



TEAM GUIDELINES

BEFORE THE TRIP

Once you have committed to go on a trip to Haiti Lifeline, there are several ways you can prepare yourself and help make the trip a success.

First of all, pray. Pray for your heart, the hearts of fellow team members and the hearts of those we are going to serve. Pray for an attitude of humility and a desire to serve. Pray for safety and smooth travels. Remember to pray for the kids at the orphanage and those running it (Daniel, Nicole, and the Mamas).

There are also several practical, necessary ways to prepare:

1. Make sure you have a passport. Make sure your passport date is valid past your team travel dates. First time passport applicants see: http://travel.state.gov/passport/get/first/first_830.html
2. If you have not mailed a physical copy of your passport with your application, please mail a copy of the passport picture page to the HLM Office (contact@haitilifeline.org). This information is extremely important and it must be accurate for purchasing plane tickets.
3. Make sure your tetanus shot is up to date. **See also "Immunization / Medical Information" below.**
4. Ask your team leaders if there is anything they need help with. If not, pray for them!
5. We highly recommend the book "When Helping Hurts" (by Steven Corbett & Brian Fikkert) to gain some insight and perspective on alleviating poverty and working with impoverished people. You may purchase this book on Amazon or borrow it from the HLM office. Email contact@haitilifeline.org if you are interested.

YOUR TEAM

1. **Every team has qualified, experienced, and capable leaders that have prayerfully committed to the responsibility of leading your trip. Please observe their leadership during your trip and give them your respect and trust as they sometimes have to make difficult decisions to ensure your safety and the greatest potential impact for your mission team. If they make a decision, please don't question it in divisive ways, but respectfully communicate with them directly. If you need to appeal one of their decisions, speak with them directly and ask your team leader if they would make the appeal along with you to Nicole. Never go directly to Nicole or another Haiti Lifeline team leader to seek an alternate opinion when given a directive from your leader, unless there is an emergency.**
2. Remember each team leader has their own personality and way of leading. If you have been to Lifeline more than once, try not to compare past experiences or past team leadership styles with your current leader.
3. Nicole is the final boss, of course. The buck stops with her. Please let your team leaders consult with her on itineraries or plans for the team. Otherwise, feel free to get to know her heart for the mission and give her as much encouragement and love as possible!

FOOD / BEVERAGE

1. Safe clean water and ice are available and plentiful. Both are pure and should not cause digestive issues. While the well water at the orphanage has been tested by an American lab as safe for drinking, we

recommend always drinking bottled (or filtered) water out of the guesthouse. You need to **BRING YOUR OWN WATER BOTTLE!**

2. Our team water is not for the Lifeline children. They have their own well water and can drink it without any health concerns. Please say "no" if they ask you for your water (or ice), since this can quickly result in a large water bill for the team.
3. Coffee is available in the morning and can be made at other times during the day if someone is in need of it.
4. Any Haitian meal that is served at the guesthouse is not "off the street" and is safe for our delicate American digestive systems. Most meals are based around beans and rice with a sauce containing meat (beef, fish, or chicken).
5. All fruits and veggies served to us at the orphanage are properly washed.
6. Please let us know if you have dietary issues, and we can give you suggestions on how to deal with this while we are in Haiti.
7. A signup sheet will be available for kitchen clean-up after each meal.

FACILITIES

1. Public electricity is sporadic and unreliable. Lifeline has a generator which will be used at night so team members can shower and dinner can be made. This also allows the A/C units in the guest house bedrooms to provide cool air while everyone sleeps. The generator may or may not be on during the day depending on if activities require electricity. The clinic exam rooms have A/C units as well as the pharmacy.
2. Fully equipped American-style showers are available at the orphanage. Be prepared to keep showers short to conserve water and heating!
3. Rooms are equipped with standard outlets so **no need for adaptors.**
4. **Do NOT flush toilet paper.** Buckets are provided in each bathroom for disposal of paper items.
5. Towels are available at Lifeline. Feel free to bring your own towel if you wish.
6. First aid kits are available at all times. Sunscreen and bug spray may also be available (but we recommend that you also pack these items, just in case).
7. In the event of an emergency, there is quick access to the U.S. Embassy and the airport.
8. Hand sanitizer is available in abundance.
9. Internet is available to the team on a limited basis. There will be a Lifeline team computer with an internet stick. This will likely only be available at night. The internet is for team leaders and team members to report brief messages to family. Please try to limit your time on the internet. Remember, this is a great time to bond with the kids and your other team members!

