We welcome you in service on behalf of the Haitian people and Haiti Healthcare Advocates. We want your time with us to be a memorable experience and have put in place a number of processes and practices that we hope will make your trip both efficient and allow you a cultural and spiritual event not to be forgotten.

The following letter includes pertinent team member information in a summary format. Additional details may be found in the Team Leader Basics Manual mailed under separate cover to your appointed Team Leader.

**Team Leader:**

Each team will have a single point of contact (team lead) for purposes of communication and coordination between Free Methodist VISA Ministry and Team Administrators, Randy and Jane Wynn (wynner1@verizon.net). The individual team leader will act as or direct a single member of the team to be responsible for communication between the team when in Haiti and family/friends in the USA.

**Each team leader is required to collect VISA Ministry sign off for all members of the team prior to leaving the USA.**

**Team leaders coming to serve in Dessalines should have available to them two letters; (1) a formal statement from Claire Heureuse Hospital in Marchand, Dessalines. This letter will state that you are coming with donated materials not for resale for use in the hospital and (2) a formal statement from Free Methodist World Missions – North America indicating that you are coming for a relief-related project.**

Team leaders should encourage all team members to bring a flashlight and batteries to compensate for those hours of the night when city electric power is unavailable.

USA mailing address: Haiti mailing Address:

Freem Methodist Foundation Victor Hugo #5

PO Box 580 Delmas 28-B

Spring Arbor, MI 49283 Port-au-Prince, Haiti

Attn: Haiti Healthcare Advocates

## General Information/Code of Conduct

Enclosed is general information about the Haiti FMM and the Code of Conduct. Please make photocopies of each for each member. We require each member to sign the Code of Conduct form prior to departure the copies of which may be mailed back or given to the missionary on arrival in Haiti. Please note the dress code.

# **Flight Information**

When entering the country you will be asked to complete two forms on the plane prior to landing;

Immigration Form:

This form is required for everyone entering the country and details specifically where you will be residing during your primary stay and provides the government with a contact number where you can be reached. It is possible that you may be in multiple locations in which case you should consider that address where you anticipate the bulk of your time.

Haiti:

For Marchand Dessalines:

Hospital Claire Heureuse of Dessalines

Marchand Dessalines, Haiti

Phone: 3-702-0889

For Port-au-Prince:

Haiti Inland Mission

Victor Hugo #5/28-B Delmas

Port-au-Prince, Haiti

Phone: 3-702-0889

Dominican Republic (only);

When entering the country via the Dominican Republic\* you will use the residence address where you will be staying during your time in that country, even if only overnight. If you use Caribe Tours (bus service) they will complete the paperwork

Jim White-Sharing The Vision
Sabaneta De Las Palomas Norte
Calle Rodriguez, Casa # 1
Santiago, RD

Phone: 809-570-7013. Cell number is 809-223-6612.

* Visa entrance fee is $10 USD (exact change) paid at the airport.
* Overnight lodging/meals while in Santiago is $50 USD/night.
* Transportation (Caribe Tours) from Santiago, DR to Cap Haitien, Haiti is $86 USD round trip.
* Bus leaves Santiago (one hour ahead of Haiti) every day at 12 PM arriving in Cap Haitien between 4-5 PM Haiti time. Have your driver ready to go so you get over the mountain and through Gonaives by nightfall otherwise you will have to overnight in Cap Haitien or Gonaives. The bus leaves every day from Cap Haitien at 9 AM Haiti time...this is EARLY. Try to check in no later that 8:30 AM. If you leave Dessalines early enough you won't have to overnight in Cap Haitien.
* Overnight stay (if required) at the Cap Haitien hotel is $50 USD.

If you have to fill out another immigration form for entering into Haiti then you would use the Haiti address you have been given.

Customs Form;

This form asks pertinent information regarding anything you are bringing into the country on which a tax or duty would normally be expected.

Passport/Visa:

A U.S. passport, but no VISA is required to enter Haiti. Presently there are no airport taxes required to pay on departure.

**Surgeons/Doctors/Nurses:**

Surgeons entering the country should bring personal HIV needle stick prophylaxis medications. Due to shortages in the country there is no guarantee these can be provided (includes planning on doing surgery or suturing etc) along with protective eye wear. You are encouraged to be self-sufficient to a level comfortable to your individual needs.

**Groceries:**

Your food requirements are pre-planned and available as a part of your overall daily fee. Should you wish additional fresh fruits and vegetables, all are available in the local markets. We discourage bringing food products due to escalation of costs associated with air transport; U.S. food products can be purchased in Port-au-Prince but at a higher price than the U.S.A. as all must be imported and selections are fewer in rural areas.

