



This document has been designed to provide our mission team leaders with the procedures and policies that have been put in place for all future mission teams visiting the Olancho Aid Foundation. The number of mission teams that visit the Olancho Aid Foundation each year is increasing and with this growth comes the responsibility of being more structured with our policies and procedures. Our goal is to complete as many solidarity projects as possible for the underserved population here in Olancho, however we must keep our mission team members safe, provide structure, and cover the organizational expenses related to mission teams.

We thank you for your support and cooperation.

OAF CHECKLIST FOR OAF MISSION TEAM LEADERS

This is to be used by each team leader to ensure you have submitted the proper documents, paid your fees, and communicated your plans with Oscar Fuentes.

- ✓ Have you reserved the Volunteer House? Reservations should be made by contacting Oscar Fuentes at missionteam@olanchoaid.org , please reserve prior to booking flights.
- ✓ Checked your team members passport expiration dates? Passport must be valid 180 days after **return** date.
- ✓ Scanned and e-mailed the OAF permission and release form for each team member to Oscar Fuentes at missionteam@olanchoaid.org. Please submit at least 2 weeks prior to arrival. If release forms are not received we will not send the bus to Tegucigalpa to transport your team.
- ✓ Have you send the number of people and days of work to Oscar, so he can send you back the receipt of payment to volunteer house.
- ✓ Have you mailed your check to cover the fees for the Volunteer House? OAF, P.O. Box 15, Rockland, MA 02370 **with your mission team name in the memo line**, please include a note "Volunteer House Fees", Please pay 2 weeks prior to arrival. If payment is not received we will not send the bus to Tegucigalpa to transport your team.
- ✓ Have you spoken with Oscar to discuss the types of projects you want to accomplish with your Mission Team? Have you paid for these projects? Same PO Box address as above, include your team name in the memo line and attach a note "Project Fees" Please pay 2 weeks prior to arrival.
- ✓ Have you emailed Oscar the room assignments for your team members? There is form available form Oscar with room information.
- ✓ Have you shared the Volunteer House Manual document with your team members? All teams need to understand the basic rules before they arrive here in Olancho.

OAF RATES FOR THE VOLUNTEER HOUSE

# of Team Members	Rates
1 – 14	\$3,300 for 7 days (\$471.00 for each additional day)
15 - 20	\$32.00 Per Person Daily
21 – 40	\$27.50 Per Person Daily

The rates above include the following:

- Transportation to and from the International Airport in Tegucigalpa, Honduras.
- Room and board at the Volunteer House (Includes linens, pillows, and towels) Security guard from 6:00 pm – 6:00 am daily.
- Lunch & Dinner prepared by a cook at the Volunteer House (Groups should bring their own food for breakfast or purchase it once you arrive in Juticalpa)
- Coffee and Fruit.
- Purified drinking water.
- A driver, a bus, and gas in order for your group to travel to your daily worksite.
- A bilingual Honduran who will assist your group with your daily projects and communication.
- A cell phone with a local Honduran number (Each group is responsible for purchasing their own minutes as some groups use it to call the U.S. and others only use it for local calls)

Mission Team Project Costs:

The rates above do not include the costs of the projects that your group chooses during your mission trip. Costs associated with your Mission Team project should be coordinated with Oscar Fuentes and paid for separately.

Payments:

Project costs and Volunteer House rates should be paid in full 2 weeks prior to your arrival date. Checks should be sent to our P.O. Box at **Olancho AID Foundation, PO Box 15, Rockland, MA, 02370, WITH YOUR TEAM NAME IN THE MEMO LINE** as well as note that describes your payment, "Volunteer House Fees" or "Project Fees". If you have any questions please contact Oscar Fuentes (missionteam@olanchoaid.org).

OAF VOLUNTEER HOUSE MANUAL

Team leaders should review this document with their team prior to arriving in Honduras. This information will help make your stay more enjoyable because your team will understand the general rules while visiting the Olancho Aid Foundation.