CLOTHING

1. Remember that Haiti will be warmer and more humid than most U.S. locations. There will likely be no air conditioning during your stay (except in those limited rooms mentioned above). Light, airy clothing will be in order.
2. **There is a dress code during trips to the orphanage. For cultural reasons, Nicole has asked that men wear long pants (jeans, khakis, etc) and women wear skirts that are at least knee-length during the days. Also, no tank tops or spaghetti straps. However, in the evening, once the work day is over, shorts (around knee-length) can be worn by all. The children at the orphanage are typically required to abide by this dress code, so we do not want to tempt them to desire a different standard.**
3. Medical scrubs are appropriate clothing for medical-related trips.
4. Ladies, you may want to bring spandex to wear under your skirts (you will thank me later). Bandanas are also helpful as they can either keep hair out of your face or dust out of your face.
5. According to the practice of the local Haitian church, please limit jewelry to the bare minimum out of respect for Nicole (e.g. stud earrings, wedding bands without precious stones, simple necklaces, etc.)

6. If there is a beach visit on your trip, please stick to appropriate swimsuits (e.g. women wear tankinis or full suits and men wear board shorts or longer swim trunks) without drawing extra attention to any features such as body piercings, extravagant tattoos, etc. Remember that Haitian culture is much more conservative in general when it comes to clothing than our culture in the U.S.
7. Laundry services will be available once or twice during the week for a small fee. Your team leader will inform you when laundry service is available.
8. Remember to dress appropriately for travel to and from the United States. Weather conditions may be very different, depending on the time of year you are traveling. Also, airplanes and airports are usually quite chilly.

MISC. ITEMS TO BRING

1. Pillow and bedding: Depending on flight schedules, you may need to spend some time sleeping in an airport or two. At the orphanage, the beds are fitted with sheets and pillows. You may bring your own bedding as well, but remember you will probably not desire much more than sheets as it will be warm.
2. Earplugs: If you are a light sleeper, earplugs or headphones would be good to have. You'll soon discover that nights are not silent in Haiti with the various roosters crowing, dogs barking, and possibly men snoring. However, most people are exhausted by the end of the day so sleeping isn't an issue.
3. Money: More than likely there will be 2-3 flights both directions, meaning there may be a need/desire to purchase food/drink in the airports. Also, you will likely have an opportunity at some point to purchase Haitian souvenirs. There will also be an opportunity to give towards the offering at a Haitian church service. The amount you bring is up to your discretion, however, \$100/per person is usually sufficient for travel food and souvenirs. We recommend bringing small bills. **Do not give the Lifeline kids cash as payment/reward for helping with the team or for gifts they give you (e.g. thread bracelets and small handmade cardboard cars).**
4. Gifts for kids (please see "Kid Interaction Guidelines outlined below")
5. Cameras: the orphanage children are very trustworthy with items such as cameras, video cameras, phones, etc. They love to have their picture taken and take pictures of you and others. Feel free to bring these items. When village children are present for school, however, you should not leave anything valuable out in the open. Also, please be aware that while the children are typically careful with these items, they also do not know how to operate them properly and several people have had pictures/apps deleted.
6. Other electronics: please limit electronic usage during your time in Haiti. We ask that team members store and use their electronic devices (besides cameras) inside the guesthouse while kids are not present. This is a great opportunity to spend quality time with the kids and to "unplug" for a few days. There may be opportunities for you to bond with the kids using electronics provided by Lifeline.

HOW TO PACK- This is up to your team leader's discretion so check with the Lifeline office prior to packing.

