

Orientation Packet

LOVE Takes Root

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About LOVE Takes Root

LOVE Takes Root grew out of a medical mission trip that was taken by Dr. Rick Wilkerson to Port Au Prince, Haiti, in 2010. While working at a hospital, Dr. Wilkerson saw an adjacent shelter that was filled with children. He visited and spoke with “Mamma.” Mamma is a 70-year-old grandmother who is in the untenable position of feeding, housing, and caring for more than 50 orphaned children in a debris-covered make-shift tent with little food, clothing, and medical treatment available. Dr Rick Wilkerson went to Haiti on a medical mission trip, but he came home with a new mission in sight.

Upon returning to Iowa, Rick gathered family and friends together to share his concerns in an effort to develop a plan to support the orphanage.

Cultural Overview of Haiti

History

Haiti is an island nation located between the Caribbean Sea and the Atlantic Ocean that shares the island of Hispaniola with the Dominican Republic to its east.

The region was originally inhabited by the indigenous Taíno people. Spain first discovered the island for Europeans in 1492 during the first voyage of Christopher Columbus across the Atlantic. The island was claimed by Spain and named Hispaniola, which ruled until the early 17th century. By the end of the 17th century, Spain had ceded control of the western part of the island to the French, who called the area Saint-Domingue. Renewed interest by the French caused the island to prosper, and by the end of the 18th century, Saint-Domingue produced about 60 percent of the world's coffee and about 40 percent of the sugar imported by France and Britain. Essential to the productivity of Saint-Domingue was its extensive slaveholding system, which was said to have been particularly cruel and abusive. At the peak of the island's prosperity, the slave population totaled at least 500,000.

There were a number of slave revolts in colonial times but none was successful until an uprising organized in 1798 by Toussaint L'Ouverture, a freed slave. L'Ouverture was later captured by the French and imprisoned until he died. Later in 1804, Jean-Jacques Dessalines was successful in establishing Haiti as the first, independent Black republic in the world, the first independent state in the Caribbean and the second independent state in the Western Hemisphere after the United States. Dessalines was named emperor but lived only two years in that role. Dessalines' death was followed by a long period of political instability, frequent regime change and, at times, near anarchy.

In 1915, the US invoked the Monroe Doctrine and invaded Haiti and took control of the country's military and finances in an occupation that lasted until 1934. Though framed as an attempt to bring stability to an unstable country, the United States also wanted to make sure that the Haitian government was compatible to American economic interests and friendly to foreign investment. During this time, Port au Prince became the

centralized location for Haitian government, and the country's infrastructure improved. Despite these effects, the foreign relationship between the two nations did not improve, and thousands of Haitians were oppressed and killed in revolts against the U.S. forces.

In recent decades, Haitian history has been marked by economic hardship and political unrest. Beginning in the 1950s, former voodoo physician Francois "Papa Doc" Duvalier came to power in a military coup. Duvalier declared himself president for life and maintained control over the population through a secret police organization called the Volunteers for National Security, nicknamed the Tontons Macoutes, or bogeymen.

When Duvalier died in 1971, his son, Jean-Claude "Baby Doc" Duvalier, took over and continued his father's brutal reign. His widespread corruption, which included drug trafficking, pilferage of development and food aid, illegal resale and export of subsidized oil, and manipulation of government contracts, had extremely detrimental effects on the Haitian economy. Popular discontent forced Baby Doc out of power in 1986, and Haiti was governed over the next few years by a series of provisional governments.

After four years of military rule, Jean-Bertrand Aristide, a former Catholic priest, was democratically elected president in 1990. His short tenure was plagued by conflict between his supporters and critics and eight months later, he was exiled to the US and succeeded by General Raoul Cedras. Cedras launched a brutal campaign of suppression and killings of Aristide's supporters. After several years of trade embargos, the US invaded in 1994 and overthrew Cedras's military regime. Aristide resumed the presidency for 10 years until he was again overthrown in 2004. During the ensuing years, the situation has grown better, as Rene Preval was re-elected in 2006 and violence is decreasing. Haiti, however, still faces political instability and corruption within the political system that impedes the country's ability to grow as a prosperous nation.

Recently, the Provisional Electoral Council organized the first round of presidential elections on October 9, 2016 to elect a president, renew a third of the senate and vote for additional MPs. A second round will take place on January 8 together with the election of the mayors. Final results for the presidential elections are expected by January 30, 2017.

