



Volunteer Team Team Leader Information

Finances

Team Application – Each team is asked to submit a completed application (via e-mail) Trip dates will not be considered to be confirmed until receipt of the application. A unique team account will be established for you upon initial confirmation of trip dates.

In-Country Expense Funds – A budget will be formulated for your team based on the location where you will be serving and the unique schedule that is developed for you. We have found that most teams are asked to bring approximately \$65 - \$85 per person per day. These funds will cover all daily expenses including lodging, food, transportation, orientation materials, ministry set-up, some meals in restaurants and some sightseeing. If teams request special side trips, an extended period of R&R or additional meals in restaurants, there will be an additional expense. Any applicable airport exit tax is not included. In addition, teams may wish to bring snacks or grocery items not available in their country of service. The Extreme Response (ER) team coordinator will use the above mentioned funds to cover all of the in-country expenses, which the team incurs during their stay. Your ER team coordinator will determine the exact amount you will need to bring per person. You will be notified of this amount once the location and schedule are determined.

Project Material Funds/ Partner Donation - The majority of the projects aided by ER teams could not be accomplished without the financial help of the team. Therefore, we ask that each team donate funds to help with the cost of materials. The recommended donation amount may vary based on the actual project the team will be undertaking, but \$400 per person is generally requested. The team coordinator will purchase the materials and supplies the team will be using during their stay. Any excess funds will be used to continue the completion of the work after the team departs.

Unless otherwise notified - All funds must be submitted to the team coordinator upon arrival in your country of service. It is requested that these funds be brought in US dollars, cash. Thank you.

Personal Spending Money - We recommend bringing personal spending money in US dollars cash, in small denominations 5, 10 and 20-dollar bills are readily accepted. We also recommend bringing about 10 - 15 one-dollar bills for small purchases. Credit cards are accepted in most stores and while traveling to and from your service location, it is very difficult to make ATM cash withdrawals with credit cards. ATM cards are usually accepted in most machines. **Please - NO Traveler's Checks!**

Visas, passports, airport and other taxes, as well as meals and other personal expenses while traveling to and from your service location are the responsibility of the volunteer.

Daily Schedule

The team coordinator, in conjunction with your project host, will develop a tentative schedule for your trip. The schedule will be sent to you for your input approximately 3-4 months prior to your arrival. As is always the case in the developing world, all schedules are tentative until they happen. Therefore, flexibility is the key to accomplishing everything we have planned.

Cooking (Quito Teams Only)

In most locations we ask each team to plan to bring a cook or a team of cooks to plan your menus and cook for your team. Cooking for the team is a vital service. The quality of the meals as well as the attitude of the kitchen crew often affects the team moral. We will send you information to help your cook plan your menus, upon request. Your team coordinator will also be available to help in your meal planning. Generally, we purchase the grocery items requested by your cook for the first day or two in advance. We ask that you provide a shopping list prior to your arrival. After your arrival, your team coordinator will take the cooks grocery shopping periodically in order to purchase the groceries.

Transportation

Each team must make its own arrangements for international air travel. **Please ensure that all of your team members arrive and depart on the same flight.** This will avoid logistical problems and will make your job as team leader and our job as team coordinators much easier. Furthermore, it will enhance the team dynamics if you travel together as a team.

Many past teams have used the following agencies that specializes in mission group travel: **Golden Rule Travel** (Lorene Petersheim) E-Mail lorene@goldrule.net Voice 800 318 3262 (Main office 800-950-3273) Fax 540-788-3505. **Raptim International Travel**, 145 N. 4th Street, P.O. Box 444, Lewiston, NY 14092 (888) 2RAPTIM E-Mail raptim@raptimusa.com

Your team coordinator will arrange all travel in your service location. Generally, this travel is provided by chartered bus or mission vehicles to provide the safest available means of transportation.

Lodging

Your team coordinator will arrange for the team's lodging. When possible, we try to locate lodging in places that have dorm style rooms and a well-equipped kitchen, as well as an area for holding team meetings. We do not look for luxurious facilities but rather a place that is clean and comfortable. The lodging arrangements will be explained and discussed with the team leader in advance.

Insurance

Extreme Response requires that each team member (Volunteer) is covered under an Emergency Medical and Air Ambulance policy for overseas volunteers. Once your list of team members are confirmed, Extreme Response will handle setting up a medical policy for your group's trip, with coverage for each individual. More information to follow on this once your team is confirmed.

Team Member Preparation

General Preparation - Please submit a completed team application ER team coordinator, as noted above, no later than 6 months (180 days) prior to the desired trip date. About 3 months prior to your trip, the team coordinator will forward Team Orientation Booklets for you to review in detail with the team members to aid in their preparation. (We also strongly recommend pre-screening each team member to ensure they are fully prepared and physically able to serve with the team.)

You will also receive a Team Information Sheet to complete and return. This information will help us to prepare an information packet (including an Extreme Response name badge, T-shirt, etc. for each team member) and provides important information about your team members. **Finally, please bring with you a signed and witnessed copy of the Code of Conduct and Liability Release for each team member.**

Most team members will face situations while in your service location that are very different from their "daily life" at home. Therefore as team leader we ask that you help them to be as prepared as possible to act and react in ways that will help advance the ministry and help each team member have the best experience possible. **Physical, and practical preparation is vital to the success of your trip.** You will find a properly prepared team a joy to lead.

Practical Preparation - Prior to your trip, you will be sent a Team Orientation Booklet for each team member. We suggest that you have a mandatory team meeting about 4-6 weeks before your departure to review these materials with the team members and their spouses (even if only one partner is going on the trip). The purpose of the orientation is to present information pertinent to team travel, the work and the culture you will encounter. It will also allow you the opportunity to answer everyone's questions at one time. The more informed someone is the less

chance that they will experience extreme culture shock. It is vital that everyone begins the trip with the same information so they will be prepared to help each other through challenging situations. You will also be more certain that every team member knows what is expected of him or her.

Note: Each team member will be required to have a PASSPORT from his or her home country. This should be applied for at least 10 weeks prior to your scheduled departure date.

Physical Preparation - ER will take every precaution during your stay to help avoid the risk of exposure to diseases, illnesses or injuries. However, the team will be living and working in a developing nation and accidental exposure to health risks do exist. **We strongly recommend that each team member consult with their doctor prior to committing to participate in this ministry.**

Required immunizations vary from country to country. Some immunizations may also be required to reenter your home country. Please check with your travel agent or the CDC for current immunization requirements. ER currently recommends immunizations for Diphtheria, Tetanus, Hepatitis A, Yellow Fever and Malaria (when traveling in tropical, jungle coastal areas). **We strongly suggest that each team member discuss the possible need for these vaccinations with their doctor prior to their visit.**

Changes in climate, food and water may cause digestive upsets and high altitude will affect everyone to some extent (headaches, nausea, lack of energy, etc.). **Team members with heart or high blood pressure problems must be sure to get clearance from their doctor before traveling to high altitude areas such as Ecuador, Peru or Bolivia. Please alert us prior to your trip if any team members have any health concerns, physical disabilities, drug allergies, food allergies, etc. THIS IS IMPORTANT INFORMATION! Please don't overlook it!**

FOR MORE INFORMATION OR CLARIFICATION PLEASE CONTACT EXTREME RESPONSE INTERNATIONAL AT THE FOLLOWING EMAIL ADDRESS:

EMAIL: extremeteams@extremeresponse.org