

This guide will help you complete all the administrative requirements for your Belize Mission trip. Please read over the following information carefully and complete all the requirements in a timely manner. If you have any questions about any of the material, feel free to contact Belize Mission staff or your team leader.

IMMEDIATELY

- Check with your physician or travel clinic about vaccinations and medications for the trip and other appropriate health precautions.
- Review the medical information in this packet for more information.
- You need a valid passport that does not expire before the end of the trip. (Allow 10 - 12 weeks to receive a new passport).
- Reserve your airline tickets

AS SOON AS YOU CAN

Return the following forms to the Belize Mission and Retreat:

- Team Member Application
- Medical History
- Personal Emergency Contact Information
 - Copies of Medical Insurance and Passport
 - If minor, notarized medical release form signed by both parents
- Waiver and Release of Claims

***Please return ALL your teams' forms to the Belize Mission Office
At least one month before departure***

FINANCES

Find out all your financial deadlines from your team leader. All checks must be written to **Belize Mission and Retreat** and must have your team name in the memo section. These two things are *very* important:

- \$100 Deposit (per team member)
- Final payment due three weeks prior to time of arrival in Belize.

Your team's non-refundable deposit must be sent to the Belize Mission and Retreat 3 months prior to your arrival.

PASSPORTS / VISAS:

Everyone must have a passport to travel internationally. You are responsible for obtaining your own passport. Applications for new and renewed passports are usually found at your main local post office.

It may take 10 to 12 weeks for your passport to be processed. It is important that you request your passport immediately.

All passports need to be valid for at least six months beyond the date of your arrival in the country.

There are ways to receive your passport quicker, but it costs extra and usually requires proof of travel.

Please make several copies of your passport. Leave one at home where someone can find it easily. Attach one to your Belize Mission application. Bring one copy with you on your trip. This will be a great help if your passport becomes lost or stolen.

TRAVEL ARRANGEMENTS:

It is your responsibility to make travel arrangements. We ask that you make your travel reservations at least two months before your departure date.

COMMUNICATION:

You will have very limited opportunity to call home. Please advise parents and families of participants that you may not hear directly from their loved ones. Your group should devise a communication system before you leave. Many times, the group's leader, upon arrival, will call or e-mail a designated person back home who then will pass word to families and friends of the team's safe arrival.

Belize Mission and Retreat asks that your family and friends do not use the provided emergency contact numbers unless there is a true emergency. These numbers are often home telephone numbers of our hosts. Please advise families and friends to respect this policy.

TRAVEL INSURANCE:

Check with your travel agent to make sure you are covered while you travel internationally. We require that all participants carry insurance. You may buy short-term insurance.

MEDICAL INFORMATION:

Take Care:

Traveling and working in another country can take a toll on your health. You will be eager to work hard and experience new things. But, your enthusiasm may set you up for sickness if you don't pace yourself and listen to your body.

You are not only adjusting to a new culture and each other, you must also adjust to a new climate, foods you might not be used to eating, and hard physical labor. It should not come as a surprise if you or members of your team get sick.

We ask that you and your team pace yourselves, and be honest about how you are feeling. It's okay to break for water and rest if it will help keep you healthy. **Remember:** *One day of hardwork is not helpful to your team if you spend the next four days recovering.*

Preparing To Go:

Contact your local international travel clinic or physician to find out what immunizations and medications your team will need. There are private and government-owned clinics offering travel medicine.

It is your responsibility to get all required immunizations medications. We recommend that each team member consult their own doctors concerning their health and international travel plans.

You should learn about the listed health issues you may encounter. Your local doctor or travel clinic can help you. Travel clinics usually have pamphlets and other resources available.

To find more health information, try the following websites:

www.cdc.gov (Center for Disease Control)
www.travelhealth.com

<p style="text-align: center;">HEALTH ISSUES Jetlag Heat Exhaustion & Dehydration Waterborne Illness Malaria Dengue Fever Motion Sickness Travelers' Diarrhea Jelly Fish sting Insect Bites</p>
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FIRST AID KIT:

Our team leaders have current first aid and CPR training. However, we ask that at least one additional person on your team has had both first aid and CPR training.

