



# CCH Travel Handbook

Dear CCH Trip Participant,

Thank you for choosing to travel with Community Coalition for Haiti to share your skills and experience with the people of Jacmel, Haiti. CCH trips support our long-term, community driven programs in healthcare, education, and community development. Your service transforms lives - one life, one family, one community at a time – by:

- Treating the sick, injured and disabled at our Primary Care, PT/Rehab and Surgical Clinics;
- Improving teacher quality, providing learning resources and improving facilities to provide a better foundation for the children of Haiti; or
- Working alongside Haitians on various building projects and training Haitians in new skills such as construction or agriculture

The purpose of this handbook is to prepare you for your CCH trip. It tells you everything you need to know from booking flights to Haiti and what to pack to where you'll stay and what to expect while in-country.

**The final three pages of the handbook include the paperwork that needs to be completed prior to your trip.** Pages that require your signature need to be mailed or scanned and emailed to CCH.

Mail your paperwork to:  
Community Coalition for Haiti  
PO Box 1222  
Vienna, VA 22183

Scan/email your paperwork to:  
[abby@cchaiti.org](mailto:abby@cchaiti.org) (non surgical travelers)  
[audrey@cchaiti.org](mailto:audrey@cchaiti.org) (surgical travelers)

Whether it's your 1<sup>st</sup> time or 50<sup>th</sup> time to Haiti, we look forward to having you travel with us! Get ready to join the adventure!

Welcome,

Abby Gwaltney & Audrey  
Sandhusen  
CCH Trip Coordinators  
703.932.0812 (Abby)  
703.638.4911 (Audrey)



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## 1. CCH Trip Fees

Everyone who travels with CCH to Haiti pays (or raises money to pay) for their trip. CCH welcomes volunteers as individuals or part of a team that is contributing the mission of CCH. CCH also welcomes groups or individuals to stay at Isaiah House as hotel guests on a per night basis. These trip fees are explained below.

### 1.1 CCH Volunteers

CCH volunteers may be individuals or part of a team that's working with CCH staff to plan a meaningful mission trip that will be mutually beneficial to both the organization and the volunteers. Trip fees for CCH volunteers are per person and include: accommodations at the CCH Isaiah 61 Guest House, three meals per day, all in-country transportation, daily translators and 24-hour personal accident insurance, including evacuation insurance. (Travel insurance policy information will be sent to travelers in advance of their trip.)

Current CCH Trips Fees for 5-7 nights are \$900 per person. Medical professionals who use operating rooms at the CCH clinic are charged an additional \$300 per person fee (i.e., \$1,200 total for medical professionals).<sup>1</sup> The additional fee for medical professionals helps cover the added maintenance, electricity, and personnel costs of running the ORs. Additional nights (beyond 7) in-country with a CCH team are charged at \$70/night.

Payment for your trip can be mailed by check to CCH or paid online with a credit card. Please note that there is a **3% credit card processing fee for trip payments made by credit card**, which covers the cost incurred by CCH.

Also please note that **airfare to Haiti is not included in the CCH volunteer trip fee**. CCH travelers arrange and pay for their own airfare between the US and Haiti. Please see Section "We realize that international mission trips can be expensive, but we never want a willing volunteer to be unable to serve because of the cost. We've put together a list of resources on our website that might be useful as you seek out additional means of support for your trip: [www.cchaiti.org/travel/funding-your-trip/](http://www.cchaiti.org/travel/funding-your-trip/)

2. Transportation" for recommendations regarding flight arrangements.

### 1.2 Isaiah House Guests

In addition to CCH volunteers, CCH also welcomes individuals or groups of guests to stay at Isaiah House in Jacmel on a per night basis. The basic fee for room and board is \$60/night. Services such as transportation or translators for Isaiah House Guests may be arranged for an additional fee. (These services are already included in the \$900 trip fee for CCH volunteers.) Please contact Abby ([abby@cchaiti.org](mailto:abby@cchaiti.org)) for cost inquiries outside these typical parameters.

