

TEAM GUIDELINES

EMMANUEL



Contacts:

Team Coordinator: Felipe Alvarado volunteeremmanuel@gmail.com

US Team Coordinator: Morgan Worch EmmanuelUSTeams@gmail.com

www.orphanageemmanuel.com

VISION

When David and Lydia Martinez were given a vision from God, showing them that His heart's desire was for them to provide for abandoned and unwanted children, they sold everything they owned and moved to Honduras to follow the Lord's calling in their lives.

In Honduras, as a ministry of Amor Cristiano Internacional, they founded Emmanuel in December 1989. Their desire was for the Lord and Savior to be exalted and to care for His children.

By the grace of God and His ability to touch the hearts of many people throughout the World, Emmanuel now houses and cares for almost 250 children of all ages. Through God's love and compassion for these children, a loving home and refuge has been provided for them along with all necessary home facilities.

Orphanage Emmanuel is located approximately 70 miles northeast of Honduras' capital, Tegucigalpa. Emmanuel's facilities include a church, homes for the children, staff, and volunteers, dining halls, laundry facilities, a warehouse, bakery, medical and dental clinics, soccer field, and gymnasium.

WHAT DO I NEED TO VISIT?



Background Check if you are 18 or older. This can be a certified letter from the church or organization stating that all members have passed a background check with the names listed.



Signed Liability Waiver and acknowledgement of the Team Guidelines



Current Passport. Please be sure your passport is valid for 6 months or more from the last date of your trip.

COST



\$200 non-refundable deposit. This will confirm your time slot in our calendar and, it helps us take care of general upfront expenses we have. .This deposit does not apply to any team fees due.



\$45 per day per person. First and last day count as one. This covers the 3 meals a day, lodging, all linens, internet, and cleaning.

