

# **The Emiliani Project Volunteer**

**Information Packet  
2018 Mission Trips**



## **About this Packet**

Congratulations on your decision to volunteer with Emiliani Colombia! We are very excited to have you be part of our organization and to introduce you to our wonderful kids and project in Medellin.

This packet is designed to help you understand the mission work that you will be engaged in this upcoming year. It is important that you read this packet in its entirety. Once you have read it, and once you decide this trip is for you, you will need to do the following for me:

1. Return the signature page (last page of this section of the packet)
2. Return the background check application (to be provided after registration).
3. Return the foreign travel waiver (to be provided after registration).
4. Return the presentation and fundraising waiver (to be provided after registration).

Any questions not answered by this packet can be sent directly to me: [nicole.schwartz@emilianiproject.org](mailto:nicole.schwartz@emilianiproject.org). Please note that in the interest of time, I may respond to your questions to the entire volunteer group as others will likely have the same questions.

Thank you and welcome aboard!

Nicole Schwartz  
Board Member, Missions Director  
The Emiliani Project

## 2018 Trip Cost and Fundraising

We have a saying about mission work. It's 1% playing with the kids and 99% hard, dirty, frustrating, and time-consuming work. Fundraising is part of that 99%.

This trip is for you, not for us. One of our primary objectives when starting The Emiliani Project was to ensure that we provided opportunities for good people like you to do good things. And so, here you are...good people using your own time and money to do good for others. However, there are costs involved in hosting these opportunities. Because The Emiliani Project commits 100% of donated money directly to the children and our building efforts, we are unable to use conventionally donated funds to support our volunteer trips. As such, for this trip we are asking that you undertake a special fund-raising effort to help us cover those costs.

For the 2018 trips we are asking each volunteer to raise a total of \$500 per person in donations. This donated money will be specially earmarked for the trip and will go to cover the trip expenses. Those expenses include your room, food, transportation to/from the airport, and transportation to/from planned volunteer activities. Any and all remaining donated funds earmarked for this trip and not used to cover the aforementioned costs will be given directly to the children's home.

You have many options for raising the donations. We recommend you reach out to people who love and support your initiative and desire to help others. To help, we have included in this packet a donor pledge form you can use to gather your donors' information so that we can send them all end of year tax information. Remember, all donations to The Emiliani Project are 100% tax deductible as we are a 501(c)(3) organization under the U.S. tax code.

Here are some ideas to get you going. Remember, all donations are tax deductible!

1. Become an Emiliani Ambassador. We will have a crowd-funding campaign for your designated trip. As part of that campaign, we can setup a page just for you. You can customize it with photos and anything you want to say to potential donors. All money raised through your Ambassador page will go toward your \$500 donation.
2. Talk to your friends, family, co-workers and neighbors. Tell them what you are doing and ask them if they will sponsor your mission work.
3. Talk to organizations, schools, and clubs to which you belong. Ask them to support you by putting on a fundraiser.
4. Talk to your church. Ask if they might be interested in helping you or sending people down with you to find out what we're all about. And when you get back we can speak to the congregation about your experience!
4. Get on Facebook and announce the trip. Tell folks that you need to raise money and get them to buy Emiliani coffee while you're at it!
5. Direct people to our webpage: [www.emilianiproject.org](http://www.emilianiproject.org) where they can donate online. Have all online donations and/or checks include your in the notes, so we know that the money is set aside to cover your fundraising goals.

## About Medellin, Colombia

We are not going to put a great deal of information on Medellin in this packet. We have a comprehensive Travel Guide to Medellin, Colombia on our website at:

[www.emilianiproject.org/medellin-travel-guide](http://www.emilianiproject.org/medellin-travel-guide)

Please go to that page as it will answer most of your questions. Please keep in mind that the Medellin Travel Guide is not specific to your trip. It is a general guide to travelling to Medellin, Colombia. You'll receive specifics on your trip from the Emiliani staff throughout the Mission Trip planning process.

## About the Mission Trip

### 2018 Mission Trip Dates:

There are three mission trips in 2018:

- March 10 to 18;
- May 26 to June 3; and
- July 28 to August 5.

