

Good News Project

International Service Trips Volunteer Manual



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WELCOME TO THE GOOD NEWS PROJECT COMMUNITY!



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GNP MISSION STATEMENT

Fulfilling needs at home and abroad through meaningful service opportunities.



GNP VALUES

- We respect the dignity and worth of each person.
- We strive to be honest, ethical and humble.
- We offer opportunities that assist in deepening ones' relationship with God, others, and/ or self.

ARRIVING & DEPARTING

ARRIVAL DAY -

- We will notify you once we receive your application.
- Once your application has been accepted you will receive an email with information about the airport you will need to fly into and the designated timeframe for your arrival.
- We will give you a name of a trusted travel agent. Or you may make your own arrangements.
- If you are unable to arrive during the appointed times, do not book your ticket! Please contact GNP immediately.
- Upon your group's arrival, one of our West Indian volunteers will greet you and provide transportation to your accommodations.

DEPARTURE DAY -

- Your group will enjoy breakfast together in the morning.
- Your Trip Leader(s) will arrange transportation to the airport 2 hours prior to the earliest departure time.



Trip Locations and Communication

You will be staying at one of the following locations:

Archdiocesan Pastoral Centre: Castries, St. Lucia

Phone: 758-452-0790; Fax: 758-452-9264

Trip Leader cell phone: 758-460-8763

- **Emergency contacts: St. Lucia**

Noella Sankar - 758-287-2934 or 758-384-1452

Archbishop Robert Rivas – 758-452-2416

John Augustine Guest House: Vieille Case, Dominica

John and Sylvia Augustine: Phone: 767-235-5342

- **Emergency contacts:**

Angelica Pierre-Louis –1-767-285-1205

Bishop Gabriel Malzaire: 767-235-2837

Father Sebastian: 767-225-7757

Tapa Guest House c/o Tapa Jno Finn: Castle Bruce, Dominica

Tapa: 767-276-6380

Father Tarimo: 767- 446-0110

- **Emergency Contacts:**

Ernie Jno Finn: 767-276-8639

Bishop Gabriel Malzaire: 767-235-2837

St. John's Presbytery : Mesopotamia, St. Vincent & the Grenadines

Phone: 784-458-5233

Father Paynter 784-438-1549 (Father Paynter)

- **Emergency Contacts:**

Greg da Silva: 784-432-8561

Leisure Inn: Soufriere, St. Lucia

Manager: Andrea Faucher 758-518-2395 (cell)

758-518-2395 (work #/Cool Breeze)

- **Emergency Contacts:**

Simone Mondesir: 758-584-2240

Archbishop Robert Rivas: 758-452-2416

- **INTERNET ACCESS**- It is important to note that cell phone coverage and internet access at our accommodation sites may be spotty to non-existent, depending on local access, your provider & phone plan. Ask loved ones to follow us on Facebook for updates on arrivals.
- **PARTICIPANT CELL PHONE USE** - Cell phones are allowed on Trips. However, we are very intentional about creating a community environment during our service trips and cell phone use tends to diminish the community feel. With that in mind, we ask that cell phones not be taken to or be used at meals, activities, or other community events and gatherings.
- Contact your cellphone provider about temporary international plans if you are concerned about internet access.

HEALTH & SAFETY



- We are 30-90 minutes from clinic and emergency room care.
- GNP does purchase a basic travel insurance plan for volunteers. If you want additional coverage you will need to purchase this on your own.
- If you require medical attention beyond the basic Band-Aid or Tums, our staff can provide guidance, assistance and transportation to the nearest medical facility & services.
- Please state on your application **ALL** of your health situations. For example, if someone is prone to fainting but does not express this on their application, the trip leader is still obligated to seek medical attention. Final clinic and emergency room or hospitalization costs are ultimately the responsibility of the patient; review your travel insurance policy for additional details.

MEDICATIONS

- Prescription, over-the-counter/non-prescription and homeopathic meds must be listed on your application form.
- All medications must be stored safely and securely within your room and out of reach of children.

PAYMENT INFORMATION

- All participation fees must be made in US dollars (USD) we accept cash, check or credit card.
- **DEPOSIT** - Please submit a minimum \$200 deposit per participant with the GNP application form.
- **BALANCE PAYMENTS** - PLEASE PAY THE REMAINDER OF YOUR BALANCE NO LATER THAN DECEMBER 10, 2019.
- **ONLINE PAYMENTS** - Payments may be made using our online service using a credit card. You will see an up-charge when using this method.
- **BANK WIRE TRANSFERS** - Payments (in USD) can be made in any amount via bank wire transfer. Please contact the Main Office for details.
- **FUNDRAISING PLATFORMS** are available on social media for individuals who seek financial assistance. Donations through these platforms are tax deductible to the donor. Contact us to learn more about this option!
- **TEAM LEADER ASSISTANCE** – Volunteers who assume extra duties (as defined by the Board of Directors) may have their participation fee waived.
- **PARTICIPATION FEE**- This fee is paid directly to Good News Project prior to travel. The fee covers the costs of room & board while on island; the participation fee does not include travel expenses.