Your team leader will be responsible for bringing a team first aid kit. This kit will need to be with your team at all times as you travel. Please keep a spare copy of every team member's medical information in the kit.

You might consider bringing a small, personalized first aid kit with medications and items you use frequently.

RECOMMENDED FIRST AID KIT (FOR LEADER)

<input type="checkbox"/> Epi-kit <input type="checkbox"/> Moleskin / Foam <input type="checkbox"/> Benadryl Capsules <input type="checkbox"/> Ibuprofen Tablets <input type="checkbox"/> Aspirin Tablets <input type="checkbox"/> Alcohol Prep Pads <input type="checkbox"/> Scissors <input type="checkbox"/> Rescue Blanket <input type="checkbox"/> Non-Latex Gloves <input type="checkbox"/> Triangle Bandage <input type="checkbox"/> Ace Bandage <input type="checkbox"/> Athletic Tape <input type="checkbox"/> Eye Irritation Pack <input type="checkbox"/> Sting Relief Pads <input type="checkbox"/> Microshield Breather <input type="checkbox"/> Instant Cold Pack <input type="checkbox"/> Gauze Pads <input type="checkbox"/> Adhesive Tape <input type="checkbox"/> Various Band Aid Sizes	<input type="checkbox"/> Butterfly Closures or Steri-Strips <input type="checkbox"/> Triple Antibiotic Ointment <input type="checkbox"/> Antimicrobial Towelettes <input type="checkbox"/> Water Purification Tablets <input type="checkbox"/> Blister Kits <input type="checkbox"/> Sunscreen <input type="checkbox"/> Bug Repellent <input type="checkbox"/> Antifungal Cream <input type="checkbox"/> Pepto Bismol <input type="checkbox"/> Immodium AD <input type="checkbox"/> Tweezers <input type="checkbox"/> Dimenhydrinate (Dramamine) <input type="checkbox"/> Sudafed <input type="checkbox"/> Snake Bite Kit – Extractor type recommended <input type="checkbox"/> Copy of Everyone’s Medical Form(s) <input type="checkbox"/> Copy of the Emergency Contact numbers for your group/trip
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THINGS THAT CRAWL, FLY AND BITE

If you are traveling to an area with malaria or other mosquito-borne sicknesses, you should take special precautions to protect yourself. Sand flies, ticks, fleas, and other bugs can ruin your trip.

Depending on where you are traveling, you may visit areas with snakes and scorpions. Avoid getting stung or bit by checking your shoes and bags each morning. Also, do not put your hand where you can’t see where you’re touching. If in a wooded area, stay on established trails and always be watchful. Most likely, you will not see a snake, but it is good to be aware.

Dogs and cats are more likely to carry rabies in developing countries. The best way to avoid bites and the risk of rabies is to avoid contact with these animals.

Preventing Insect Bites

- Cover bare skin and wear light colored, long sleeved shirt and pants. Shirts should be tucked into pants, and pants tucked into socks. Wear boots instead of sandals. Avoid smelly perfumes, aftershaves, and deodorants.
- Always use insect repellent. We recommend Deep Woods OFF. Apply repellent to your wrist, ankles, neck, and behind the ears. Apply repellent to your clothes and gear. Be careful of using repellent containing concentrations of DEET above 30%.
- Use a mosquito net each night.

Mosquitoes are most active at twilight periods such as dawn or dusk, or in the evening. Avoidance of the outdoor activity during these periods may reduce exposure.

TIPS IF YOU GET DIARRHEA:

Wash your hands often to avoid spreading it to others.

You can try to treat it with Immodium AD, Pepto Bismol, or other over-the-counter medicines. Use your judgment. Avoid milk products and caffeine. Drink plenty of fluids or oral hydration solutions. As soon as you can, begin eating foods such as bananas, rice, applesauce, toast, or other foods your body can tolerate.