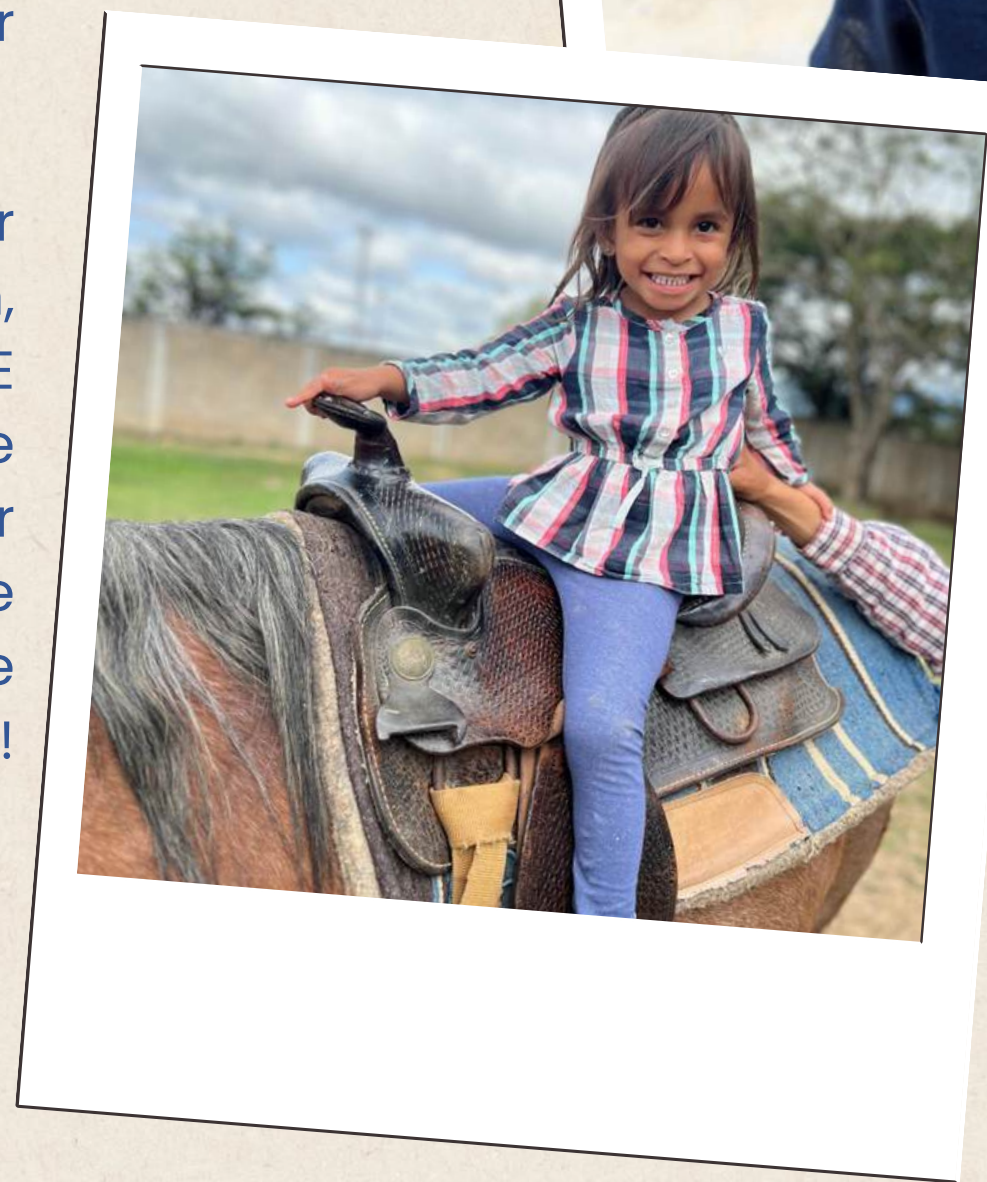


\$600 Transportation Fee. Additional charges will apply for groups larger than 40 (based on vehicles needed to transport the group and their luggage).

PLANNING

We strongly encourage teams to be at least 12 to 15 people, and there is the capacity to hold teams up to 40+ people. There are 2 houses on the property to be able to hold more than one team if it works within the guidelines and both teams. If your team is less than 12 and there is another team interested in that same week, we will host them as well. The only cost that will be shared is transportation if traveling on the same day. Team fees, project costs, and deposits are separate for each team to pay.

The Team Data Sheet is needed so we can coordinate and plan for your trip (i.e., number of team members, meals, transportation, special activities, and projects). It is important for us to receive ONE MONTH before your trip. It also allows you to let us know if you have special skills among team members that we should be aware of or if you are hoping to do a special activity that needs to be scheduled. If you wish to have a project that requires supplies, we ask that you fund that project. This sheet is very important to us! So, fill it out to the best of your ability.



ACTIVITY AND PROJECT IDEAS



Communicating through emails ahead of your arrival is necessary in order to determine the project or activities that best suits your team skills and funds available. Activities can be varied and even within one team you can have different projects. Examples of things to do include: construction, maintenance, dental, medical, haircutting, painting, farm work, cleaning, photography and/or videography, or games and activities with the kids. We are also open to suggestions.

