

## Service Trip Leaders' Planning Guide:

- 1) Contact Executive Director to begin planning: Laura Manship at [paulandlaura@shouldertoshoulder.org](mailto:paulandlaura@shouldertoshoulder.org). Laura's phone number is: 413.275.4587.
- 2) The first items to secure are the number of participants, the dates of travel, the site for your service trip, the per person cost for the service trips (excluding airfare).
- 3) Your trip will be scheduled on our [Brigade Calendar](#) on our website.
- 4) The [Brigade Leader Handbook 2016](#) should be downloaded. This should answer almost all of your questions as a leader for your service trip.
- 5) Register yourself and have your service trip participants register on-line at <http://www.shouldertoshoulder.org/our-partners/brigades/>.
  - **Must** complete [Visitor Application](#)
  - **Must** complete [Waiver of Liability](#)
  - Everyone should download and read the [Visitor / Volunteer Handbook 2016](#).
- 6) Brigade Fee payment may be made on line. Depending on the particular arrangements you make with your participants, either the participants will pay for themselves on line or a group payment can be made. In either case the link to the brigade payment page is [Brigade Payment Page](#).
- 7) We will need the flight information from all your travelers. It is easiest for us if you as the service trip leader collect all the information and email it to us.
- 8) All participants fly into the airport in Tegucigalpa. Flights need to arrive before 3:00 PM.
- 9) Participants should read [Visitor Policies](#). When they are ready to pack for the trip, they should read [Unofficial Honduras Packing List](#).
- 10) If you plan on purchasing medication from us, you can download the Medication Order Form from the registration page (the order must be received by StS 30 days prior to the group's arrival).
- 11) If you are carrying health, medical, or education supplies, you should download and print out a letter for custom officials (from the registration page). It is best to place the letter on the outside and inside of the luggage that contains the supplies. You should additionally carry a letter on your person.

On the registration page and in our handbooks, we give timelines for the completion of these tasks. The general rule of thumb, however, is to have these tasks completed as soon as possible. Your service trip experience will be more rewarding if it is well planned.