

Service Team Handbook 2023-2024



Edilser Hernández, Guatemala

Alexis Vásquez, Guatemala

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The Guatemala Project board of directors, U.S.

The Staff of ImagininGuatemala. From Left to Right: Edy, Gregorio, and Alexis



ImagininGuatemala Purpose Statement

ImagininGuatemala is a project originating from the common interest of a small group of Guatemalans who are passionate about supporting the well-being and development of fellow Guatemalans. ImagininGuatemala relies upon local and international friends, volunteers, and benefactors who recognize an obligation to help those less fortunate than themselves.

This group is committed to uniting volunteers to assist with the physical, spiritual, emotional and educational development of marginalized people in Guatemala. Our primary role is leading Service Teams in a mission to serve the poor.

ImagininGuatemala Mission Statement

To improve the physical living conditions and social well-being of families living in villages near Antigua, Guatemala. We do this by providing the necessities of life including food, shelter, and clothing, as well as connecting those families with a larger caring community.

ImagininGuatemala Faith Statement

ImagininGuatemala is a non-profit organization committed to serving people in need in Guatemala. Our Service Teams come from a wide variety of faith traditions as well as secular backgrounds. We welcome all groups willing to engage in selfless work to better the lives of the poor.

The Guatemala Project

The Guatemala Project is a 501(C)(3) Registered Non-Profit Organization (EIN#46-1319073)
based in Iowa City, Iowa USA.

Mission Statement

We exist to assist ImaginInGuatemala in bettering the lives of the people in Guatemala by recruitment of service teams, sponsorships and benefactors.

Board of Directors

The Guatemala Project is led by a dedicated volunteer Board of Directors, each responsible for various duties, that meets on a regular basis to conduct the business of the organization.

Kathy McCue - President
Lisa Hebl – Treasurer
Cathy Fuller – Secretary
James Burke – Service Teams
Jamarco Clark – ServiceTeams
Mark Fuller – Marketing and Technology
Allison Krogstad – Service Teams
Ramon Marth – Service Teams

Iowa Based Addresses

For Financial Matters:

The Guatemala Project
% Lisa Hebl, Treasurer
3915 James Ave SW
Iowa City, Iowa 52240

Official Address:

The Guatemala Project
3679 Whitetail Lane
Iowa City, Iowa 52240

Phone: 319.330.2364

Welcome to ImagininGuatemala

Why should you choose ImagininGuatemala?

There are literally hundreds of NGOs in Central America.

- Experience ~ We have many years of experience working with service teams in helping poor families and children in Guatemala. We are professional, dependable, and committed to assuring that your experience in Guatemala will exceed your expectations.
- Flexibility ~ Your trip to Guatemala will be meticulously structured to meet the specific needs and desires of your group. Your experience in Guatemala will include lessons in Guatemalan and Maya history, exposure to Guatemalan food and culture, and a wonderful immersion that will have you feeling more like a native than a tourist.
- Connection to the REAL Guatemala ~ Your trip will help your travelers to understand the issues of poverty and allow them to work to make a significant difference in the lives of Guatemalan families. Our service teams quickly find themselves falling in love with the people with whom they work. Whether it's the little eight-year-old boy who helps with the hammering or the grandpa who supervises to make sure the gringos do things right, you will have a "boots on the ground" experience. This isn't about viewing the scene from the windows of the bus. This is about being "ALL IN".
- Outstanding Leadership ~ The ImagininGuatemala staff members understand Guatemala, and they also understand the men and women who come to Guatemala from the US & Europe to work on a Service Team. Entering a developing country can be challenging, and most of the Service Team workers have never mixed cement by hand, squared a board, or built a wall. Yet, within the first day, your travelers will feel like they are making a genuine contribution to the build. Friendships happen with ease and while you may come as strangers, you will leave as friends.
- The Journey ~ Yes, you will build a house. But you will also discover a new strength within yourself. Margaret Mead said, "A small group of thoughtful people could change the world, indeed it's the only thing that ever has." The IMG experience begins and ends with reflection. Initially it is about leaving all your troubles at home and opening your hearts to the Guatemalan people. In the end, it is about leaving your heart in Guatemala and seeing the world from a new perspective.
- Communication ~ ImagininGuatemala uses various forms of technology for communication: Facebook, Instagram, Twitter, Zoom, texting, email. As you plan your trip, you will have complete and predictable responses to your questions. Once you are in Guatemala, the IMG team will add their professional photos daily to Facebook so the families of your travelers can watch the adventure from afar. When you leave, each group will receive a flash drive of all the photos taken as a wonderful memory.