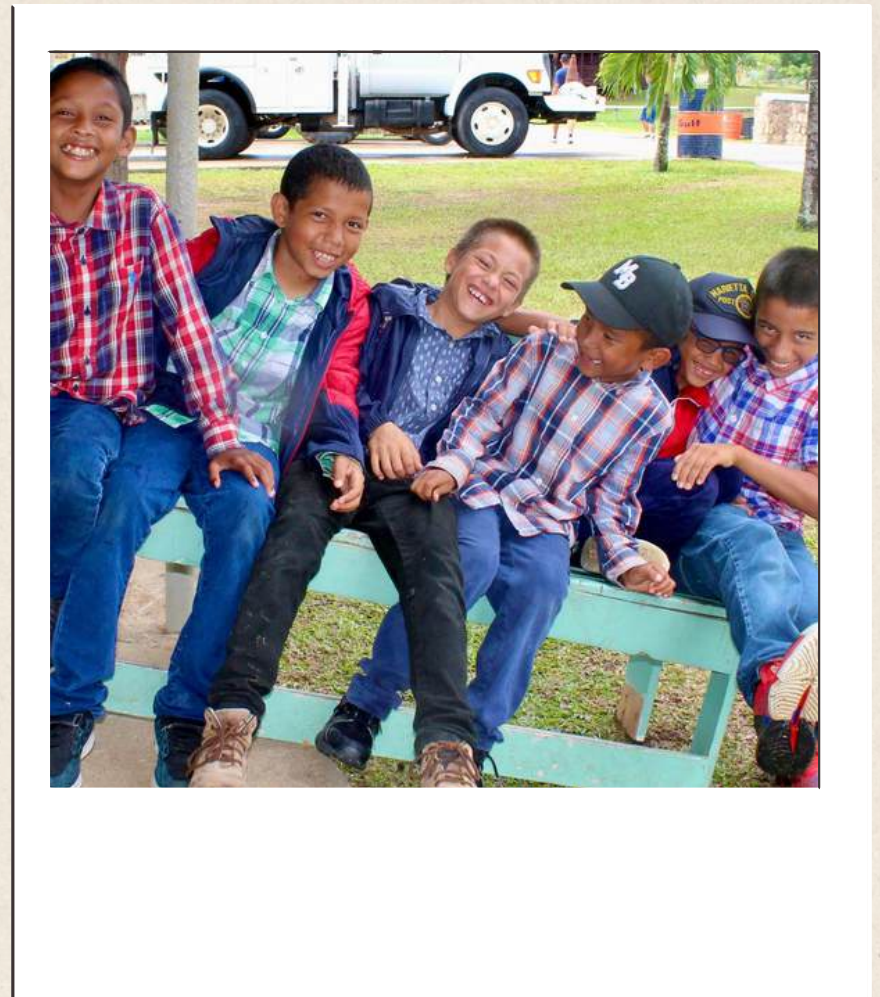
All projects need to be planned in advance, and you need to provide the funds and/or materials for the project. Your team may participate in morning devotional times Mon.-Thurs. and afternoon bible study Tues. & Thurs. with our children if desired. Your team will also have the opportunity to have someone share the sermon on Sunday morning, Wednesday night, and Big Circle on Friday morning.

All communication concerning your team visit, such as dates, logistics, projects, special requests etc. must go through our office. We realized the office, Felipe, has other responsibilities that may prevent him to respond timely. This is why Morgan has stepped up to assist Felipe with all the preplanning, so please include her in any correspondence, so you have the best experience possible.

DAILY SCHEDULE EXAMPLE



- 5:45am – Kids´ Breakfast
- 7:00am – Kids enter School
- 7:30am – Team Breakfast
- 8:30am – Team Projects/Time with Kids
- 11:30am – Kids out of School
- 12:00pm – Team Lunch
- 1:00pm – Team Projects/Time with Kids
- 2:00pm – Older Kids out of School
- 3:45pm – Kids´ Dinner
- 4:00pm – Free Time
- 6:00pm – Team Dinner
- 8:00pm – Curfew



