

# WORK TEAM MANUAL



## ORPHAN RESOURCES INTERNATIONAL

*Website:* [www.orphanresources.org](http://www.orphanresources.org)  
*Instagram:* [\\_Orphan Resources International](https://www.instagram.com/_Orphan_Resources_International)  
*Facebook:* [Orphan Resources International](https://www.facebook.com/OrphanResourcesInternational)



RELIGION THAT GOD OUR FATHER ACCEPTS AS PURE AND FAULTLESS IS THIS:  
TO LOOK AFTER ORPHANS AND WIDOWS IN THEIR DISTRESS.

James 1:27

# *Mission and Witness of Orphan Resources International (ORI)*

We believe that God has called us to assist homes and organizations which look after the needs of the orphans and abandoned children of Guatemala. We believe that this is “true religion” (James 1:27). We do this by providing aid to orphanages, supplying physical necessities and other resources to help with the care of the orphans, and involving work teams to improve the facilities so that the lives of the orphans can be improved for as long as they stay in the home.

ORI is a Christian organization, and while involvement in a Christian church is not required to participate on a work team, we do expect participants to be respectful of and abide by the guidelines and expectations as set forth in this manual.

## **Process for ORI Work Team Participation**

1. Prayerfully consider involvement in a short-term mission team.
2. Review the team schedules and select a week which will fit into your schedule (contact the Work Team Coordinator at [workteams@orphanresources.org](mailto:workteams@orphanresources.org)).
3. Complete the *Team Member Application* and other related participation forms.
  - a. Forms can be printed off of our website at [www.orphanresources.org](http://www.orphanresources.org)
  - b. If access to email is not possible forms can be mailed to the ORI office. (address on footer)
4. Obtain/update passport.
5. Begin appropriate immunizations (see recommendations on last page or contact your local Travel Medicine health care provider).

### **Four months prior to the trip date**

1. Submit deposit of \$600, with check written payable to “ORI”  
*(There is **no refund** on airline tickets after they have been purchased. Tickets are purchased up to four months prior to travel date. You will be responsible for all change fees and other applicable fees should you need to cancel after tickets have been purchased. If your group is purchasing its own airfare a deposit of \$100 is required.)*
3. Submit following items/forms to Work Team Coordinator via email or by mail.
  - a. *Team Member Application*
  - b. *Skills and Experience Form*
  - c. *Signed ORI Code of Conduct Form\**
  - d. *Signed Release and Waiver of Liability Form\**
  - e. *Signed and notarized Parental Consent Form (if under 18)\**
  - f. *Medical History Form*
  - g. *Copy of passport (if none please send application copy) please note the government requires that there must be **more** than 6 months until the expiration of your passport at the date of travel*

### **Three months prior to trip date**

1. Continue appropriate immunizations (see last page).
2. Start “items to bring” planning (personal, gifts, tools, etc.).

3. Initiate team meetings for prayer and planning if traveling with group.
4. Air travel reservations should be complete.

### **Two weeks prior to trip date**

1. Send the remaining monies due for the trip to **ORI** along with any additional information due.
2. Team packing meeting for any gifts, ministry items, tools, etc, if traveling as a group.
3. Confirm land travel arrangements with Work Team Coordinator.



## **Group Size and Participation**

The number of people on a group will be a minimum of 10 to a maximum of 25-30, if your group is either smaller or larger please contact us for possible exceptions.

ORI is a Christian organization. As such, certain standards and expectations are in place to protect the witness and testimony of the organization and the children with whom it works. All participants are asked to adhere to a Code of Conduct, and failure to do so, may result in the person being returned to his home community early.

All ages are welcome to participate. Children under 14 years of age must be accompanied by a parent/guardian. Senior citizens are also welcome to participate but must be independent.



## **Travel and Airport Information**

The Work Team Coordinator or Team Leader will make airline arrangements and stateside transportation and will leave for the airport from a specified location.

The Work Team Coordinator or Team Leader will notify the team of any specific information regarding luggage. In general luggage is not included in your ticket price. Luggage prices do change but are generally around \$25-\$50 per bag. Consider packing your belongings in a carry on for no additional fees. Prices will vary with airline, but please keep this in mind. (maximum weight of 50 lbs, maximum size of 62 cumulative inches (length + height + width), and one “carry on” of no more than 40 lbs and 45 cumulative inches. Often a “personal item” (purse, computer bag, diaper bag, etc.) is also allowed.

For ease of transportation, all team members should travel together. Any exceptions to this must be pre-approved and arranged, and may cause extra expense to the traveler.