Do not panic if you get diarrhea. Your body needs time to adjust to the new climate, food, and culture. Take care of yourself and rest. **However**, if there is blood and/or mucus in the stool, the diarrhea lasts for more than a week, or you are severely dehydrated (dizzy, light-headed, unable to urinate, etc.), **GO SEE A PHYSICIAN**.

Quick Oral Rehydration Fluid Recipes:

Recipe #1: Add 1 teaspoon of salt and 2-3 tablespoons of sugar or honey to a liter of water

Recipe #2: 8 oz. orange or other fruit juice, 3 cups water, and one teaspoon of salt

WATER EVERYWHERE, BUT NOT TO DRINK?

Use good sense in judging what you eat and drink. Remember that in hot climates, you need more than the normal amount of water, check with the hosts at the Mission Base.

TIPS TO STAYING HEALTHY

- Drink only bottled water or juice as tap water may be untreated, even in restaurants
- Drink lots of water to stay hydrated. Remember that caffeinated drinks will dehydrate you.
- Avoid street vendors for your food
- If you can't peel your fruit, wash it thoroughly in a trusted water source or don't eat it at all.
- In restaurants, ask if the water and ice are purified. If in doubt, skip the ice.

BELIZE MISSION AND RETREAT PURPOSE AND PHILOSOPHY:

With God as our Provider, we will:

- Provide a multi-denominational Mission & Retreat, where we host church teams, mission building teams, medical and/or dental teams, and youth groups who come to serve the people of Belize.
- Take Christ to Belize in many different ways. Play a unique role as "salt" and "light" in shaping their world.
- Seize the opportunities for evangelistic outreach by sharing the gospel of Jesus Christ, within Belize and Central America.
- Support and empower local churches and pastors with evangelistic tools. Work along side other ministries already in Belize.
- Accept the challenge of a new broadened view of missions. We believe that alongside traditional missionary service of evangelistic outreach, there is a need in today's world for a Mission & Retreat, where the person is physically refreshed and spiritually renewed.
- Provide a place of beauty, quiet, and peace where the very atmosphere is healing, and the person can be made whole in body, mind, and spirit.
- Provide a family-oriented retreat, in a peaceful and natural setting, unlike any in the world, where Christian families and workers will be welcomed for recreation and relaxation, while being able to share God's love in Belize.
- Demonstrate the love of Christ, through hands-on work projects at orphanages, churches, and revitalizing villages. Distribute food and medical supplies as the Lord provides, and facilitate VBS for the children.
- Be stewards of God's creation.
- Participate in projects where God is working, far bigger than our abilities and resources, causing us to trust God to provide for it all.
- Leave a legacy behind that will impact the kingdom of God long after we are gone.

BELIZE MISSION AND RETREAT TEAM EXPECTATIONS:

The Belize Mission and Retreat team and intern experience changes lives and reflects the organizations mission to serve.

1. Participants are asked to be respectful of the culture they will be working in. We expect that you and your group will focus on relationships with your team, with your host country nationals, and with God. The project, although important, should never become the sole focus of your group.
2. The consumption of alcohol and the use of illegal drugs are strictly forbidden. Tobacco use may be offensive in certain areas. Please respect the values of your in-country hosts.
3. We ask that you consider carefully if you want to bring gifts. Gifts can create jealousy and competition. Donations that benefit an entire community should be coordinated through the Belize Mission and Retreat and the in-country hosts, Basil and Vera de Klerk.

Belize Mission and Retreat teams are marked with the following attitudes:

Humility Flexibility Compassion Grace Patience
Teach-Ability Willingness Love

Please cultivate these qualities in increasing amounts within your team.

All of us with the Belize Mission and Retreat want to make sure your team has a positive and life-changing experience. Help us by helping your team resolve any internal conflicts, and by letting us know when your team is sick, tired, or if there are any problems. We ask that team leaders communicate openly with our staff.