SCHEDULE CHANGES

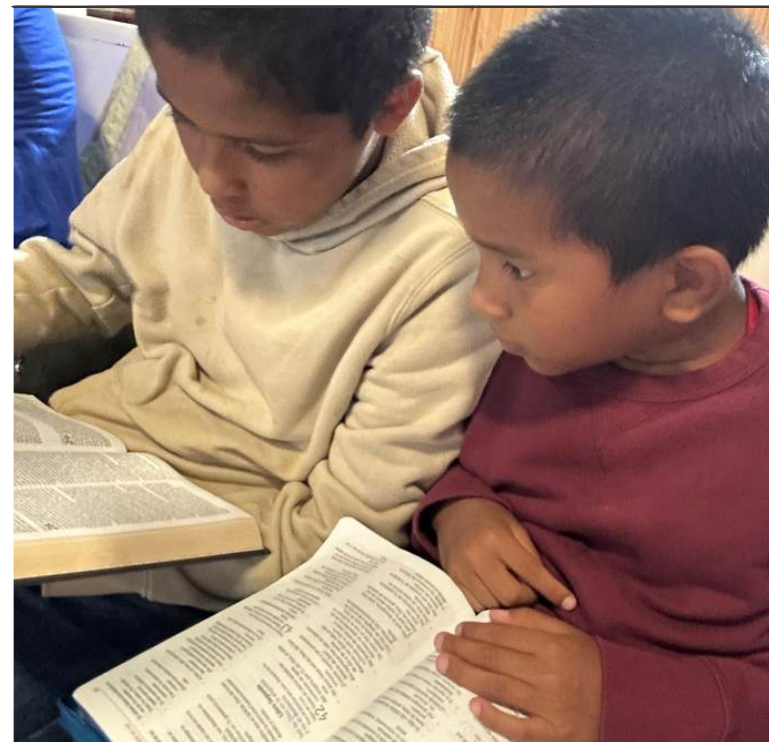
On your travel day, one of our staff will greet you in the airport, help you with any questions that you may have, and accompany you to Emmanuel. We will make at least one stop on our way to Emmanuel for snacks and the restroom. It is a 3 – 3 ½ hour trip to Emmanuel from the new Palmerola airport (XPL) located in Comayagua, Honduras. It is likely, on your travel day, that you not be able to see the children

If you want to do special activities after 4:00pm it needs to be requested on your Data sheet and coordinated with Morgan and Felipe before your trip. In many cases if you don't plan before your trip, you will not be able to hold your activity with the children if it is after 4:00pm due to logistic reasons.

The previous schedule is just an example. Sundays, Wednesdays, and days when kids are out of school look a bit different. Tuesdays and Thursdays after the kid's dinner is a Bible study in each house. We have church on Sundays at 8:30am and Wednesday at 5:00pm. The children all go to class Monday through Friday.

Felipe or another staff will come up to the team house each morning to discuss your day and let you know if there are any changes to the daily schedule. Please understand that your schedule is subject to change, and there could be things that you would like to do that will just not be possible. Arriving with a positive attitude and being flexible will make your stay at Emmanuel more enjoyable.

THINGS TO BRING



Your medications, flashlight with batteries, personal toiletries, sunscreen, hat, sunglasses, rain coat, water bottle to carry with you throughout the day. You may also wish to bring Pepto-Bismol, calamine lotion, Benadryl, pain medicine, and insect repellent just in case it is needed. Also please note our dress code when packing your clothes for the trip.

INTERNET, MONEY, & TOOLS

Access to Internet will be provided in the team house. We cannot guarantee good connection or service at all times, but the Wi-Fi service is fairly reliable. The cost for Internet is included in your team fees. Should an emergency arise during the stay, special communication access will be granted in the office. We encourage team members to use Wi-Fi sparingly or even take a break from it and simply enjoy your time here. Also keep in mind that the kids here are NOT allowed to have phones, so do not let them on yours. DO NOT share the WIFI password with anyone who is not on the team, this includes visitors, volunteers, and staff.

In Honduras, we use Lempiras. The exchange rate at the moment is 26 lempiras to one American dollar. There is a small kiosk at the airport when you come out from baggage claim to exchange dollars to lempiras if you would like. However, the tienda and our souvenir shop does take small denomination American dollars. There may not be a need to exchange your US Dollars.

