



## **Volunteer Information And Guidebook Mexico Work Project**



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# Introduction

## ***Introductory Statement***

We are delighted to have you join A Child's Hope Foundation in this important work. We know your time will be full of unique opportunities, and hope that you will make the effort to develop lasting friendships, grow spiritually, and gain self-confidence in a caring, trusting, and accepting atmosphere by giving 100% of yourself in service to others. The contents of this training manual are based upon our many experiences in previous work projects and feedback from the volunteers.

The purpose of this manual is to supplement the orientation meeting. All participants must attend the orientation and review this manual to be better prepared for the work project.

## ***Expectations***

You are about to have a unique experience in a developing country. Please remember, you are a guest in Mexico, and your attitude should reflect that understanding. You must never forget that everyone will constantly be observing your language, actions and behavior. Everything you do should reflect the highest standards of kindness, courtesy, respect, dignity and morality. You are setting the foundation for all who will follow in your footsteps. Please be sure that your behavior will always reflect someone committed to humanitarian service.

Youth participants are expected to be able to live, for the designated period of time (typically one week), away from home and without parental assistance while providing for their own basic needs. Those with significant physical, mental, or constraining behavioral conditions, which require extra care, must consult with the staff of A Child's Hope Foundation before they will be approved to participate.

***Please read this information carefully so you can prepare in advance for your work and stay in Mexico.***

# About A Child's Hope Foundation

## ***Our Mission***

A Child's Hope Foundation (ACHF) is a tax- exempt 501(c)(3) non-profit, public charitable organization that provides orphaned and abandoned children in developing countries a healthy, caring environment while seeking a loving family for them. To meet these challenges, A Child's Hope Foundation:

- **Creates New and Partners with Existing Adoption Orphanages**
  - Ensuring our children enjoy a loving, secure and healthy environment, consistent medical care, nutritious food, clean water, and constant emotional reassurance through personal interaction.
- **Promotes and Facilitates the Placement of Children into Families**
  - Partnering with professional, internationally licensed, and approved adoption agencies to place our children into loving homes, whether internationally or in the country of the children's birth.
- **Reduces Costs and Time Frames Related to Adoption**
  - Increasing the number of adoptions by reducing costs to adoptive couples and/or providing them with affordable loans, while continually improving efficiency within the processes.
- **Coordinates and Supplies Needed Resources to Orphans Throughout the World**
  - Creating and expanding partnerships among volunteers, donors, medical professionals, government agencies, members of local communities, adoption agencies, and like-minded humanitarian organizations; working together to serve children in our adoption orphanages and their local communities, as well as children in other orphanages throughout the world.
- **Awakens the Spirits of Everyone Involved**
  - Providing opportunities for personal growth in all involved - Children, Families, Donors, Staff, and Volunteers.

# Traveling in Baja California, Mexico

## ***Geography and Climate***

Baja California is located in the northwest region of the Mexican Republic, in the northern part of the Baja California peninsula. To the north it borders the United States, sharing a border of 265 kilometers, 233 with the State of California and 32 with the State of Arizona. To the Northeast it borders the State of Sonora, Mexico. To the South, the State limits with Baja California Sur. To the west lies the Pacific Ocean and to east lies the Sea of Cortez.

Baja California is a large state with a climate that varies from one city to another. In general, the seasons are clearly marked, fall is fresh, winter is cool, spring and summer are sunny and warm. The weather generally is determined by how close you are to the Pacific ocean, with more extreme temperatures the further inland you go. The area we will be visiting has a climate similar to San Diego, California. In the summer it is advisable to pack a light jacket or sweater and in winter, when temperatures, day or night, can be quite chilly, it's a good idea to pack a warm sweater and coat.

