GUIDEBOOK
HAITI WORK TRIP



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Because of the Jan. 12th earthquake in Haiti, some information in this guidebook may no longer apply or have been changed

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Introduction

We are delighted to have you join the Foundation for Children in Need in this most important work. We know your efforts will bring you a sense of fulfillment and joy. The contents of this training manual are based upon our many experiences in previous work projects, but remember that each trip that we take is a unique trip in and of itself. You will find that your trip will be one of adventure and discovery! The purpose of this manual is to supplement the orientation meeting. All participants must attend the orientation and review this manual to be better prepared for the work project.

Expectations

You are about to have a unique experience in a developing country. Please remember, you are a guest in the host country. You must never forget that everyone will constantly be observing your language, actions and behavior. Everything you do should reflect the highest standards of kindness, courtesy, respect, dignity and morality. You are setting the foundation for all who will follow in your footsteps. Please be sure that your behavior will always reflect someone committed to humanitarian service.

We are deeply committed to giving all interested individuals the opportunity to engage in this great work of Service. We don't believe that there is only one mold of those that can and should serve. We strive to offer different programs to fit the circumstances of different people.

Youth participants that participate in our Family and Individual program are expected to be able to live, for the designated period of time (typically one to three weeks), away from home and without parental assistance while providing for their own basic needs. Those young adults with significant mental and/or behavioral conditions will be invited to join our program for struggling teens. This program has increased security and more one on one mentoring.

About the Foundation for Children in Need (FFCIN)

Our Mission

The mission of the FCIN is simple. We seek to relieve the suffering of abandoned and orphaned children in various third-world country orphanages. We also seek to improve the living conditions of third-world communities by working on specific work projects. Last of all, we seek to increase the awareness of our own U.S. communities as to the needs of these same orphanages and third-world communities' thereby increasing volunteerism and donations.

The Foundation for Children in Need is an IRS approved tax exempt 501(c)(3) non-profit, public charitable organization. We are committed to fulfilling our mission by:

- Collect and distribute donations to honest and well-meaning orphanages that are struggling to meet the needs of the children that they care for
- Collect and use donations for work projects to benefit destitute and suffering communities that are not maintaining an adequate standard of living.
- Give teens, families and individuals the opportunity to participate in international humanitarian service projects thereby



Our Core Values

• **Children and communities First:** Everything we do is with the orphaned and abandoned children and needy people in mind. We seek to identify those that need our help and then personally follow through with the delivery of funds to ensure that the people that really need it receive help.

• **Integrity:** We exhibit absolute integrity in our dealings with each other, the children, the local communities (including their governments), and partnering organizations.

• **Love:** This is the fundamental principle driving our foundation and the indispensable ingredient in the delivery of our help and care.

• **Volunteer:** We believe that, ultimately, each of us is a part of a global family and should have the opportunity to serve and love each other. We appreciate and respect each of our volunteers for the difference that they are trying to make in the lives of others.

• **Respect:** We will seek to understand and respect the cultures of the countries in which we work.

Our Objectives

Our specific objectives that will help us to fulfill our mission are:

1. Identify little known but deserving orphanages, communities and/or organizations that need volunteer and financial support.
2. Raise funds for the aforementioned orphanages, communities and/or organizations.
3. Create a presence on the web whereby increasing awareness of the orphanage's needs
4. Provide life-changing opportunities to our volunteers and donors by allowing them to experience the profound value of love and sacrifice for others by participating in our efforts.
5. Bring to bear the resources and expertise of our partners, by involving them in solving problems in their areas of service.
6. Put forth the needed efforts to raise sufficient funds to meet current and future requirements.
7. Utilize partnerships when the opportunity arises so that we can increase the effectiveness of our efforts.
8. Keep accurate records so that we not only meet all the legal requirements of a 501(c)3 foundation but that we also are highly regarded as an organization.
9. Expand horizons and deepen the understanding of all those who participate in our activities (this has been the natural reaction of all who have become involved).
10. Offer worthwhile alternative activities to teens that may be struggling to find their place in the world.



