



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 and then 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

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

Welcome,

A handwritten signature in black ink, appearing to read "Abby".

Abby Gwaltney
Communications & Outreach Director
abby@cchaiti.org
703.932.0812



Table of Contents

1. CCH Trip Fees.....	4
1.1 CCH Volunteers.....	4
1.2 Isaiah House Guests.....	4
1.3 Refunds.....	5
1.4 Fundraising for your Trip.....	5
2. Transportation	5
2.1 Flying to Haiti.....	5
2.2 Hotels in Port Au Prince.....	6
2.3 In-Country Transportation.....	6
3. Arriving in Haiti	7
3.1 Customs/Immigration.....	7
3.2 Baggage Claim/Luggage	8
3.3 Exiting the Airport.....	8
3.4 At the GA Airport	9
4. Isaiah 61 Guest House	10
5. Packing List.....	11
6. Supplies and Luggage.....	14
7. Immunizations and Medications.....	15
8. Recreational Activities	16
9. Useful Cultural Do's and Don'ts	18
10. Basic Creole Pronunciation Guide.....	19
11. Frequently Asked Questions.....	19
12. CCH Contact Information	21
CCH Traveler Paperwork.....	23

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 (see Section "12. CCH Contact Information").

Current (2019) CCH Trips Fees for 5-7 nights are \$900 per person. Beginning January 1, 2020, the trip fee will be \$1,000 per person.¹ Medical professionals who use operating rooms at the CCH clinic are charged an additional \$200 per person fee (i.e., \$1,200 total for surgical professionals).² 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.

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 "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

¹ To keep up with rising costs due to inflation in Haiti, we must increase our standard trip fee.

² Surgical teams please reference the [Surgical Team Resource Guide](#) for more information pertinent to your specialized type of trip.

Guests may be arranged for an additional fee. (These services are already included in the trip fee for CCH volunteers.) Please contact Abby (abby@cchaiti.org) for cost inquiries.

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/

2. Transportation

2.1 Flying to Haiti

Purchasing plane tickets is the responsibility of CCH travelers. CCH recommends using **EWA Travel** or **Highpoint 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.

EWA Travel: Chris Van Dyke chris@ewatravel.com

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

Highpoint Travel: James Cole james@highpointgo.com

Phone: 800-683-3335

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 1:00 p.m.
- Depart Port Au Prince after 12:00 noon

Your arrival and departure within these timeframes helps us arrange same-day transportation between Port Au Prince and Jacmel. Arriving or departing outside of these parameters must be approved by CCH.

2.2 Hotels in Port Au Prince

Sometimes it is not possible to arrange same-day travel between Port Au Prince and Jacmel due to arrival/departure times outside the parameters above or unavailability of charter flights. If a hotel stay in Port Au Prince is required for safe travel, then **the traveler is responsible for paying the cost of the hotel.**

CCH recommends Servotel hotel [<http://www.servotelhaiti.com/home/>] (first choice) or Visa Lodge hotel [<http://visalodge.com/index.php/site/home>] (second choice), which are both safe and close to the airport. The CCH Trip Coordinator will advise you whether you need to spend the night in Port au Prince.

2.3 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.



Mission Aviation Fellowship's 9 passenger charter

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 3-4 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!

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. **Do not bring torn dollar bills;** even the tiniest of tears and the bill will not be accepted.

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 \$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 contracted 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; they will be holding a CCH logo sign.



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) domestic 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.

3.4 At the GA Airport

Johnson will drop you off at the smaller domestic PAP airport terminal. Sometimes large luggage will fly to Jacmel with you; other times a CCH staffer will work with Johnson to collect large bags and drive them in the CCH truck to Jacmel.

At the GA airport you will meet your pilot(s) and head to Jacmel. You will fly to Jacmel with Mission Aviation Fellowship (MAF) or charter pilot, Roger Bartels, or Instructions for each charter company are below.

Charter Flights with MAF:

1. Check in at the MAF counter, where you may be asked to show photo ID (your passport). You will not have a ticket for this domestic flight but they will have your charter flight information on file.
2. MAF baggage handlers will take your checked bags behind the counter to be scanned by security.
3. You and your carry-on luggage will go through security and exit the airport onto the tarmac to board the plane.
4. MAF baggage handlers will bring your luggage out to the tarmac to load it onto the plane.
5. You'll fly to Jacmel over Haiti's southern mountain range.
6. Once you arrive at the Jacmel airport, you'll disembark and meet up with CCH staff who will drive you to CCH's Isaiah 61 Guest House.

Charter Flights with Roger Bartels:

1. Look for one of Roger's baggage handlers near the MAF and Sunrise counters (Roger does not have his own check in counter). Roger's employees are: Alphones, Jean-Paul, Jimmy, Emmanuel & Lionel. They should have a company name tag and wearing orange or green vests. Sometimes other people try to "help" you with your luggage. Please confirm that the person who is helping you works for Roger. Sometimes other people milling around the airport might try to help you with bags in hopes of a tip. Try to avoid these people. You do not need to tip Roger or his employees.
2. Roger's baggage handler(s) will take your checked bags behind the counter to be scanned by security.
3. You and your carry-on luggage will go through security and exit the airport onto the tarmac to board the plane; you may need to show ID at security but you will not have a printed ticket for this charter flight.
4. Roger's baggage handler(s) will bring your large luggage from the security scanner out to the tarmac to help Roger load it onto the plane.
5. You'll fly to Jacmel over Haiti's southern mountain range.
6. Once you arrive at the Jacmel airport, you'll disembark and meet up with CCH staff who will drive you to CCH's 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 2-6 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 some 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. **Please unplug charging devices when not in use.**

Tips for the Isaiah 61 Guest House staff are encouraged and very much appreciated. All tips should be given to CCH In-Country Director Rubinstein 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

Try to pack all personal items in your carry-on bags. A hip pack, messenger bag or small backpack for daily use in Jacmel will come in handy. 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 regarding team supplies.³

Clothing

It is recommended that you pre-treat clothing with permethrin (bug repellant) prior to travel.