- The official language is Spanish. Some basic Spanish phrases are included in this booklet.
- The Mexican currency is the Peso. While exchange rates are constantly changing, one U.S. dollar is equal to about 10.5 pesos. American dollars are accepted most everywhere in Baja California, you will not need to exchange dollars for pesos.
- **We will be staying at the Door of Faith Orphanage** in the town of La Mision, between Tijuana and Ensenada, about one hour from the border. The following link is a satellite image of the orphanage. You can zoom in and out if you really like maps.  
<http://maps.google.com/maps?f=q&hl=en&geocode=&time=&date=&ttype=&q=Ensenada,+Baja+California,+Mexico&ie=UTF8&ll=32.09904,-116.841477&spn=0.003286,0.004989&t=h&z=18&om=1>

## ***Accommodations In Mexico***

- We will be spending most of our time in the town of La Mision - there we will be guests of Door of Faith Orphanage
- Upon arrival we will give a brief orientation to the facilities and point out where you can place your belongings
- Water is limited so showers are short (two to three minutes) and many people will be waiting to use them
- DO NOT flush toilet paper in the toilet, dispose of it where indicated
- Please help us keep the grounds clean by putting candy wrappers and other garbage in the bags provided for such
- Please keep your personal items neat and picked up



## **Door of Faith Orphanage** ([www.dofo.org](http://www.dofo.org)):

Door of Faith Orphanage is run by DJ & Lynette Schuetze (Americans) who have been there since 1994. About 45 minutes from the border, the orphanage was originally founded by individuals of the Assembly of God churches but it is non-denominational now. It is a brightly painted facility and they repaint everything at least every two years.

They currently have around 110 children from newborns to late teens. They accept infants and have around 10 or so under the age of two. They have extensive facilities for guests to stay in. They have two separate guest areas which can support up to 140 people in the bunk houses. Their gate is always open during the day and no children run away from their orphanage. Children participate in their local schools, hang out with friends, go on dates, etc., just as any normal kid would do (which includes curfews, meeting their dates, etc.). They load up their buses and go to a local non-denominational church where they make up over 1/3 of the congregation.



DJ says that they constantly are asking themselves, “What would a normal family do in this case?” They have dorm rooms that sleep no more than 12 children and they have a married couple that lives in their dorm with them. When the children reach a certain age they “graduate” to a different dorm and get to stay up later, have better movies to choose from, etc. The couple “runs” their little family, oversees homework, and gives them chores, but they all eat together with the rest of the orphans, as well as have many of their other activities together. When children are 18 they are allowed to continue to live there as long as they are going to school. Several orphans who marry have come back to work as dorm parents.



## Key Guidelines To Remember:

- You are one member of a larger group, whose work assignment will make a substantial difference in the lives of many orphans. **TO BE EARLY IS TO BE ON TIME**. The morning schedule is important to keep the work moving forward. At other times during the day be ready to travel as directed so the group does NOT have to wait for you.
- We express our appreciation to the parents, chaperones and other adults who make youth participation possible. If they ask you to do something, we ask that you show them proper respect by doing it.
- While single young men and young women participate in this work project, this is not a match making activity. Pairing off, or public displays of affection are not appropriate.
- You will be assigned a travel group leader who is responsible to know where you are at all times as we travel. Please let this individual know where you are going if you need to get something to eat, use the restroom, etc.
- **DO NOT go anywhere alone**. Stay in groups of at least three or more **and** make sure that your travel leader knows exactly where you are at all times. During the orientation meeting, we will discuss exceptions to this rule, otherwise, you must stay in groups.
- Be a class act. Control your voice and actions. When at the airports and other official locations (especially security) please behave appropriately. DO NOT even whisper about harmful items or actions. Airport security does not tolerate any statements of this sort. At Custom's checks, answer any and all questions directly, honestly, and without side comments. If you do not understand a question, or if you are concerned that your answer may cause damaging effects to A Child's Hope Foundation, ask to visit with a project leader.
- It is illegal to bring firearms, ammunition, or other weapons into Mexico. Please make sure you don't even have spent shells in your vehicle.
- If you are driving your own vehicle in Mexico, make sure you have all of your vehicle registration paperwork including Mexican auto insurance. To avoid delaying the group, please purchase Mexican auto insurance ahead of time. Online you will find dozens of providers, including [www.bajabound.com](http://www.bajabound.com) and [www.mexadventure.com](http://www.mexadventure.com), though we do not recommend any specific provider.
- Please remember that this is a humanitarian endeavor not an opportunity to proselytize religious beliefs.
- Please DO NOT make any comments or promises regarding assistance that might or could be provided to any individual, group or institution. Even to imply that some help may be available, the people may take that as a promise to be fulfilled. Then, if A Child's Hope Foundation does not complete the work you suggested we would do, problems arise. If you see a need that you feel should be addressed, please discuss the matter with a member of the work project leadership first. We will be happy to explore your ideas.
- You are expected to **abstain** from alcoholic beverages and substance abuse.
- You are expected to observe the Dress and Grooming Standards outlined in this booklet

## ***Dress and Grooming Standards***

We ask all participants to observe the following Dress and Grooming Standards:

- It is important that we dress modestly to promote a welcoming and wholesome atmosphere.
- Please do not draw attention to yourself with your choices regarding grooming, hygiene, clothing, hair styles, or jewelry. If you have questions about what may be appropriate, ask.