Haiti has recently faced several severe natural disasters that have contributed to the instability of the nation. In January of 2010, a devastating 7.0 magnitude earthquake struck Haiti, killing more than 200,000 and displacing close to 1.5 million people. The catastrophic effects of the earthquake can still be observed in affected areas including Port au Prince and Jacmel. La Concorde Orphanage was destroyed in the 2010 earthquake in Haiti with 50 children living without appropriate shelter, water, food and health care. In partnership with LOVE Takes Root, La Concorde has been rebuilt in Jacmel and is working on several projects to become a self-sustaining and functioning organization.

As recently as October of 2016, Hurricane Matthew struck southwestern Haiti near Les Anglais, putting the country in a state of emergency and leaving widespread damage, displacement, increasing cholera outbreaks, and a death total near 3,000. Thousands of people have also been displaced due to damage to infrastructure. Fortunately, everyone at

La Concorde remained safe, however damages to the garden and threats to the orphanage's water source were problems that arose from the hurricane.

The constant political strife, economic chaos and a series of natural disasters have taken an enormous toll on the Haitian people. Haiti remains the least-developed country in the Western Hemisphere and one of the poorest in the world. The majority live an impoverished life, on roughly \$1 US per day. The complex and complicated history of Haiti is important background in understanding the scope and severity of problems the country continues to face.

Currency

There are three types of currency that you will encounter while on your visit to Haiti which includes U.S. dollars, Haitian gourdes, and Haitian dollars.

Many businesses and individuals will accept U.S. dollars in exchange for goods. However, the official currency of Haiti is the Haitian Gourde (HTG). The exchange rate of U.S. Dollars to Gourdes fluctuates with currency markets, but typically it is somewhere around: 1 USD = 60 HTG (+/- 5 HTG)

Haitian dollars are not another form of currency, but rather a way to express a price of gourdes something may cost. 5 Gourdes = 1 Haitian Dollar

ATMs in Jacmel may be hard to come by and unreliable. It is suggested that you bring enough U.S. dollars to exchange with you during your travels to avoid these problems.

For exchanging money, many indoor grocery stores often provide the most convenient method to accept and change U.S. money for gourdes. You may also use a money exchange office or depot.

Credit cards are often accepted in many locations, however the devices needed to scan the cards are not always reliable. Make sure to notify your bank if you are traveling to Haiti and plan to use your card.

With outdoor markets and vendors, haggling is often a common method used to come to a price for an item. If you experience any trouble, the Bastian family can often help you navigate the process and suggest where to go for the best currency exchange rates.

Religion

The majority of Haitians are Catholic (80%) and other forms of Christian (15%).

In addition to being Christian, many Haitians are believers of Vodou. Vodou is a mixture of a traditional African (Yoruba) religion with Catholicism. In Vodou, Bondye is the supreme deity and Loa are deities, saints, spirits and ancestors that can be good or evil and can come into the living world and interact in human affairs.

Culture

The culture of Haiti is an eclectic mix of African and European elements due to the French colonization of Haiti. This is reflected in the Haitian language, music, and religion. The culture also encompasses additional contributions from native Taino and Spanish imperialism.

Artwork is often bold, colorful, and vibrant. Jacmel is a center for Haitian art and architecture and has many galleries.

Carnival festivities start in February and are the most festive celebrations in the Haitian calendar. The cities are filled with music, parade floats, artists displaying their work, and people dancing and singing in the streets.

Haiti is known for its rich folklore traditions. The country has many magical tales that are part of Haitian Vodou tradition.

Haitian music combines a wide range of influences drawn from the many people who have settled on the island. It encompasses French, African rhythms, Spanish elements, and native Taino influences.

Compas is a popular modern méringu that involves mostly medium-to-fast tempo beats with an emphasis on electric guitars, synthesizers.

Dancing is an important part of Haitian life and is used for celebrations such as church socials and informal parties, as well as evenings out with friends.

Food

Common staples of a Haitian diet include simple cuisine with bold spices; different types of prepared rice and beans; proteins including chicken, goat, and fish; starches including potatoes, rice, corns, beans, and yams; and several types of fresh fruit including mangos, papaya, and bananas. Fried plantains are commonly served with meals, as are pickles which is a classic Caribbean condiment. Pepper is often used in many Haitian dishes. Spaghetti is also commonly served as a breakfast dish, as is bread and cheese with coffee.

