



Application Checklist

We are so excited to have you join us in Haiti. What you will experience will change your life. Please read carefully through this packet as it contains important information you will need to make the most of your volunteer experience. Once completed please send your forms to Bethlehem Ministry, PO Box 48387, Athens, GA 30604. Thank you!

I understand that I am responsible for the following: (please initial next to each line and return with your completed application)

For ALL Volunteers Traveling to Haiti:

Travel Fee of \$80 – please include with application (includes administrative fees and a small donation to the ministry).

Pod Application – please complete and send

Room and Board Fees - \$80 per person per night of lodging (includes gratuity for service providers and staff)

Release of All Claims Form – please sign, notarize, and send

Passport – please copy photo and include with application

Additional Documents for Healthcare Professionals:

Standard Physician Application Form – please complete if you are a healthcare professional on a medical mission trip

Medical License – please include **2 copies** with your application if you are a healthcare professional on a medical mission trip

Mail your completed forms plus fees to:

**Bethlehem Ministry
PO Box 48387
Athens, GA 30604
email: JuliePhillips@BethlehemMinistry.org**

Travel Guide to Terrier Rouge, Haiti with Bethlehem Ministry

Thank you for your interest in Bethlehem Ministry and traveling to Haiti. Much information is found on our website, www.bethlehemministry.org.

This travel guide is meant to serve as an additional outline, providing prospective volunteers and workers with information that will help prepare them for a trip to Terrier Rouge with Bethlehem Ministry.

Your destination will be the campus of École St. Barthélémy in Terrier Rouge. Within the walls of this campus are the school and three dormitories (PODs) for volunteers (see attached POD application). Each room of the dormitories sleeps 4-6 individuals on bunk beds. Room keys to the exterior door are given to its occupants upon arrival. Each room has a bathroom with a sink, shower, and toilet. While used for washing, the water in the bathrooms should not be used to brush teeth or to drink. There is plenty of purified water available at our dining area. Please fill your water bottle each morning and throughout the day as needed. Additionally there is electricity in the dorm rooms but we ask that you use this sparingly (no hairdryers please) as it is a drain on the supply to our school and clinic. During the day, the gate to the school's campus is monitored and it is locked at night.

The Clinique Espérance et Vie is visible from the school and is a short walk from the school's campus. During the day, patients from Terrier Rouge and the surrounding areas receive health care there. The clinic contains a triage area, exam rooms, a laboratory, and a pharmacy, and a procedure room. It is staffed by Haitian and volunteer healthcare providers. In addition, translators are present to assist the volunteers. Power is provided to the clinic via the grid, generator, and solar panels. Like the power to the school campus, it is limited and should be conserved.

In addition, the city of Terrier Rouge is within walking distance from the school's campus. Within the city, there is the opportunity to buy items such as bottled sodas and other snacks.

Father Jean Monique Bruno and his wife Marise help to support the school and clinic locally. Additionally, they work closely with the NGO *Espérance et Vie* to develop projects that enhance the quality of life for local residents.

Travel

Several months prior to your trip, you must obtain a United States passport. This takes several weeks, so begin this process early. Information can be found at <http://www.travel.state.gov>.

There are several routes to Terrier Rouge. In most cases, those traveling to work with Bethlehem Ministry fly into Cap Haitien. Flights arrive in Cap Haitien (CAP) from Miami (MIA) via American Airlines. Another route is a direct flight from Ft. Lauderdale (FLL) via IBC Airways.

The airport in Cap Haitien will be a new traveler's first "real" view of Haiti. Creole is the dominant language. The airport is crowded but air-conditioned. The water is likely not safe to drink. While in the airport, one is safe, however. After exiting the plane, follow the crowd to a bus which will take you to immigration and baggage claim. You will proceed to immigration and pay a \$10 USD tourism fee. After obtaining all bags, proceed through customs. At this airport, customs will only be several individuals collecting customs cards and a table or desk.

After clearing customs, the crowd makes its way to the exit. A representative of Bethlehem Ministry or the NGO will be at the exit to guide your group to the vehicles.