**MEN** -- Tee shirts and blue jeans or similar clothing is appropriate to work in. Some prefer shorts which should be knee length or longer. It is inappropriate to wear clothing when it is sleeveless, revealing, or form fitting. Shoes or sandals should be worn at all times. No wearing of tank-tops. Please keep boxer shorts from appearing out of your pants.

**WOMEN** -- Tee shirts and blue jeans or similar clothing is appropriate to work in. Some prefer capri pants or shorts which should be knee length or longer. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing, has slits above the knee, or is form fitting. Dresses, skirts, and shorts must be knee length or longer. Shoes or sandals should be worn at all times.

**Both men and women must wear shirts AT ALL TIMES**, except when participating at the beach in appropriate swimwear.

**If you fail to follow these guidelines you will be asked to change.**

If you have any questions regarding the Dress and Grooming Standards for this trip, please contact A Child's Hope Foundation at: Local (801) 434-9200 -- Toll Free 1-866-217-KIDS (5437) -- or email: [info@achildshopefoundation.org](mailto:info@achildshopefoundation.org).

## ***Medical Issues, Supplies, and Insurance***

In a medical emergency, volunteers may be transported to a recommended hospital in Ensenada, or San Diego, California depending on the nature of the emergency. If there are any pressing medical or dental issues, volunteers need to get them taken care of before departure. It is strongly recommended that volunteers are current on their immunizations (see recommended immunizations below). A First Aid Kit is maintained by the Foundation but you must bring your own personal first aid needs, e.g. personal medications, Band-Aids, sun screen, Pepto-Bismol, or any other over-the-counter medications for minor ailments you may experience.

It is your responsibility to provide your own health insurance or supplemental travel health insurance. Speak with your current health insurance provider to see what emergency coverage you may need.

## ***Spending Money***

Some food and spending money will be needed. The amount will depend on your own incidentals needs / wants such as, the purchase of souvenirs at the market, food while at the airports, or emergency purchases. You can take some small food items (e.g. Power Bars, granola bars, dried fruit, snacks, etc) if you would like to reduce the cost of purchasing food while traveling in the U.S.

Your fixed costs (the money you pay to participate in the work project) include: food, lodging, transportation while in Mexico, and a small amount needed for tips. These fees are payable to A Child's Hope Foundation and are due as indicated on your itinerary sheet. If you prefer to obtain your own airline tickets, totes, travel by car, or take your own food please communicate with Kent White. He will work out these details with you and modify your fees accordingly. You will receive a receipt from A Child's Hope Foundation for those fees which may be tax-deductible.

## ***Lost or Damaged Items***

Be advised that A Child's Hope Foundation cannot be responsible for any lost or damaged items that you bring with you.

## ***Photographs***

Be aware that during your activities in Mexico, many individuals, including representatives from A Child's Hope Foundation, will be taking pictures. By participating in this activity you may very well be included in some of these pictures. As part of your consent for this trip you grant A Child's Hope Foundation the right to use such pictures for their purposes, including publicity, web pages, marketing materials, or to solicit additional funding for A Child's Hope Foundation, without any compensation to you. Additionally, please be courteous and ask permission before taking photos of others.

## ***Early Departure - For Inappropriate Behavior***

It is our desire that everyone have a wonderful experience while working and serving in Mexico. This is only possible if everyone follows the guidelines, rules, and directions set forth here and provided during the project by the project leaders. If someone's behavior or dress is inconsistent with these guidelines, A Child's Hope Foundation leaders will take appropriate action. Depending on the nature of the problem individuals may be sent home prior to the end of the service project, at their own expense.