Many Haitians may express gratitude and hospitality by sharing with visitors homemade meals and food. Be open and accepting of invitations to try food that is offered to you as a sign of appreciation and respect.

Communication

Haitians may communicate at a louder volume than what it is typically used in mainstream American conversation. Additionally, animated and passionate communication is common, and at times may be misinterpreted as aggressive or confrontational.

Greeting someone with “Bonswa” in the morning and “Bonjou” after noontime and into the evening are respectful and friendly ways to greet someone. Nonverbally, many Haitians may greet each other and visitors with a firm handshake or kisses on the cheeks.

Time Orientation

Tardiness is often common and expected, and late arrival may not be seen as disrespectful. Anticipate that many activities and appointments may begin late. Additionally, be understanding that many tasks (example: buying a certain item, coordinating with local services) may take more time than in the states to be coordinated and completed.

Language

Haitian Creole is a unique blend of African and French languages and is the predominate language used at La Concorde Orphanage and conversationally among locals. In more official settings such as at La Concorde School, church, and formal business settings, French is the language most often used. At the school, the students and teachers are required to speak in only French or English to gain practice in these languages.

Think about familiarizing yourself with some common Haitian Creole greetings and phrases to use throughout your visit. The children at the orphanage will love hearing you speak the language and the effort you make to communicate with the family and local people will be welcomed warmly and appreciated!

Common Haitian Creole Greetings

Good morning! - Bonjou!

Good afternoon! - Bonswa!

What is your name? - Koman ou rele?/ Ki jan ou rele?

My name is... - Mwen rele _____

How are you? - Koman ou ye?/ Ki jan ou ye/ Sak pase?

I'm well - Mwen byen / N'ap boule

So, so - Kon si, kon sa

And you? - Et ou mem?

Yes - Wi

No- Non

Thank you- Mèsi

I don't understand - Mwen pa konprann

Please- Souple

Goodbye - Orevwa

Behavior Guidelines

Intention: Want what is best for the Children and Staff

Interaction with Children

- Haitian staff directs all gifts given to children
- This includes candy/food treats

Language Awareness

- Please avoid phrases like:
- I want or I would love to take you back home with me
- I'm coming back to see you soon
- MAYBE means YES in Haiti, so please say NO

Awareness building

- You are a Visitor in their *home*—please ask staff before placing children in your lap
- If you, as a Visitor, want to help provide consistency to the children, then sponsor a child. The children need attention and love on a daily basis, not intermittently from Visitors. Sponsorship can provide more staff for the children.
- Children, who want to attach to you, means that the Child is creating an insecure attachment. We want the children to create healthy attachments, which are formed through long-term contact.

Respect

- Remember this is their home—please respect it.

LOVE Takes Roots encourages Haitian staff to have boundaries with visitors, as well as expectations that visitors will follow the schedule of La Concorde.

Finances

Cost Estimate:

Item	Cost
Airfare	\$800.00
Transportation from airport (can be shared)	\$150.00
Single hotel room (includes breakfast)	\$95.00/night
Shared hotel room (includes breakfast)	\$45.00/night
Transportation (in country)	\$60.00/week
Translator (shared expense)	\$20.00/week
Transportation to airport (can be shared)	\$150.00

Suggested Health Guidelines



Suggested Health Guidelines (CDC)

Vaccines and Medicines (CDC)

	Recommendations	Transmission
Routine vaccines	Recommended for all travelers	Varied
Hepatitis A	Recommended for most travelers, including those with "standard" itineraries and accommodations	Fecal-oral route (contaminated food and water) Person-to-person contact
Hepatitis B	Consider for most travelers; recommended for those who might be exposed to blood or other body fluids, have sexual contact with the local population, or be exposed through medical treatment (e.g., for an accident).	Contact with blood and other body fluids: <ul style="list-style-type: none"> • Unprotected sex • Injection drug use • Contaminated transfusions • Exposure to human blood • Contaminated tattoo and piercing equipment
Malaria	Antimalarials recommended, unless contraindicated.	Bite of infected mosquito (female Anopheles)
Typhoid	Recommended for most travelers, especially those who are staying with friends or relatives; visiting smaller cities, villages, or rural areas where exposure might occur through food or water; or prone to "adventurous eating"	Fecal-oral route (contaminated food and water)
Rabies*	Recommended for the following groups: <ul style="list-style-type: none"> • Travelers involved in outdoor and other activities that might bring them into direct contact with dogs, bats, and other mammals (such as campers, hikers, bikers, adventure travelers, and cavers). • Those with occupational risks (such as veterinarians, wildlife professionals, researchers). • Long-term travelers and expatriates. 	Mammal bites (including dogs, bats, other carnivores)

*Suggested, however, not required.