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<sup>1</sup> Surgical teams please reference the [Surgical Team Resource Guide](#) for more information pertinent to your specialized type of trip.

### 1.3 Refunds

Trip fees are due 30 days prior to travel. In the event a CCH volunteer or Isaiah House guest cancels their trip and has already paid their fee, CCH will apply the fee to a future guest-house stay. The guest may also choose to transfer the paid fee to another guest. All paid guest house fees and/or transfers must be used within two years.

### 1.4 Fundraising for your Trip

We realize that international mission trips can be expensive, but we never want a willing volunteer to be unable to serve because of the cost. We've put together a list of resources on our website that might be useful as you seek out additional means of support for your trip: [www.cchaiti.org/travel/funding-your-trip/](http://www.cchaiti.org/travel/funding-your-trip/)

## 2. Transportation

### 2.1 Flying to Haiti

Purchasing plane tickets is the responsibility of CCH travelers. CCH highly recommends using **EWA Travel** to book your flights to and from Haiti. Using a travel agent to help book your flights ensures that you have someone who can advocate on your behalf in the event that flights are delayed or cancelled or changes need to be made. To arrange your travel through CCH's recommended travel agent, please contact:

**Chris Van Dyke** - [chris@ewatravel.com](mailto:chris@ewatravel.com)

**Phone: 703-834-6100** (After-hours: 800-639-8456 Code: SS542)

It is also very important that you book your flights between the US and Haiti according to the following parameters:

- Arrive in Port Au Prince no later than 12:00 noon
- Depart Port Au Prince after 12:00 noon

Your arrival and departure within these timeframes ensures availability of in-country transportation between Port Au Prince and Jacmel. Arriving or departing outside of these parameters must be approved by CCH.

## 2.2 In-Country Transportation

CCH makes every effort to transport teams between Port Au Prince and Jacmel via charter flights. Charter flights take only 15-20 minutes and offer gorgeous views of the Haitian mountains and countryside!

When charter flights are not available (e.g., due to other demand, size of team, weather, flight arrival/departure times), teams travel overland via bus or truck. Teams that drive between Port Au Prince and Jacmel are always accompanied by a CCH staff member and/or an approved driver. The drive between Port Au Prince and Jacmel takes teams through the mountains, is anywhere from 2-4 hours in duration (depending on traffic) and is a great way to see more of the country!

Regardless of how you travel, make sure to have your camera ready!



Mission Aviation Fellowship's 9 passenger charter plane

## 3. Arriving in Haiti

### 3.1 Customs/Immigration

**Isaiah House Address and Phone (needed for forms):**

Rue Dupretunier #18, Jacmel, Phone: 011 509 3793 9514

On the plane between the US and Haiti, you will be given a white Customs form and a green Immigration form. You have nothing to declare on the Customs form. For the green Immigration form, check "recreation" for the travel purpose. If you are a US Citizen, you can ignore the questions about a visa and a visa number. **U.S. citizens do not need a visa to travel to Haiti.**

When you deboard the plane, follow the hallway to the Customs & Immigration Hall. Before you pass through **Immigration, you will be required to pay a \$10 USD tourist fee.** This fee is payable in cash only, and you must have exact change.

After you pay the tourist fee, you will line up for Immigration. At the Immigration desk, an attendant will review your passport and forms. Upon completion of his/her review, the attendant will return your passport, your Customs form and the bottom piece of your green Immigration form. **Don't lose this small green piece of paper! You need to submit this paper to Immigration on your departure.**



***Tip:*** Travel with a \$10 bill and a small slip of paper with the Isaiah House address and phone number tucked away in your passport carrier. This will make the Customs & Immigration process much easier!

### 3.2 Baggage Claim/Luggage

Once you clear Immigration in Port Au Prince, you'll go downstairs to baggage claim. Luggage carts are available to rent for \$2/cart. There will be many people who want to help you with your luggage. Just say "no." Tips are expected if someone helps you with your bag.