Upon exiting the airport, the surroundings can be somewhat intimidating. Follow the lead of your chauffeur. Many Haitian men and children will want to carry bags for tips and they are often persistent. The walk to your ground transportation is short, but ask your chauffeur if you feel that you need advice. If you receive assistance with your bags along the way, a \$1 tip is reasonable.

Medical

There are several medical issues that must be addressed prior to your trip to Haiti. An update of health information relevant to Haiti can be found at <http://wwwnc.cdc.gov/travel>.

First, make sure that all routine immunizations, including tetanus and typhoid, are up to date. In addition, there are a couple of additional vaccines that are recommended, but not required. The most time consuming of these are the Hepatitis A and Hepatitis B vaccine series. One dose of the Hepatitis A vaccine given prior to departure is felt to be protective for healthy individuals, although completion of the series (over 6 months) is necessary for long-term protection. The Hepatitis B series takes 4-6 months to complete.

In addition, the CDC recommends Typhoid vaccination. There are oral and intramuscular (injection) forms of the vaccine, which are administered in travel clinics here in the United States (<http://wwwnc.cdc.gov/travel/content/travel-clinics.aspx>). These vaccines should be completed at least 1-2 weeks prior to departure.

The CDC also recommends malaria prophylaxis when traveling to Haiti. While there are several options (<http://www.cdc.gov/malaria/travelers/drugs.html>), malarone tends to be a well-tolerated drug. Talk to your physician about which drug might be best for you. Accompanying these medicines with lightweight long sleeves, long pants, and insect repellent is also prudent.

Several other tips should be followed while traveling to Haiti. Anti-diarrheal medicines, such as Imodium are recommended. This can be accompanied by an antibiotic used to treat Traveler's diarrhea, such as Ciprofloxacin (Cipro) or Trimethoprim- Sulfamethoxazole (Bactrim or Septra). Talk to your physician about obtaining these drugs.

Avoid the water while in Haiti and the Dominican Republic unless it is bottled. Taking a bottle of water from the US while traveling is advisable. Water purification tablets can also easily be placed in a carry-on in case of the emergent need to use local water. There is plenty of bottled water available once arriving in Terrier Rouge.

Expected costs associated with travel to Terrier Rouge, Haiti

Airfare: Airfare costs vary depending on your route to Terrier Rouge. You may research prices online or consult with your BM Team Travel Coordinator.

Food and lodging while in Terrier Rouge: \$80 per day per person. This includes a gratuity for the cleaning staff.

We encourage you to bring additional pocket money for incidental costs including gratuities, souvenirs, restaurant/bar tabs, etc. **All gratuities must be given to your Team Travel Coordinator. Please do not give any tips directly to service providers.** Please carry only small bills (\$1 and \$5). Any change you receive will be in Haitian money (Gourdes).

Packing List

- Long pants (pants with zip off legs work well) and lightweight long sleeve shirts
- Sunglasses and sunhat
- Bug repellent with DEET
- Sunscreen
- Underclothes
- Pajamas
- Two pairs of shoes. A pair of walking shoes and a pair of sandals for example.
- Toiletries
- Medications, including malaria preventative, Cipro, Imodium and charcoal tablets
- Towel and washcloth
- Camera
- Journal
- Passport (it is a good idea to also bring a copy of your passport to keep in your luggage in case your passport gets lost or stolen)
- \$1 bills for tipping at airport, etc.
- Reusable water bottle – there is plenty of purified water available at the school
- Small travel bag such as a fanny pack to keep personal items safe
- Flashlight and batteries
- Small snacks such as granola bars or other non-perishables

A note on attire – Haitian women dress fairly conservatively so it is recommended that female travelers do not wear short shorts, short skirts, or tank tops. It is also not recommended that you travel with expensive jewelry items or watches.

Important Telephone Numbers

Pere Jean Monique Bruno – 011 509 3869-9758 (cell phone in Haiti); 1-809-565-5037 (home in the Dominican Republic)

Dominique Bruno (Pere Bruno's daughter) - 011 509 4002-8152

Policy on Agreements between Bethlehem Ministry and Individuals or Organizations Using Esperance et Vie Facility in Haiti

The purpose of this document is to establish policies and procedures to govern agreements between individuals, groups and organizations who wish to use the facilities funded by Bethlehem Ministry in Haiti.