1. The goal should be to get all of your clothes and personal items in your carry-on baggage. Check the current size/weight limitations with the airline.
2. The team tries to save most of the checked baggage to transport food and supplies to the orphanage (50 lbs of free shipping per person!).

RECOMMENDED PACKING LIST

Clothing (women)	Clothing (men)	Toiletries (travel sizes)	Food/Drink	Misc.
knee-length skirts	pants	shampoo	water bottle	passport
shirts with sleeves	t-shirts	conditioner	snacks as desired	sunglasses

longer shorts	shorts	body soap		flashlight
skirts and shirts for work projects	pants and shirts for work projects	deodorant		earplugs
sandals	sandals	sunscreen		headphones
work shoes	work shoes	bug spray		cash (small bills)
modest swimwear	modest swimwear			camera
1 nice skirt/shirt combo for church	1 nice pant/shirt combo for church			Bible

1. You will likely get dirty doing work projects, playing with kids, and other various activities. Please pack accordingly. Don't bring your favorite clothes!
2. It is up to you whether you wish to pack enough clothes to wear every day without doing laundry, or if you wish to pack fewer clothes and plan on washing them throughout the week.
3. Remember: all liquids need to meet TSA standards. Bug spray or other aerosol products may need to be packed in checked baggage. Contact your team leader if you need space in the checked luggage.

DAILY SCHEDULE (This is an approximation and is likely to change.)

7:00 a.m. -breakfast
8:00 a.m. - work projects*/ clinic
12:00 p.m. - lunch
1:00 p.m. - work projects*/ clinic
6:00 p.m. - dinner
7:00 p.m. - time with the kids - singing/snack time
8:00 p.m. - devotions with the older kids
9:00 p.m. - team devotions
11:00 p.m. - guesthouse lights out

*work projects depend on the team focus

IMMUNIZATION/MEDICATION INFO

The CDC recommends that you check with your healthcare provider to make sure you are up to date on all routine vaccinations, including Measles, Mumps, Rubella (MMR), Diphtheria/Pertussis/Tetanus (DPT or DTaP), Polio virus, etc.

Tetanus is needed every 10 years.

The CDC also recommends that you are immunized against the following to travel to Haiti (required by HLM for Medical Teams):

1. Hepatitis A which is a series of 2 shots 6 months apart (this form of Hepatitis is usually transmitted through food and water). After you receive the 2 doses 6 months apart of this vaccine, you are generally immunized for 10 years. Note: Hepatitis A has been recommended since 2007, so your children may already be vaccinated for it.
2. Hepatitis B is a series of 3 shots (one shot to start series, one dose repeated 2 months after the first dose, and the last dose given 6 months after the 1st dose). This is generally transmitted via blood or body fluids (if you had an injury and had to be treated in a Haitian hospital you might be exposed to this or if you were taking care of people in a medical fashion in Haiti). Hepatitis B has been recommended since 1991, so

most children born since 1991 have had it. If you have had it and it has been a while or you are concerned about immunity, you can get a titer done (a blood draw to determine immunity).

3. Typhoid vaccine gives increased immunity if given in the “live” -oral form, so that is what is recommended. It is a capsule that you take every other day for 4 doses. Take at bedtime to reduce tummy upset! The oral medication cannot be given to children under the age of 6. This immunity lasts for 5 years. The injection form, given to children less than 6 years old, lasts for 3 years.

The sooner you do your immunizations the better. You do not need all the doses for immunity to travel to Haiti, you just need these for longer term immunity.

The CDC recommends taking an anti-malaria medication prior to and during travel. We also recommend taking Cipro (an antibiotic that is helpful for bacteria of the bowel, bladder, sinuses and other body systems) if you are not allergic, and a general pain medicine like Ibuprofen or Tylenol. If you have trouble sleeping or flying you may need medications for this.

While the CDC does recommend all of the above, many have traveled to Haiti with only a tetanus shot and have had no medical issues. Aside from the tetanus shot (and Hep A & B for medical related teams), all other immunizations and medications are up to personal discretion, between you and your family.

