



## Service Trip Leaders' Planning Guide:

Timelines are provided for the completion of these tasks.

- 1) Contact Executive Director to begin planning: Laura Manship at [laura@shouldertoshoulder.org](mailto:laura@shouldertoshoulder.org) or by phone, her 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 and 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](#) should be downloaded.
- 5) Register yourself and direct trip participants to our [Brigade Registration Page](#)
  - **Everyone must** complete our [Visitor Application](#)
  - **Everyone must read** and complete our [Waiver of Liability](#)
  - Everyone download and read the [Brigade-Camasca Volunteer Handbook](#)
- 6) Brigade Fee payment may be made online. Depending on the arrangements you make with your participants, either they will pay for themselves online or a group payment can be made by the university. Go to our [Brigade Payment Page](#).
- 7) We will need the flight information from all your travelers. It is easiest for us if you, the trip leader, collects all the information and email it to us by StS's deadline.
- 8) Fly into XPL or SAP, pick ONE as a group and notify us. **Flights all arrive before 3:00 PM**
- 9) Participants should read our [Visitor Policies](#). When they are ready to pack for the trip, they should read the [Unofficial Honduras Packing List](#).
- 10) If you are bringing in health, medical, or education supplies, please visit our [Medications and ARSA Process for Brigades](#) page for more details. Let StS know your decision and complete paperwork by deadline.
- 11) If you plan on purchasing medication from us, you can download the most updated Medication Order Form from the [Brigade Registration Page](#) (the order must be received by StS 30 days prior to the group's arrival).