**Friends of Haiti Guesthouse:**

FOHO (Friends of Haiti Organization) has a guesthouse in Port-au-Prince where the Haiti mission headquarters is located. This is the main entry point for visitors and short-term teams. FOHO is a Free Methodist foundation that provides work teams to build churches and schools in Haiti. Due to the earthquake of 12 January 2010 this facility is presently no longer available for lodging/staging purposes except on a limited basis. If it is necessary to utilize these facilities, they must be cleared by the Team Administrators well in advance of arrival.

**The Citadel & White House:**

The two lodging facilities in Dessalines are within walking distance of the Claire Heureuse Hospital and are “secure” locations with “24x7” security coverage.

The Citadel is a “group lodging” facility with a larger “common” kitchen for teams. Bed linens are provided at no charge as well as beds and simple sleeping mats for the larger teams; each floor has a complete bath.

The White House is an apartment-style facility and is occupied primarily by Hospital staff and the Team Coordinators for teams working in the area.

**Project Costs:**

For work teams (construction/maintenance) assistance with the cost of the project is necessary to be considered for project team status. HHA is a voluntary organization with no budgeted project funds. Project teams should coordinate with HHA for assignment of projects; a recommended project minimum is $2500 USD. For medical teams assistance with the care being given for indigent patients is a necessary component of the trip costs due to the need to reimburse the hospital for overtime pay and use of equipment..; a recommended Medical Team Assistance is $2500 USD. For Spiritual Formation teams assistance for the DRHP Spiritual Formation Committee Budget is needed.

The cost of the project needs to be worked out for each team prior to arrival.

**Dress Code:**

Dress code for Haitian visitors is best described as “conservative” in nature and care should be taken to recognize cultural differences when working within the country.

Clothing for “construction” projects should be selected for comfort yet keeping safety and cultural norms in the thought process.

Sturdy shoes should be considered for all construction projects, sandals should be limited to leisure time as the terrain is difficult even in urban areas. Pants (light weight “khaki” work pants recommended) should be considered with shorts reserved for leisure time within the compound.

When working in a business environment (hospital, schools, Child Care offices) care should be taken to present a look commonly referred to in the USA as “business casual”. Medical personnel working within the Hospital should consider “scrubs” as appropriate attire.

Women should consider skirts to be “below the knee” (intended for modesty/safety issues when ministering in Haiti) or longer. Make-up and jewelry should be “appropriate” but not excessive. It is recommended that rings, etc. be left at home for personal safety. Shorts (appropriate length) and tank tops are acceptable in the guesthouse.

Sunday church attire is collared shirt and slacks for men; blouses and skirts for women. The Haitian people consider church services a high privilege and will come dressed in their best clothing.

**Gift Giving:**

Many Haitian people you will be spending time with are poor and we all have the urge to give them things. Please do not do this unless you have consulted with both your team leader and the Team Coordinator. When you arrive and travel in Haiti, you will hear the constant call of “blanc give me one dola.” This plea is simply a response to what many Haitians have experienced with prior expatriates, that of the random dispensing of money and gifts. This attitude creates long term “un-healthy expectations and attitudes” that we do not want to encourage.

 Tips are approved at the end of a trip for staff you work with after consultation with the Team Coordinator and team leader. The mechanism for all gift giving or development of a monetary support relationship between an Expatriate and a National should follow the protocol of consultation with the Team Coordinator and team leader and the National Pastor if there are significant questions or planning needed.

**Communication:**

We request that you set up prior to your arrival a “telephone tree or email tree” with one contact person in the USA to relate news to the other team members families. With the advent of wireless, a team member may bring a laptop for team use.

Team Coordinator cell phones are available for use for emergency communication.

**Internet Structures:**

Internet facilities are available if required; wireless units are generally functional between the two locations and passwords may be obtained from the Coordinators upon arrival. Note that fees associated with Internet use are based on a “per/KB” basis unlike what is commonplace in the USA. Please limit the communication to short text messages and PLEASE DO NOT UPLOAD/DOWNLOAD INDIVIDUAL PICTURES and/or “SURF THE INTERNET” as it quickly consumes the KB allocation for the month.

**Other Considerations:**

 It is recommended that daily doses of Doxycycline, two weeks prior, during and 4 weeks after your trip be considered to avoid exposure to Malaria while in Haiti. Please consult your personal physician for any additional recommendations.

Alcohol and smoking are not considered good examples and are prohibited.

Tatoos are to be covered with a band-aid/bandage; piercings other than earrings for women are prohibited.