WHILE IN HAITI

1. Stay together as a group at all times, especially once you arrive in the Haitian airport. Do exactly as your team leader tells you to do. He/she will likely have a Haitian contact at the airport and will be working with a Haitian “boss-man” to help get the luggage to the truck. It will be somewhat chaotic outside customs. Just stay together and keep a hand on your luggage and any checked bags you are responsible for the entire time. Don’t let anyone take your bags at the airport unless your team leader approves.
2. Be courteous when taking pictures. Some Haitians may think it is rude to have a group of Americans snapping pictures of their poverty. Remember we are in a foreign country and we need to respect our hosts. It helps to think about your underlying motivation for taking the picture.
3. Be respectful of Haitian culture and understand that each society has innate flaws. Be wary of making snap judgments or comparisons between the United States and Haiti. Be thoughtful of how your words affect not only the team but also our Haitian partners and translators.
4. Upon arrival at the orphanage, it may take a bit of time to get luggage sorted out and make sleeping arrangements. In Haiti patience is key. Other cultures, especially Caribbean cultures, may not view time the way that we Americans do.
5. If you go into the city to collect supplies stay with your team leader and group.
6. Never go out into the city by yourself or without permission.
7. At night, stay in the lighted areas and do not go to the gate.
8. Respect the children’s privacy as they have very little that is “theirs”. Unless asked by a child of the same gender into their room, do not go into the older boys or girls dormitories. Also be considerate of the younger children’s rooms as the Mamas have a schedule for when the children need to eat, get dressed, and go to sleep.

CHILDREN INTERACTION GUIDELINES

Thank you in advance for the care, affection, and love you are going to be showing to the orphanage kids at Lifeline! This is an opportunity for them to feel cared for and loved by someone who loves Jesus first and foremost. Our highest priority for the children is to help them know Jesus better, and helping them feel special through attention, affirmation, and affection can be amazing tools to accomplish that goal!

That said, in order to maximize our effectiveness in Haiti, and to set the Lifeline mission up for continued success when we are gone, here are some suggestions for establishing proper boundaries for behavior and interactions with the kids:

- These children are very special and do not receive the group-attention they will get during team travel throughout much of the rest of the year. Your touch will be very meaningful and be remembered. Try to seek out the kids who do not seem like they are as outgoing. Just like children here, there are many kids who are naturally shy. Some kids may take a while to warm up to you. The older children who have been at Lifeline for some time have seen teams come and go. These teenagers need your love and affection as much as the younger children! It may take longer to “break through” to them but they want connections and relationships. Don’t give up! For some of the newer children, you may be the first American they have ever seen. Towards the end of the trip, the kids may start to become more “needy”. This neediness may be displayed in crying, acting out, or temper tantrums. They know you are leaving and that it will be a long time until they see you again. Remember to be patient and loving. If you need a break, just go to your room for a few minutes.
- Children are not allowed in the guest house while American teams are there. Please do not invite them inside. There are plenty of places to hang out on the orphanage grounds, and it’s always better to spend quality time on their turf instead of Americanized turf in front of the fan. In addition, the guesthouse contains professional offices used by Nicole and other staff. Occasionally, an exception may be made to this rule for older kids helping in the kitchen or on work projects. Also, there may be a time when certain children are brought into the guesthouse to Skype with friends/adoptive parents from the States. However, both of these situations should be left up to the team leader and decisions made on a case-by-case basis. Please help us keep the children out of the guesthouse and thereby providing a place for team members to recoup and rest as well as showing respect for Nicole by keeping her area clean and professional.
- The only exception to the above rule is adopting parents and their adoptive kids. Adoptive children are allowed in the guesthouse for meals only and are not to be left in the guesthouse without direct parental supervision. If adoptive children wander into the guesthouse without their parents, please ask them to leave.
- Please let team leaders use their judgment when it comes to distributing giveaways such as toys, shoes, clothing and other keeper items. Usually, these items are stored in the warehouse and distributed as need arises. They understand the ins and outs of the orphanage social structure and have to use judgment to make sure an intended gift doesn’t backfire and leave a kid hurt in the long run.
- When it comes to loaners such as cameras or phones, it is healthy to create boundaries such as a time to return it to you before the next meal, e.g.
- One of the most special opportunities our teams have is to be present at bedtime to sing, read Scripture, and pray before the kids go to sleep. You will usually be tired at the end of the evening, but making time for this each night will create a huge impression on the kids’ hearts!
- Please use sensitivity when talking with the kids about their pasts. It is not an off-limits topic per se, but many children don’t know too much about their parents or their personal backgrounds, or they don’t have accurate information. We do not represent the type of professional counseling that would benefit most of these kids, so be careful not to hurt a kid simply by broaching inappropriate topics with them.
- It is never appropriate to create false senses of expectation or anticipation in the children about potential adoption. The adoption process is difficult and unpredictable enough, and there is already an uphill battle in terms of the kids perceiving Americans as coming to choose their favorite child to adopt. Please refrain from using adoption language with them or talking about them coming back to America unless you have already done the work and put in the time to establish procedures with the adoption agency (specifically you have had your application approved and been matched with a specific child). Every child there deserves to feel loved and cared for equally by the entire team.
- Try to help the Haitian Lifeline staff and American Lifeline leaders with the discipline of the kids. We don’t need to be the “grandparent” figures in their lives that let anything slide. Step in to help resolve conflicts