**You must show your baggage claim tickets when exiting customs.** Be prepared with your baggage claim tickets in your hand. Once bags are matched to the baggage claim tickets, proceed through Customs. An attendant at the podium will ask for your Customs form. Proceed down the hall towards the airport exit.

### 3.3 Exiting the Airport

Johnson (pictured to the right) is CCH's airport transfer driver. He will meet you as you exit the airport. Johnson will be holding a CCH Sign and will be waiting for you either inside the airport or just outside the exit doors. If you have a lot of luggage, Johnson or a CCH staff member can help you load the luggage into CCH's truck. Sometimes Johnson sends another associate to pick up CCH travelers; in this case we will send you the name and photo of the person assigned to pick you up from the airport.

There will be A LOT of people wanting to assist you outside of the airport. Many people will offer taxi service or assistance with luggage. **Please DO NOT team up or go with anyone other than Johnson or a CCH staff member.** If you do not see Johnson, please wait inside the airport doors until he finds you.

Johnson transports CCH travelers between the main terminal of the Port Au Prince airport and the smaller General Aviation (GA) terminal where charter flights arrive and depart. Johnson will help you move luggage between the van/truck and the GA terminal. Please feel free to ask Johnson questions or advice.



**CCH pays Johnson directly, but a tip of \$1-\$2 per bag is suggested.**

At the GA airport you will meet your pilot(s) and head to Jacmel. CCH staff will meet you at the small Jacmel airport and transport you to the Isaiah 61 Guest House.

#### 4. Isaiah 61 Guest House

During your time in Jacmel, you will stay at CCH's Isaiah 61 Guesthouse. Isaiah House has 14 bedrooms that can accommodate up to 42 guests. Each room sleeps 2-8 people and has its own bath. The guesthouse is gated and has security personnel 24/7.



- Money and passports can be locked in safes provided in guest rooms or the CCH office.
- All linens are provided (i.e., pillow, linens and towels).
- A full kitchen staff provides 3 meals per day and takes pride in preparing food that everyone can enjoy. Please inform CCH in advance of any dietary needs.
- Laundry service is available each day. Items are laundered by hand and are returned to guests within 24-48 hours. If you utilize this service, please remember to include the service in your tip at the end of the week (more details below).
- Wifi, though not always high speed, is available at no charge.
- Electrical outlets are the same as in the US and do not require an adapter or converter.

Tips for the Isaiah 61 Guest House staff are encouraged and very much appreciated. All tips should be given to CCH In-Country Director Rubinsté St Louis at the end of the week, and he will distribute all funds received equally among the Guest House staff.

#### 5. Packing List

##### **Luggage**

It is recommended that you pack all personal items in two carry-on sized bags. A carry-on size suitcase, duffel bag or backpack works well. A hip pack, messenger bag or small backpack for daily use in Jacmel is also recommended. Your team leader or CCH staff may ask you to assist in bringing supplies into the



country via checked bags (please note checked bags have a 50lb limit). Please seek guidance from your team leader or CCH.<sup>2</sup>

### **Clothing**

- Leave jewelry at home!! (Watch or simple ring/earrings are OK)
- Scrubs for medical professionals
- Lightweight sleepwear
- Socks/Undergarments
- Lightweight skirts, slacks, jeans, capris, shorts – please avoid short shorts
- Cool, loose-fitting shirts – please avoid thin/spaghetti strap tank tops
- Windbreaker/rain gear (optional)
- One outfit suitable for Sunday church: Women - skirt/dress and ensure your shoulders are covered; Gentleman - pants and a short sleeved polo or button down shirt. Dress shoes are not needed.
- Hat for sun protection
- Bathing suit
- Shoes: Old shoes or tennis shoes or work boots; sturdy sandals such as Keen, Teva, Chaco; flip flops for shower (optional)
- Reminder that laundry service is available. If you utilize this service please remember to include this in a tip at the end of the week. A suggested amount is \$5 for the week.