### Organizations Involved

1. **The Emiliani Project** - this is our U.S. charity. Mostly responsible for fundraising and interfacing with mission volunteers. The Emiliani Project has three board members: Jordan Reece, Chuck Navarrete and Nicole Schwartz. We are all volunteers.

2. **Fundacion Emiliani Colombia** - this is our Colombian charity. We established Emiliani Colombia in order to enter into legal contracting agreements in Colombia (building contractors, etc.) and for managing mission trips like yours. Emiliani Colombia does all of the work in Colombia. This charity has five board members. Three are the board members of The Emiliani Project (mentioned above) and two are Colombians - Cristina Ramirez and Juan Pablo Botero who is also the Director of our partner in Colombia, Fundacion Gente Unida. They are also volunteers.

3. **Fundacion Gente Unida** - this is our charity partner in Medellin. Gente Unida is a Colombian organization run by a Mexican Priest (Padre Jorge Villalobos) under the auspice of the Diocese of Medellin. Gente Unida runs the Hogar Bohio de Maria in Bello and four schools for at-risk children throughout Medellin. We chose Gente Unida as a partner due to their long-standing work in Colombia (over 20 years) and solid reputation as an honest and extremely effective children's charity. Fundacion Emiliani Colombia has a formal joint venture agreement with Gente Unida.

This may sound like too much information, but it's important because it is Fundacion Emiliani Colombia who will be hosting you while you are abroad. Cristina Ramirez will be planning your visit and working with Gente Unida to coordinate work with the

children. The work on the new home will be coordinated by our Colombian Project Manager who works for Fundacion Emiliani Colombia.

There are three of us that will be in charge of supporting the trip: Chuck Navarrete, Nicole Schwartz and Cristina Ramirez. We all speak English and one or all of us will be in Medellin during all of the 2018 mission trip dates. You will always have one or more of us available to you. Once the Emiliani staff has made their flight arrangements, we'll give the details on our itineraries to you for your reference.

**Volunteer locations/activities:**

There are normally two volunteer options available on our 2018 trips.

**Option 1** - Children's Home Volunteer (Hogar Bohio de Maria)

The Hogar Bohio de Maria is an existing children's home located in Bello, Colombia (30 mins north of Medellin) where 170 children currently live. The home supported by Emiliani Colombia but daily operations are run by our partner in Colombia (Fundacion Gente Unida).

You will work daily with 170 children (ages 1-18yrs) at the home in Bello. You will stay at the home in a building set aside for volunteers. You will eat all of your meals at the home with the kids, and you will spend your time helping to support the operations of the home while you brighten the week of kids in need of love. Volunteer duties will be based both on the needs of the children and your personal interests, but include things such as cooking, counseling, teaching, dentistry, medical evaluations, home maintenance, etc. All will be based on your expertise and desires.

**Option 2** - New Home Construction Volunteer (Hogar de Cristo)

You will work at our construction site in Caldas, Colombia (30 mins south of Medellin) where we are in the process of building our new children's home. You will have beds, hot showers, full kitchen, washing machine, etc. We have a building that we have completely renovated in order to accommodate volunteers. This volunteer site is for helping us in the construction of the new home. There will be construction underway while you are there.

Occasionally if we have few participants or special mission trips, we may limit all volunteers to Option 1. This is case by case and will be clearly communicated.

**Volunteer Schedule (subject to change based on the children's schedule):**

Saturday Day 1 - Arrival in Medellin, Colombia

On arrival into Jose Maria Cordova (MDE) airport, we will arrange transportation for you to the children's home, where you will be assigned your room and given time to settle in. You will begin meeting the children, and share a meal with them (Lunch is at 12:30pm and Dinner is at 6pm). There are no formal activities in the evening this day as it's designed to be a day for you to orient to your surroundings.

