

Shoulder to Shoulder site visit policies

Please read this and fill out the form on the computer.

Print and send in the last two pages

Shoulder to Shoulder has many brigades and rotators that participate in our projects in Honduras serving the poor. In order to assure a pleasant, safe, efficient, productive, and positive experience for everyone, we must establish some protocols to make it happen.

These policies apply to any Shoulder to Shoulder participant using any Shoulder to Shoulder services or facilities in Honduras. When the US Staff is referenced in this document, it refers to Mo Jennings, Administrative Director or Art Ranz, Chief Operating Officer only. The Honduran staff or brigade leaders are not authorized to approve any transportation or scheduling changes with the exception of a dire medical emergency.

Brigade members are those traveling with groups typically for 2 weeks. **Rotators** are those staying in Honduras for a month or more.

1. All activities requiring Shoulder to Shoulder support must be cleared through the US staff.
2. Any changes in dates brigades or rotators must be approved by the US Staff 120 days in advance of the arrival date.
3. All travel arrangements must be cleared through the US Staff. This includes early and late arrivals and departures. Everyone must arrive before 1:30 PM the first day. Arrivals later than 1:30 PM must arrive the day before the brigade unless the whole group elects to arrive late. This will require staying in the arrival city that night. The brigade leader must clear group late arrivals with the US Staff 120 days prior to arrival in country.
4. The Honduran Shoulder to Shoulder staff is not permitted to provide transportation to volunteers in Honduras after dark. This cannot be waived and is solely for safety reasons.
5. There will be no support for volunteers before or after the duration of the brigade or rotations. This includes volunteers traveling within Honduras or staying on site. Any volunteers staying on site after the brigade will require the prior approval of the US Staff and will be subject to availability of transportation and will incur additional fees. Through participants' project fees, Shoulder to Shoulder will provide transportation, food, lodging and incidental expenses for each brigade participant or rotators. Other travel for sightseeing is at the expense of the travelers and can be accommodated only by requesting such travel *before* the person arrives in Honduras.
6. While it is not encouraged, one late leave/ arrival trip per brigade is allowed for 4 people. Again, these early departure/ late arrival plans must be made through the US Staff, not the Honduran staff. Additional alternate arrival and departure dates for more than 4 people (one truck) will incur significant fees.
7. Public transportation is not acceptable in a Shoulder to Shoulder sponsored brigade or for rotators. While it is solely at the risk of the participant, an incident would greatly inhibit our ability to continue our mission.
8. US Passports must have AT LEAST a 6 MONTHS expiration date past entry into Honduras. Late arrivals due to improper documents will be charged as a late arrival as described in #5. NON US passport holders MUST obtain visa's if required by Honduras to enter. This is your responsibility.
9. All members of any brigade will have evacuation insurance included in the brigade fees. If the brigade member has their own insurance, that is fine, but we will include additional insurance automatically. Rotators have the option of obtaining our insurance, but if not, are required to submit confirmation of their insurance with contact numbers. The documentation must be submitted to the US office of Shoulder to Shoulder with the payment of fees.
10. For brigade group leaders, please note that medications for each brigade must be obtained by the group in charge of that brigade. Shoulder to Shoulder will help with the purchase of medications through their contacts, but this must be coordinated at a minimum of 4 months in advance of your brigade. (intent: MAP, Intl)

11. As a representative of Shoulder to Shoulder, please take into consideration the following recommendations for attire: When in patient care, please do not wear informal t-shirts or tank tops. These may be worn during free time or while working in the heat. Scrubs are acceptable. Shorts may be worn during free time but should be of conservative length so as to not draw unwanted attention. Internet is sometimes available, but limited to email.
12. Airline tickets for participants can be purchased by each brigade member within the time constraints listed above. Airline tickets can be purchase through the Shoulder to Shoulder office as a group. There is a \$30 fee per ticket for this service. All airline tickets purchase reservations through Shoulder to Shoulder must be made by 75 days prior to the brigade date. No exceptions. Any individuals making their own airline reservations must confirm dates and times with the US Staff prior to making those reservations. **WE WILL ASSUME THE PARTICIPANT HAS PURCHASED THEIR OWN AIRLINE TICKET UNLESS WE ARE INFORMED OTHERWISE AND THEY ELECT TO PARTICIPATE IN OUR GROUP PURCHASE.** This request to purchase airfare must be made by phone directly to Shoulder to Shoulder.
13. No special meals can be promised to travelers with tremendously specialized dietary restrictions (e.g. gluten intolerance). There should be sufficient variety of foods for anyone with special needs, but the traveler with extraordinary needs should be prepared to support their own needs.
14. Use of any Shoulder to Shoulder facilities is limited to groups or persons who have approval by the Board of Shoulder to Shoulder.
15. Use of Shoulder to Shoulder assets and personnel for other projects need to be requested 3 months in advance of need. For example, shipping a large item to Honduras for use at your site. Advanced notice is required so it does not to interfere with operations in Honduras and those shipping the goods must be responsible for paying the fees involved.
16. Honduran translators are provided to brigades according to need and the availability. They are not charged for their participation in the brigade, neither are they paid for their services. They must abide by the rules and regulations as set forth by the waiver of liability.
17. All fees must be paid 60 days prior to arrival in Honduras. The current brigade fee is \$900 and the rotator fee is \$250 per week. \$50 is non refundable. Long and short term volunteers should consult Mo about fees. Airline costs are in addition to this. All participants must have signed waivers (part of the application) in the US office 60 days **PRIOR** to departure. Without this, the participant will not be transported by Shoulder to Shoulder.
18. You are responsible for paying the Honduran exit fee at the airport. It is currently \$40 in cash, US or Honduran.

Sincerely
Art Ranz
Chief Operating Officer
Shoulder to Shoulder Inc.

IMPORTANT: Absolutely confirm date, time, and city of arrival in Honduras BEFORE making or changing your own airline reservations. Contact Mo Jennings BEFORE confirming airlines. 513-685-7007

Instructions for completing the forms below:

1. Open the attachment in this file.
2. Fill out the form online
3. Print the form AFTER filling it out by clicking the Print button on the bottom of the form.
4. Sign the release
5. Scan at low quality and send to mjennings@shouldertosoulder.org
6. Staff MD's and Dentist, include a COLOR copy of your current license, professional school diploma and your passport.
7. We ask that you pay your fees online. We keep our overhead very low to maximize our efforts in helping poor people, not US staff. It saves you and us time and money. Checks are always accepted, but are more labor intensive.

[Pay fees online here](#)

Cut and paste link if this is not functional on your computer

<http://www.razoo.com/widgets/4e2b91f8-514c-42f9-8bd0-e07f0eb196c1>