Traveling to Dominican Republic and Haiti

Geography and Climate

Dominican Republic and Haiti share the island of Hispaniola with. Haiti is on the Western side and the DR on the eastern side of the island. Although on the same island, each is very different. The DR is literally a paradise. It is covered with beautiful trees and foliage. Many of the beaches are pristine. There are several major airports in Dominican Republic. We usually fly into Puerto Plata and concentrate most of our efforts in a Hatian village called Villa de Ascencion. For the most part, the weather is hot and humid. Haiti is also beautiful, however, much of the island has been de-forested. Most of our work is done in the capital city of Port-au-Prince. It is the same weather as the DR; hot and humid.

- The official language of the DR is Spanish. Some basic Spanish phrases are included in this booklet.
- The language of Haiti is French and Haitian Creole. We have also included phrases in Creole in this booklet.
- The Dominican currency is the Peso. While exchange rates are constantly changing, one U.S. dollar is approximately equal to 34 Dominican R. pesos. American dollars are accepted in many places but you may want to exchange a small amount for pocket change.
- The Haitian currency is in the French Gourde. The exchange rate is also approximately 35:1.

Accommodations the Dominican Republic and Haiti

Dominican Republic

- We will be staying in a “mission house” located in the village where we will be spending most of our time. we engage in projects that benefit the whole village community. The projects range from doing medical/health support, education, recreation, orphan care, feeding programs and other valuable services.
- The mission house is clean and comfortable, but is sparse on comforts. Be prepared to rough it a little bit.
- Electricity may go off at anytime. The house is equipped with battery back-up, but this also runs out if we don't conserve the electricity.
- There is no internet access at the mission house. We occasionally visit the internet café located in the city of Monte Llano.
- We do our own cooking and cleaning at the mission house.

Haiti

- We generally stay at a guest home in Port-au-Prince Haiti. The guest home is only about 15 minutes away from the airport. It is clean and comfortable and usually has electricity.
- The rooms are set up in a dorm style, and the bathrooms are shared between all the guests.
- The home has internet access on and off.



Key Guidelines To Remember:

- Be on time. It is always frustrating to a group to have to wait on one individual
- Be respectful to the leaders and local guides.
- PDA (public display of affection) is uncomfortable to others. Please refrain
- Please let a group leader know where you are at all times as we travel.
- DO NOT go anywhere alone. Stay in groups of at least three or more.
- Be a good representative and example. Control your voice and actions. When at the airports and other official locations (especially security) please behave appropriately. DO NOT even whisper about harmful items or actions. Airport security does not tolerate any statements of this sort and have been known to arrest those that make such comments. At Custom's checks, answer any and all questions directly, honestly, and without side comments.
- You may see some children or people in shocking conditions. Please do not react with tears or grimaces. This may upset the children that need your smiles and hugs.
- It is illegal to bring firearms, ammunition, or other weapons into another country. Leave them at home please.
- Please remember that this is a humanitarian endeavor not an opportunity to proselytize any one religion's beliefs.
- Please DO NOT make any comments or promises regarding assistance that might or could be provided to any individual, group or institution. Sometimes the people that you are talking to are very desperate and will hang on to these statements as promises.
- No alcoholic beverages and/or substance abuse.
- You are expected to observe the Dress and Grooming Standards outlined in this booklet



Dress and Grooming Standards

We ask all participants to observe the following Dress and Grooming Standards:

ALL PARTICIPANTS - Please dress modestly and stay away from styles that may give the wrong impression.

MEN – Must wear shirts.

WOMEN – Please don't wear tube tops or wear clothing that is revealing

* Special Note: Lately, our hosts in the Dominican Republic have asked both men and women not to wear sleeveless clothes, and no short shorts. They have communicated that there are certain community leaders that take offense to this.

Medical Issues, Supplies, and Insurance

FFCIN asks you to carry your own medical emergency and in some cases evacuation insurance. Volunteers may be transported to the closest recommended hospital, or be evacuated to the United States depending on the nature of the emergency. Make sure that you take care of any pressing medical or dental needs before you leave for your work trip. Volunteers should be current on their immunizations (see recommended immunizations below). Although we bring a First Aid Kit, you are responsible to bring your own personal first aid needs, e.g. personal medications, Band-Aids, sun screen, Pepto-Bismol, or any other over-the-counter medications for minor ailments you may experience. It is your responsibility to provide or maintain your own health insurance.