### **Toiletries and Personal Articles**

(Liquids, pastes, etc. must be less than 3 oz. and fit into a quart-size Ziploc, per airline regulations)

- Small package of tissues
- Insect repellent (recommended high concentration DEET and Permethrin spray – lasts 6 washes)
- Medications, etc.
  - Ibuprofen, anti-diarrheal, antihistamine, sunscreen, anti-itch cream, hand sanitizer
  - Prescription medications: make sure you have enough to last your trip, and carry medications in their original containers in your carry-on luggage.
- Minimal, essential toiletries
  - Shampoo, conditioner, soap, toothpaste/brush, deodorant, comb, contacts, glasses
- Please do not bring a blow dryer. The electrical system at the guest house will not support it.
- Ear plugs (it is noisy at night)
- Camera (optional) – please ask someone if they would like their picture taken before taking it.
- Sunglasses
- Water bottle(s) with wide-mouth opening
- Small flashlight
- Snacks: protein bars, nuts, trail mix (no chocolate – it will melt), jerky, hard-shelled gum

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<sup>2</sup> Surgical teams please reference the [Surgical Team Resource Guide](#) for information on the supplies/medications CCH provides and those the team is responsible for bringing.

### Documents and Cash

- Reminder there is a safe at Isaiah House where passports and money can be stored.
- Passport, along with 2 copies kept separately from passport. You'll need to carry one copy with you each day.
- In-country cash: suggest \$150-\$200 with majority being small denominations \$1's and \$5's. This is used for expenses such as souvenirs, beverages (soda, beer), shopping, special dinner out, sight-seeing.

## 6. Supplies and Luggage

CCH relies heavily on teams providing and bringing the necessary supplies for their trip(s). This includes resources for classroom instruction and seminars, supplies for VBS or camp, medical supplies,<sup>3</sup> etc. Please note: CCH does provide the supplies/tools for construction projects. If you have a toolkit that you just can't live without, we suggest bringing it with you.

Airline baggage fees are the responsibility of the traveler. Most airlines offer the first checked bag free and charge for additional checked bags. CCH highly recommends checking the airline's baggage policy for the most up to date fees and regulations prior to traveling. CCH encourages teams to reach out to airlines prior to traveling to ask about waiving fees volunteers with a (501(c)3) nonprofit organization. Past teams have shared that JetBlue is relatively generous with its baggage allowances and a call to the company can provide fees being waived.

At times, CCH may ask a traveler to carry luggage on behalf of the organization. CCH will provide reimbursement of baggage fees in this case. Reimbursement requests can be made to Abby Gwaltney ([abby@cchaiti.org](mailto:abby@cchaiti.org)) or Kate Conrad ([kate@cchaiti.org](mailto:kate@cchaiti.org)).

## 7. Immunizations and Medications

CCH recommends that volunteers consult their healthcare provider at least 6 weeks prior to travel to discuss immunizations, medications, and fitness for travel to Haiti. Immunizations and medications commonly recommended for travel to Haiti include:

1. Current tetanus
2. Hepatitis A and Hepatitis B immunizations
3. Malaria prophylaxis (please visit CDC's website for current information: <http://www.cdc.gov/MALARIA/>)

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<sup>3</sup> Surgical teams please reference the Surgical Team Resource Guide for information on the supplies/medications CCH provides and those the team is responsible for bringing.

#### 4. Typhoid

Please note that immunizations and malaria prophylaxis are not provided by CCH. Each traveler should contact his/her healthcare provider or the local Health Department for this and all other required medications. Also note that some immunizations require several weeks in the body to be fully effective. Some malaria prescriptions also require you to begin taking medication as early as two weeks prior to your trip and/or continue that medication up to 4 weeks after your return. Please do not delay in consulting your healthcare provider.

#### Pre-Departure Checklist

- **Do you have your passport?**  
*Remember that your passport must be valid for at least 6 months after your travel (e.g., if you travel April 1, 2016 your passport must be valid through October 1, 2016)*
- **Does your passport name match the name on your airline ticket?**
- **Do you have the necessary equipment for your job?**  
I.e. construction gloves, medical paperwork, songbooks, etc.
- **Do you have your flashlight, bug spray, ear plugs and malaria medication?**
- **Do you have money for in-country purchases?**

## 8. Recreational Activities

It is important to CCH that its volunteers get out and see the country in which they are serving. As such, we attempt to build recreational activities into every team's time in Haiti. Some common experiences include:

### **Bassin Bleu**

How about a short hike (less than a mile) and swimming at the foot of a gorgeous mountain waterfall? Entry fee is \$2-\$3/person + \$1-\$2 tip.