Activities for which participants may be sent home early if engaged in while attending a work project include:

- Drinking alcohol or substance abuse
- Lewd, obscene, or immoral actions
- Stealing or shoplifting
- Possessing firearms or other harmful weapons (souvenirs of this nature may need to be given to a staff member to secure until the return trip home)
- Doing anything harmful to themselves or others.
- Deliberately damaging property of others
- Leaving the group and going anywhere alone
- Refusing to participate in the work assignment when capable of working
- Refusing to follow dress standards, including the failure to wear a shirt at all times
- Other actions that, in the opinion of the staff, warrants such measures

**Anyone being sent home from a trip will be responsible for his or her additional transportation costs, and fees already contributed will not be refunded.**

## Medical Information For Individuals Traveling To Mexico

A Child's Hope Foundation is grateful for the number of volunteers who have expressed a desire to visit Baja California, Mexico and assist with projects to benefit orphans there. Though the climate is similar to San Diego, California and though general health and sanitation is much better than other parts of Mexico, travel to this part of the world may expose you to diseases and illness. Viruses, bacteria, or parasites can contaminate food or water. Accordingly, we have compiled this brief outline of recommendations regarding vaccinations that you should consider. This document is **NOT** a complete medical guide for travelers to this region of the world. **PLEASE CONSULT your doctor** for specific information related to your individual needs and your medical history.

The chart below show immunizations recommended for travelers to Mexico by the US Centers for Disease Control and Prevention (<http://wwwn.cdc.gov/travel/destinationMexico.aspx>). The CDC web site contains helpful suggestions relating to: Travelers' Diarrhea, precautions all travelers should take, things to do to stay healthy, how to avoid getting sick, what to take with you, what to do after you return home, and much more.

| Vaccination or Disease                     | Recommendations or Requirements for Vaccine-Preventable Diseases  |
|--|---|
| <b>Routine</b>                             | Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, etc.   |
| <b>Hepatitis A</b> or immune globulin (IG) | Recommended for all unvaccinated people traveling to or working in countries with an intermediate or high level of hepatitis A virus infection where exposure might occur through food or water. Cases of travel-related hepatitis A can also occur in travelers to developing countries with "standard" tourist itineraries, accommodations, and food consumption behaviors. |
| <b>Hepatitis B</b>                         | Recommended for all unvaccinated persons traveling to or working in countries with intermediate to high levels of endemic HBV transmission and who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, and for all adults requesting protection from HBV infection.    |
| <b>Typhoid</b>                             | Recommended for all unvaccinated people traveling to or working in Mexico and Central America, especially if visiting smaller cities, villages, or rural areas and staying with friends or relatives where exposure might occur through food or water.  |
| <b>Rabies</b>                              | Recommended for travelers spending a lot of time outdoors, especially in rural areas, involved in activities such as bicycling, camping, hiking, or work. Also, children are considered at higher risk because they tend to play with animals and may not report bites.   |