ImagininGuatemala would like invite you to share this wonderful experience with them.

It will be a life changing opportunity!

"Our poor people are great people, a very lovable people; they don't need our pity and sympathy. They need our understanding love and they need our respect. We need to tell the poor that they are somebody to us, that they, too, have been created to love and be loved." -Mother Teresa

The ImaginGuatemala Handbook

In the following pages, you will find all the information you need to have a successful Service Team experience. We have answers to your most pressing questions about traveling to Guatemala. We have included information about packing, health and safety concerns, planning your itinerary and finances. If you have any further questions, please do not hesitate to contact us.

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“If you want to touch the past, touch a rock,
If you want to touch the present, touch a flower,

If you want to touch the future, touch a life.”
-Author Unknown

The Service Team Experience



The Service Team experience provides a chance for you to change lives through a meaningful, volunteer-centered program. Your team will have the opportunity to build simple and sustainable homes, distribute clothing in remote villages, serve meals to people who live on the margins, and bring smiles to the faces of countless children.

Construction experience and/or Spanish language skills are NOT necessary to enjoy the Service Team experience, although a willingness to get dirty and stretch outside of your comfort zone is!

Organizing a Service Team experience may seem overwhelming, but early planning can help make preparations an enjoyable part of the trip. Please rest assured knowing that the ImagininGuatemala team brings years of experience and will assist you in creating an itinerary to meet the individual needs of your team. Be sure to stay in contact with ImagininGuatemala as you plan your trip.

Alexis Vásquez García is our director of Service Teams. He can be reached by email at alexis.imagininguate@gmail.com. Alexis speaks and writes fluently in both Spanish and English.

James Burke is the Director of Service Teams with The Guatemala Project. He is a Spanish teacher at Washington High School in Cedar Rapids, Iowa and a veteran of many student-based trips to Guatemala. James can be contacted by email at james@theguatemalaproject.org.

Planning Your Trip: A Timeline

6-12 Months Before Departure

- Host your first informational meeting for those interested in joining a Service Team. If you would like, members of The Guatemala Project can arrange to come to your meeting (or zoom into your meeting depending where you are) to answer questions from participants, parents, or students. Our best recommendation is to have a service team of at least 12 travelers for 10 days, including travel days. However, we are flexible and can usually accommodate the needs of a specific team. We are prepared to take a maximum of 30 volunteers. **See Appendix 7 for a template of your first meeting.
- Contact Alexis (alexis.imagininguate@gmail.com) to tentatively pre-register your group and to request dates. We recommend reserving your dates well in advance, especially if you desire a summer or spring break experience.
- Send a completed application form to Alexis. **See Appendix 8
- Apply for passports as soon as possible before departure. Visas are not needed.
- Research airfare prices; contact travel agencies specializing in group travel.

2-6 Months Before Departure

- Purchase airline tickets. We recommend arriving in Guatemala City between noon and 4:00pm whenever possible. This allows the teams to reach Antigua in daylight, meet their host families, and take part in the ImagininGuatemala orientation.
- Once you have a set number of service team members and you know what extra activities you would like to do (hike a volcano, zip-line, etc.), please contact Alexis at alexis.imagininguate@gmail.com. He will start creating your itinerary and an invoice will then be developed and sent.
- As soon as Alexis has all of your information (number of people, extra activities, etc.), he will create a preliminary itinerary for your group which he will send to the group leader for approval. If the information is available at this time, you will also get information about the families for whom you will be building houses.
- Order your ImagininGuatemala t-shirts. T-shirts with the IMG logo will identify you as a service team and be a fun souvenir of your trip. T-shirts can be ordered from Lisa Hebl (lisa@imquate.org). Email your sizes and quantities to her. T-shirts will be invoiced to you as

part of the total package. Lisa will package and mail the t-shirts to you.

(PLEASE WEAR YOUR IMAGININGUATEMALA T-SHIRTS AS YOU TRAVEL TO GUATEMALA.)