- 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 tennis shoes or work boots; sturdy sandals; 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 (bathrooms outside CCH facilities may not have toilet paper)
- Insect repellant (recommended high concentration DEET spray - not aerosol)

³ 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.

- Medications
 - OTC medications such as: ibuprofen, anti-diarrheal, antihistamine, sunscreen, anti-itch cream, hand sanitizer
 - Prescription medications: malaria pills or anything else you need. **Make sure you have enough to last your trip plus 2-3 extra days** (in case you encounter travel delays). Carry necessary 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, curling iron or other nonessential electrical devices. 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 for easy filling
- Small flashlight
- Snacks: protein bars, nuts, trail mix (no chocolate – it will melt), jerky, hard-shelled gum

Documents and Cash

- Several rooms at Isaiah House have safes 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. **Note: your passport must be valid for at least 6 months after you travel.**
- 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. **Do not bring any torn dollar bills**; even the tiniest of tears and the bill will not be accepted.

- We do not recommend using ATMs in Haiti, but you may bring a credit card for travel emergencies.

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,⁴ etc. Please note: CCH provides supplies/tools for construction projects. If you need to bring specialized tools, we will alert you during the trip planning stages.

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. **We can provide you with a letter explaining our nonprofit status and requesting that the airline waives baggage fees.** Past teams have shared that JetBlue is relatively generous with its baggage allowances and a phone 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) or Kate Conrad (kate@cchaiti.org).

⁴ 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.

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. Tetanus immunization
2. Hepatitis A and Hepatitis B immunizations
3. Malaria prophylaxis
4. Typhoid immunization

As of March 2019, the US Center for Disease Control (www.cdc.gov) includes cholera and yellow fever vaccines as optional measures for Haiti travel. However, CCH leadership does not believe these are warranted for our volunteers based on the accommodations, destinations and prevalence of those diseases in areas where CCH volunteers are.

Please note that immunizations and malaria prophylaxis are not provided by CCH. Each traveler should contact his/her healthcare provider 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 and \$10 tourist fee?
Remember that **your passport must be valid for at least 6 months after you travel** (e.g., if you travel April 1, 2020 your passport must be valid through October 1, 2020)
- 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 packing list items?
- 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 R&R activities have additional costs (art classes, restaurant meals, etc.), not included in the trip fee. If the traveler or team opts to do one of these activities, then **the traveler is responsible for paying the cost of the activity**. Some common experiences include:

Bassin Bleu

After a short but strenuous hike (including some rock scrambles with ropes and guides to assist), you can swim 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 several 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.

Custom Classes & Tours



CCH can arrange group activities at Isaiah House or other Jacmel locales. Artist, Charlotte Charles (photo left), is famous for her paper mache and can offer your group an art lesson at Isaiah House (\$30/person, includes supplies). A traditional Haitian folklore and dance class at a downtown Jacmel dance

studio is a fun way to get moving (\$10/person). If you want a guided tour of Jacmel, we can arrange that with a local tour company (around \$20/person). All of these are great ways to get more Haitian culture and support the local economy during your trip. These activities are best arranged ahead of time, so please try to plan ahead!

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**

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**

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**

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, an unheated 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 (see “Contact Information” below). This insurance covers health and emergency medical evacuation needs. This is separate from trip/travel insurance which would need to be purchased by the traveler. **CCH recommends purchasing travel insurance to protect against lost baggage, trip cancellation, flight accident, and/or other losses incurred while traveling.**

12. CCH Contact Information

Please see below for important contact information. We advise printing these pages and carrying them with you to Haiti. We also recommend leaving this information with a family or friend in the States.

CCH Contacts in United States

Abby Gwaltney, Communications & Outreach Director – 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 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 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 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.

CCH Contacts in Haiti

Rubinste St Louis, CCH In-Country Director – rubinste@cchaiti.org or 011 509 3793 9514

Melissa Jean-Bart, Health Resource Coordinator – 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 for our medical evacuation insurance as well.

24 hr Medical Assistance (London, England) Telephone: +44 (0)20 7902 7400 Fax: +44 (0)20 7928 4748 E-mail: operations@intana-global.com Policy #002062100252

U.S. Embassy in 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

CCH Traveler Paperwork

All CCH travelers must print, sign and return the Travel Waiver, Isaiah 61 House Policy, and Traveler Information Form via mail or email along with a copy of your passport and health insurance card. If you are a medical traveler, please note the additional paperwork required.

Checklist of Required Paperwork:

- ☐ Traveler Information Form
- ☐ Travel Waiver
- ☐ Isaiah 61 House Policy
- ☐ Copy of Passport (Note: passport must be valid for at least 6 months after you travel.)
- ☐ 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)

How to turn in your completed & signed paperwork

Option 1: MAIL	All travelers may mail their completed paperwork to: Community Coalition for Haiti PO Box 1222 Vienna, VA 22183	
Option 2: SCAN & EMAIL	If you're a SURGICAL TEAM traveler, email completed paperwork to:	Audrey Sandhusen, CCH Surgical Trips Coordinator audrey@cchaiti.org
	If you're a NON-SURGICAL traveler, email completed paperwork to:	Abby Gwaltney, CCH Communications & Outreach Director abby@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 stated below.

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:

Printed name

Date

Signature (Parent signature if the traveler is under 18)



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). 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). 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

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