### Sunday Day 2 - Children's Home Orientation Day

Breakfast with the children at 8am, tour of the home, then optional Mass with the kids. You'll eat lunch with the kids at 1pm, and then we have a group orientation meeting. After the meeting those who are staying at the children's home (Option 1) will start learning about their jobs. Those staying at the new home construction site (Option 2) will depart for Caldas.

### Days 3 to 5 - Work Days

Those at the new home construction site will begin work. Duties will be assigned based on construction schedule. Those at the home will start their work duties. The children will be in school on these days. Due to limited classroom availability, the kids attend school in two groups: Group A - 6am to 12:00pm, Group B - 11:30am to 5:30pm. The daily schedule at the home looks something like this:

5:30 am - Optional early breakfast with Group A kids

6:00 am - Group A departs for school

7:00 am - Breakfast with Group B kids

8:30 am - Daily work duties

11:30 pm - Group B kids depart for school

12:00 pm - Group A kids return from school and lunch

1:00 pm - Free time (nap time for children)

2:30 pm - Assist Group A kids with homework (for interested volunteers)/job duties

5:30 pm - Group B returns from school

6:00 pm - Dinner with kids

6:30 pm - Free time with kids

8:00 pm - Kids prepare for bed, volunteers free time

### Thursday Day 6 - New Home Construction Day

Volunteers at the home (Option 1) will travel to Caldas to visit the new home construction site along with a group of child volunteers. The day will be spent working on the new home along side our construction site volunteers (Option 2). You will return in the evening.

### Friday Day 7 - Work Day / BBQ

Normal work day during the day. In the afternoon volunteers will begin preparing for an evening BBQ with the children. Volunteers will host the evening - cooking, serving and cleaning for all of the kids. After will be a party.

### Saturday Day 8 - Free Day (City / Sites / Events)

This is an open day for volunteers to explore Medellin or the surrounding pueblos. Volunteers have the option of exploring on their own or as part of several tours we can arrange with English-speaking tour guides. Costs of tours are not included in your donation, however, the prices are very reasonable. For those not interested in seeing the sites, you will be invited to join us with a group of the children at some of the local Colombian activities and events. Specifics on those events will be announced as we get close to your trip.

Sunday Day 9 - Departure Day

Transportation will be provided to the airport for departing flights.

## **Travel to Medellin**

Most of the information you need to travel to Medellin is located on our Travel Guide page on our website:

[www.emilianiproject.org/medellin-travel-guide](http://www.emilianiproject.org/medellin-travel-guide)

However, here are a few additional thoughts/ideas that are specific to your trip.

### **Arrival in Medellin (MDE)**

When you touch down at the Jose Maria Cordova International Airport, do the following:

- a. Go from plane to "Inmigracion/aduana" (immigration/customs)
- b. Go down the escalator to Immigration. They will ask you where you are staying, how long and what is your purpose of travel. We recommend you give them the hotel name of the staff in Medellin (this will be provided) as the home does not have an address that is recognizable to the agents. Give them the # of days you are there, and tell them you are a "Tourist". Do not say you are there to "work" as they will take that to mean you need a work visa.
- c. Proceed to baggage. Retrieve your checked bags.
- d. Walk over to the customs agent. They will ask you for your checked baggage ticket and sometimes how much money you are carrying. They will take your customs form (that you will receive on the plane), and then they may put your bags through a scanner.
- e. Proceed out of customs. Once you pass through the guarded double doors, you will likely see a swarm of people, many signs with names and many of whom trying to get you to ride in their private cars. Ignore them. One of our staff will be waiting for you.

### **Travel "Do's"**

- Do plan to check with your doctor prior to your trip to ask about recommended vaccinations for Colombia.
- Do call your bank and make sure they know you are using your credit/debit cards in Colombia.
- Do call your cell phone carrier to see if you have to have a specific plan for Colombia.
- Do make a copy of your passport to carry on your person.
- Do bring an extra credit card in case one is lost or stolen...or cancelled by the bank.
- Do know the international customer service numbers for your bank and cell phone company.
- Do arrive to the airport early. International flights normally start boarding 1 hour before departure.
- Do bring a current/active passport
- Do keep your checked luggage ticket (you will be asked to produce it)
- Do hold on to your boarding pass stub (you'll need the info for the customs form)
- Do bring a pen on the plane (to complete the immigrations form on the plane)