### **Beach**

Haiti is located in the heart of the Caribbean and Jacmel is a coastal town! There is typically no entry fee at the beach, but we do suggest bringing \$5-\$10 for drinks/snacks. There are also often artists and vendors at the beach for shopping.



### **Going out to Dinner**

CCH staff know where it is safe to eat in Jacmel. The local pizza restaurant and local hotels Cap Lamandou and Cyvadier are great options. Please bring \$20 with you when going out to eat.

### **Walking the Jacmel Promenade**

Jacmel is known for its art scene in Haiti. Many CCH groups enjoy walking the city's waterfront promenade which is adorned with beautiful mosaics. Several art shops and street side art vendors are also easily accessible from this main point in town.

### **Church Services**

CCH partners with a number of churches in and around Jacmel that love to welcome our volunteers to join them for worship. If you are interested in attending a church service in Haiti (the music, alone, is phenomenal!) please talk to the CCH In-Country Director.

## **9. Useful Cultural Do's and Don'ts**

### **DO**

- Be flexible and forgiving.
- Treat everyone you meet with the same respect and love that Christ offers you.
- Interact with people. Always say "Bonjour" or "Bonsoir."
- Seek to build relationships with team members, CCH staff, members of the community, anyone you interact with!
- Be curious, ask questions, seek to understand Haitian history and culture.

### **DON'T**

- Do not promise or suggest something unless you are 100% committed to doing it. In Haitian culture, maybe = yes.
- Do not give cash or donations to anyone directly. Speak with the CCH In-Country Director about your idea and he can advise the best way to go about donations.
- Do not be judgmental. The Haitian way is different than the American way. Both cultures have positives and negatives. Our objective is to share cultures and learn from each other. We do not understand what is happening on a daily basis, nor do we fully understand the culture. It is easy to see the injustices of a culture when visiting and want to correct them.

## 10. Basic Creole Pronunciation Guide

Good morning: **Bonjou**  
 Good afternoon/evening: **Bonswa**  
 How are you?: **Ki jan ou ye?**  
 I'm good and you?: **Mwen byen e ou?**  
 Not bad: **Pa pi mal**  
 Great: **Anfòm**  
 Hang in there: **Kenbe, pa lage!**  
 Have a good trip: **Bon vwayaj**

Bye-bye: **Babay**  
 See you later: **Na we**  
 God Willing: **Si Bondye vle**  
 What's your name?: **Ki jan ou rele?**  
 God bless you: **Bondye beni ou**

Please: **Souple**  
 Thank you (a lot): **Mesi (anpil)**  
 You're welcome: **Pa de kwa**  
 No problem: **Pa gen pwoblem**  
 OK: **Oke**  
 Excuse me: **Eskize mwen**  
 I am sorry: **Mwen regret sa**  
 Slowly, please: **Dousman, souple**

Yes/No: **Wi/Non**  
 What's up: **Sak passé**  
 Not much: **Nap boule**  
 Have a good day: **Pase yon bon Jounen**  
 We (I) will pray for you: **Nou (Mwen) va priye pou ou**

## 11. Frequently Asked Questions

### Is it safe in Haiti?

Haiti has a history of political and economic turmoil. However, Haitians love to show hospitality to visitors. CCH remains in contact with knowledgeable people in Haiti and we take the safety of our team members seriously. Numerous teams have visited Haiti with CCH and have returned safely. However, the situation in Haiti changes often and CCH will postpone trips if we believe the situation warrants it.

