

SUPPORT TEAM HANDBOOK



Safe Passage
Camino Seguro

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WHO WE ARE



OUR MISSION

Safe Passage (*Camino Seguro* in Spanish) helps children in the Guatemala City garbage dump community break the cycle of poverty through education, emphasizing life skills and perseverance in order to thrive in work and contribute to their community.



VISION

We share the vision that within a safe and caring environment, every child can participate in an integrated program that fosters hope, good health, educational achievement, self-sufficiency, self-esteem, and confidence. Children and parents discover that through their own efforts, they can move beyond poverty.



PROGRAMS

Safe Passage runs a number of programs for the families of Guatemala City's garbage dump community. We have full-day education programs, utilizing an Expeditionary Learning approach and recognized by the Ministry of Education, for our littlest learners, age 3-sixth grade. Students in seventh grade to high school participate in our educational reinforcement program, where they are given the opportunity to complete their homework and to engage in activities that supplement their public school education, such as sports, creative expression, tutoring, English, health, library, and computer classes. Other Safe Passage initiatives include clinical health services, social work and psychology support, adult literacy, and social entrepreneurship.

Please see our website for more information on [Safe Passage](#)



WHAT IS A SUPPORT TEAM?

The Support Team service-learning experience is designed with the first time visitor in mind (but many of our teams make the decision to join us again and again!) While you are having fun and learning all about the different programs in Safe Passage, you will also be making a difference with your time, skills, and energy that you give to the children, staff, and volunteers at Safe Passage.



Teams are made up of 8-24 people who volunteer with Safe Passage in Guatemala for one week. In addition to learning about the inner workings of Safe Passage, teams also prepare and lead educational projects and provide much needed services and activities for the students. Typically, teams also assist in English classes and accompany the children as they experience something unique through a Saturday excursion.

Safe Passage's Team Coordinator will be your main point of communication throughout the whole process. To get you started, they will help you reserve dates for your support team and provide you with guidance and encouragement as you embark on this life changing experience!

As of January 1, 2018, the cost per team member is \$695.00 to cover expenses while in Guatemala. In addition, we suggest a donation of \$2,500 for single teams and \$5,000 for double teams.

FORMING YOUR TEAM

Teams can be organized through schools, community and religious organizations, Safe Passage Friends Groups, sports teams, or through a group of friends who decide to travel to Guatemala to make a difference. To every extent possible, Support Teams should meet regularly to prepare for the experience before traveling to Guatemala.

IMPORTANT NOTES ABOUT TEAMS

- Teams consist of a minimum of 8 people and maximum of 12 people. If your group has fewer than 8 members please contact visitors@safepassage.org. If your group has more than 12, please inquire about the possibility of organizing a double team (16 to 24 members).
- To secure your team's desired dates, please contact Safe Passage's Team Coordinator at teams@safepassage.org. Once a Team Coordinator has approved your team's dates, you can then confirm your reservation by making the required \$500 deposit. This deposit will go towards your team fees later on in the process.



IMPORTANT NOTES ABOUT TEAMS *continued*

- Please note that Safe Passage is closed to teams during Holy Week (the week before Easter), and for about 2 months from December until the last week in January, for school holidays.
- Team itineraries will be planned from Sunday to Sunday. You will have one free day during the week. This free day can be spent as your team desires. Guatemala is a truly beautiful country and offers numerous exciting and fun activities for tourists. Please see some suggestions on pages 12-13.
- Although we welcome teams with religious affiliations, Safe Passage itself is a non-religious organization. Therefore, we do not promote any one religion and try to remain neutral out of respect for the diversity of religious backgrounds in the community. Teams are welcome to worship and pray with their fellow team members, but we ask that they do so outside of Safe Passage activities (i.e. in the hotel or during free time).
- All team members are **required** to purchase travel insurance prior to their trip. Please see pages 17 and 24 for more information.



TEAM LEADER & CHAPERONES

TEAM LEADER

All teams need to select one Team Leader to be the identified individual responsible for the group and its decisions. This individual will communicate with the Team Coordinator in Guatemala and circulate information to all team participants. All questions about Safe Passage should be directed through the Team Leader. It is the Team Leader's responsibility to confirm the completion of the application and payment processes. The Team Leader is responsible for communicating any group decisions to the Team Coordinator, both during the pre-arrival communication stage and while in-country. The Team Leader is also encouraged to organize pre- and post-trip meetings, as well as discussions or reflection activities throughout the Support Team week.