TRAVEL INSURANCE

- We do purchase a basic travel insurance plan through Travel Guard for all of our Service Trip Volunteers and team leaders. Please note that this plan is indeed BASIC.
- You will be notified once your Travel Guard insurance has been purchased, we encourage you to look over your policy.
- You are welcome to add on to your Travel Guard plan (at your expense) or purchase supplemental travel insurance.

CANCELLATIONS & REFUNDS

- **NOTIFICATION** - Please notify the GNP Main Office immediately of any cancellation.

- **CANCELLATIONS and REFUNDS** - See Financial Policies found online under “Global” and select “Apply to Volunteer”.
- **BEHAVIORAL & OTHER ISSUES** - GNP will not refund fees if a participant leaves early due to family requests or behavioral issues.
- The participant is responsible for all fees related to leaving the island early.
- Our service trips are typically two weeks in length. In those cases where a volunteer wishes to travel for only one week, he/she will be charged a minimum of **65% of the participation fee**.



Daily Reflection

As stated in the GNP values; we offer opportunities that assist in deepening ones’ relationship with God, others, and/ or self. We try to nurture this value through group lead daily reflections. **We ask volunteers to take turns leading reflection**; you may want to prepare for this ahead of time. Examples; share a prayer, poem or scripture reading. Tell a personal story. Or you could pick a topic and lead the group in a meaningful discussion.

LOCAL OPPORTUNITIES

- If you are interested in working in the schools we encourage you to bring along an art/craft idea along with the supplies approximately 25 children. The children love a change of pace in their schools and enjoy learning about a different culture. Try to make your project specific to what you might experience in your hometown (i.e. read a book about snow and do a project that would help illustrate the experience of snow). If you bring something to pass out we would recommend something like pencils, zippered pencil cases, crayons, etc (versus candy and cheap trinkets).
- Basic craft supplies will be available on site.



- If you are interested in working with older adults at the nursing homes, we encourage you to bring nail polish and lotion to give manicures. If you are really brave (and best if you are a licensed nurse) you can give pedicures too! Or bring some prayer cards or a game and take time talking with someone wise with life experience and learn about a different culture.



TECHNOLOGY AND GOOD NEWS PROJECT TRIPS

- Although we discourage frequent use of internet and cell phones on the islands, we do recognize that it can be challenging to be away from electronic communications for an extended period. To ensure a high quality community experience on our service trip, we ask that cellphone and internet use be limited to critical or emergency use and when accessed, done so discretely. The remainder of the experience (minus picture taking) is considered an 'Electronics Free Zone'.
- Please note that it is necessary for team leaders to use their cell phones more frequently in order to arrange for transportation, coordinate outings and to pass information on to the GNP office in Wisconsin.

Trip leaders are very intentional in creating a community environment during your trip. **Prepare to unplug and visit!**



AUDIO & VIDEO PLAYERS AND RELATED EQUIPMENT

- Again, in our intentional approach to creating community, we ask that participant use of personal audio & video players (iPods, mp3 players, etc.) be limited to use in private areas (such as rooms).

CAMERAS, VIDEO RECORDERS & OTHER IMAGE CAPTURING DEVICES

- The use of cameras is welcomed as a way for each participant to record experiences while attending GNP Trips. Participants are asked to use them in a positive and respectful manner while on the trip or participating in group related events.
- **THE USE OF IMAGES OF GN VOLUNTEERS, PARTNERS OR LOCALS THAT ARE USED TO INTENTIONALLY EMBARRASS, THREATEN, OR HARM OTHERS (EMOTIONALLY, PHYSICALLY OR OTHERWISE) IS STRICTLY PROHIBITED AND ARE GROUNDS FOR PERMANENT DISMISSAL.**



GNP chooses to limit the use of electronic devices and other technology in the hopes of creating a strong community and welcoming environment for all.

EXPECTATIONS

ALL MEMBERS OF THE GOOD NEWS PROJECT COMMUNITY ARE EXPECTED TO...