- You will need to pay the \$150 registration fee 2-4 months before your trip. (The exact date will be on your invoice.) Please send checks to the Guatemala Project:

The Guatemala Project
c/o Lisa Hebl, Treasurer
3915 James Ave. SW
Iowa City, Iowa 52240

- If your group would like to collect donations to bring to Guatemala, see our recommendations in Appendix 6. Edy is our Donations Coordinator. Contact Edy at edy.imagininguate@gmail.com to find out if we have any specific needs. For example, we may have a specific need for boys' tennis shoes, or school supplies, or rainwear; Edy can guide you in addition to the suggestions in Appendix 6.

1-2 Months Before Departure

- The final payment for your trip will be due about 1 month before your trip. (The exact date will be on your invoice.) Send checks to:

The Guatemala Project
% Lisa Hebl, Treasurer
3915 James Ave SW
Iowa City, Iowa 52240

- Schedule a traveler/parent meeting to work out logistics, answer questions, etc.
- Have travelers complete all medical paperwork at your meeting (Appendix 9). The group leader should collect the sheets, and then the information should be copied onto the Master Health Sheet form, Appendix 10, and emailed to alexis.imagininguate@gmail.com.
- Research international insurance. Some institutions carry international insurance for overseas trips. Check to see if yours has that program. If not, it is very affordable to purchase short term insurance through SevenCorners. Their website is <https://www.sevencorners.com/travel-medical-insurance/#/quote>.
- We require that all teams have insurance. Generally, if there is a medical issue, the bill in Guatemala can be paid with either cash or a credit card. Then, when the traveler returns home, a claim can be submitted for reimbursement.
- Give all members of the service team the Personal Safety Release form (Appendix 11) which needs to be filled in, signed, and notarized. The group leader will need to bring them

physically to Guatemala.

2 weeks before departure

- The group leader will receive a final itinerary and will confirm it with Alexis.
- Sort and pre-pack any donated materials. Check with your airline to determine what, if any, will be the cost for extra baggage.
- Create a "Phone Tree" or system where all families can be quickly notified about any changes in the trip. The leader should have all contact information for each traveler and for any parents or guardians.
- Leaders should get a copy of each traveler's passport...the page with the photo and signature. In the event that a passport is misplaced, this paper can expedite receiving a temporary one at the U.S. Embassy.
- Please remind all travelers that Appendix 11, Personal Safety Release, must be signed and notarized and given to the group leader who will bring them all physically to Guatemala. These forms will be collected at your orientation meeting in Guatemala.
- Remind all service team members to call their credit card companies and/or banks to let them know that they will be out of the country so that their credit cards and/or debit/atm cards will work abroad.

3 Days before departure

- Check with your travel agency for any last minute changes regarding travel advisories or flight changes.
- Confirm flights with the airline. Tag checked luggage with a common color of tape, or a common ribbon. Be sure you know HOW MANY checked bags you are taking.
- Get ready for an amazing life-changing experience in Guatemala!

¡Bienvenidos a Guatemala! (Welcome to Guatemala!)

- After you land in Guatemala City, proceed through Immigration where you will present your passport and your immigration form (which you will either receive on the plane or right before you reach immigration at the airport). (Make sure you fill the form out before getting in line for immigration.)
- After immigration, go to the baggage claim and claim your bags. There are wheeled carts to use for a nominal fee, if desired. There will also be many airport personnel waiting to help you with your bags. You can say "no gracias", unless you want help. Please know they will ask for a tip. Be sure you have ALL your bags before you proceed through customs.

As you progress through Immigration and/or Customs you might be asked the following questions:

Q. What is the purpose of your trip?

A. We are a service team.

Q. Are you bringing in any prescription medications?

A. No.

Q. What are you bringing?

A. Donations for the families we serve.

Q. Are you bringing anything to sell?

A. No.

- After passing through Customs proceed to the exit doors. The ImagininGuatemala Team will be dressed in their ImagininGuatemala shirts and will be waiting at the exit doors with the name of your Service Team on a sign...LET THE FUN BEGIN!!!



Appendix 1: How Much Does it Cost?

Application Fee

A \$150.00 per person, non-refundable, non-transferable application fee will be requested 2-4 months prior to your departure. This fee covers the initial administrative expenses. (The exact date will be on your invoice.)

This application fee is separate from the Service Team Fee.

Service Team Fees

The cost per person for a service team trip is approximately \$1500. The exact cost that will be on your invoice will depend upon the number of days you will be spending in Guatemala, the number of people in your group, and the extra activities you wish to participate in. (For example, an 8-day trip may be less than \$1500. A 13-day trip will likely be more.)