CHAPERONES

Teams including minors must include one adult chaperone for every three team members under the age of eighteen. **All team members need to be at least fifteen years of age upon arrival in Guatemala.** Chaperones should be in an existing role of responsibility, e.g. their teacher, religious leader, or parent. Chaperones are team members with additional responsibilities which include:

- Accompanying the team and actively engaging in all events, serving as a positive role model for participation, as well as an authority figure.
- Taking responsibility to encourage healthy behaviors and choices as related to the overall health, safety, and well-being of the minors in the group.
- Caring for a minor if ill, facilitating access to treatment with the support of the Team Coordinator, remaining at the hotel in Antigua if necessary.

BOOKING YOUR TRIP

RESERVATIONS

Interested teams should contact the Team Coordinator at teams@safepassage.org. You will receive a Team Application to be filled out electronically. The standard Support Team schedule runs from Sunday to Sunday and is the basis for the program price. Slots will be given on a first-come, first-served basis. Safe Passage can accommodate up to two single teams per week (or one Double Team).

DEPOSIT

A deposit of \$500 is required to secure a week. Once the Team Coordinator has confirmed the availability of the requested week, the \$500 deposit is due within two weeks to hold the requested dates. After two weeks, if the deposit has not been received, those dates will be opened to other teams to reserve. Hotel reservations will be made after the deposit is received. Reservations can be changed with approval from the Team Coordinator, assuming space is available, until two months prior to scheduled arrival date.



WHAT WILL IT COST?

The package cost of the program is \$695 per person based on seven nights at double or triple occupancy. If special accommodations are needed, please let us know by emailing us at teams@safepassage.org.

An extra night at double or triple is \$35 per person. An extra night at single occupancy is \$55 per person.

WHAT'S INCLUDED

- Seven nights' accommodations
- Meals*
- Airport pickup and drop-off
- Daily private transport
- Saturday excursion with Safe Passage affiliates
- Administrative costs, including two t-shirts per team participant

In addition to these fees, each Support Team is encouraged to make a suggested donation of \$2,500 for a single team (\$5,000 for a double team). While the team fee covers only the services provided for the week, this donation goes to help Safe Passage stay in operation!

WHAT'S NOT INCLUDED

- Air travel
- Travel insurance
- Lunch on the free day
- Leisure activities/ extra spending money
- Lunches and activities with sponsored children (for team members who currently sponsor a student)

*If the Safe Passage cafeteria lunch does not suit an individual's dietary needs or preferences (allergies, vegetarian, gluten free, etc), lunch can be purchased at the *comedor*, an informal restaurant next door to the reinforcement center in Guatemala City (for approximately USD \$4) or you can purchase packable lunch food in Antigua.

PAYMENT METHODS

All payments need to be organized through the team leader. For teams from the United States, Safe Passage accepts payment by bank or personal checks, or by credit card. **Payment by one check for total team expenses is our preferred form of payment**, but we will accept individual checks if the team leader sends them together in one envelope. **Please write the name of your team on the Memo line of all checks.** Checks should be made out to “Safe Passage” and sent to:

Safe Passage
49 Farm View Drive
Raymond Hall Suite 302
New Gloucester, ME 04260

For teams paying by credit card, we prefer to charge the total expense to one credit card, as this reduces surcharges and administration. To pay by Visa, MasterCard, or American Express, contact the U.S. office at (207) 846-1188 with your card details and the name of your team. Because international banking is constantly changing, please contact our U.S. office for the latest information on international payment methods. Note that some forms of payment may carry a surcharge.

PAYMENT SCHEDULE

The \$500 team deposit is due upon reservation of your preferred trip dates. Full payment of the remaining team fee is due thirty days prior to your scheduled arrival date in Guatemala.

Once paid, these costs are non-refundable. Please plan at least 10 days for the processing of your payments. We greatly appreciate your efforts in keeping to the payment schedule so that our staff in Guatemala can plan accordingly for your arrival.