## Frequently Asked Questions / Concerns

- **Question** --- Do I need any special documents to get into Mexico?
- **Answer** --- No, **HOWEVER** you do need documents to get back into the United States. Acceptable documentation for land travel includes either a passport **or** another approved government issued photo ID for adults 18 and older. To restate, you will either need a passport **or** another U.S. approved document to reenter the U.S. There is an exception for minors 16 to 18 that you can look at, at [http://www.getyouhome.gov/html/lang\\_eng/eng\\_sa.html](http://www.getyouhome.gov/html/lang_eng/eng_sa.html), and we believe that our participants qualify for this exception. For children under 16, the only requirement is a certified copy of their birth certificates. If minors are traveling without their parents, it is also required to have a notarized letter from the parents giving limited power of attorney and guardianship of the minor for a specified period of time to an adult who will be traveling with the minor. These requirements to re-enter the United States are detailed on the US State Department's web site at [http://www.getyouhome.gov/html/eng\\_map.html](http://www.getyouhome.gov/html/eng_map.html)
- **Q** --- Is the water okay to drink at the orphanage and other locations in Mexico?
- **A** --- Water at the orphanage is generally not filtered except in a few locations such as kitchens. You should only drink water from taps that are marked as being filtered. Bottled water is available at grocery and convenience stores everywhere, and most restaurants. *If you have any questions about the source of water or ice served to you – ask!*
- **Q** --- What is the climate going to be like?
- **A** --- Similar to San Diego, California year round. The climate is famous for generally having “spring time” weather, but you should look at a weather forecast for San Diego to know what you should expect during the time you are planning on traveling. Jackets are generally needed due to cool weather in the mornings and evenings all year, and warm coats are definitely needed in the winter. It gets down to 40°F at night during the winter – and that is **cold** when you sleep in an unheated building! Be sure you bring plenty of blankets/warm sleeping bag and appropriate clothing.
- **Q** --- Is there refrigeration at the orphanage?
- **A** --- Yes, there is limited refrigeration available.
- **Q** --- What about our meals?
- **A** --- Breakfasts are included in the cost of your trip for the working days. There are plenty of great restaurants near the orphanage and you are also welcome to cook your own food at the kitchen if you'd prefer. We will show you where the supermarkets are if you'd like to buy groceries, but most people prefer to eat out.
- **Q** --- Is there electricity for personal items such as, hair dryers, electronics, or other equipment?
- **A** --- Yes, though we cannot guarantee that it will be uninterrupted.
- **Q** --- What about first aid supplies?
- **A** --- See the section on Medical Supplies.
- **Q** --- What are the sleeping accommodations like?
- **A** --- All volunteers should plan on sleeping in a common room on bunk beds with firm mattresses. You will need to bring your own bedding (sleeping bag), pillow, and an air mattress if you aren't comfortable on a firm mattress.

- **Q** --- Are there specific laws and customs that we need to be aware of for the safety of our group, as we interact with the local people and children?
- **A** --- YES. Stay in groups of three or more. Don't take pictures of people who object. *Don't make promises you cannot keep.*
  
- **Q** --- Do we have anyone who can educate us regarding the things we should know about the area and the people with whom we will be interacting?
- **A** --- YES. We will hold orientation meetings where A Child's Hope Foundation leaders and others will discuss the trip in more detail and answer any questions you may have. We expect these meetings to last about one hour depending on the number of questions you have. Please be early, as we will begin exactly as scheduled. We also ask that a parent attend with anyone less than 18 years of age who is planning to participate. Some orientation meetings may be held via web and phone conference. Attending an orientation meeting prior to leaving for Mexico is **mandatory**.
  
- **Q** --- What language will be spoken in the orphanage and surrounding community? Will we have someone who can translate for us?
- **A** --- At the orphanage many individuals will speak English, but you should learn to speak to the children in Spanish as much as possible. You will generally find some people at restaurants, stores, beaches, church, etc. who can speak English. Do not plan on having someone available to translate for you if you want to speak to the children or others. It is always a good practice when traveling in a foreign country to try to learn a few basic phrases in the native language. For this reason we have prepared a list of common words and / or phrases which may be helpful. You will find them at the end of this document.
  
- **Q** --- Are there facilities for washing clothing?
- **A** --- Yes and No. The washing machines may or may not be available at times. There will be a main line to hang your clean clothing to dry, whether you washed by hand or machine.
  
- **Q** --- What about transportation to/from the airport, San Diego, or Mexico?
- **A** --- You may have several options for travel to Mexico depending on the project, please speak individually with the leader of the project to discuss those options.
  
- **Q** --- What might a typical day in Mexico look like?
- **A** --- Typical Work Day Schedule: (Subject to change depending on needs, time, weather, temperatures, and sun light)
  - Wakeup call will be around 6:30 a.m. depending on work projects that day and sunrise
  - Around 7:00 a.m. we eat Breakfast
  - Start Work!!!
  - Clean up and store equipment as assigned
  - Lunch – Sometime around 1:00 p.m.
  - Rest – Relax – Play with orphans, visit with other volunteers, or go see the sights
  - Dinner around 6:00 p.m.
  - Evening Devotional -- start between 8:30 to 9:30 p.m.
    - Announcements
    - Song
    - Give a thought or Read a Scripture
    - Prayer
  - Pack -- Clean-up
  - To bed -- lights out 10:30 p.m.