## Lodging/Food/Transportation

### Lodging

The facility you will be staying in is not owned or operated by ORI, and is rented for your team's stay. Please respect this property. Some of the facilities allow for "family rooms," while others are dormitory style settings, depending on the team size. Accommodating families or special groups together will be attempted, but no guarantees.

#### *General Guidelines*

1. Please respect any specific facility instructions which you may be given which are not included in the general guidelines outlined below.
2. Quiet time is 10 PM. Activities after that time should be quiet and respectful of others who may be trying to sleep.
3. Water is a precious resource and may be limited in availability. Please conserve water with bathing and other activities (*ie:* limit shower length time)
4. Towels and bedding will be provided and will most likely be changed on a weekly basis only.
5. If you have allergies or sensitivities to certain types of detergents, please bring your own bedding/towels with you.
6. Electric power is standard 120v like in the USA. Outlets are generally similar to those found in the USA as well, but bringing a three prong adaptor is recommended as some outlets may not have a ground.
7. You should bring enough clothing for the entire time without doing laundry. Hand washing of clothing is an option if necessary, but washing machines and dryers are not available for general use.
8. The septic systems in Guatemala are very problematic, so do not flush toilet paper, but put it in the appropriate trash container provided.
9. There is no WIFI at any of our lodging locations. If you are in need of WIFI, consider checking with your provider to get an international plan for the week.
10. **Alcoholic beverages and illicit drug use are absolutely prohibited at any time during your mission with Orphan Resources International, this includes your Antigua day.**

### Food

Breakfast and supper will be provided by the lodging facility. Food for bag lunches will be provided, and it is the responsibility of each member to pack their own lunch each day, unless otherwise directed by the Team Leader. For the sightseeing day in Antigua, you can purchase your lunch in the city.

Special food requirements must be submitted to the Work Team Coordinator when signing up to participate on the team, who will investigate if these can be accommodated. Due to the lack of availability and use of local personnel for the group food preparation, some special food needs may not be able to be accommodated.



## Weather, Clothing, and Dress Code

The weather of most of the areas where you will be working will be in the 70s – 80s during the day but may be quite cool in the evening, so sweatshirts and layered clothing will be needed. The sun can be quite intense, and due to the elevation, sunscreen is a must, even on seemingly cloudy days. We suggest bringing sunscreen with SPF 50 or higher.

ORI requests that team members dress modestly. For women: miniskirts, shorts which are more than two inches above the knees, tight form fitting clothing, tank tops, spaghetti straps, etc., are unacceptable. For men, no shorts more than two inches above knees, shirts are to be worn at all times.

Generally, older clothing is better to bring for the work projects since you may get them very dirty.

For church, clean casual attire is generally acceptable, absolutely no shorts allowed for men or women.

A backpack will be very useful to carry lunches, personal items, water bottles, etc.

For safety and to avoid diseases, sneakers or work shoes must be worn at all times when outside of mission facility (no flip-flops or sandals). the only exception to this rule is Sunday when attending church, or when traveling to and from Guatemala.

The ORI team leader, or ORI staff member has the right to request that you abide by these rules at all times when serving and or traveling with ORI.



## Personal Safety Issues in International Travel

We make every attempt possible to keep you safe during your trip by using facilities which we feel are acceptable and avoiding those areas and activities which we feel may be dangerous.

You also can help keep yourself safe by following these guidelines:

1. Do not make obvious displays of large amounts of cash or expensive items (jewelry, cameras, electronic devices, etc.)
2. Carry only the things you will need with you on any day of travel.
3. Always walk in groups of two or more, and women should not go without male companions.
4. Do not walk outside your lodging's boundaries after dark.
5. Watch for the following activities that indicate a robbery plan:
  - Someone jostles you*
  - You are asked for directions*
  - Someone points to something spilled on your clothing*
  - Something is dropped close to you to distract your attention*

6. Bring two copies of your passport with you (notarized as being authentic copies of the original, if possible), and carry one copy, instead of your passport, with you when you travel with the team to the work sites.
7. Keep wallets, pocketbooks, backpacks, etc., in front of you and close to your body.
8. Do not take pictures of children or nationals except with permission.
9. For safety reasons, do not hand out candy or gifts to any of the villages you may pass through.



## Guatemala Emergency Contact Information

The Work Team cell phone will be carried by the Work Team Leader while the team is in Guatemala. (**Note:** this phone will not be active when a team is not present). This is the number that you may distribute to family members to use in case of emergency. The number is: 001-502-4836-3713 This phone will also be available for you to use to make calls to North America, at a rate which is cheaper than any rate you can get on a North American International calling plan (so you can leave your phone at home and not worry about it getting lost in Guatemala).