### What are the accommodations like?

Teams stay in a dorm-like facility called Isaiah 61 Guest House. Each room has windows, bunks and/or single beds, a shower and bathroom, and a ceiling fan. There may be a desk, nightstand and oscillating fan. Towels, sheets and pillows are provided. Internet access is often available.

### What will we eat?

Isaiah 61 Guest House staff provides onsite meals. Some are simple; others are festive. Rice and beans are staples, but peanut butter, jelly, tuna, honey, soft drinks, fresh fruit, vegetables and beer (to guests of age) are also offered. Filtered drinking water and bottled water are available, along with coffee and tea. Our kitchen staff is well-trained in food safety for Americans and all food served at Isaiah is safe to eat.

### What is typical Haitian weather?

Haiti is in the tropics and is very warm all year round (90 degrees). The average temperature only varies by five degrees from winter to summer. Late fall and spring are rainy seasons.

**What should I wear?**

Please dress modestly while in Haiti. Because of cultural differences, men can wear shorts but women are encouraged to wear light pants, skirts, cropped pants or long shorts. Halter tops or tops with a bare midriff are not culturally acceptable. Wide-strapped tank tops are fine. Bring a long-sleeved shirt or light sweater for cool nights.

**Do I need special insurance?**

CCH provides short-term medical evacuation insurance for international travel. This covers health and emergency medical evacuation needs. This is separate from travel insurance which would need to be purchased by the traveler.

## 12. CCH Contact Information

Please see below for important contact information. We advise printing this page and taking it with you to Haiti. We also recommend leaving this information with a family or friend in the States.

**CCH Contacts in States**

Abby Gwaltney, Communications & Outreach Director – [abby@cchaiti.org](mailto:abby@cchaiti.org) or 703-932-0812

- Abby coordinates our non-surgical volunteer trips. Please contact her with any questions about CCH's general, education, or physical therapy trips. Abby is also a good contact for questions about fundraising for your trip and/or using [Everyday Hero](#), CCH's peer-to-peer fundraising platform.

Audrey Sandhusen, Surgical Trips Coordinator – [audrey@cchaiti.org](mailto:audrey@cchaiti.org) or 703-638-4911

- Audrey coordinates our surgical volunteer trips. She is a retired OR nurse and often travels to Haiti to assist with surgical teams. Please contact her with any surgical trip questions.

Kate Conrad, Operations Director – [kate@cchaiti.org](mailto:kate@cchaiti.org) or 571-494-5133

- Kate used to coordinate CCH volunteer trips and has since shifted to a different role within the organization. Kate handles financial and administrative logistics for CCH. Please contact her with any billing questions.

Clark Seipt, Executive Director – [clark@cchaiti.org](mailto:clark@cchaiti.org) or 540-751-8770

- The buck stops with Clark, our Executive Director. Please contact her if you have any questions/concerns that cannot be addressed by other CCH staff.



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### **CCH Contacts in Haiti**

Rubinste St Louis, CCH In-Country Director – [rubinste@cchaiti.org](mailto:rubinste@cchaiti.org) or 011 509 3793 9514

Melissa Jean-Bart, Health Resource Coordinator – [melissajb@cchaiti.org](mailto:melissajb@cchaiti.org) or 011 509 3773 1749

Airport transfer driver in Port-au-Prince: Johnson 011 509 3760 7396

*Only dial “011” and “509” when calling from the US. When in Haiti, only the remainder of the phone number is required.*

### **Pilots:**

MAF Port-au-Prince Ticket Office 011 509 3791 9209 & 011 5092941 9209

MAF Hangar Sat Phone 407.591.3176 Cell Phone 011 509 3701 6182

GSAC - Roger Bartels 011 509 3115-3096 or Jiklene 011 509 4754-4770

### **Medical Evacuation:**

CCH will take care of any emergency situations, but we like you to have the info as well.

24 hr Medical Assistance (London, England) Telephone: +44 (0)20 7902 7400 Fax: +44 (0)20 7928 4748

E-mail: [info@specialty-group.com](mailto:info@specialty-group.com) Policy #002062100252

U.S. Embassy Port-au-Prince

Open Monday - Friday

7:00 A.M. - 3:30 P.M.