Definitions:

Organization – Any corporation or named group. An organization will have a contact person and all arrangements between Bethlehem Ministry and the organization will be handled through this contact person.

Individual – Any single person. All arrangements between Bethlehem Ministry and the individual will be made with the individual.

Traveler – In the case of an Organization, the organizational representative. In the case of an individual, the individual traveling.

Use of facilities:

1. Planning and scheduling
 - a. If there will be any use of the lodging facilities in Haiti, arrangements must be made in advance with the person designated for scheduling lodging. Currently that person is Julie Phillips, Administrator.
 - b. If any use is to be made of the clinic or its personnel, arrangements for this must be made in advance with the designated person. Currently, that person is Jean Monique Bruno.
 - c. If there is any use of the facilities controlled by Jatropha Projenou, arrangements must be made in advance with the designated person. Currently, that person is Rob Fisher.
2. Costs and Payments
 - a. It is understood that use of any facility or personnel will require payment.
 - b. The cost of room and board will be determined before any travel, but will vary according to current costs in Haiti. The traveler may request a written statement of costs one month in advance. Payment is required in advance.
 - c. The cost of transport in Haiti to and from the airport will be determined before travel, and will vary according to the current cost of fuel. The traveler may request a written statement of costs one month in advance. Payment is required in advance.
 - d. The costs associated with any other planned activity will be determined as soon as practical after the request is made. The traveler may request a

written statement one month in advance of travel. Payment is required in advance.

- e. In case an unanticipated activity arises in Haiti, the cost may be requested at the time the arrangement is made. Payment by the requester is required as soon after the completion of the activity as practical.

3. Paperwork

- a. Every visitor must sign the Release of Claims Form. This form is available on the web site.
- b. Every person expecting to exercise a healthcare skill in the clinic must present credentials (in-date license). A link to the form is on the web site.
- c. Groups using housing at the school must fill out a "Pod Application", available on the web site.
- d. Please submit these forms one month in advance of travel.

4. Travel Services

- a. Bethlehem Ministry will arrange for room and board and guarantee that space is available. Any changes must be requested through the designated representative.
- b. Bethlehem Ministry will arrange for in-country ground transportation.
- c. If requested, Bethlehem Ministry will secure other travel arrangements. There will be a fee for this service equal to 20% of the travel costs.



ROOM (POD) APPLICATION FORM TERRIER ROUGE, HAITI

Name:

Telephone:

E-mail address:

Arrival date:

Departure date:

Please list below the names of persons you will be traveling with to Terrier Rouge, Haiti.

Emergency contact information:

Name:

Telephone:

E-mail:

Room and board is \$80 per day per person. This fee must be paid in American dollars and can be paid directly to Pere Bruno or mailed to Bethlehem Ministry, Inc. **at least 1 month before trip date.**

STAFF USE ONLY

Application Form approved by:

Signature:

Bethlehem Ministry, Inc.

PO Box 48387 Athens, GA 30604

RELEASE OF ALL CLAIMS AND COVENANT NOT TO SUE

Initial Here _____

Please read this document carefully before signing. This Agreement affects important legal rights. You should consult an attorney if you have any questions about the terms of this Agreement.

As used in this Agreement, "Releasors" means the undersigned and his or her heirs, personal representatives, administrators, executors, successors, and assigns. "Releasees" means Bethlehem Ministry, Inc. and its directors, officers, and employees. The Releasors and Releasees understand, intend and agree as follows:

(1) Haiti is one of the least developed and least stable countries in the Western Hemisphere. There are inherent risks and real danger involved in traveling to, from and within Haiti as well as in observing, undertaking, or participating in activities in Haiti. The risks include, without limitation, exposure to the following:

Random violence; violent crimes (e.g., death threats, murder, attempted murder, rape, assault, kidnapping, carjacking, armed robbery, theft, home invasions, looting, etc.); detention, torture, false imprisonment, exposure to political and social unrest or upheaval; natural disasters; acts of God; acts of war and/or other acts of aggression; accidents; accidental death or dismemberment.