CANCELLATION AND SUBSTITUTION POLICY

We recognize that changes sometimes occur during the planning of group trips. If, after making the \$500 deposit, your team can no longer make the trip, the \$500 deposit can be refunded up to 3 months prior to the arrival date. If not refunded, it will become a donation to Safe Passage. When a cancellation is made less than thirty days before the scheduled arrival date, we are unable to refund any costs paid (including the deposit and any other team-associated expenses already paid to the vendor in Guatemala).

The list of team members needs to be finalized 2 months prior to the scheduled arrival date in order to reserve the appropriate accommodations. If a team member cancels within thirty days of the scheduled arrival date, the team will not be refunded the member's costs. If a team member must cancel or if there is any change in the makeup of your team please contact your Team Coordinator to assist you, as costs or plans may be affected. If a team member leaves Guatemala early for any reason, no refund will be issued for this member's costs. If for any reason Safe Passage deems it necessary to cancel your team's trip after payment has already been received, all costs including deposit will be refunded or applied to a rescheduled trip.

SUPPORT TEAM COORDINATOR

HOW THE SUPPORT TEAM COORDINATOR WILL ASSIST YOUR TEAM

- Communicate with your team leader via email before your arrival.
- Make your hotel and dinner reservations .
- Create an itinerary and coordinate activities.
- Arrange all ground transportation to and from the airport, and to and from Safe Passage.
- Provide your team with information on Safe Passage history and context, and orient you to all program sites.
- Orient your team to Antigua, including reliable ATMs, grocery stores, and trusted restaurants.
- Offer guidance and translate during your visit.



TIMELINE FOR PREPARATION

TEAM TIMELINE IN BRIEF

Below is a brief outline of a Support Team preparation and action timeline.

INITIAL CONTACT (USUALLY AT LEAST 4 MONTHS BEFORE ARRIVAL)

- Team application and date request emailed

DATES CONFIRMED

- USD \$500 deposit due
- Begin dialogue with Team Coordinator

2 MONTHS BEFORE ARRIVAL

- Group members finalized
- Member application provided
- Team Coordinator sends two-month check-in message





1 MONTH BEFORE ARRIVAL

- Payment due in full
- Team member applications submitted
- Team Coordinator sends one-month check-in email

1-2 WEEKS BEFORE ARRIVAL

- Send your suggested donation to the Maine office
- Team Coordinator sends finalized team-specific itinerary to Team Leader

VISIT SAFE PASSAGE

(Yes, you did it!)

BACK HOME

Once you have unpacked and settled in, take a moment to reflect, and remember you are now a voice for hundreds of children in Guatemala. That's a powerful thing! Welcome to the Safe Passage family!

WHAT WILL WE DO?

THROUGHOUT THE WEEK AT SAFE PASSAGE...

The team will engage with affiliates of all ages, from our littlest learners in the preschool to women in the Creamos social entrepreneurship program.

These activities generally include:

- Working with Students in our Jardin Infantil: facilitate your own activity with students in their English through Music & Movement Class
- Shadowing Colegio Students: see what it is like to be an elementary school student in Guatemala
- Engaging in English: support our middle-high school students in their efforts to learn English
- Learn & Create with Creamos: make paper beads, learn some words in a Mayan indigenous language, and participate in a conversation with the artisans



JARDIN INFANTIL-EARLY CHILDHOOD EDUCATION CENTER PROJECT



We invite teams to plan a project to implement during the English through Music & Movement Class at the preschool. Your team will work with two groups of approximately 20 students for 30 minutes each. Teams can prepare simple activities such as songs, games, coloring pages, crafts, etc.

Here are some helpful tips when planning your project...

- Activities that are fun, and yet educational, make for great projects. Projects should be built on the strengths and talents of team members. Our students benefit greatly from getting to express themselves in new ways!
- Hands-on projects that engage the students are a good idea, as they have wide appeal and will allow for greater participation through physical demonstration. The more interactive the activity, the better, especially if your team does not have high Spanish proficiency.
- Please purchase all materials for your projects in sufficient quantities. Some materials can be purchased in Guatemala, but please check with the Team Coordinator ahead of time to confirm that the materials are available.
- We recommend that you write a script or cheat sheet for your project! Because you will be leading the project in Spanish, having a Spanish vocabulary list of words you will plan to use in your activity is a good idea.



SATURDAY EXCURSIONS

Teams have the opportunity to take an assigned group of Safe Passage affiliates on a special excursion, usually to a local water park, on the Saturday following their work week.