Tel: 011-509-2229-8000

Afterhours Emergencies:

011-509-2229-8122

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## CCH Traveler Paperwork

All CCH travelers must print, sign and return the Travel Waiver and Isaiah 61 House Policy via mail or email along with a copy of your passport and health insurance card. The last page (Traveler Information Form) should be filled out in paper form and emailed/mailed with your other documents. If you are a medical traveler, please note the additional paperwork required, available online for download.

### Checklist of Required Paperwork:

- ☐ Traveler Information Form (can be filled out online instead of hard copy)
- ☐ Travel Waiver
- ☐ Isaiah 61 House Policy
- ☐ Copy of Passport
- ☐ Copy of Insurance Card
- ☐ Copy of C.V./Resume and 2 Professional References (Medical Professionals)
- ☐ Copy of Medical License (Medical Professionals)
- ☐ Copy of DEA License (Doctors)
- ☐ Copy of Privileges Form (Doctors)

### **Mail completed/signed paperwork to:**

Community Coalition for Haiti  
PO Box 1222  
Vienna, VA 22183

### **NON-SURGICAL TRAVELERS scan/email completed paperwork to:**

Abby Gwaltney, CCH Communications & Outreach Director  
[abby@cchaiti.org](mailto:abby@cchaiti.org)

### **SURGICAL TRAVELERS scan/email completed paperwork to:**

Audrey Sandhusen, CCH Surgical Trips Coordinator  
[audrey@cchaiti.org](mailto:audrey@cchaiti.org)

*A participant is not registered for a CCH trip until all completed paperwork is received.*

## CCH Isaiah 61 Guest House Policy

The purpose of this document is to outline policies designed to ensure that the Isaiah 61 Mission House is a place to rest and recharge for those staying there as they work and serve Haiti. Any questions shall be directed to the CCH In-Country Director, Rubinste St. Louis 3793-9514. The CCH Executive Director shall have final authority over the house rules.

### House Rules

**Keys:** Upon arrival, keys will be issued. Keys must be returned prior to departure. There is a \$25 fee per lost key.

**Respect:** Isaiah 61 guests are asked to respect others, including fellow guests and CCH staff. We encourage you to get to know CCH staff. At the same time, please remember that each staff person has jobs to carry out that are critical to our ministry. If you need something that may be above and beyond any individual staff person's responsibilities, please speak with the CCH Country Director Rubinste St. Louis 3793-9514.

**Refunds:** CCH does not offer refunds of trip or guest house fees paid. In the event a guest cancels their trip, CCH will apply the fee to a future guest-house stay. The guest may also choose to transfer the paid fee to another guest. All paid guest house fees and/or transfers must be used within two years.

**Safety and Security:** As in many developing countries, the security situation in Haiti can change rapidly. CCH works hard to minimize risks to Isaiah 61 guests by having 24-hour security at the guesthouse and established security guidelines by which guests must abide. Guests must also be mindful of safety and security precautions. They must never intentionally endanger others or create dangerous situations. Any security concerns or violations shall be reported immediately to the CCH Country Director and the CCH Executive Director. All CCH groups have a 10PM nightly curfew, which is recommended for all non-CCH groups as well. CCH trip participants are asked to never go anywhere unaccompanied by a CCH staffer.

**Condition of Residence:** For safety reasons no unauthorized guests are allowed inside Isaiah 61 House. Authorization of guests who are not part of a CCH group is given by CCH's In-Country Director. Authorized guests will be allowed to accompany groups staying at Isaiah 61 House until the 10PM curfew. All others must remain outside the gates.

**Meals:** Meals are for paying guests only. Meals may be provided for authorized guests with advance reservations and prepayment is required. Meals cost \$10/USD payable in cash to the CCH In-Country Director.

**Provided Drinks:** Purified water, juice, coffee and tea are provided for guests.

**Purchased Drinks:** Water bottles, soda and beer (if available) are available for an additional fee.

**Alcohol/Smoking:** Moderate consumption of beer and wine is permitted for guests 21 years of age and older. Smoking is prohibited.