What's included in this price:

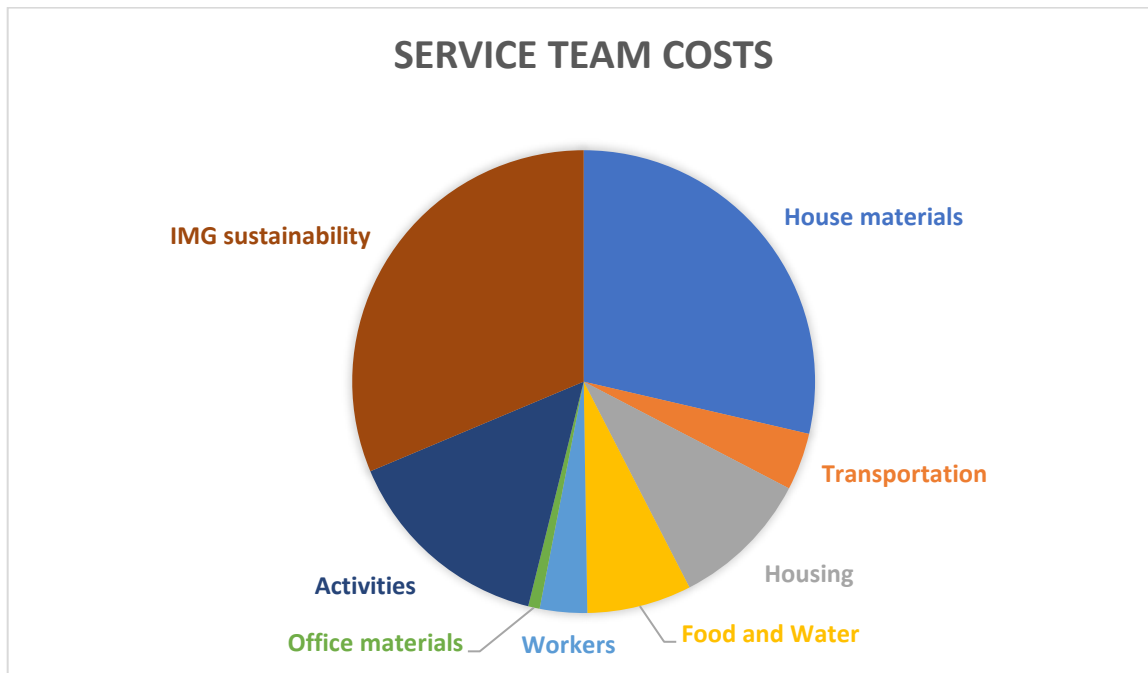
- Ground transportation to/from Guatemala City International airport. If you are arriving separate from your group, there could be additional charges.
- ImaginGuatemala will provide at least two professional team members to accompany you on all outings and at each work site.
- Accommodations and three meals per day (except Sunday) with a Guatemalan host family or provided by ImaginGuatemala. Sunday meals are on your own individually or as a group.
- Construction costs which include: construction materials for the homes you build, stoves and water purifiers for the families, instruction by experienced construction crew leaders, sack lunches, bottled water, transportation to/from the work site.
- OPTIONAL weekend excursion to Lake Atitlán when available. This includes transportation and hotel accommodations for one night. If you are interested in other optional activities, we can provide a separate itinerary with specific cost.

What's not included:

- International airfare.
- Personal expenses. This would include meals eaten outside the host family home, entertainment expenses, Sunday meals, souvenirs, etc. We generally recommend \$200 of "spending money."
- International Insurance. Many schools & churches have an umbrella policy to cover this. If you

wish to purchase additional insurance, we recommend purchasing this through Seven Corners.

- The chart below shows approximately how ImaginInGuatemala uses the money provided by service teams. There will be slight differences in each group given differences in number of people, days, and activities.



Appendix 2: Money & Exchanging Money

- Our ImaginGuatemala team will be available to exchange your dollars, in denominations of \$50.00 or \$100.00, for the local currency, quetzales. We recommend bringing \$200.00 in spending money.
- It is impossible to exchange ripped, folded, torn, or damaged bills (or bills that have been written on) in Guatemala, so take a look at your bills as you pack them. (You can ask your bank in the U.S. to only give you nice, crisp, clean bills.)
- If you wish, your money, along with your passport, will be safely locked in our office safe for the duration of your trip.
- ATMs are readily available and credit cards can be used in some places, but the most efficient way (and often the only way) to spend money in Antigua is with CASH.
- Each morning, you will have the opportunity to either exchange or retrieve money at the IMG office.
- It is suggested that leaders bring a credit card. Be sure to let the bank of your credit card know that you will be traveling in Guatemala.
- Cash or credit can pay medical expenses, and, then, when you return to the US, the insurance company will compensate the leader or parent.