- **Q** --- What should we take with us to Mexico?
- **A** --- A sample-packing list has been included in this guidebook. Specific questions can be addressed at the orientation meeting.
- **Q** --- How much spending money should I bring?
- **A** --- Depends on your personal needs. The only money you will spend will be for food outside the orphanage, souvenirs, and a few other miscellaneous items that you choose to purchase. Anywhere from \$20-100 should be sufficient, depending on how much you choose to spend.
- **Q** --- Will we have an opportunity to go to the beach?
- **A** --- Yes, depending on your group's interest in doing other activities. The ocean is not generally "warm" and wet suits are usually needed throughout the year.
- **Q** --- What baggage am I allowed to take?
- **A** --- We ask everyone flying out of Salt Lake City to pack their personal belongings in a carry-on bag and no more than one checked bag so we can use one of your allotments of two checked bags to transport supplies (formula, diapers, clothes, tools, etc.) to Mexico. Hopefully your **one** checked bag will not be full, so we can arrange with you to bring additional supplies that you can pack for us.
- **Q** --- What if we have some items we want to donate to the people in Mexico?
- **A** --- If you have items that you cannot fit into your personal carry-on bag or checked bag, please contact Kent White at (801) 434-9200 and he will make arrangements for you to get them packed so they can be transported to Mexico.
- **Q** --- If I get hungry while working, will I be able to go to a convenience store for a break?
- **A** --- Sometimes we will be close to a convenience store, other times we won't. We encourage you to bring some snack food such as breakfast bars, granola bars or other food that you can quickly eat as you head to the work location.

### ***Tips and Reminders from Other Volunteers***

- Children love to touch. Don't be surprised when the children come up and hold your hand, or when the orphans want to be held.
- Plan on being dirty and sweaty.
- There may be noisy farm animals nearby, so sometimes earplugs come in handy if you need it quiet to sleep. They are also useful on the airplane.
- Bring a couple of pairs of work gloves.

### ***What must I do? What must be signed?***

- Obtain necessary ID to return to the United States from Mexico
- Complete and bring the Pre-survey of Skills Form to the orientation meeting
- Sign and bring the appropriate Release Forms to the orientation meeting
- Sign and bring the Volunteer Guidebook Review Form to the orientation meeting
- Pay your fees
- Get your immunizations as directed by your personal physician
- Prepare for the opportunity of a lifetime
- Have FUN – Work HARD -- Enjoy the KIDS

# Packing List

We hope the following checklist will be helpful as you prepare for your trip to Mexico. Remember this is just a general guide and you must determine the specific items that you need to take. You may want to check to see what the weather is going to be like in San Diego before packing your clothing, as it can be cold during certain seasons, especially at night.

## General Items:

- Phone numbers of family members that you may need to call in an emergency or if flights are delayed
- Name tags on all luggage (one inside as well)
- Spending money
- This Information and Guide Booklet
- Passport OR other Photo ID & Birth Certificate**
- Money Belt, neck pouch, or some other safe place to keep your money and passport
- Personal prescription medications
- Glasses / contacts
- Camera (and film)
- A Water Bottle
- Journal (pen / pencil)
- Book to read while traveling
- Pillow
- Warm Sleeping Bag
- Air Mattress (optional)
- Small balls - Frisbee's
- Towel and wash cloth
- Snacks and/or breakfast food
- Flashlight
- Work shoes (closed toe)
- Hand sanitizer
- Bug repellent with DEET
- Board & Group games

## Personal Items:

- Shirts (including long sleeves)/ Blouses (see dress standard)
- Pants or shorts
- Socks

- Jacket/Coat
- Underwear
- Women – bras and sanitary items
- Pajamas/nightwear
- Work/hiking shoes, & sandals for the beach
- Hat
- Working Gloves (two pair)
- Swimsuit and towel
- Sunglasses
- Watch
- Ear plugs (noisy morning birds and snoring)
- Lip Balm
- Personal toiletry items:
  - Toothbrush
  - Toothpaste
  - Deodorant
  - Bath soap
  - Shampoo
  - Conditioner
  - Razor
  - Kleenex
  - Sun screen
  - Medications (prescriptions plus)
    - Aspirin / Tylenol / Ibuprofen
    - Sudafed / Antihistamine
    - Cough drops
    - Imodium - for diarrhea
    - Pepto-Bismol
  - Band-Aids
  - Mole skin for blisters
  - Lotion / aloe vera