This trip allows the students to experience a place that they would otherwise have little opportunity to visit. It allows your team to have fun with the students outside of the classroom and keeps the kids off the street on Saturday. This is when the strongest bonds between team members and Safe Passage students are made!



INCORPORATING A SPONSOR VISIT

Sponsors may take their sponsored affiliate out on a special outing during their visit to Safe Passage. Examples of past outings include going out to breakfast, going to the zoo, going out to lunch, going to a children's museum, or going on a shopping trip. These outings are a great time for Sponsors to spend one-on-one time with their sponsored child or mother, and are usually one of the highlights of the trip! Sponsors may choose to go on these outings independently or may include other members of the team; multiple sponsors can also choose to participate in outings with their sponsored affiliates together.

Outings are arranged by the Team Coordinator in collaboration with the Sponsorship Department. The cost of the outing is not covered in the Support Team fee; expenses will be paid directly by the sponsor on the day of the outing. Please do let your Team Coordinator know if you would like to plan an outing during your time in Guatemala!



WHAT DO WE DO ON OUR TEAM FREE DAY?



Any of the activities below can be easily arranged in Antigua at one of its many travel agencies or in advance by your Team Leader via the web. Voyageur (www.cometoguatemala.com) and Atitrans (www.atitrans.com) are some reputable travel agents.

GUIDED HISTORICAL TOUR OF ANTIGUA

Antigua is a beautiful colonial town, named a world heritage site by UNESCO in 1979. Navigate the cobblestone streets with any number of qualified, licensed guides.

Elizabeth Bell offers a comprehensive walking tour of Antigua for a reasonable price. Visit <http://www.antiguatours.net/>

PACAYA VOLCANO

One of Guatemala's three active volcanoes, Pacaya is a short ride from Antigua and can be hiked either in the morning or in afternoon. It's an enjoyable climb and a fantastic view!

MACADAMIA NUT FARM

Valhalla, a working macadamia nut farm and reforestation and sustainability project, is a short ride from Antigua. Enjoy a macadamia-nut pancake breakfast!



COFFEE FARM

There are several boutique coffee farms near Antigua. Coffee from the Antigua area is renowned for its fragrance. De la Gente, Los Nietos, and Finca Filadelfia offer guided tours and coffee tasting. De la Gente even offers lunch with the coffee farmer! Finca Filadelfía offers ziplining!

SAN ANTONIO AGUASCALIENTES- TOUR DE LAS TRADICIONES

This small town offers much for the admirer of Mayan textiles. Visit small, privately-owned shops, natural hot water baths, and women’s collectives; learn about the back-strap loom; and shop to your heart’s content.

LAKE ATITLÁN

This breathtaking crater-lake is ringed by volcanoes and is a few hours’ ride from Antigua. Spend a day in the eclectic town of Panajachel or take a boat tour of the many indigenous communities that dot the lake’s shores.

MONTEERRICO OR PUERTO SAN JOSE BEACHES

Relax on the Pacific Coast beach of Puerto San Jose or Monterrico. Both offer dark volcanic sand beaches and tours of easily accessible coastal mangroves. Monterrico also has a turtle preserve.



SAMPLE TEAM ITINERARY

Sunday

12:30PM Flight arrives, Pick-up from Airport and Transport to hotel in Antigua
7:00PM Dinner at Mono Loco

Monday

8:00AM Shuttle pick up from hotel
9:00 Office Stop for T-shirts and watch video
10:00 Visit cemetery overlooking garbage dump
11:00 Tour Jardín Infantil
11:30 Executive Leadership Welcome
12:00PM Lunch
12:30 Meeting with Director of Creamos
1:00 Tour Colegio and Library
1:45 Tour Reinforcement Center and Adult Education
2:30 Q&A about Guatemala and Safe Passage
3:00 Depart for Antigua
5:30 Dinner at Cactus Taco Shop

Tuesday

7:45AM Shuttle pick up from hotel and depart for the capital
9:00 Spend the morning in our Colegio
12:00PM Lunch with Colegio Students
1:00 Chat with English and Tutoring Program Coordinator
1:30 Afternoon of Activities with Creamos Women
3:45 Shopping in the Creamos tienda
4:15 Depart For Antigua
6:30 Cooking Class and Dinner at Frijol Feliz