Spending Money

You will be responsible to purchase your own treats, souvenirs and food while traveling in the U.S. If you are a volunteer participating in the Foundation for Children in Need's work trips, FCIN will provide: airline tickets, associated taxes, fees and charges, food, lodging, transportation while in Haiti or Dominican Republic, t-shirt and donated money or supplies to the project recipients.

Lost, Stolen or Damaged Items

Don't bring anything of too much value. FCIN cannot be responsible for any lost stolen or damaged items that you bring with you.

Photographs

Many of us, including representatives from FCIN take pictures during our work trips. We may want to use these photos for publicity, web pages, marketing materials, or to solicit additional funding for the Foundation for Children in Need. Be aware that we cannot offer any compensation for the use of these photos. If you prefer that your photo not be used, please make us aware of this. Additionally, please be courteous and ask permission before taking photos. Some of the orphanages that we visit have asked that we be discreet in using the children's photos. Make sure that you never use their names when you share your photos.

Early Departure - For Inappropriate Behavior

If a participant becomes problematic and disruptive to the progress of our project, that individuals may be sent home prior to the end of the work trip at their own expense.

Anyone being sent home from a trip will be responsible for his or her additional transportation costs, and fees already contributed will not be refunded.

Medical information for individuals traveling to third-world countries:

Please review the CDC's recommended vaccination schedules for Haiti and Dominican Republic and **START EARLY!** While traveling in third-world countries, volunteers may be exposed to major diseases. Protect yourself as much as possible. FCIN will provide protective gloves and masks if necessary. Drinking clean water is also of utmost importance. Please use the bottled water that we provide for drinking and brushing teeth.



Frequently Asked Questions / Concerns

- **Question** --- Do I need any special documents to travel outside of the U.S.?
- **Answer** --- YES. We ask that all participants have a current passport, one other form of picture ID and a record of your immunizations and vaccinations.

- **Q** --- Is the water okay to drink at the orphanages and/or project locations if our hosts tell us that it is safe?
- **A** --- Although our hosts may feel confident about the quality of water that they offer us, we ask all of our participants to only drink the bottled water or commercially prepared canned or bottled drinks that we provide. This includes ice used at restaurants. Graciously explain to your host that you already have your beverage.

- **Q** --- What is the climate going to be like?
- **A** --- The weather is hot and humid near the ocean and cool in the mountains. During your trip we will visit both areas. Bring a sweat shirt or light jacket for cool evenings.

- **Q** --- Will we have refrigeration at our work sites?
- **A** --- Don't count on it. Electricity and space is most often limited.

- **Q** --- What about our meals?
- **A** --- We usually have a mixture of good old American food and local cuisine. We expect all of our volunteers to be non-complaining about the food and go with the flow. If you do not like an offered meal, eat it anyway or quietly decline and eat your own snacks.

- **Q** --- Is there electricity for personal items such as, hair dryers, electronics, or other equipment?
- **A** --- Sometimes, but expect to rough it on your trip. Our hosts have to pay for the electricity that we use. These funds are usually needed for basic necessities such as food and water. Hair blowers are particularly hard on electricity stores. **NO HAIRBLOWERS!**

- **Q** --- What are the sleeping accommodations like?
- **A** --- All volunteers should plan on sleeping in a common room on bunk beds with firm mattresses or on thick mats placed on the floor. Please bring your own sheets and pillow cases.

- **Q** --- Are there specific laws and customs that we need to be aware of for the safety of our group, as we interact with the local people and children?
- **A** --- YES. Remember that if it is illegal in the U.S. it is probably illegal in our host country. Respect all religious and political symbols or monuments. Don't proselytize. Stay in groups of three or more. Don't take pictures of people who object. Don't make promises you cannot keep.



- **Q** --- Do we have anyone who can educate us regarding the things we should know about the area and the people with whom we will be interacting?
- **A** --- YES. Ask your trip leaders any questions that you may have. In addition to just asking questions, we usually have a group meeting at night to share experiences and observations. This is a good time to ask questions.