- Do check the monitors at foreign connecting airports for changes to your gate (happens much more frequently than in the U.S.)
- Do bring a washcloth if you need one. They are rare there.
- Do bring or plan to buy soap and shampoo if you are staying at the Hogar. We recommend Tea Tree shampoo as it helps prevent lice.
- Do bring a swimsuit if you choose Option 1 - if you want to swim. The Hogar Bohio de Maria is a property that was donated to Gente Unida. It used to be a vacation home, so there is a pool. Warning: it is not heated.
- Do bring an umbrella if you don't like rain. This is a tropical environment.

### **Travel "Don'ts"**

- Don't bring overly expensive watches or jewelry.
- Don't bring more than \$10k USD (it's illegal)
- Don't bring more than 10 of any same item (or customs might charge you tax)
- Don't bring unmarked prescription medication
- Don't try to bring medications back from Colombia (prescribed medication in the U.S. is over the counter in Colombia)

## **Colombia Accommodations**

**1. Hogar de Cristo in Caldas.** We have a newly renovated house ready for you with everything you need - WiFi, washer/dryer, hot showers, new beds, complete kitchen, etc. We will be going to the store on the way to the home to purchase food for your stay (part of the donation you raised).

**PROS:** if you're working on the new home, you'll be living on the same property. It's bucolic and safe and the amenities are superior to what you'll find at the children's home. Also, it's VERY beautiful and quiet (save the construction during the day). You also cook yourself. We provide the food, however, you choose what you want to eat. Alcohol is also permitted.

**CONS:** 30 minutes south of Medellin. You have the city of Caldas a short ride away, but it's small. You will not have transportation, so you'll be reliant on staff-visit to leave. No staff members will be staying with you at the Caldas site, but it's secure.

**2. Hogar Bohio de Maria.** This is where the kids are. Best if you want to work with the kids most of the time.

**PROS:** lots of time with kids. Super safe and really nice area. Free WiFi.

**CONS:** kids 24/7...no break. It's 30 minutes north of Medellin. Not quite as remote as the Caldas site and the city of Bello is close (fairly big town). You will have no hot water, no air conditioning, you will eat what the children eat, and only on a schedule. Whenever you are with kids who have been brought in off the streets, you are subject to things we consider rare here: lice, bedbugs, ringworm, colds/flu. Staying there prolongs your exposure to those things...welcome to missionary work.



## **Ground Transportation**

### **Airport Transportation**

Airport transportation is included in the mission trip. We will arrange transportation to/from where you are staying. The airport is about 30 minutes east of Medellin.

### **Personal Transportation**

There will be some downtime during the trip. If you decide you'd like to go off on your own and explore a bit, I STRONGLY advise you to consult an Emiliani team member before making any arrangements. Medellin is a dangerous city and although Emiliani staff will be unable to ensure your safety if you decide to leave, we can offer you tour guides and transportation that will improve your level of security.

## **Communications**

### **Cell Phones**

We won't go into much detail on this. If you want the whole scoop on cell phone use in Colombia, go to the travel guide page:

[www.emilianiproject.org/medellin-travel-guide](http://www.emilianiproject.org/medellin-travel-guide)

However, here are a couple of pieces of advice/thoughts:

1. Using your U.S. phone (with U.S. carrier). We use our U.S. phones down there and have no problems. We've tried AT&T, Verizon and TMobile. With AT&T and Verizon you will have to call your cell provider before you leave and setup the service you want. With TMobile it's easy. You don't have to do anything unless you want 4G service 100% of the time. TMobile simply works everywhere. With AT&T and Verizon you have to buy minutes, data and text packages, but it generally works fine once you do.

If you use your U.S. phone down there, just know that you will have to dial +57 before dialing local cell numbers. 57 is the country code for Colombia. If you want to dial a business or home phone number (land line), it's a bit trickier. Go to the travel page to learn how.