between kids. Use discipline with kids that are behaving inappropriately. Say “no” just as much as you are saying “yes.” Doing otherwise actually does more harm than good, as we leave the kids in worse shape than before we came. Instead, we ought to reinforce that one can love God and still behave well and obey authorities.

- Remember that you have an incredible opportunity to leave a lasting, positive impression on a child. Your role as a mentor should be taken seriously. Maximize the time you have at the orphanage as it will be gone all too soon, for both you and the children there. Have a humble heart that is focused on love and discipleship with each interaction you have. What a privilege it is to represent Jesus to others!

CHILDREN GIFT GUIDELINES

- **Do not give the Lifeline children cash as a reward for working or helping, as payment for bracelets or trucks, or for any other reason**
- Any gifts taken to Haiti must fit within these guidelines:
 - A gift may be given for a specific child only if you are that child's adoptive parent.
 - For any other gifts, there must either be enough for every child at Lifeline to receive one or enough for a specific group of children at the orphanage (for example: journals for all 12-15 of the older girls).
 - All gifts must fit within a gallon-sized ziploc bag. Due to extenuating circumstances, we are needing more baggage space for team items and food than previous years. There will be very little room for gifts in team luggage.
 - There are no limits or restrictions on letters or sending pictures. These children want and need relationships and connections. Receiving a letter means that someone cares for them and is willing to put thought and effort into pouring into their life. In the long run, the gift of friendship and love means more than any material gift.
- We have changed the gift guidelines to those stated above for several reasons:
 - We have discovered that over the last couple of years children have become more persistent about asking for physical gifts from team members. We do not think this is a healthy attitude to encourage/reward as there is already a stereotype in Haiti that Americans come, bring gifts, pour money into something, and leave. We have more to give these children than candy, a toy, or another item that will be broken or quickly forgotten.
 - We found that we are taking specific gifts for a select group of children who are the most extroverted. Therefore, the same 10-15 children are receiving multiple gifts from team members while the other 50 children never receive anything.
 - Any true “needs” that the children have (shoes, for example, as these are often requested by the kids) need to be brought before the Haiti Lifeline staff. This allows the Lifeline staff who are more aware of the needs/ prior requests of children to be evaluated and addressed.
- If you are traveling with a team, you may pack gifts within your own luggage that do not fit the above guidelines. We understand this and will not try to regulate your own packing. However, please keep in mind the reasons we drafted the guidelines and that we are putting the kids' well-being in utmost priority. We love the children at Lifeline and want to spoil them! Let's spoil them with attention and affection rather than gifts.

We are thankful for your willingness to serve the Lord and the children of Haiti Lifeline through the sacrifice of your time and resources. As you prepare for and go through your trip to Haiti, know that you are being prayed for by many people.

**We go, hoping to change the life of a child.
We return, finding our own lives have been forever changed.**