You are more than welcome to bring your own tools. If you have a specific project, you are doing it is a good idea to ask prior to arrival if the necessary supplies and tools are available, so you arrive prepared. We do have tools that are able to use to help with your projects while you are here. However, we ask that you please take care of them and return them at the end of your stay. If something breaks while you are using it, please fix it or report the malfunctioning tool to the staff member you borrowed it from. If possible, we ask if you will pay to replace or fix the tool. Do not give or let any tools be handled by the children or work crews. Also, please do not allow your own children or any inexperienced youth to handle fragile or dangerous tools or equipment. No child under the age of 18 is allowed to drive golf carts or gators. Please be considerate of overloading any vehicle you may borrow and have for your use. Please consider a donation for gas.



DRESS CODE

The climate in Honduras is mostly hot and dry or hot and humid or hot and rainy depending on the season. Please look at the weather prior to arrival and pack accordingly.

We recommend team members dress lightly and practically. In some work areas, such as the farm or construction work, we recommend long trousers and closed toe shoes and socks to help protect from the bugs and the elements that you are working in. If wearing shorts and skirts they need to be at or below the knee. Please do not wear tight spandex type shorts or leggings or yoga pants. Girls/Teens may wear leggings as long as their shirt covers their backside. Basketball shorts are the best type of shorts to wear. Women/Girls are encouraged to wear a dress and Men/Boys long trousers for church services. Shoulders need to be covered, no spaghetti or tank top shirts without a covering. July-January may be cooler, so long sleeve shirts and/or a light sweater is recommended.

We respectfully ask that if you have any body piercing in mouth, nose or eyebrows to take them off, and if possible, to conceal any tattoos, while staying at Emmanuel.

BEHAVIOR CODE

Some teams are youth teams and others are a mixed group of children, youth and adults. In all cases, we ask that you prepare for an experience where everyone strives to show respectful and thoughtful behavior. Our youth perceive and view many matters differently than in the States or Europe. We appreciate if the teen team members dress modestly and avoid physical contact with our youth of opposite genders. We DO NOT ALLOW any dating or flirting between visitors and our children and teens.

We do not allow any Female Visitors in the Boys area after dinner, as they need to shower, do chores, have Bible studies and settle in for the night. Likewise, we do not allow any Male Visitors in any of the girl's areas after dinner. If there are scheduled activities, after dinner then the team is allowed to conduct the activity. Adults and teens desiring to spend time with children are requested to have an adult of the same sex as the child accompany them. Children are not allowed in the Team House area. Team Members may take children to the Tienda, only. Please be aware that not abiding by these rules could create awkward situations and will be brought to the Team Leader's attention, if necessary.

We do not allow the Emmanuel children to visit or eat in the team house or any building where visitors or team members reside. This includes sponsored children. Please do not give anything to a child here at Emmanuel before consulting with the office and their staff member beforehand. The kids can NEVER have money in their hands. All money MUST go through the office to Felipe.

We do allow visits of both gender in the infant and toddler area, but please be respectful of the posted visiting hours, so that we might maintain good routines for the babies.

No drinking of alcohol or smoking is allowed at Emmanuel.

We appreciate that all music listened to in the team house or anywhere on campus be Christian music.

BEHAVIOR CODE

The kids here are not allowed to have phones or iPads, so we ask that you do not let the children use yours. Do not let them handle your phone ever in their hands. If you have a child trying to grab your phone, we ask that you immediately put it away so it doesn't cause an issue.

Please be at the team house by dark. It gets dark early here and at 6:00 P.M. the night guards lock the outer gate and start their watch and continue until 6:00 A.M. We ask this for safety reasons for you and our staff as well.

Please help us keep your area nice. We ask that as a group you clean up after meals by washing the dishes, wiping down the tables, and sweeping and mopping.

Please remember that, from the moment you set out on your mission trip to Emmanuel, you and the team represent Emmanuel before airport authorities, townspeople, and all other people you may encounter during your travel and stay in Honduras. We would appreciate if the house rules applied within Emmanuel, such as not drinking or smoking, would be followed in any other context or setting while you are traveling as a team. Remember you are most likely wearing a shirt with our name and logo on it, and your behavior will be considered as sanctioned by Emmanuel.