Non-Vaccine-Preventable Diseases (CDC)

The following diseases are possible risks your patients may face when traveling in Haiti. This list is based on our best available surveillance data and risk assessment information at the time of posting. It is not a complete list of diseases that may be present in a destination. Risks may vary within different areas of a destination.

Vectorborne—diseases that are transmitted among their human, animal, or plant hosts by arthropods, usually insects (National Institute of Health)

- | | |
|---------------|--|
| Dengue | <ul style="list-style-type: none"> • More risk in urban and residential areas than for other vectorborne diseases • Leading cause of febrile illness among travelers returning from the Caribbean, South America, and South and Southeast Asia |
|---------------|--|

Bloodborne & Direct Physical Contact

- | | |
|----------------------|--|
| HIV Infection | <ul style="list-style-type: none"> • Risk for travelers generally low but determined more by behaviors than destination • High-risk travelers may consider preexposure prophylaxis • Health care workers should follow standard precautions and assess local availability of (or bring) reliable postexposure prophylaxis |
|----------------------|--|

Airborne & Droplet

- | | |
|---------------------|--|
| Tuberculosis | <ul style="list-style-type: none"> • Those anticipating possible prolonged exposure to TB environments (such as working in hospitals, prisons, or homeless shelters) or those who stay for years in an endemic country should have a 2-step tuberculin skin test (TST) or a single interferon-γ release assay (IGRA) before leaving the US. If predeparture test is negative, a single TST or IGRA should be repeated 8–10 weeks upon return. |
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Health Safety Practice (CDC)

<p>Food & Drink Safety</p>	<ul style="list-style-type: none"> • Avoid cooked food served at room temperature. • Avoid raw food, including raw vegetables unless they can be washed thoroughly. • Drink only beverages from sealed bottles or cans. • Water is safe if it has been boiled or chemically treated. • Avoid ice unless made from bottled/disinfected water.
<p>Insect Bite Prevention</p>	<ul style="list-style-type: none"> • Cover exposed skin. • Use an appropriate insect repellent. • Use permethrin-treated clothing and gear (such as boots, pants, socks, and tents). Travelers can buy pre-treated clothing and gear or treat them at home. Treated clothing remains protective after multiple washings. Permethrin should NOT be used directly on skin. • Stay and sleep under in air-conditioned or screened rooms. • Use a bed net if sleeping area is exposed to the outdoors.
<p>Outdoor Safety</p>	<p>Exercise caution during outdoor activities.</p> <ul style="list-style-type: none"> • Dress appropriately for the climate (such as loose, lightweight clothing in hot climates and warm layers in cold climates) • Stay hydrated, avoiding overexposure to the sun, and practicing safe swimming habits. • Avoid infection while swimming, travelers should not swallow water when swimming and avoid contact with water that may be contaminated from poor sanitation.
<p>Avoid Animals</p>	<ul style="list-style-type: none"> • Avoid touching, petting, handling, or feeding animals, including pets. • Arthropods such as spiders and scorpions can pose a stinging risk, and travelers should exercise care in environments where these creatures are likely to be present. • Treat suspected and probable rabies infection by: <ul style="list-style-type: none"> ○ Washing the wound immediately with soap and clean water. ○ Seeking medical attention as soon as possible.
<p>Transportation Safety</p>	<ul style="list-style-type: none"> • Choose safe vehicles and avoid motorbikes when possible. • Wear a seatbelt or a helmet at all times. • Do not drive after drinking alcohol or ride with someone who has been drinking. • Avoid driving at night; street lighting in certain parts of Haiti may be poor. • Avoid using local, unscheduled aircraft, and fly on larger planes (more than 30 seats) when possible.
<p>Personal Safety (FBI)</p>	<ul style="list-style-type: none"> • Protect your passport! • Beware that your conversations may not be private or secure. • Do not leave electronic devices unattended. • Be courteous and cooperative. • Use authorized taxis. • Do not invite strangers into your room. • Avoid traveling alone. • Do not carry large amounts of cash. • Do not leave drinks unattended. • Avoid long waits in lobbies and terminals. • Beware of new acquaintances who probe for information • Avoid civil disturbances and obey local laws. • Keep a low profile and shun publicity. • Evade criminals and terrorists by being aware of your surroundings. • Do not gossip about character flaws.