2. Using an unlocked phone. If you want to bring down an unlocked phone and put in a Colombian SIM, you can do that too. It is very cheap to buy a SIM while you are there and you can buy one anywhere. Problem is that you'll have a Colombian phone number if you do that. So, leave off the +57 when you dial cell numbers.

Another note, if you have an "unlocked" phone from a U.S. carrier (e.g., you unlocked your AT&T phone), it probably won't work with a Colombian SIM. Only phones that are factory unlocked will work. You CAN have one of the corner cell shops (on every corner) get your AT&T phone to work, but it is not recommended.

## **Internet**

The Hogar Bohio de Maria has free/unlimited WiFi. The Caldas site has WiFi, but our data package is limited, so you won't be able to stream movies.

## **Good Apps for your phone.**

Whatsapp - great chat tools for international chatting. Please install this on your phone, as all of the Emiliani staff use it while in Colombia.

## **Local Points of Contact information (add these to your contacts):**

- Cristina: +57 3104639523, cristina.ramirez@emilianiproject.org
- Chuck: 760 470 0425, charles.navarrete@emilianiproject.org
- Nicole: 916 365 3138, nicole.schwartz@emilianiproject.org
- Daniel Marin (Emiliani's Spanish speaking driver): +57 3006109273, demm1969@hotmail.com

Here are the best ways to get ahold of us:

1. **Whatsapp:** messaging app. Free and instant. Download it to your phone and add us as contacts. If you need help downloading it, send one of us your phone number that you will be using and we'll send you an invite with the download link. Works the same whether you use a U.S. phone number or Colombian phone number. This to be the best and most reliable method for communications there. You can reach all of us anytime on this app as we are on it all day.

2. **SMS text:** if you are using your U.S. phone this is exactly the same as in the U.S. If you are using a Colombian phone number it will depend on the phone carrier. But, 90% of the time you either have to add "1" or "001" to the front of the number (e.g., 001 760 805 3042). If one doesn't work, try the other.

3. **Phone call:** if you are using a U.S. phone, should work exactly the same as in the U.S. But every carrier is different. Best to call your phone company and ask. If it doesn't work, try adding the "1" or "001" to the front of the number.

## **Power Outlets**

No adapters needed. Colombia has the same setup as the U.S.

## Frequently Asked Questions

### **1. Do we work everyday?**

Refer to the trip schedule, but most days, yes. That said Colombians take holidays and weekends very seriously. On Sundays, no one works. You are invited to attend Catholic Mass with the children.

On your scheduled day off, you might consider something fun. There are a ton of great things to experience - everything from sightseeing, to visiting authentic pueblos, to coffee plantation tours, to horseback riding, to rappelling down a waterfall. If you are interested in something adventurous, let us know and we'll put you in contact with a good friend who is an English speaking tour guide. Very trustworthy and inexpensive.

### **2. Can we choose to come and go as we please?**

If you choose to do mission work with us, we ask that you to adhere to the schedule. This is not designed to be a vacation. However, if you want to see the sites, please arrive a few days early or stay a few days after. We are happy to help you organize trips outside of the block of mission trip dates.

### **3. When should I book airfare?**

After you register with us as going, please do it soon. Other people traveling to Colombia will book early so flight availability gets low quick.

### **4. Should I bring stuff for the kids?**

Huge temptation right? If you want to bring stuff, feel free. But, a couple of tips:

1. There are 170 kids at the Hogar (ages 0-18).
2. Customs in Colombia is tough. If you have multiple of any items (say you bring gifts, or used clothes) they may assume you are bringing them to sell. So, they are allowed by law to tax you. If you bring stuff, be prepared. Also, this might delay you at the airport...no telling how long. There are always agents there and they will be looking for people bringing in commercial items. If you do bring something, please just be honest. You don't want anyone to catch you "fibbing" on a customs form.
3. Just an FYI, we never bring things into the country. When we bring the kids gifts, we buy them there. That is easier for us and good and us because it supports the local economy. If you wish to purchase something for the kids while you are there, just let us know so we can make arrangements.