Guatemala is a very safe country, but as in any unfamiliar surroundings, caution and awareness are a good idea.

- Keep only small amounts of money on your person.
- Know where your camera/phone and your backpack are.
- Do not hang your purse or backpack on the back of your chair in a busy restaurant.
- Be smart and cautious.
- In addition, do not bring anything to Guatemala that would break your heart if you lost it. This includes expensive jewelry, jackets, and cameras.
- Think about the people with whom you will be working. Many of them make less than \$2.00 a day. Simplify your life as you work alongside them.

Tipping

- In restaurants, it is typical to tip 10%. However, always look at the bill first. The service fee/tip ("servicio" or "propina") is often already added onto the bill.
- Often we are asked if it is okay to "tip" the Guatemalan crew with whom we work. First of all, it is a generous offer and certainly not necessary. However, if a team does want to tip, it is the wish of the IMG team that the money be divided evenly among ALL the workers. The best practice is for the service team leader to gather the money, put it in an envelope, and give it to Edy or Alexis who will divide it among everyone. This is the most transparent way to gift, and it avoids any hard feelings or favoritism.

Donations

Another idea that teams have often asked about is contributing money for food or bedding for the family for whom they are building. Again, this is a personal choice, but yes, these families would be worthy recipients of your generosity. Teams can go to the market and purchase the items with the guidance of the IMG team.

Appendix 3: Our Homestays

- Many of our service team alums remember the homestay as one of the best parts of their experience. To live with a middle-class Antiguan family is a wonderful way to really immerse yourself into the Guatemalan lifestyle. Very quickly, you will understand the importance of extended family and the rhythm of life in Guatemala.
- Travelers will live with one or more other travelers in a house. You may share a room with another team member, and you may have a separate bathroom or you may share a bathroom with others from the family. Your hosts may speak a bit of English, but this would be a great time to try out your Spanish skills!
- Please treat our hosts with every respect and pay attention to their house rules. Once you arrive in the evening (after our activity), it is neither safe nor respectful to leave the house. Take care of the keys you are given and practice common courtesy by communicating when they can expect you to return and what meals you will be attending.
- All of our homestays are within a one-block radius of one another. We will often meet at the CMP (Central Meeting Point), which is the basketball court. Please be respectful to everyone by making it a priority to be on time.
- Simple healthy meals will be served 3 times a day. In the morning, you can expect things such as cereal, eggs, pancakes, toast, plantains, fruit, juice, and tea/coffee. Lunch often brings a soup or a hot meal of vegetables and meat. Supper might be beans and rice with eggs, or chicken, or sometimes fish. The food is plentiful, tasty, and always prepared carefully so that you will not get any waterborne illnesses. If you have special dietary issues, we may be able to honor them. It is quite easy to be a vegetarian in Guatemala!
- There is a tienda (small grocery store) on most every corner where you can purchase sodas, snacks & cookies. While the "street food" looks amazing, we cannot recommend that our team members eat it. It is hard to know when or how it was prepared...and we do not want you to risk getting a stomach bug.
- Should you have any issues about your housing, please let Alexis know. It is very possible that something was just "lost in translation"!



Photo: Guatemala is known for its beautiful tropical flowers. These grow on the front of one of the homestays.

Appendix 4: Packing List

Please note: The people of Guatemala observe a modest culture which is deeply rooted in their Maya and Catholic traditions. You will see many girls and women wearing the traditional clothing of the Maya people. Please be respectful of the culture, and **do not bring clothing that may be inappropriate, such as crop tops, tube tops, tank tops, short shorts, mini-skirts, etc.**

One word, Simplify. Use this guide as a recommendation, but remember, less is always MORE. There are convenient and affordable laundries in the neighborhood. Your dirty clothes will be washed, folded and delivered to your homestay or the IMG office at the end of the day for about \$10-20.

