

## Checklist of things you must do and when:

- Get a passport right away; if you already have a passport, it must be valid for six months after your return date; **as soon as you have your passport number and expiration date, please e-mail these to [info@achf.org](mailto:info@achf.org)** if you didn't put it on your application
- Make sure you are current on all your childhood immunizations; we recommend the following for your trip to Haiti: (see the following page)
- When you have received your guidebook from ACHF please read the all of the materials within the guidebook.
- By 3 Months Before Departure begin to Study up on the background of Haiti
- By 3 Months Before Departure enroll in ACHF's free weekly Creole classes
- By 3 Months Before Departure- pay amount due for airline ticket (If ACHF helped in acquiring the ticket for you)
- By 2 Months Before Departure—you need to start checking your e-mail once a week in case I need information from you or I need to update or give you information
- By 2 Months Before Departure—Verify city flying out of and back into; changes after this time, if possible, will cost \$100  
  
**As of \_\_\_\_\_ I have you flying out of \_\_\_\_\_ early morning on \_\_\_\_\_ and back into \_\_\_\_\_ on \_\_\_\_\_. If this is not correct, you must let me know by \_\_\_\_\_.**
- By 2 Months Before Departure—Pay a total of months you will be staying (Unless you have worked out a payment method with ACHF)
- 1 Month Before Departure – ACHF will contact you to schedule a time for your orientation meeting (By this time ACHF will expect you to have read your LTC Guidebook)
- 1 Month Before Departure—you need to start checking your e-mail every 3 or 4 days, daily the last few days
- 2 Weeks Before Departure—Read all information in the guidebook and re-read what you already have read
- 1 Week Before Departure—Call the ACHF office to make sure there aren't any changes and to answer any questions you may have and make sure you'll be ready to go (801) 434 – 9200 or Toll Free 866-217-KIDS
- Update current telephone number, permanent telephone number and e-mail address as soon as anything changes so you can be reached by ACHF when necessary