If any member of a team is led to long term volunteering here, we ask that they contact Volunteer Coordinator Felipe, volunteeremmanuel@gmail.com upon return from their stay, to obtain necessary information on the application process. We do not allow team members to stay behind to volunteer, unless their application process was already completed and approved prior to arrival.

PAY PROCEDURE



In order to reserve and confirm your time slot, your nonrefundable deposit of \$200 must be sent when your team books. Food, Lodging and Transportation should be paid at least 1 month in advance. If you have questions concerning the exact amount, please contact our team coordinator, Felipe or US Coordinator, Morgan.

Other miscellaneous on-site expenses can be presented in a final invoice on the last day to the team leader, if necessary.



Please indicate on your check your Team name and itemize what you are sending funds for- deposit for MM/YY, team fees for number of persons, project funds, etc.

Please mail checks directly to our financial coordinator Mary Beth Worch at: Orphanage Emmanuel 2570 Pinewood Dr. Marietta, GA 30068 If you want to set up an ACH to send funds, STRIPE, or a different payment method, please email Mary Beth Worch at EmmanuelFinance89@gmail.com to coordinate.

LIABILITY & BACKGROUND CHECKS

Any team member 18 years and older is expected to pass a background check. This background check will be completed by the date set by your team leader. A notarized letter will be given to the Team Coordinator on arrival certifying completion and passing of a background check.

It is recommended that team members complete some kind of training like Safe Sanctuary training. This will only help you when interacting with the children and adolescents of Emmanuel.

All team members and volunteers visiting Emmanuel will be required to individually sign a liability waiver which states that they personally realize the risks involved with coming to a foreign country and volunteering under conditions found here. Please note that in the many years we have operated, Emmanuel has an excellent record of low injuries amongst visiting team members, volunteers and staff and children who live here. This waiver part of our policy as it is with many organizations of similar size and activity. The waiver will be sent to the team leader and each member must sign his or her own individual waiver.

Please also be aware that if you are travelling with a minor (under 21 years of age) without both parents or legal guardians. The Honduran government requires that all minors born in the United States travelling without both parents must have written and notarized permission to travel from the nontraveling parent/s (or legal guardian/s). Keep it with your important papers to present if needed.

The team leader should collect all the signed forms stating they have read and understood our guidelines and the signed waivers from their members prior to traveling to Honduras and scan and send to Felipe with a team roster. Be ready to hand the originals to Felipe upon arrival.





THINGS TO NOTE

1. No group member or teams are permitted to leave the campus while serving. We understand in the past this has been acceptable, however this is for the protection of the group member and the liability of Emmanuel.

Emmanuel understands there are times where purchase of supplies is required. With office permission, the Team member, accompanied by an Emmanuel staff member, will be permitted to leave in these instances.