Travel Health Notices (CDC)

Level 1

- In December 2013, the World Health Organization (WHO) reported cases of chikungunya in Saint Martin. Additional cases were reported in other islands in the Caribbean. This is the first time that local transmission of chikungunya has been reported in the Americas. CDC recommends that travelers to the Caribbean protect themselves from mosquito bites.

Level 2

- Local transmission of Zika virus infection (Zika) has been reported. Local transmission means that mosquitoes in the area have been infected with Zika virus, spreading it to people.

Packing List

- Passport and carrier
- Copy of passport in suitcase
- Flashlight or phone flashlight
- Camera, charger, batteries
- Alarm Clock or phone
- Ear plugs (if need for sleeping-Barking dogs)
- Anti-Malarial medication if taking
- Cash (most in \$1's & \$5's)
- Mosquito repellent (containing 30% DEET)
- Sunscreen
- Medications (leave in original containers)
- Toiletries
- Water Bottle
- Pack of hand wipes (wet ones)
- Small bottle of hand sanitizer
- Notebook for journaling/pens
- Clinical Paperwork
- Reading Book
- Extra pair glasses/contacts
- Sunglasses
- Visor, cap
- Socks/underwear
- Shirts/ tops
- Shorts (longer, loose fitting)
- Women: Skirt to wear to church
- Men: Long pants to church collared shirt for church
- Tennis shoes/sandals- Sturdy shoes
- Family picture (to share with the children)
- Fanny Pack or Backpack
- Snacks for Lunch
- Peanut Butter
- Flavor packs for water
- PROPEL powder mix
- Granola Bars
- Packaged Tuna
- Slim Jims
- Ritz Crackers
- Credit Card
- Drivers License

Frequently Asked Questions

What should I wear?

While visiting La Concorde, it is recommended to wear comfortable warm climate attire (i.e. short sleeve t-shirt, capris, shorts, etc.). Haitians are very well dressed, especially on Saturday's for church. It is recommended to bring one business casual (slacks, khakis, or skirts; blouses, polo shirts, or shirts with collar but no necktie; some sweaters; and closed-toe shoes) outfit for attending church. Regarding beachwear, one-piece swimsuits with shorts are recommended for women, and swim shorts for men. No bikinis, please. While visiting, it is recommended to bring a sweater, as the temperatures tend to dip down in the evenings.

What is the temperature like?

Jacmel, Haiti has a comfortable climate year round. Average temperatures (year round) range from 60-90 degrees Fahrenheit. December is the warmest time of the year, whereas July is the coolest. Regarding precipitation, April and October are the rainiest times of the year (averaging over 2 inches of precipitation).

Should I bring snacks?

Yes. Visitors are encouraged to bring snacks. Typically, groups eat a large breakfast and dinner together at Hotel Cyvadier. Individuals are on their own for mid-day snacks. It is recommended to bring nonperishable items, such as energy bars, nuts, dried fruit, and powdered Gatorade. There is not a refrigerator available at La Concorde, so please plan accordingly.

What kind of accommodations can I expect?

Accommodations at the Hotel Cyvadier are adequate, comfortable, and safe. The grounds are located a ¼ mile from the main highway to Jacmel, overlooking the Caribbean Sea. There is an onsite restaurant, where you will eat breakfast and dinner. The staff is very friendly, and many of them speak a limited amount of English. The rooms' feature one or two double beds with a full-sized bathroom, they also include an armoire and a desk. The hotel will provide safe drinking water on demand.

What does a day at La Concorde look like?

A day at the La Concorde School and Orphanage begins very early, the children and staff awake around 6:00 am (Monday through Friday). Typically groups arrive between 8:00-9:00 am and stay until late afternoon. Groups participate in class, recess, physical education, the onsite clinic, and meals. On Saturday's groups often attend church (on the campus of La Concorde).