Top 10 Ways to RUIN Your Short Term Team**

1. *Act like you're alone! Stay away from others and isolate yourself.*
2. *Think you're much too important for the work you've been assigned. Try to weasel out of it!*
3. *Don't pray or study the Bible.*
4. *Be well-organized and totally inflexible so that nothing can interfere with your agenda.*
5. *Point out what your hosts are doing wrong. Help them to be more like you.*
6. *Get romantically involved with someone on your team.*
7. *Spend time together talking about your leaders and how you could do a better job.*
8. *Point out all the faults of people on your team.*
9. *Make sure you don't eat the local food. Complain loudly if you have to.*
10. *Generally, be disappointed in how things are going. WHINE!*

** taken from "Vacations with a Purpose"

DEVOTIONS:

We encourage teams to participate in daily devotions at the Belize Mission. Devotion topics include compassion, love, flexibility, service/action, humility, simplicity, and flexibility.

We also encourage teams to share testimonies.

BELIZE MISSION AND RETREAT FINANCIAL POLICIES:

All deposits should be sent to: Belize Mission and Retreat
Attn: Rae Reed
23950 S. Chrisman Rd.
Tracy CA 95304

- All checks must have your team name in the memo space.
- All checks need to be payable to “Belize Mission and Retreat”

Teams and Interns may pay the deposit by check, money order, or traveler’s check. The remaining balance is due *in cash* at the time of arrival in Belize. (Belize does not accept traveler’s checks of any type.)

For questions, contact the US Belize Mission and Retreat representative Vera De Klerk at (925) 200-7012.

DEPOSITS AND CANCELLATIONS:

Your deposits are **non-refundable**. However, there are three occasions when we will refund your deposit:

1. When we received a deposit for a trip that was cancelled by the Belize Mission and Retreat.
2. When we received your deposit but the team was full when the deposit arrived.
3. If the Belize Mission and Retreat is not able to accept you onto a team for reasons such as medical condition, etc.

Your team/intern agreement may not be cancelled less than six (6) weeks prior to your departure without forfeiture of your entire deposit. This is necessary because of the loss of income incurred due to the inability of the Belize Mission and Retreat to arrange a replacement/substitute group on such short notice.

All cancellations shall be in writing, either US Postal Service or e-mail. The date it is received shall be considered the date of the cancellation. All monies due to the Belize Mission and Retreat are payable within 30 days of said cancellation.

QUESTIONS AND ANSWERS:

❖ *If a participant on a Belize Mission trip raises their own support, can they fund their entire trip?*

- YES! 100% of the trip can be funded by donations designated in their name.

❖ *Is it possible to receive a refund if the participant drops out of the trip or the trip is cancelled?*

- In the event that a participant drops out of a scheduled trip, it would be standard to withhold at least the non-refundable deposit. Withholding more would be at the discretion of the trip organizer depending on the circumstance.
- If the Belize Mission and Retreat cancelled the trip, then we will refund all fees paid including the non-refundable deposit.
- If a participant drops out of a trip or if the Belize Mission and Retreat cancels a trip, donations given to the Belize Mission and Retreat on behalf of the participant cannot be refunded. The only amount that can be refunded is what the participant paid.

The IRS states: "you cannot deduct contributions to specific individuals, including: contributions to individuals who are needy or worthy. This includes contributions to a qualified organization if you indicate that your contribution is for a specific person. But you can deduct a contribution that you give to a qualified organization that in turn helps needy or worthy individuals if you do not indicate that your contribution is for a specific person." In other words, internally we track where these donations are earmarked but we cannot refund them to an individual if the trip is cancelled or if the participant drops out. The donations are made to the Belize Mission and Retreat as an organization, not to the individual. This has been verified with our accountant.

❖ *What if a participant raises more than the trip cost?*

- If a participant has raised more donations than the cost of the trip, the excess can be designated however the participant wishes. It can help another participant as a scholarship, it can go towards the general fund, or it can be designated for another Belize Mission and Retreat trip. Excess donations cannot be refunded to the participant.

If the participant has paid some of the trip fees, we can subtract this from the overpayment and issue a refund for that amount, but not more than they paid.

❖ *If a participant goes on a Belize Mission and Retreat Service Project, is their trip payment tax deductible?*

- Yes