SAMPLE TEAM ITINERARY

Wednesday

7:45AM	Shuttle pick up from hotel and depart for the capital
9:00	Activities with CRE Students
10:00	English Class and Activity with Jardin Students
11:30	Lunch at Jardin
12:00PM	Recess with Jardin Students
1:00	Chat with Creative Expression Coordinator
2:00	English Classes with CRE Students
3:30	Recess with CRE Students
4:00	Depart for Antigua
7:00	Dinner at Rainbow Cafe

Thursday

7:45AM	Shuttle pick up from hotel and depart for the capital
9:00	English Classes with CRE Students
11:30	Get to know the Volunteers- Panel Discussion
12:00PM	Lunch
1:00	Chat with Sponsorship Team
1:30	Team Reflection
2:00	English Classes with CRE Students
3:30	Recess with CRE Students
4:00	Depart For Antigua
7:00	Dinner at Las Palmas

Friday

All day	Free day! Enjoy exploring Guatemala!
6:30PM	Despedida Dinner at Sobremesa

Saturday

8:00 AM	Excursion to Automariscos Water Park with affiliates
6:30PM	Dinner at Café Sky

Sunday

7:00AM	Depart for Guatemala City Airport for Departure Flight
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GUATEMALA AT A GLANCE

INFORMATION FOR TRAVELERS

SAFETY

Guatemala is home to a profoundly inequitable society where the majority of its citizens live in poverty. Because poverty breeds insecurity and the children in Safe Passage are among the poorest in the country, the area in which the program is located suffers from crime. Safe Passage takes seriously its responsibility to make visitors as safe as possible, but there is an inherent risk in visiting our program. We take a number of measures to minimize risks and ask that you follow guidelines as presented to you by your Support Team Coordinator. Teams travel in insured private transport and are accompanied by a Safe Passage Staff and Volunteers during the commute. Safe Passage does not allow any of its teachers, volunteers, or visitors to wander in the neighborhoods around the program. Each of the program sites employs an armed guard to ensure the greatest protection of our property and equipment, and safety of the children, staff, and volunteers. We maintain very strong relationships within the community with our affiliates, as well as with other organizations and the municipality. Ultimately, however, the safety of the team is the responsibility of its members.

A FEW SAFETY TIPS TO REMEMBER

- Before traveling, register with the U.S. State Department online at <https://step.state.gov/>
- Each team is provided a Safe Passage cell phone to use during their trip. It comes with pre-paid minutes and can be used to make calls within Guatemala. The phone will be programmed with important contact numbers. Charge your Safe Passage-provided team phone and always keep it on you while traveling.
- Use a reputable travel agency or Safe Passage recommended drivers when making your travel plans for your free time.
- Safe Passage is not responsible for the safety of your belongings. If you have items of great monetary or sentimental value, please leave them at home.
- Safe Passage recommends leaving your passport in the hotel (i.e. in your suitcase or other inconspicuous place) and carrying a photocopy of your passport with you.
- Although Antigua is generally safer than Guatemala City, theft is still a large concern; it is best to minimize items of value one carries. Do not wear expensive jewelry and please avoid carrying multiple credit cards and excessive cash. Be intentional about how you walk and manage your belongings; bags should be carried in front on your person in crowded areas such as the market.
- Carry photography equipment and other electronic devices discreetly, and leave them locked in the hotel whenever possible.
- Walk in groups and take tuk tuks or taxis at night. Your Team Coordinator can give you the phone numbers of several safe and trusted taxi drivers.
- If robbed, do not fight for your possessions; they are not worth your life or the pain and expense of injuries. Should such an incident occur, please contact your Team Coordinator immediately.
- Dressing modestly may help to avoid unwanted attention and whistles.

HEALTH

- A current list of suggested inoculations for travelers to Guatemala can be found on the World Health Organization's website at <http://www.who.int/countries/gtm/en>.
- Be careful what you eat and drink. Use caution if eating outside recommended restaurants.
- All restaurants used by Safe Passage are recommended for foreign visitors and offer reliable and safe food and drinks.
- Do not drink tap water. IF A SAFE PASSAGE RECOMMENDED restaurant serves you a glass of water or an iced beverage, it is OKAY to consume.
- Use insect repellent to avoid diseases that may be transmitted by mosquitoes, especially when traveling to lower altitudes.
- Wear sunscreen and drink plenty of water to avoid heat stroke.
- If you become ill, please let your Team Coordinator know so that we can make sure you are getting appropriate attention and care.
- The Safe Passage Health & Wellness Center is available to Support Team members to access while on site. While in Antigua, Safe Passage can recommend medical personnel and/or health facilities.