**Laundry:** Laundry service is available. Items are laundered by hand and are returned to guests within 24-48 hours. CCH trip participants that utilize the laundry service are asked to please remember the service in their tip at the end of the week. Non-CCH guests of Isaiah House may also access laundry service at a fee of US \$5/week.

**Noncompliance:** All groups staying at Isaiah 61 are requested to follow the above guidelines. Refusal to adhere to guidelines may be cause for dismissal from the premises with no refund.

### **Acknowledgment:**

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Printed name, date

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Signature (Parent signature if the traveler is under 18)



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## CCH Trip Participant Waiver and Release Agreement

I, \_\_\_\_\_, have volunteered to serve on a mission to Haiti, facilitated by the Community Coalition for Haiti, a non-profit organization dedicated to improving medical care, public health, economic and educational opportunities in Haiti.

I understand that Haiti is one of the least developed and least stable countries in the Western Hemisphere and that it lacks most of the public health and public safety resources of the United States and other Caribbean countries. I understand that travel to Haiti involves a number of risks, including the risk of violence, serious injury, illness or death. Prior to signing this Waiver and Release Agreement, I have reviewed and understand the most recent version of the United States Department of State's Consular Information Sheet regarding Haiti and any Travel Warnings issued for Haiti (available at [www.travel.state.gov](http://www.travel.state.gov)). I have also reviewed and understand the Center for Disease Control's Health Information for Travelers to the Caribbean (available at [www.cdc.gov/travel](http://www.cdc.gov/travel)). These documents describe the risks associated with travel in Haiti.

I understand that the Community Coalition for Haiti cannot ensure or guarantee my health or safety. I hereby assume all risks associated in any way with my voluntary participation in the mission to Haiti.

I hereby release, indemnify and hold harmless the Community Coalition for Haiti and its officers, directors, employees, and agents from any and all damages, claims, actions, liability and expenses (including costs of judgments, settlements, court costs, and attorney's fees), regardless of the outcome of such claims or actions, arising out of or relating in any way to my participation in the mission to Haiti. This Release shall bind me and my heirs, successors, legal representatives and assigns and inure to the benefit of the Community Coalition for Haiti, its officers, directors, employees and agents and their respective successors and assigns.

I also agree to grant to CCH and its authorized representatives permission to record on photography, film and/or video, pictures of my participation. I further agree that any or all of the material photographed may be used, in any form, as part of any future publications, brochure, or other printed/digital materials used to promote CCH, and further that such use shall be without payment of fees, royalties, special credit or other compensation.

In addition, I agree that any such photography or video that I record and share with CCH may be used in the same way.

I have read and understand this Waiver and Release Agreement and have signed this voluntarily.

### Acknowledgment:

\_\_\_\_\_  
Printed name, date

\_\_\_\_\_  
Signature  
(Parent signature if the traveler is under 18)



## CCH Traveler Information Form

(Needs to be Completed Annually)

Full Name (as it appears on passport): \_\_\_\_\_

Preferred First Name / Nickname: \_\_\_\_\_ Date of birth (MM/DD/YYYY): \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Parent E-mail (if under 18): \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

*Please note that if your passport is within six months of expiration, you may not be able to travel.*

Body weight (for charter aircraft purposes; please be accurate): \_\_\_\_\_

Profession: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

### MEDICAL INFORMATION: include ALL pertinent information - you are traveling to a developing nation

Current medications, including those used for emergencies, such as Epi-Pen or rescue inhaler:

\_\_\_\_\_

Recent Surgeries, Allergies or Medical conditions, such as food allergies, asthma, or diabetes:

\_\_\_\_\_

☐ I have consulted my healthcare provider for general fitness to travel and recommended medications.

Immunizations current for: Hep A? ☐ Yes ☐ No Hep B? ☐ Yes ☐ No Tetanus? ☐ Yes ☐ No

Typhoid? ☐ Yes ☐ No Malaria Prophylaxis? ☐ Yes ☐ No ☐