## Orphanage Donations

Many team members enjoy bringing gifts for the children of the homes where they will be working. The following is a general list of things that are often appreciated by the children. However, please do not hand out gifts until you have received permission from an orphanage director or ORI staff.

|  |                 |
|--|-----------------|
| Soccer balls/smaller balls   | Crayons/markers |
| Matchbox cars  | Notebooks       |
| Hair accessories   | Stickers        |
| Coloring books   | Balloons        |
| Children's books (especially in Spanish)                                       |                 |
| Clothes items (to be given to the orphanage directors to distribute as needed) |                 |
| Pencils/pens and other school supplies   |                 |
| Candy is not recommended   |                 |



## Packing Recommendations

The following items are suggested to be included in packing for the trip.

### Clothing

Jeans  
 T-shirts  
 Dress shirt (for Sunday)  
 Long sleeve shirts  
 Work clothes (that can be abused)  
 Shorts (no more than 2" above the knee)  
 Sneakers or work boots  
 Socks  
 Sandals/flip flops (*these are not allowed on the worksites for safety issues*)  
 Light jacket/sweaters/sweatshirts  
 Underwear  
 Warm pajamas  
 Rain jacket/poncho (May to Oct teams)

### Personal Items/Toiletries

Sunscreen SPF 50 or higher  
 Insect spray with DEET  
 Deodorant  
 Feminine products  
 Sunglasses  
 Soap  
 Electrical items, such as hair dryers  
 Wet wipes or Alcohol based no-rinse hand sanitizer (like Purell)  
 Tissues and/or travel packs of toilet paper

### Misc Items

Notarized copy of passport  
 Passport  
 Flashlight  
 I-Pod/CD player w/ batteries or charger  
 Camera w/ memory cards  
 Alarm clock  
 Work gloves  
 Back pack  
 Water bottle  
 Spending money (cash, debit, or credit card)

### Shampoo/Conditioner

Toothbrush/toothpaste  
 Anti-diarrheal medications (just in case)  
 Pain medications (Tylenol, Advil)  
 Prescription medicines (in original bottles)  
 Wash Cloths ( *not provided at most locations*)



## Financial

The cost of participation in a work team will cover your airfare, ground transportation, lodging, food costs, as well as a temporary international health insurance. The participation cost also includes an amount of money to fund some of the projects that you will be working on during your stay in Guatemala, this cost may vary from team to team due to the cost of air fare. The Work Team Coordinator will give you an approximate cost, followed by the final cost after airfare is determined.

## Personal Money

The Guatemalan currency is the *quetzal*, with an exchange rate that varies daily (ask the Work Team Coordinator for an estimate of the current exchange rate). US dollars can be changed at the airport in Guatemala, or local currency can be obtained by using a debit or credit card at one of the ATMs which are available. Your local bank in the US may be able to exchange your dollars in to quetzals for you. We recommend checking with a few of your local banks two or three weeks ahead of time and exchanging your money before your trip.

Change only the money that you think you will want to use, as you will lose money by a less than favorable exchange rate when you change money back from *quetzales* to dollars.

Be sure to notify your bank or credit card company before you travel so that your cards will not be rejected for “out of country” use.

Some shops and restaurants will accept credit cards. Some will accept US dollars as well, but the exchange rate may be less favorable than at a bank.

US currency should be very clean (unmarked), and not torn or overly bent or faded. Ideally, you should carry *newer* currency. Older currency, or those with tears, writing, etc., will often be rejected by the local banks and ORI for coffee purchases.

Travelers’ and personal checks are not accepted for purchases in Guatemala.

## Insurance

Travel insurance is purchased as part of the team participation costs. Specific coverage information is available from the Work Team Coordinator.



## INTERACTION WITH CHILDREN

It is important to remember that many of the children you will be working with have already experienced many things in life that have impacted them in the negative way. All have been separated from their parents and families, either through legal proceedings, death, abandonment, or due to socioeconomic factors. Many of them have suffered abuse of some form (physical, sexual, emotional, neglect, etc.). The human spirit is often resilient, and many of them have learned to cope with their life experiences, sometimes with patterns of behavior which are inappropriate.

The following are suggestions to make your time with the children more effective and helpful.

- Don’t be afraid to show them love, even the ones with physical, developmental, or behavioral problems.
- Play simple, age appropriate games to get them to interact with you (UNO, a matching game, etc.).