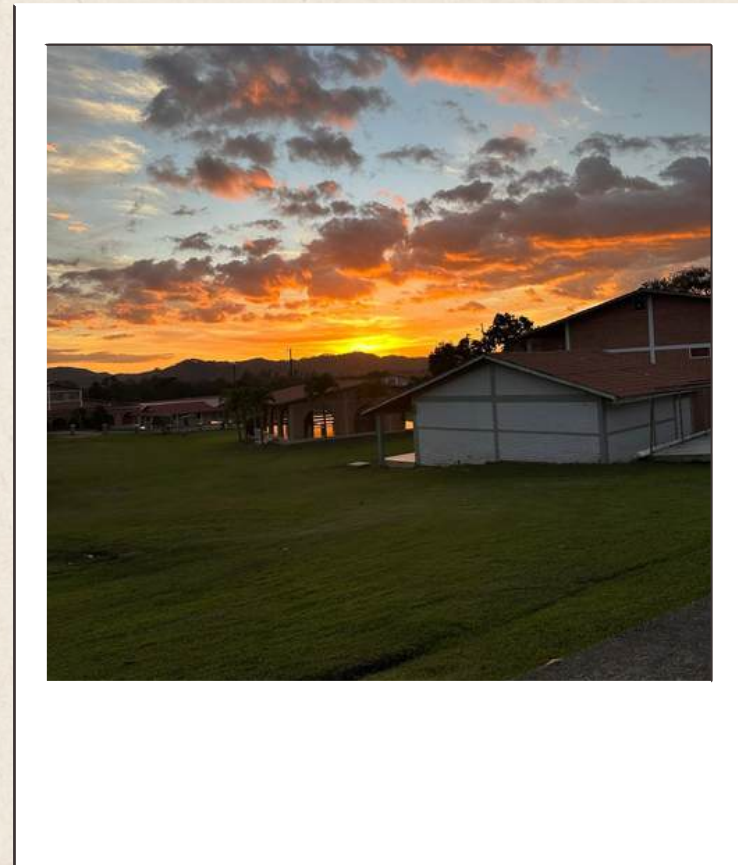
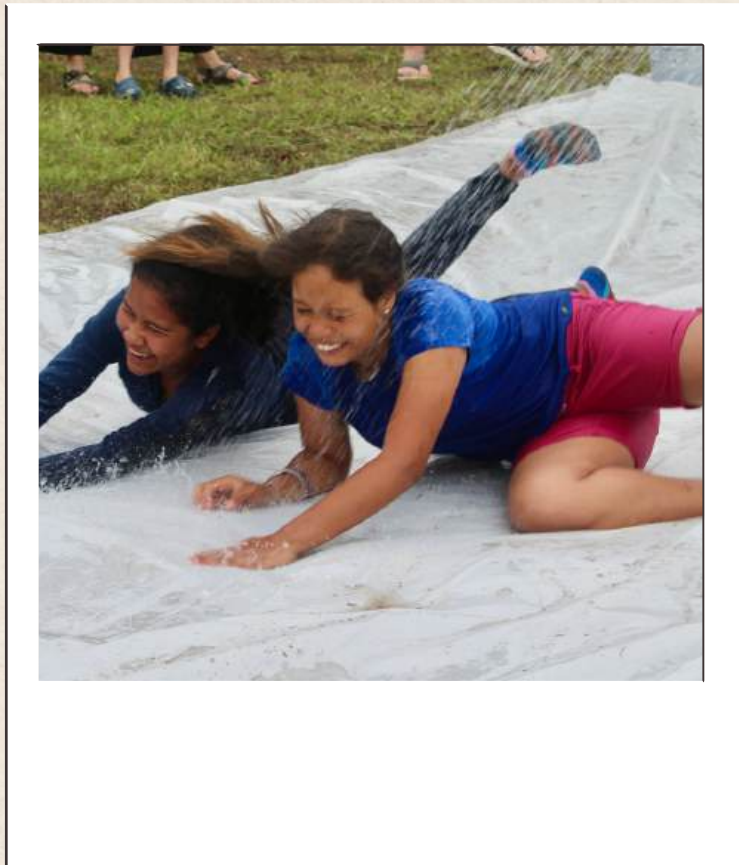
NO Children or adolescents under the care of Emmanuel are allowed to leave the campus at any time.

2. We love team members who post on social media. We ask that when posting on social media the children's faces are covered, masked, or blurred. Side views or back views are acceptable.

3. You will see dogs and cats when you arrive on campus. These animals are not pets. Please do not touch or feed. We do not know how these animals will react to team members, nor do we know if they have current vaccinations. Emmanuel is not responsible for injury if a person chooses to ignore this rule.



¡NOS VEMOS!



We are looking forward to having you for your week! Please email Felipe Alvarado at volunteeremmanuel@gmail.com or Morgan Worch at EmmanuelUSteam@gmail.com with any further questions or needs that you may have.