How much physical activity will I be participating in?

While visiting the mountainous region of Jacmel, groups with medical training will often participate in providing a mobile medical clinic to one of the mountain villages; this is

often referred to as the *mountain clinic*. During this activity, your group will hike to a remote region in the mountains (approximately 3-4 miles). Additionally, groups like to hike to the beautiful Bassin Bleu waterfall, which is a 6-8 mile hike through steep mountainous terrain. The breathtaking views and cool swim make the difficult hike worth the work to get there.

What if I get sick?

In the event that an individual becomes ill, the medical team will assess the severity. In the case of minor illness, the individual will be encouraged to rest and take the day off from visiting La Concorde. Should one become severely ill, the group would assist in evacuating the sick individual to Miami (via Port Au Prince) to receive medical attention at a large regional hospital in the United States.

Should I purchase travel insurance?

Travel insurance is not required, however, one is welcome to purchase coverage through their preferred vendor. Some vendors that others have used include, Allianz and Faith Ventures.

Can I make phone calls?

Yes. Phone calls are made through WiFi via FaceTime or Skype.

Is Internet available?

Internet is available at the hotel; however, it is quite variable depending on how many people are connected.

What can I expect when I land in Port au Prince?

When you arrive in Port au Prince (the capital) you will precede through customs. At customs they will ask you for your travel information (i.e. intentions, dates, and hotel information). Additionally, it will cost \$10.00 usd for your Visa, which you will pay directly to the customs agent. Once you are finished at customs, you will proceed to baggage claim (you will need your luggage tag from when you checked your bag). After your luggage has been retrieved, you will exit the airport (please make sure someone in your group is wearing a LOVE Takes Root t-shirt). Please do not allow the locals to carry your luggage, as this can become very disorganized—kindly decline their service. Someone from LOVE Takes Root will greet you near the airport exit. Be aware, it can be very chaotic when you exit the airport.

How long does it take to travel to La Concorde?

Typically, it takes groups 12-24 hours (depending on your departure city) to arrive in Jacmel, where La Concorde is located. From Miami to Port au Prince, you can anticipate a 2-hour flight. Finally, from the Port au Prince International Airport, it takes approximately 3 hours travel time to Hotel Cyvadier. Most groups get checked-in to the hotel, and then depart to La Concorde to get oriented and meet the staff and children.

Can I convert US Dollars to Haitian Dollars?

Yes. It is recommended to consult with your trip leader to convert USD to Haitian Dollars.

Is it safe to drink the water?

Yes and no. Water from the hotel **IS** safe to drink, as it has been properly filtered. We recommended bringing a large water bladder, and/or multiple water bottles. Typically, groups will fill their water bottles and bladders after breakfast, prior to departing for La Concorde. The hotel has a large supply of safe drinking water, however, if one is interested in bringing a mini water filtration system, Sawyer and LifeStraw make excellent options for around \$25. It is important to consult with your team leader regarding safe water. Do **NOT** drink water from street vendors (i.e. bags of water).

Forms



RELEASE FORM

We are delighted with the opportunity of sponsoring your activities and helping you with some of the arrangements. We must warn you, however, that volunteers of Love Takes Root may be subjected to considerable risks, including, but not limited to, the risks of international travel and terrorism. As our organization is comprised entirely of volunteers like yourself, it has limited funding and has no insurance to cover these risks. Each volunteer is expected to assume any and all risks that may result from his or her activities and to procure insurance coverage as he or she deems appropriate.

Please sign and date this form and return it to the above address acknowledging this notification, releasing us from liability, and indemnifying us from claims against us arising from your activities. **We must receive a signed copy of this form before we can continue to process your assignment.** Thank you.

Sincerely,

Barb Wilkerson

Barb Wilkerson, Love Takes Root Executive Director



RELEASE FORM

The undersigned hereby acknowledges receiving this form, and acknowledges the risks assumed by volunteers of Love Takes Root. On behalf of himself or herself and his or her family and personal representatives, the undersigned hereby agrees to indemnify, release and forever discharge Love Takes Root, its officers, directors, members, Love Takes Root Sponsors, and their respective officers, directors, members and all other persons and organizations working on its behalf from any and all loss, liability, actions, claims and demands of any nature, past, present or future, that may result from or be in any way related to the undersigned's activities conducted under the auspices of Love Takes Root