- **Q** --- What language will be spoken? Will we have someone who can translate for us?
- **A** --- Spanish is spoken in the Dominican Republic. Since we work in Haitian villages, you will also hear Haitian Creole. Yes, we provide a translator for the whole group. This translator will be busy, so plan on using common Spanish phrases on your own. Creole is spoken by most people in Haiti. Again, we will have a translator available.

- **Q** --- Are there washing machines for washing my clothes?
- **A** --- Don't count on it. The washing machines may or may not be available at times. There will be washing tubs and a clothes line to hang your clean clothing to dry, whether you washed by hand or machine.

- **Q** --- What about transportation to/from the airport or departing city?
- **A** --- Volunteers are responsible for their own transportation to the departing airport or city.

- **Q** --- What kind of rest activities will we participate in?
- **A** --- Once a week we will take a field trip as a group. We will visit some historical sites, waterfalls and the beach.

- **Q** --- What baggage am I allowed to take?
- **A** --- We ask everyone flying to our work projects to pack their personal belongings in one carry-on bag and no more than one checked bag so we can use one of your allotments of two checked bags to transport supplies (formula, diapers, clothes, tools, etc.) to our host country. Hopefully your one checked bag will not be full, so we can arrange with you to bring additional supplies that you can pack for us. This baggage allowance may change, and we will advise you as the time gets close for your departure.

- **Q** --- What if we have some items we want to donate to the people in the Dominican Republic or Haiti?
- **A** --- We prefer to support the local economies and therefore like cash donations. However, if you have donated supplies, call us to see if they can be included in our tubs that we take along with us.



Tips and Reminders from Other Volunteers

- Children love to touch and receive affection. Love the kids as much as possible.
- Plan on being dirty and sweaty.
- Bring ear plugs and a good pillow.
- Don't worry about how you look or styles. No one cares and it is a waste of time.
- Make sure you bring a 12 inch box fan! You will be miserable without a fan!!! The little tiny ones are not big enough, so take our advice and bring the 12 inch dual battery/electric one that you can buy from Walmart.

What must I do? What must be signed?

- Obtain necessary ID and a Passport. Give copies to FCIN.
- Fill out and submit the volunteer application.
- Complete and send our skills questionnaire.
- Sign and send the Release Forms.
- Download the Volunteer Guidebook. Review
- Pay your fees
- Get your immunizations and vaccinations as directed by your personal physician or local health department. Send us a copy of these.



Packing List:

IMPORTANT REMINDER!

We encourage all of our volunteers to travel light! We also like to support the local economies. We take our volunteers to the local outdoor markets and/or grocery stores.

General Items:

- Phone numbers of family members that you may need to call in an emergency or if flights are delayed
- Name tags on all luggage (one inside as well)
- Spending money
- Passport and one other Photo ID plus a copy of your Birth Certificate
- Money Belt, neck pouch, or some other safe place to keep your money and passport
- Personal prescription medications
- Glasses / contacts
- Camera (plus film, batteries and memory cards)
- Scriptures if desired
- Journal (pen / pencil) if desired
- Book to read while traveling
- Pillow
- Towel and wash cloth
- Snacks. Snacks can also be purchased in the host country. It is kind of fun to shop in local stores.
- Flashlight
- Work shoes (closed toe)
- Hand sanitizer
- Bug repellent with DEET
- FAN! Don't forget a 12 inch box fan. This is the most important in my mind.

Personal Items:

- Shirts (may want to include 1 long sleeve)
- Pants, shorts or light skirts
- Socks
- Dress (we go to the Haitian church on Sunday morning)
- Underwear
- Women –bras and sanitary items
- Pajamas/nightwear
- flip flops
- Working Gloves (two pair)
- Swimsuit and towel
- Sunglasses
- Lip Balm
- Personal toiletry items:

- Toothbrush
- Toothpaste
- Deodorant
- Bath soap
- Shampoo
- Conditioner
- Razor
- Kleenex
- Sun screen
- Medications (prescriptions plus)
- Aspirin / Tylenol / Ibuprofen
- Sudafed / Antihistamine
- Cough drops
- Imodium - for diarrhea
- Pepto-Bismol
- Band-Aids
- Mole skin for blisters



Malaria (taken from the CDC website)

Drugs to Prevent Malaria (Antimalarial drugs)

If you will be visiting a malaria risk area in Dominican Republic, **chloroquine** is the recommended antimalarial drug. Malaria risk area in Dominican Republic: Rural, with highest risk in provinces bordering Haiti. In addition, risk in all areas of La Altagracia Province, including resort areas.