Clothing List:

- **Shirts:** 3 Short-Sleeve, 2 Long-Sleeve plus your IMG t shirt that you will wear on the plane. (No tank tops, crop tops, or tube tops.)
- **Jacket:** Lightweight jacket and/or sweatshirt. Antigua is a mile high in elevation and even in the summer, the nights and mornings can be cool.
- **Pants:** 2-3 pairs of long pants. These can be jeans, cotton work pants, leggings. You will be working with concrete, water, paint, sand, and in mud. Bring lightweight items that can get dirty. Some of our teams wear hospital "scrubs" for working.
- **Shorts or capris:** 2 pairs. Again, girls, please do NOT wear short shorts. A "basketball length" short is best. Capris are even better! Also, please do not work in shorts. (There are some churches which you cannot enter without your knees and shoulders being covered.)
- **Hat:** Ball cap or other type of hat for the sun
- **Rain Gear:** Even in the dry season, it can sometimes rain daily in Guatemala. Bring a durable rain jacket and rain pants if you want. Jackets work much better than ponchos.
- **Underwear, pajamas and socks**
- **Shoes:** Open-toe shoes, flip-flops, chacos, Birks without socks are never a good idea in Guatemala. Not only are the streets uneven and made of cobblestone, but there are parasites that live in the dirt. These little bugs would love to make a home in your foot! Bring sandals to wear ONLY inside your home stay. Once you walk out the door, wear closed-toe shoes. We recommend an old pair of tennis shoes or boots for building and a newer pair for all other walking.
- **Work Gloves:** 2-3 pair. We recommend sturdy gloves without seams, as the seams can wear on your fingers when working. One pair of waterproof gloves is good for working with wet cement.

Toiletries & Medications:

- Most Over-the-Counter meds are readily available in Antigua at the pharmacy. (You can also often get prescription meds at the pharmacy without a prescription.)
- While all we recommend is a current tetanus vaccination and hepatitis series, anyone with specific health needs ought to check with their doctor.
- Many travelers swear by taking a probiotic beginning a week before they travel and continuing while in Guatemala to help avoid "traveler's tummy".

- We recommend that the team leaders carry Tylenol, ibuprofen and an anti-diarrheal. If your team members carry that as well, not a bad idea.
- CIPRO is a good antibiotic for stomach issues and is readily available at pharmacies in Antigua. (Ask for the Bayer brand of CIPRO.)
- Toothbrush & toothpaste.
- Shampoo.
- Soap.
- Anti-Perspirant Deodorant.
- Sunscreen.
- Bug spray or wipes.
- Small antibacterial hand sanitizer.
- Towel for shower

Appendix 5: Religious Opportunities

There are over 37 churches in Antigua. We are happy to honor your religious preference by providing an opportunity for your group to attend a service. Please let us know if that is something you'd like included in your itinerary. Appropriate clothing will be necessary to enter the churches. (Knees and shoulders must be covered.)



Photo: The Church of La Merced in Antigua, Guatemala. Because of its lace-like detail, it is known as the "Wedding Cake Church".

Appendix 6: Donations

Bringing donations is a wonderful way to share our riches with those in need. Here is a list of common items that can be used by our families:

Clothing:

- Especially children's clothing from ages 2-16.
- People in Guatemala are very small in stature. PLEASE NO L'S OR XL'S FOR MEN OR WOMEN.
- Elastic waist pants - These can fit many body shapes and are often easier to fit than structured pants, like jeans.
- NEW socks and underwear, still in the package.

Shoes: Gently worn soccer cleats, flip flops, tennis shoes, rain boots, or crocs.

School Supplies:

- Crayons, sharpened pencils, markers.
- Small spiral notebooks
- Scissors, rulers
- stickers

Bathroom supplies:

- Toothpaste, brushes
- Soap, shampoo, lotion
- Plastic shower curtain and rings
- Towels (Thin towels are best as they dry easily on a line.)
- Shower caddy

Small toys: (These can be handy for getting to know the children in the families you build for.)

- Matchbox cars
- Bubbles
- Soccer balls (with pump)
- Dolls
- Stuffed animals
- Etc.

ImaginGuatemala always appreciates donations of new tools such as:

Hammers, trowels, carpenters pencils, levels, stringer rolls, safety glasses, drill bits, work gloves, squares, tape measures, screw drivers, concrete and wood saw blades, etc.

Appendix 7: The Recruiting Meeting

Once you have decided that you want to lead a team to Guatemala, you'll need to find your team! Many first timers might not even know where Guatemala is... just "down there" somewhere! Many people, especially parents, have preconceived ideas of Guatemala being a very dangerous place, a lawless country, and they are skeptical about sending their child or even going themselves.