- Treat peers, staff, volunteers, and hosts with respect at all times, including the display of respect for another's feelings and privacy.
- Avoid use of obscene or offensive language or gestures.
- Share disagreements calmly and privately with the person or persons with whom they disagree, seeking assistance from your trip leader when needed.
- Respect the facilities and equipment of your Hosts at all times by using the facilities and equipment appropriately while avoiding damage or abuse.
- Participate in daily tasks which aid in community living. Examples would be making sandwiches, washing dishes, collecting dirty laundry, making ice, etc.

IN ADDITION - WITH REGARDS TO STILL AND VIDEO IMAGES OF GNP TRIPS AND ITS PARTICIPANTS - ALL MEMBERS OF THE COMMUNITY WILL...

- Take only respectful and appropriate photos and videos of GNP participants during their time on the island.

- Please ask permission before taking pictures of local people. When in the classroom please ask a teacher for permission before photographing a minor.

Those who choose to disregard these provisions may lose their ability to attend GNP trips in the future.

The following are considered extremely serious and are grounds for the immediate removal of the individual from a GNP trip:

- Possession and/or use of narcotics, illicit drugs, drug-related paraphernalia, and all other controlled substances.
- Possession and/or use of any type of weapon.
- Any behavior that seriously compromises the safety and/or well-being of any volunteer, staff, host or guest.

TRIP PAPERWORK GUIDE

Yes, there is a bit of paperwork to complete prior to your arrival. But it is all important information that enables us to be prepared for your experience and to ensure the best trip possible! Please be assured that the information gathered on these forms is for our use only and is never shared with anyone beyond the GNP office, with the exception of your trip leader(s).

You can find the following forms on our website:

goodnewswi.com/globally/apply-to-volunteer/ Scroll down to find the links!

VOLUNTEER APPLICATION

- Fill this form completely, including your first, second and third choice for a trip. Please be sure to fill out a reference name and phone number, especially if you are a new volunteer with us!

Individual Skills Survey Sheet

- Please include this form with your application. It will help us create successful volunteer teams with a variety of strengths and skillsets.

HEALTH HISTORY FORM

- The Health History Form should be completed by each participant. This form (completed by the parent, if participant is a minor), is necessary so that we have medical details to adequately prepare for each participant's involvement. It is also important information in the unlikely event a participant will need medical care. Please be as detailed as you can as you complete all sections.

PHOTO RELEASE

- We readily use pictures of volunteers in action! If for some reason you are not comfortable with Good News Project publishing your photo in our annual report, monetary appeal letters or on social media, please inform your trip leader and the GNP office as soon as possible.



WAIVER & INDEMNITY FORM

- Each volunteer needs to complete a Waiver & Indemnity Form in order to participate in a GNP Trip. All adults (those 18 years of age or older) must sign this form indicating their informed consent to release GNP from liability.
- Participants who are under the age of 18 who attend Family Trips must have a Waiver & Indemnity Form completed and signed by their respective parent or legal guardian.
- It is the responsibility of the supervising adult to ensure this is completed and provided to GNP prior to participation.

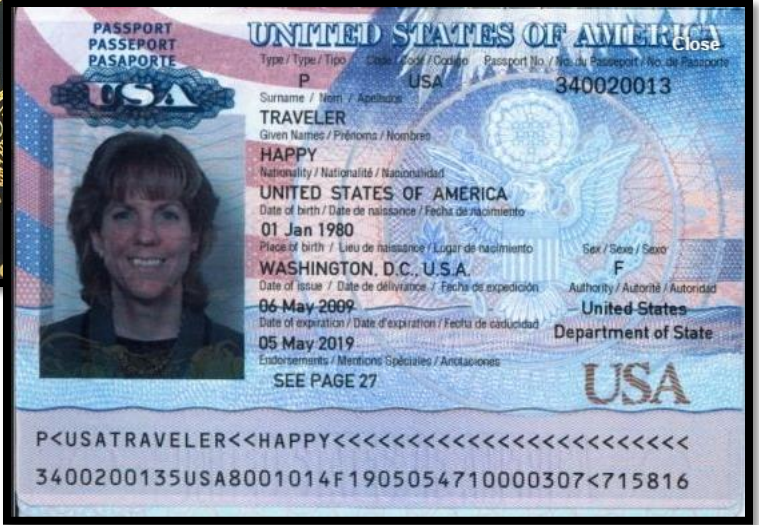
GOOD NEWS PROJECT GUIDELINES

- Please read and sign a copy of the Good News Project Guidelines. In addition to sharing our policies and procedures, it also details how each participant can be a positive Good News Project Community member and have a great experience!

Please contact us if you need any assistance as you complete these forms!