## English --- Spanish Phrases

| English                        | Spanish   |
|--------------------------------|---|
| Hello                          | Hola (the H is silent) <i>ó-la</i>  |
| Good morning                   | Buenos días <i>bwé-nos dí-as</i>  |
| Good afternoon                 | Buenas tardes<br><i>bwé-nas tár-des</i>   |
| Good evening (before 7pm)      | Buenas tardes<br><i>bwé-nas tár-des</i>   |
| Good evening (after 7pm)       | Buenas noches<br><i>bwé-nas nó-ces</i>  |
| Good night                     | Buenas noches<br><i>bwé-nas nó-ces</i>  |
| Good bye                       | Adiós<br><i>a-djós</i>  |
| See you tomorrow               | Hasta mañana <i>ás-ta ma-nyan-a</i>   |
| Thank you                      | Gracias<br><i>grá-sjas</i>  |
| You're welcome                 | De nada<br><i>de ná-da</i>  |
| Where are you from?            | ¿De dónde eres?<br><i>de dón-de é-res?</i><br>¿De dónde es usted?<br><i>de dón-de es us-téd?</i>          |
| I need a Doctor                | Necesito un doctor <i>ne-ce-si-to un dok-tór</i><br>Necesito un médico<br><i>ne-ce-si-to un mé-di-ko</i>  |
| How are you?                   | ¿Cómo está usted?(formal)<br><i>kó-mo es-tá us-téd?</i><br>¿Cómo estás?(familiar)<br><i>kó-mo es-tás?</i> |
| Where is the bathroom?         | ¿Dónde está el baño? <i>dón-de es-tá el ba-nyo?</i>   |
| See you later                  | Hasta luego <i>ás-ta lwé-go</i>   |
| I am very sorry, I am a Gringo | Lo siento mucho, soy gringo <i>lo sjen-to mú-cho</i>  |
| Please                         | Por Favor<br><i>por fa-bór</i>  |
| What is your name?             | ¿Cómo se llama?<br>¿Cómo te llamas? (children)  |
| My name is                     | Me nombre es / Me llamo   |
| Write your name                | Escriba su nombre (formal)<br>Escribe tu nombre (familiar)  |
| How old are you                | ¿Cuántos años tiene? (formal)<br>¿Cuántos años tiene? (familiar)  |
| What is the exchange rate?     | ¿A cómo está el dólar?  |
| This is an emergency!          | ¡Es una emergencia!   |

|                              |                                       |
|------------------------------|---------------------------------------|
| How much does it cost?       | ¿Cuánto cuesta?                       |
| Can you take me to           | ¿Puede llevarme a                     |
| Do you speak English?        | ¿Habla inglés?                        |
| I am from the United States  | Soy de los Estados Unidos             |
| I'm fine                     | Estoy bien                            |
| Allow me to introduce myself | Permítame a presentarme               |
| Pleased to meet you          | Mucho gusto en conocerle /Mucho gusto |
| Have a nice day              | Que tengan un buen día                |
| Shrimp                       | Camarones                             |
| Lobster                      | Langosta                              |
| Fish                         | Pescado                               |
| I would like Mexican food    | Me gustaría comida mexicana           |
| I would like Seafood         | Me gustaría mariscos                  |

## Volunteer Guidebook Review Form

I appreciate the opportunity A Child's Hope Foundation is giving me to participate in a work project for the orphans of Mexico. I realize the purpose of this book and the orientation meeting is to help prepare me for the experiences I will have and to set forth the expectations the organization has of me.

I have read and understand that failure to follow these guidelines or directions given me by an agent of A Child's Hope Foundation could result in my being expelled from the program. Should I be sent home early, I understand that I would be responsible to bear those costs, in addition to forfeiting all fees paid to participate in the Caregiver Volunteer Program.

I further understand that living and working in a developing country is much different than life in the United States or Canada. As a result, I realize that for my own safety and the safety of all participants, I must follow the guidelines and instructions contained in the guidebook and/or provided to me during the orientation meeting as well as any instructions given me by the leaders of A Child's Hope Foundation during my stay.