- Begin with a little history of the country, perhaps a map, and show a video from our website www.imaginingguatemala.org , or www.theguatemalaproject.org .
- Identify dates for the trip.
- Share the cost structure and whether you plan to fundraise as a group or not. Please note: While this may seem like an expensive endeavor, alumni and The Guatemala Project are eager to help out with fundraising ideas.
- Explain that, while building a house can be challenging, it is certainly do-able for a student or traveler and that their efforts will be greatly rewarded. That being said... it IS hard work. Plan to work from 8-5 for four days. This includes mixing cement by hand, carrying cinder block, hammering, painting, sawing, laying tile floors, putting up a roof, etc.
- Many HS and university students are in need of service hours. This experience can be a powerful one.
- Explain that this is not a trip in which we get in a bus and drive by the poor. We will actively be working with and among the poor in a way that will be both exciting and exhausting.
- Establish a time frame in which they ought to let you know their level of interest. We recommend 2-3 weeks.
- If you need assistance with ideas for team formation, fundraising, and more, please contact The Guatemala Project at Info@TheGuatemalaProject.org, and we would be happy to discuss some ideas with you.

Good luck in creating a team!!!

Appendix 8: Service Team Application

Due 6-12 months prior to arrival.

Please send to Alexis (alexis.imagininguate@gmail.com).

Leader's Name: _____

Organization: _____

Dates desired: _____

Number of travelers anticipated: _____

General age range of travelers: _____

Contact information:

E-mail: _____

Phone: _____

Mailing Address:

Anything else we should know: _____

Appendix 9: Personal Medical Form

Each traveler should complete this form. The service team leader should then compile the information on to the Master Health sheet, Appendix 10, and email to alexis.imagininguate@gmail.com

NAME of TRAVELER: _____

AGE: _____

MEDICATION taken DAILY: _____

MEDICATION taken "as needed": _____

FOOD ALLERGIES: _____

OTHER ALLERGIES: _____

WILL TRAVELER BE CARRYING AN INHALER? _____

WILL TRAVELER BE CARRYING AN EPI PEN? _____

ANY MEDICAL CONDITION THAT MIGHT IMPACT THE TRAVELER IN GUATEMALA?

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT PHONE: _____

PRIMARY PHYSICIAN NAME AND PHONE: _____

This traveler is covered by international health insurance for the duration of the trip.

Yes _____ Name of Company _____

Leader: Please keep a copy of the Personal Medical Forms with you, so it they may be referred to, should the need arise. Thank you!

Appendix 11: Personal Safety and Property Disclosure and Release

Each traveler must sign this release and have it notarized. Leaders, please hand carry to Guatemala.

Guatemala is a beautiful nation rich in Mayan culture, natural scenery, and centuries old colonial history. It is also a nation with occasional civil unrest, a relatively high crime rate, and periodic travel advisories and warnings issued by the United States State Department. All visitors and volunteers to Guatemala are invited to contact the United States State Department at 202-647-5225 prior to their trip.

During your trip to Guatemala, it is important that you use common sense in caring for yourself and your property. During your entire Service Team Experience, you will be volunteering with the Guatemalan charity ImaginGuatemala, and NOT with The Guatemala Project. This is a volunteer, individual choice activity. Just as if you were visiting any large city anywhere in the world, there is a risk that you could be hurt during your trip to and time in Guatemala, that you could become sick, or that you could lose some or all of your property. You could be a victim of a crime, or you could be involved in an automobile or other type of accident. If you go to the beach or any other swimming area, you could drown. You will need to take every practical precaution to ensure that your trip will be safe and enjoyable, and understand that something bad or harmful could still happen to you or to your property. No guarantees can be made to you by anybody or any program.

If you choose to volunteer in Guatemala, you are making this choice freely, at your own risk, and without having received any guarantees about your health, safety or your property. You agree to assume all risks and to release any charity or individual that you have communicated with or will be volunteering with, including The Guatemala Project and ImaginGuatemala from any and all responsibility and liability while you are traveling to, from, or are in Guatemala.

Traveler's printed name: _____

Traveler's signature: _____

Today's date: _____

Parent/Guardian: Please complete if the traveler is under the age of 18 years.

Parent/Guardian printed name: _____

Parent/Guardian signature: _____

Today's date: _____

Your signature must be notarized.