- Side hugs, especially for the older girls, are more appropriate than full frontal contact.
- Roughhousing is ok, as long as the child is not in danger and it is done in conjunction with other forms of contact and interaction.
- If a child is beginning to get too “clingy” or physical with you, look for other ways to interact that decrease the need for physical contact (games, going for a walk, etc.).
- Any potentially sexual related contact by the child (touching of genital area, thighs, breasts, etc.) is to be immediately stopped and the child redirected.
- Try to avoid intense emotional attachment to a child (easy said—often hard to do), not only for your sake but also for the child.
- Look for the child that sits alone, or is less outgoing and interactive; they need attention and love as well.
- Do not make any promises of gifts, future benefits, etc.
- Be aware of and avoid feeding into any emotional games the child may play to try to get more attention (being “pouty,” playing hard to get, etc.).
- Gift giving guidelines:
  - When you give a gift to one child, give a gift to all. Do not “pick and choose.”
  - Be sure the gift is age appropriate and will not cause a problem if picked up by another child of younger age (*i.e.*: small rubber balls are choking hazards).
- If a child is being punished for some reason, do not intervene or interact with that child until you have received permission to do so from the home’s staff.
- If you have any questions as to what is appropriate, speak to a staff member (if possible), one of the ORI staff, or your Team Leader.

*Due to laws in Guatemala and for the children’s protection, you may not post pictures on social media where the children are identifiable ( i.e.: no close up shots of individual children) and you may not include any information about the children, including names and the name of the orphanage. If the orphanage allows, you may have them for your own personal use. Please do not give any of your personal contact information (email, phone number) or social media information to any of the children at the orphanages.*



## **Health Information**

### **FOOD AND WATER**

1. Drink only clean water. (Clean water is water that has been purified in some fashion through ultraviolet light, filtration, boiling, or chemical treatment).
2. Avoid eating food from street vendors.
3. Sodas, fruit juices, and water in bottles or cans are safest (avoid fountain drinks).
4. Wash hands carefully before handling food or eating. If water and soap are not available, an alcohol based hand sanitizer is an acceptable alternative.
5. Avoid fresh fruits and raw vegetables (including lettuce) that you have not cleaned yourself (or been prepared by someone you trust).

6. Hot drinks (coffee, teas, etc.) are usually safe because they have been boiled as part of the preparation process.
7. Don't brush your teeth with tap water.
8. Ice is considered not safe unless you are sure it has been prepared with clean water.
9. Remember, your water bottle can be your worst enemy. It should be cleaned each day and allowed to air dry.

### **IMMUNIZATIONS/PROPHYLAXIS RECOMMENDATIONS**

The following immunizations are recommended for all travelers to Guatemala:

*Needed before Travel:*

1. Tetanus update within past 5-7 years.

*Highly recommended:*

2. Hepatitis A. This is a series of two shots. The first shot should be given six weeks before you travel, and the second shot six months after the first one. Immunity lasts at least 10 years.
3. Hepatitis B. This is a series of three shots, with a booster given one month and six months after the first shot. This is strongly recommended for health care workers or those who will be living at and working intimately with children of an orphanage.

### **Malaria**

Unless otherwise indicated by the Work Team Coordinator, malaria prophylaxis is NOT needed during your work team experience. You will be working in areas of the country not at risk for this mosquito borne infection.

*Please note that you cannot donate blood for one year after your return*

### **FOR MORE INFORMATION**

An online source for more information is [www.cdc.gov/travel](http://www.cdc.gov/travel), and choose your destination as Guatemala. Please note that the website takes a very pessimistic look at travel (talking about all the things that could go wrong), but gives the most up-to-date information available to the medical community.

Don't forget that when you travel where God has called you, you rest in His protection and care. That is bigger than any immunization you could ever get.

## **POLICY FOR CANCELTION OR CHANGING OF AIRLINE TICKETS**

Upon purchase of your airline ticket you are committing to ownership and payment of that ticket purchase. You will not be reimbursed in any way for this ticket and all costs incurred for cancelation or changes will be borne by the name on the ticket at time of purchase.

If you decide you cannot travel with the work team up until two weeks prior to travel you will be responsible for the full cost of ticket, and or only if the airlines allows will you be able to find another party to take your place, you will be responsible for the full cost of the fees required by the airline, as well as a an additional \$100.00 fee payable to ORI. You will also be responsible to obtain reimbursement of the original cost of the airline ticket from the person taking your place.

If you decide you cannot travel within the two weeks prior to travel date, you will be responsible for the full cost of ticket, and only if the airlines allows you will receive ownership of the ticket, no other changes will be made, you will also be responsible for the full cost of the fees required by the airline, as well as a an additional \$100.00 fee payable to ORI. There will be an exception for emergencies only, to allow for change of name to another person if the airline allows, provided by owner of ticket, all above fees still apply.