### **5. Why should I not worry about gifts for the kids?**

First, they are going to be excited to see you with or without gifts. Second, we are going to have multiple things planned for them. They are going to have a great time without any individual gifts.

## **6. Where do we get Colombian Pesos?**

Unless you leave either of the homes, you won't really need them. However, couple of things you should know if you do want Pesos. The airport exchange rate is terrible. Better to have one of the drivers take you to a money exchange place or arrange it with us to pick up. There are many and they have good rates. Exchange rates from best to worst:

1. ATM
2. Money Exchange store in Medellin
3. Your bank before you leave
4. A hotel
5. Airport

## **7. Can we drink the water?**

Yes, but we do not recommend it. Bottled water will be provided for your trip.

## **8. Where are the Hogar Bohio de Maria and Hogar de Cristo?**

Hogar de Bohio Maria GPS coordinates: 6.345882, -75.525001

Hogar de Cristo GPS coordinates: 6.015882, -75.618398.

Just type that into Google Maps.

## **9. Can I stay longer if I wish to see the sights?**

Yes. If you wish to arrive BEFORE day 1 of your trip, just know that none of our staff will be ready to receive you. But we can help arrange transportation for you. However, you are free to stay as long as you like in Colombia. It is a beautiful country and there is much to see. If you wish to stay on longer to work with the children, we can likely make arrangements. However, Emiliani staff will not be there to assist you beyond Day 9. That said, after a few days you'll be very comfortable working on your own with the home staff. If you wish to stay at the home beyond Day 9, please let us know as soon as possible so we can make arrangements with the home. We can also recommend very good, cost-effective hotels in safe areas if you'd prefer.

## **10. Do I have to speak Spanish?**

No. The children do not speak English, but have the fun will be letting them teach you Spanish. By the time you leave, you'll be surprised how much you'll learn! We should mention that outside the home, few Colombians speak English...including taxi drivers. If you plan to leave on your own, you'd be wise to learn some key phrases and carry Google translate in your pocket.

### **11. Can I donate more money or to the home directly?**

Yes. The Emiliani Project is extremely grateful for any additional donations you are able to raise or wish to donate on your own. If you wish to donate directly to the children's home (vice donating to The Emiliani Project construction of the new home), simply either include the additional donation as part of your mission trip fundraising (remember, excess goes to the children's home) or speak to one of our staff. Please do not hand money directly to anyone at the home. Any donation to the home that you give will be handled via a deposit to the home's operating account. We can provide you the receipt along with notification to the home of your personal generosity. NOTE: donations to the home directly are not tax deductible as it is a Colombian entity outside the domain of the U.S. If you donate to The Emiliani Project beforehand, you'll get the tax deduction.

### **12. Do I need vaccinations?**

We highly recommend you check with your doctor before you come. Most times they will have recommended vaccinations for Colombia. All Emiliani staff have been vaccinated prior to travel to Colombia.

### **13. Can I bring prescription medication?**

Yes, just be sure that it is in the prescribed medication bottle and labeled appropriately.

### **14. Can I buy prescription medication in Medellin?**

Not recommended. If you need medication for your health, we recommend that you bring the type and quantity you need with you in appropriately marked prescription bottles.

### **15. Anything special I should pack?**

We've put together a list of recommended things to bring. Nothing on here is vital, but it's a few good ideas from past experience and volunteer input. It may help you remember to bring things that you may not have considered. Generally speaking it will be pretty warm, but it does rain frequently as it's a tropical environment.

- Personal Hand Towel - Bath towels are provided.
- Wash Rag/Loofa
- Bug Spray - with DEET. DEET is illegal in CO so there bug spray doesn't work.
- Flip Flops - good for around the shower/sleeping area.
- Hand Sanitizer - some will be provided but in case you want your own.
- First Aid - We will have a first aid kit at the home. However, always good to have a few things of your own. Suggestions: Pepto Bismol, Aspirin/Tylenol, Sudaphed, Imodium, and persional Antibiotics. NOTE: if you bring prescription medications, be sure to bring the original prescription bottle with them.
- Water Bottle - for refilling. We normally have large jugs of water for you.
- Phone Charger - plugs are the same as the U.S.
- Notebook
- Shampoo/Conditioner/Bodywash - we provide some, but you may want your own.
- Lotion - good for sunburns. You're near the equator!
- Sunglasses

- Toothbrush/Toothpaste
- Shorts - to run around in
- Work Clothes - something you can get dirt/pant on.
- Civilized Clothes - something you can go out into the city in for our fieldtrip day.