PLEASE PRINT NAME

SIGNATURE

Date Signed

Country To Be Visited / Dates of Travel



Financial Contribution Form

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

All volunteers should complete and return the attached Financial Contribution Form to LOVE Takes Root immediately upon their return. Expenses related to a volunteer assignment are tax-deductible if you file a tax return in the United States. **We ask that you complete this form even if you are not a U.S. citizen as we need this data for our annual audit.**

The form serves two functions:

- (1) It is an opportunity to collect all your receipts and other information regarding expenses incurred during your volunteer service. This is data that you will need for your files at income tax time.
- (2) It provides LOVE Takes Root with information for our files should the IRS ask us any questions about your participation. We keep this information on file for 7 years.

In addition, this data provides LOVE Takes Root with information about the level of in-kind donations made by volunteers on behalf of the organization. This is a vital component of LOVE Takes Root's audited financial statements since volunteers are key to our programs.

Once we receive this completed form, LOVE Takes Root will send you a letter confirming your participation in the program and acknowledging your contributions. You should keep this letter with your receipts for tax purposes.

If your spouse accompanied you, his/her trip can only be considered tax-deductible if he/she was involved in an activity related to the project. If your spouse intends to participate as a volunteer, he/she must sign a release form and submit a trip report.

If you plan on raising funds to support your trip or for the program, note that all contributions must be made to 501(c)3 organization, LOVE Takes Root, in order to be tax-deductible. Gifts given directly to you as an individual are not tax-deductible. If you have any questions about this or wish assistance in raising funds, contact LOVE Takes Root.

Volunteers should consult their tax adviser regarding any specific questions.



P.O. Box 85, Spencer, Iowa 51301

FINANCIAL CONTRIBUTION FORM

NAME: _____

COUNTRY VISITED:

TRAVEL DATES (mm/dd/yy – mm/dd/yy):

All expenses incurred directly by you should be listed below. If you took equipment, supplies or other items donated by companies or individuals, please complete the Addendum form and add costs to the table.

After completing and signing this form, please mail it to LOVE Takes Root at the address above. Please keep a copy of this form along with all your receipts for tax purposes.

EXPENSE TYPE	AMOUNT (\$)
International air travel	
In country travel (rail, auto, bus, air, etc.)	
Food and lodging	

Incidentals (Passport/visa, entry/exit tax, vaccinations, etc.)	
Communications (telephone calls, faxes, etc.)	
SUBTOTAL	
Other costs	
SUBTOTAL	
Supplies and Equipment costs	
TOTAL	

ADDENDUM

Please list all donations of supplies, equipment, and other materials that you received on behalf of LOVE Takes Root for use overseas. In order to comply with IRS and auditing requirements, please attach an itemized list (a packing list or invoice will suffice) or fill out the section below for all such donations. All donations over \$250 will be acknowledged by a letter from LOVE Takes Root if the appropriate information is provided.

DONOR NAME AND ADDRESS	ITEM DONATED	ITEM VALUE (\$)
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SIGNATURE: _____

DATE: _____

References and Resources

Health Information for Travelers to Haiti Clinician View. (2016). *Center for Disease Control*. Retrieved from http://www.cdc.gov/travel/destinations/clinician/mission_disaster/haiti?s_cid=ncezid-dgmq-travel-single-002

Safety and Security for the Business Professional Traveling Abroad. (2016). *U.S. Department of Justice Federal Bureau of Investigation*. Retrieved from [https://travel.state.gov/content/dam/travel/FBI business-travel-brochure \(2\).pdf](https://travel.state.gov/content/dam/travel/FBI_business-travel-brochure%20.pdf)

Language Resources:

University of Iowa Haitian Language and Cultural Resources:
<https://clas.uiowa.edu/dwllc/allnet/haitian-creole-language-and-culture-resources>

Haitian Creole Omniglot: <http://www.omniglot.com/language/phrases/haitiancreole.php>

Haitian Creole Learning Blog: <http://sweetcoconuts.blogspot.com/>

Creole for Aid Workers App: <https://itunes.apple.com/us/app/french-creole-for-aid-workers/id406251606?mt=8>

Other Cultural Awareness Resources:

Background on Haiti and Haitian Health Culture by Cook Ross Inc.:

http://www.in.gov/isdh/files/cultural_primer_on_Haiti.pdf