9am – 5pm, Monday-Friday, 715-843-5985

PASSPORT COPY



- All volunteers must have a current copy of their passport on file at the GNP Main Office. It is important to have a clear picture of YOU, your issue date, expiration date, as well as a clear number along the bottom of your photo page.
- The closest embassy to our islands is in Barbados. A lost passport would mean going to Barbados to get a new passport. Having a copy of your passport information on file in our office would expedite this process.

GOOD NEWS 2020 – PACKING INFORMATION

WHAT SHOULD YOU BRING?

Try to keep clothing lightweight!

GNP t-shirts and tanks will be provided for you to wear each day while you are volunteering. Work shirts AND clean volunteer shirts are both available.



Laundered beach towels and GNP t-shirts will be arranged and paid for by GNP. Volunteers have the option to pay staff for personal laundry services, or you may do your own laundry by hand. (You won't need to pack a lot of clothing.)

You may be asked to pack additional items from our office in your luggage. These items may include batteries for our power tools, solar batteries for houses or medical relief supplies. Occasionally we have asked volunteers to bring along one of our suitcases of relief supplies. **PLEASE note that GNP will reimburse you for any additional baggage fees.** We ask that you consider helping Good News Project and the families we serve by assisting us with these needs, even if it feels inconvenient.

IMPORTANT ITEMS!

Everyone will need to wear their GNP light blue polo shirt and nametag in the airports. A lightweight wind breaker or sweatshirt is suggested to have during travel.

Do not bring camouflage clothing (Interesting fact: it is actually **ILLEGAL** to wear in St. Lucia if you are not part of their military.)

Avoid bringing expensive jewelry and watches. **Carpenters should remove all rings and leave them at home.**

Packing List

“Work” Shorts (2-3 pair, modest length) or lightweight slacks

“Nice” shorts or skirt for institution visits (1-2 pair, modest length)

Underwear and socks

Work gloves

Athletic Shoes

2 dress shirts

1 pair nice pants

Dress/skirt (optional)

Long-sleeve shirt

Pajamas

Modest Swimsuit/trunks

Water shoes (optional)

Sunglasses

Extra eye glasses (If wearing)

Flashlight

Sunscreen

Camera

Books

(GNP t-shirts and tanks are provided)



There will be 2 optional church services and at least 1 evening ‘out’ where a dress or slacks with a dress shirt will be appropriate.

Also pack: toiletries and anti-diarrheal medication (Imodium or generic), **mosquito repellent (with at least 30 – 35% deet), refillable water bottle**

Additional suggestions: Small pack of Kleenex, Handi Wipes, hand sanitizer, journal, baseball hat, and a carrying pack for items you keep with you daily i.e. your room keys, money, camera.

Please pack things in your carry-on that you can’t live without...occasionally luggage gets delayed! Medications, change of clothes, basic toiletries, and sandals.



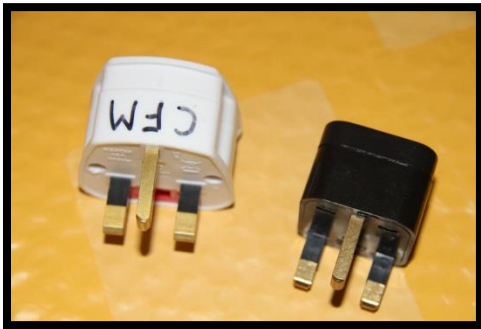
ALL YOU WANT TO KNOW ABOUT MONEY...

Suggested spending money: \$150 – 400 U.S.

Things you may/will need money for depending on your destination:

- On the island: postcards/postage; soda, beer, souvenirs, etc.
- At the end of the trip we do a group collection for tips for the staff and our drivers.
- Airport food and drink; airline flights are unpredictable, especially if you are beginning your route in a snowy climate. Bring extra money/credit card for a potential unexpected hotel room and food. Also, bring extra money/credit card in case you have a family emergency and need to make airline changes that require \$150 or greater change fees.
- If you choose to participate in the day long Sailboat trip in St. Lucia, that is an additional cost. Similar weekend outings may be planned for Dominica or St. Vincent.

Electrical Current in the Caribbean



The islands we serve use 220v, you will want to bring an adaptor or a solar powered charger that you trust.

It is very important to look at any device you plug in, including cell phones, computers, razors, hair

dryers and power tools. Look for this information: 120/240 50/60. This information is often in microscopic print, but it is there for a reason. It tells you that your device will accept either Caribbean or US current.

If your device is labeled: 110 Volt or 120 Volt, 60 cycle – Do not attempt to use it without a TRANSFORMER.