There are health risks involved as well. These risks include, but are not limited to, the contraction of diseases such as malaria, hepatitis, AIDS, tuberculosis, dengue fever, tetanus, and anthrax, as well as other illnesses associated with lack of proper sanitation facilities.

The above constitute just a few of the risks associated with traveling or working in Haiti. Any of these may result in permanent, long or short-term personal injuries (including permanent, long or short-term injury to one's body, mind, emotions and/or health), economic losses, and/or property damage.

(2) In consideration of the opportunity afforded to the Releasors by the Releasees to travel to Haiti, and/or receive transportation provided by or through the Releasees, and/or receive board, lodging, or living quarters provided by or

through the Releasees at its facilities in Haiti or elsewhere. The Releasors knowingly and voluntarily agree to release, hold harmless, defend, and indemnify, the Releasees, of and from any and all manner of liability, claims, actions, causes of action, suits, damages, judgments, executions, claims for economic loss, property damage, personal injury (including injury to one's body, mind, or emotions), or wrongful death, and any demands whatsoever, in law, admiralty, or in equity, including but not limited to any matter, cause or thing that may arise out of, result from, or is related to traveling to, from or within Haiti, as well as in observing, undertaking, or participating in any activities in Haiti, any operations of the Releasees (including, but not limited to, the condition, quality, and/or consequences of any board, lodging, or living quarters provided by the Releasees at any location), or exposure to the risks delineated in Paragraph (1) above, or while on any property owned, possessed or controlled by the Releasees or in connection with the operations or activities of the Releasees, even if caused by the negligence of the Releasees.

(3) The Releasors knowingly and voluntarily covenant that the Releasors will not sue the Releasees on account of any economic loss, property damage, personal injury (including injury to one's body, mind or emotions), or wrongful death, including, but not limited to any matter, cause, or thing that may arise out of, result from, or be related to any of the circumstances described in Paragraph (1), even if caused by the negligence of the Releasees.

(4) If for any reason any provision of the Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected by such determination and shall remain in full force and effect.

(5) This Agreement shall be construed, interpreted, and/or enforced under the laws of the State of Georgia without regard to its conflict of laws rules. The Releasors consent to the exclusive jurisdiction of the Georgia courts over any litigation or proceeding to enforce, construe or interpret the terms of this Agreement and submit to the subject matter and personal jurisdiction of Georgia courts. Any conflict of law questions shall be resolved in favor of applying the laws of the State of Georgia in construing, interpreting, and/or enforcing this Agreement.

(6) By signing below, I intend to bind all the Releasors to this Agreement and attest that:

- I have read carefully and understand the terms of this Agreement.
- I have accessed and read any travel warnings or information posted regarding travel to Haiti by the U.S. State Department at www.state.gov and will continue to receive up to date information from that site until the time of my departure for Haiti.
- I am at least eighteen (18) years old or my legal parent or guardian is signing this form with me.

- I am not under the influence of any drugs or medications which may affect my mental capabilities
- I am not visually impaired
- I have not been unduly influenced by anyone
- I am not relying upon any representations made by the Releasees in signing this Agreement
- I am not emotionally distressed
- I have been advised and encouraged to take this Release home and to reflect upon its content for at least three (3) days prior to its execution
- I UNDERSTAND THAT I HAVE THE RIGHT TO CONSULT AN ATTORNEY IF I HAVE ANY QUESTIONS ABOUT ANY OF THE TERMS OF THIS AGREEMENT.

(7) This release specifically does not release common carriers or any other corporation, entity or person other than Bethlehem Ministry, Inc. and its directors, officers and employees.

Having been fully informed of all the risks and dangers of travel to Haiti, I assume the risk associated with such travel and ask Bethlehem Ministry to assist me with housing and transportation in Haiti so that I may view their work and to find out how I can become involved.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

State of _____

County of _____

On this the ____ day of _____, 20____, before me, the undersigned authority, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the foregoing instrument for the purposes therein contained as and for his/her free act and deed. IN WITNESS WHEREOF, I have hereunto set my hand and seal.

Notary Public/ Commissioner of the Superior Court

My Commission expires: _____ (stamp here)