## **Hogar Bohio de Maria - The Rules**

This is extremely important. If you intend to do work with the children, you will need to familiarize yourself with these rules. We all will expect you to observe them at all times. As you can imagine, working with children is a sensitive thing...especially children who have lost their families.

If you ever have a question about what you can/can't do, please ask. Otherwise, always observe the following:

1. NO alcohol of any kind may be brought to the Hogar Bohio de Maria.
2. NEVER go unsupervised into the children's sleeping/dorm areas, even at the invitation of a child; unless directed by our staff.
3. NEVER bring or allow children to enter the volunteer sleeping/dorm areas without supervision from hogar staff.
4. NEVER make any promises to the children. These kids live without much of what we are accustomed and have very difficult pasts. You will be tempted to want to help them beyond what you are doing at the Hogar. Please resist that temptation. If you want to give a gift to a child, or you want to do something specific in the future (money, clothes, etc.), please talk to us first. We can arrange something for you later that will be controlled by the administration of the hogar.
5. Please do not use the term "orphanage" with the children. This is offensive to them. Use "hogar" (home)
6. Please be considerate of the fact that the children need to go to school and do homework. If you insert yourself into their schedule, no one will stop you, out of politeness.
7. Please understand that Colombian culture is VERY over the top polite. Take care in what you ask for because people will literally drop what they are doing and at all cost get you what you ask for. Our ideas of politeness do not work down there. Be polite, take what is offered and try not to make too many requests that might disrupt operations of the home. You will be treated as a VIP while you are there, whether you like it or not. Try to downplay it as much as possible.
8. Please be measured in your response to the food. It may not be what you are accustomed to, but it is what they eat everyday. If you accept the food, please set a good example and eat it. Wasting food in front of a child that has the experience of going without food can be upsetting to that child.
9. Please be cautious about giving out your contact information to include Facebook. If you want to give a child your Facebook information, that is fine. Just know that it will likely be followed by another 50 friend requests once the word gets out. And they will write you. If you're not ready for that, then don't give it out.
10. Please prepare yourself for a LOT of contact with young children. Often in various states of cleanliness and health. Lice is very common at the hogar as are other common kid-related health issues.

11. Please ONLY eat during prescribed times. If you attempt to get food outside of the hours they are serving, they will serve you out of politeness, but this is very disruptive to the already overworked staff.
12. Please NO custom food orders. You will eat what is served and when it is normally served while at the hogar.
13. Please NO custom requests (fans, snacks, drinks, blankets, etc.). If you need something talk to Emiliani staff members.

## **Administration**

You will need to do the following before working with us in Colombia:

1. Sign and return the signature page (last page of this packet)
2. Sign and return the background check application included with this packet.
3. Sign and return the foreign travel waiver included with this packet.
4. Sign and return the presentation and fundraising waiver included with this packet.

#2 is only if you are going to be working with the children. The background check is not for us, it is for Gente Unida and the Diocese of Medellin. We need to be responsible guests, as such; we need to only send down volunteers who have been screened. Again, this will only be for those working with the kids.

#3 and #4 reference the State Department and/or CDC travel information for Colombia. You can go to their websites, but those reports have also been included with this packet. We want you to be informed by those who are in the business of informing you about international travel. We are not in that business. CDC and the State Department are.



## **Signature Page**

I have read the Emiliani Volunteer packet in its entirety and agree to all of the rules and provisions outlined therein; and I have reviewed the Emiliani online Travel Guide located at [www.emilianiproject.org/medellin-travel-guide](http://www.emilianiproject.org/medellin-travel-guide).

Name

Date

Signature