I have read and understand the information contained in the Guidebook. I have asked, and received answers to my questions during the orientation meeting and I fully commit to abide by the standards herein outlined at all times during my participation in the work project. I have read and understand that failure to follow these guidelines or directions given me by an agent of A Child's Hope Foundation could result in my being assigned to stay with a leader at all times, or, in consequence of my actions, I could immediately be sent home. Should I be sent home early, I understand that I (or, if I am a minor, my Guardians) would be responsible to bear those costs, in addition to forfeiting all fees paid to participate in the work project.

I understand that Mexico is a developing country, and as such, many rules, laws, and customs are different than they are in North America. I understand that the possession of, or involvement with, any illegal drugs is prohibited. If arrested in Mexico, individuals accused of involvement with drugs should not expect any assistance from the U.S. Government or A Child's Hope Foundation.

I understand that I must be able to live, for the designated period of time, away from home and without assistance while providing for my own basic needs. I do not have any significant physical or mental challenges or constraining behavioral conditions that would affect my participation in any way during this project that I have not disclosed to A Child's Hope Foundation.

I acknowledge all of the above this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature of the Participant

If under 18, please have your parent or guardian read and sign the following:

I, \_\_\_\_\_ (please print) the parent or guardian of \_\_\_\_\_ (please print) declare that I have reviewed the guidelines contained in the guidebook with my son / daughter and we fully understand the requirements for their participation. We have further discussed the consequences of inappropriate behavior, including the possibility of being sent home early. I understand our responsibility to pay the fees associated with an early departure. I too have had my questions answered at the orientation meeting and I support the efforts as well as the guidelines set forth.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2011 \_\_\_\_\_  
Parent or Guardian





# Parental or Guardian Permission and Medical Release Form

Work Project: 2011 Volunteer Work Project for Orphans in Mexico.

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_ 2011

Participant's Parent/Guardian: \_\_\_\_\_ (Please Print Name)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ -- \_\_\_\_\_ Parent/Guardian's Alt. Phone: ( ) \_\_\_\_\_ -- \_\_\_\_\_

## **Medical Information:** (Please check all that apply)

Does the Participant have:

- |  |  |
|--|--|
| <input type="checkbox"/> Special diet                                | <input type="checkbox"/> Daily or Required Medications           |
| <input type="checkbox"/> Chronic/recurring illness                   | <input type="checkbox"/> Physical condition that limits activity |
| <input type="checkbox"/> Surgery or serious illness in the past year | <input type="checkbox"/> Other medical needs / conditions        |
| <input type="checkbox"/> Allergies                                   |  |

(Please explain these needs / conditions in detail on the back or a separate sheet of paper)

## **Release:**

This Release is made in favor of A Child's Hope Foundation of 4885 N Canyon Rd., Provo, UT 84604, hereafter referred to as the Releasee. This Release includes all officers, directors and employees of the Releasee, as well as Releasee's successors, assigns, and legal representatives. The consideration for this Release is the permission given to the Participant to participate in the Project.

This Release binds not only the Participant and the Participant's Guardian(s) with regard to any claims arising from participation in this Work Project, but also the spouse, heirs, legal representatives, and assigns of the Participant and the Participant's Guardian(s).

The Participant and the Participant's Guardian(s) release Releasee from any and all claims for loss or damage, including personal injury or death, whether or not caused by Releasee's negligence, while participating in the Work Project.

The Participant's Guardian(s) hereby give his/her/their full permission for the Participant to participate in the Work Project. Also, in the event that any medical attention is necessary, The Participant's Guardian(s) hereby authorize any physicians or other medical personnel involved in the Work Project to administer such medical or surgical treatment or carry out such procedures as may be deemed necessary or advisable in the diagnosis and treatment of the Participant by the physician or other medical personnel.

The Releasee will be taking photographs and video of the Participants to be used by the Releasee in promotional materials. The Releasee is granted by this Release the right to photograph and film the Participants, as well as to display, exhibit and utilize the photographs/film.

The Participant and the Participant's Guardian(s) release Releasee from any future claims for libel, slander or any claim by the Participant and the Participant's Guardian(s) or their successors and assigns. If any portion of this Release shall be held to be invalid under the laws of the State of Utah, those parts that are not held invalid shall continue in full force and effect.

IN WITNESS WHEREOF, the Participant's Guardian(s) have signed this Release in \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2011. (city) (state)

\_\_\_\_\_  
Guardian of Participant's Signature

\_\_\_\_\_  
Guardian of Participant's Signature