Sworn and subscribed before me this _____ day of _____, 20_____.

My Commission Expires: _____

Signature of Notary: _____

Appendix 12: Basic Spanish/English Translations

AT THE BUILD SITE:

pala = shovel
 arena = sand
 sernir = to sift (the sand)
 bloque = concrete block
 concreto = concrete
 sierra / serrucho = hand saw
 carreta = wheelbarrow
 media = tape measure
 placa = plaque
 escalera = ladder
 caja de herramientas = tool box
 pintar = to paint

GENERAL:

Hola = hi/hello
 Adios = goodbye
 Hasta mañana = See you tomorrow
 Nos vemos mañana = See you tomorrow
 Hasta luego = See you later
 ¿Cómo te llamas? = what is your name
 Me llamo ... = My name is...
 ¿Cómo estás? = How are you?
 Estoy bien = I am fine.
 ¿Cuánto cuesta? = How much does it cost?
 Por favor = please
 Gracias = thank you
 De nada = You're welcome
 ¿Dónde está el baño? = Where is the bathroom?
 Me gusta. = I like it.
 ¿Puedo tomar una foto? = Can I take a photo?

 Uno, dos, tres, cuatro, cinco, seis, siete, ocho, nueve,
 diez, once, doce, trece, catorce, quince, dieciseis,
 diecisiete, diecinueve
 20=veinte
 30=treinta
 40=cuarenta
 50=cincuenta
 60=sesenta
 70=setenta
 80=ochenta
 90=noventa
 100=cien

martillo = hammer
 clavo = nail
 25 pulgadas = 25 inches
 piedrín = gravel, small rocks
 cubeta = bucket
 cerámica = ceramic tile (floor)
 puerta = door
 agua = water
 llave = key
 ventana = window
 lámina = panel/sheet (roof or walls)
 mezclar = to mix (water, concrete, sand)
 cuchara = trowel (also means spoon)

WITH HOST FAMILY:

¿Hay más papel para el baño? = Is there more TP?
 Yo como de todo. = I eat anything.
 No como... = I don't eat ...
 Tengo sueño. = I'm tired/sleepy.
 Estoy cansado/a. = I'm tired.
 (No) tomo café = I (do not) drink coffee.
 Hay un problema con... = There is a problem with...
 ...el agua = ...the water
 ...el baño = ...the bathroom
 No hay agua caliente. = There is no warm water.
 Me duele... = My ... hurts.
 ...El ojo, la cabeza, la pierna, el brazo, el estómago, el
 pie, la mano, el cuello =
 Eye, head, leg, arm, stomach, foot, hand, neck
 ¿Me puede ayudar? = Can you help me?
 Dormí bien/mal. = I slept well/badly.
 Salimos a las tres. = We leave at 3:00.
 Volvemos a las cinco. = We return at 5:00.

Appendix 13: Optional Activities and Excursions

See "Optional Activities and Excursions Document".

Appendix 14: Optional Restaurant Outings

1. Fridas Mexican Food Restaurant

<https://www.facebook.com/fridaslimerick>



2. Luna de Miel Crepes

<https://www.facebook.com/LunaDeMielLaAntigua>



3. Mono loco Restaurant, (Nachos as big as your head!)

<https://www.facebook.com/MonolocoGuate>



4. Rainbow Café Restaurant

<https://www.facebook.com/RainbowCafeAntigua.G>



5. Santa Clara Restaurant

<https://www.facebook.com/santaclara.panaderiaycafe>



6. Las Palmas Restaurant

<https://www.facebook.com/laspalmasantiguaguatemala>



7. Quesos Y Vino Restaurant

<https://www.facebook.com/pages/Quesos-y-Vino/129053607178540>



8. Door Eleven Restaurant

<https://www.facebook.com/PuertaOncegt>



9. Ta'Cool Taco Shop

<https://www.facebook.com/TacoolGT/photos>



10. Cerveceria 14 Brewery Company

<https://www.facebook.com/LaCatorceGuate>



11. Santa Rosa Burgers Club

<https://www.facebook.com/santarosaburgersclub>



12. Doña Luisa Xicotencalt

<https://www.facebook.com/donaluisaxicotencatl>



13. Pappy's BBQ Restaurant
<https://www.facebook.com/Pappysantigua>



14. Café Condesa Restaurant
<https://www.facebook.com/CafeCondesaAntigua>