Honduras Phone Numbers

Oscar Fuentes, Volunteer Coordinator– 9864-8819

Carlos Najera, Executive Director– 9990-9771

To call the U.S. From a Honduran phone: dial 001 + area code + phone #

Our staff

Oscar Fuentes, Volunteer Coordinator

Jose , Driver

Benita Padilla, chef & Housekeeping

Mass Times

Santa Gertrudis – (located across from the volunteer house) – Everyday at 5:00 pm & Sunday Mornings at 8:00 am

- The Cathedral – (located in the park / town square, 5 min drive from Volunteer House) – Everyday at 6:00 am & 6:30 pm, Sundays at 8:00 & 11:00.
- Jutiquile (Padre Ricardo's Parish, located 25 minutes from the Volunteer House) – Sunday Mornings at 9.
- Las Clarisas (Home of the Cloistered Poor Clare Nuns, 5 minute drive from the volunteer House) Mass on Sunday Mornings at 7:00.

Internet

We do have internet access at the volunteer house. Oscar will give the internet code to the Mission Team Leader. If a member of the Mission Team wants to use the internet they should get the code from the Group Leader. Some groups prefer their teams not use the internet while others allow everyone to use it. Please ask Oscar for the code.

Please cover the following items with your Mission Teams

1. Vehicles are not be driven by mission team members. If there is an emergency, and Carlos approves that a mission team member needs to drive a vehicle a waiver must be signed by the driver.
2. Mission teams are not allowed to stay at Escuela Nazareth except in extreme circumstances.
3. If we don't receive a permission and release form and payment from each mission team member prior to the trip we will not send the bus or van to Tegucigalpa. Release form and payment should be received by Oscar Fuentes 2 weeks prior to travel.
4. All Mission Teams should respect the OAF team members, rules, and policies. The rules and policies have been written in order to keep mission team members safe, protect the Olancho Aid Foundation, and cover the expenses associated with hosting mission teams. If you have any concerns please contact Oscar Fuentes. If you are not able to resolve a concern with Oscar Fuentes (missionteam@olanchoaid.org), please contact Carlos Najera (cnajera@olanchoaid.org)
5. **Toilet paper** goes in the trash can in Honduras, not the toilet. We have trash cans located next to each toilet.
6. Don't drink the **water** from the faucets while visiting Honduras. Please use the large water dispensers located near the kitchen and bathrooms in the volunteer house. When the bottles are empty you can replace them with the new bottles located on the first floor next to the stairs. Please clean the top portion of the bottle as it will be in contact with the water in the dispenser.
You can take these bottles with you on the bus as well. Everyone should keep a small water bottle handy at all times, it is important to stay hydrated while you are here as it can be very hot. Please use bottled water when brushing your teeth as well.
7. **Garbage**. There is a blue garbage bin located on the front porch of the volunteer house. Please dispose of your garbage in this bin. Do not leave bags of trash outside of the bin or on the front porch as dogs will get to it and create a mess.
8. Do not leave **your personal belongings** or OAF belongings on the front porch or anywhere outside of the house. Many people walk by the volunteer house everyday and it is very easy for items to disappear from the front porch.
9. Please **lock the upstairs gates** when you are not at the house. The guard can't keep an eye on all gates at the same time and this will prevent someone from climbing into the house and taking your belongings (this has happened in the past). Please assign someone in your group the responsibility of locking the front door and the upstairs gates in the evening prior to bed time.
10. **Dishes**. Please divide dish duty among your group after dinner. Banita will clean dishes that are left in the kitchen after breakfast and lunch, but we suggest you clean your dishes from dinner so Banita does not have to wash dishes from Dinner when she arrives in the morning.
11. Please remain in small groups (3-5) anytime you are outside of the volunteer house. For **your safety** we recommend that you don't walk alone during the day or night. It can also be dangerous to walk on the street in front of the volunteer house. Please don't walk on this street at night.

Please contact Oscar if you have questions about safety. We want everyone to enjoy their time here in Juticalpa, but we want everyone to be safe as well.

12. **Water tank!** At times the volunteer house will not have water. Please contact Oscar so he can ask the nuns next door to turn the water on. You can borrow water from the water tank on the second floor by removing the lid on the top of the tank, but please don't mess with the valves.

13. You will have the opportunity to interact with several **Olancho Aid employees** while you are in Juticalpa. If an employee approaches you with a request for any type of gift, donation, or money please submit the request to Oscar so he can add it to the list of employee requests. We have over 100 employees, some have more need than others. In order to provide for our employees who need it the most and to protect our volunteers resources please communicate all requests with Oscar.

14. **KEYS** – Your group leader will have a key to the main front door as well as the pharmacy. We have also hung a key by the main front door as well as each one of the gates. **Please put the key back on the hook after you unlock the door or one of the gates.**