A Special Note about Antimalarial Drugs

You should purchase your antimalarial drugs before travel. Drugs purchased overseas may not be manufactured according to United States standards and may not be effective. They also may be dangerous, contain counterfeit medications or contaminants, or be combinations of drugs that are not safe to use.

Halofantrine (marketed as Halfan) is widely used overseas to treat malaria. CDC recommends that you do NOT use halofantrine because of serious heart-related side effects, including deaths. You should avoid using antimalarial drugs that are not recommended unless you have been diagnosed with life-threatening malaria and no other options are immediately available.

More Information About Malaria

Malaria is always a serious disease and may be a deadly illness. Humans get malaria from the bite of a mosquito infected with the parasite. Prevent this serious disease by seeing your health-care provider for a prescription antimalarial drug and by protecting yourself against mosquito bites (see below).

Travelers to malaria risk-areas in Dominican Republic, including infants, children, and former residents of Dominican Republic, should take one of the following antimalarial drugs listed above.

Symptoms

Malaria symptoms may include:

- fever
- chills
- sweats
- headache
- body aches
- nausea and vomiting
- fatigue

Malaria symptoms will occur at least 7 to 9 days after being bitten by an infected mosquito. Fever in the first week of travel in a malaria-risk area is unlikely to be malaria; however, you should see a doctor right away if you develop a fever during your trip.

Malaria may cause anemia and jaundice. Malaria infections with *Plasmodium falciparum*, if not promptly treated, may cause kidney failure, coma, and death. Despite using the protective measures outlined above, travelers may still develop malaria up to a year after returning from a malarious area. You should see a doctor immediately if you develop a fever anytime during the year following your return and tell the physician of your travel.



Haiti – Vaccine- Preventable Diseases

Vaccine recommendations are based on the best available risk information. Please note that the level of risk for vaccine-preventable diseases can change at any time.

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
Routine	Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, etc.
Hepatitis A or immune globulin (IG)	Recommended for all unvaccinated people traveling to or working in countries with an intermediate or high level of hepatitis A virus infection (see map) where exposure might occur through food or water. Cases of travel-related hepatitis A can also occur in travelers to developing countries with "standard" tourist itineraries, accommodations, and food consumption behaviors.
Hepatitis B	Recommended for all unvaccinated persons traveling to or working in countries with intermediate to high levels of endemic HBV transmission (see map) and who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, and for all adults requesting protection from HBV infection.
Typhoid	Recommended for all unvaccinated people traveling to or working in the Caribbean, especially if visiting smaller cities, villages, or rural areas and staying with friends or relatives where exposure might occur through food or water.
Rabies	Recommended for travelers spending a lot of time outdoors, especially in rural areas, involved in activities such as bicycling, camping, or hiking. Also recommended for travelers with significant occupational risks (such as veterinarians), for long-term travelers and expatriates living in areas with a significant risk of exposure, and for travelers involved in any activities that might bring them into direct contact with bats, carnivores, and other mammals. Children are considered at higher risk because they tend to play with animals, may receive more severe bites, or may not report bites.

Malaria

Areas of Haiti with Malaria: All (including Port Labadee). If you will be visiting an area of Haiti with malaria, you will need to discuss with your doctor the best ways for you to avoid getting sick with malaria. Ways to prevent malaria include the following:

- Taking a prescription antimalarial drug
- Using insect repellent and wearing long pants and sleeves to prevent mosquito bites
- Sleeping in air-conditioned or well-screened rooms or using bednets

All of the following antimalarial drugs are equal options for preventing malaria in Haiti:
Atovaquone/proguanil, chloroquine, doxycycline, or mefloquine.