Current information on travel safety to Guatemala can be found on the U.S. Department of State website at www.travel.state.gov.

PREPARING FOR YOUR TRIP

TRAVEL INSURANCE

We require all team members to have travel insurance during their time in Guatemala; travel insurance covers changes to your itinerary, emergency evacuation and repatriation, hospitalization, and medical care in case of illness. As part of the support team member application, you will be asked to provide proof of your travel insurance. Please note that most health insurance policies do not cover travel insurance, and so travel insurance needs to be purchased even if you already have health insurance. Insurance companies, travel agents, and travel websites provide information about travel insurance.

CULTURAL SENSITIVITY

Please understand that while you are coming to serve in the Safe Passage community, you too will have the opportunity to be challenged, learning and growing from this experience. One of the ways in which teams are challenged is that team members of different ethnic or racial backgrounds may receive extra attention. Although increased tourism in recent decades has brought travelers from all over the world to Guatemala, the country and the community in which we work remain mostly homogeneous with limited exposure to diversity. Guatemala has endured centuries of discrimination and prejudice against the indigenous population. All of these factors contribute to Guatemalans not being as culturally aware or sensitive as your team may be accustomed to. Nicknames such as “Canche” (blonde), “Negro” and “Chino” are not said out of malice, but out of naivety due to lack of exposure to diversity. Teams in the past have used this opportunity for discussion and to teach Safe Passage students about diversity and tolerance.

VISAS

U.S. citizens will only need a tourist visa to visit Guatemala. This is the stamp that will be placed in your passport at Immigration in the Guatemala City airport. For team members carrying a U.S. passport, no additional paperwork will need to be filled out prior to arrival. Mark “tourism” as “reason for traveling to Guatemala” on all forms. For non-U.S. citizens, please check what restrictions Guatemala has for visitors from the country that issued your passport; we recommend doing this well in advance of your trip to ensure appropriate time for processing paperwork required to obtain your visa.



MONEY MATTERS

- The most convenient way to get cash is by using an ATM card that has the Cirrus or PLUS system logo on its back, preferably with a VISA logo on its front; ATM cards from small local banks that do not bear these logos will **NOT** work.
- **Contact your bank prior to departure with the dates you will be in Guatemala to avoid emergency stops on your accounts.**
- There are reliable ATMs in the Guatemala City airport, as well as in Antigua.
- VISA credit cards are more widely accepted than MasterCard, Discover, or American Express; however, the use of a credit card in Guatemala often carries a surcharge.
- Cash advances from credit cards are **NOT** available from ATM machines in Antigua.
- Teams should not bring pre-paid gift or debit cards as they do **NOT** work in Guatemala.
- Cash in U.S. dollars (USD) can be changed in a bank for Guatemalan Quetzales.*
- Exchanging Travelers Checks usually takes significant time at the bank; while they can be exchanged, they cannot be used for direct payments at stores/restaurants.

*You will need your original passport (copies will not be accepted) in the bank to change money or Travelers Checks.

DONATIONS

If you wish to bring donations in-kind, please contact the Team Coordinator in advance to identify what type of donation is beneficial to the program at the time of your trip.

SUGGESTED PACKING LIST

X	Clothing/Footwear	X	Toiletries	X	Medical
	Shirts (you will be provided with two tshirts to wear during the week)		Shampoo & conditioner		Any regularly taken medication
	Sweater/sweatshirt/warm long sleeve top		Toothbrush & toothpaste		First aid kit
	Jeans/long pants (the dress code requires long pants- no leggings)		Hand Sanitizer		Anti-itch cream
	Underwear and socks		Mosquito repellent		Pepto Bismol
	Bathing Suit		Sunscreen SPF 30+		Immodium
	Sandals/flip flops		Tampons/Menstrual cup/ Sanitary Napkins		Pain Killers
	Sneakers/sturdy shoes (dress code requires closed toed shoes)		Razor/Shaving Cream		
	Rain Jacket*				

X	Paperwork	X	Electronics	X	Other
	Passport & copies		Camera & charger		Day pack
	Debit/Credit Card		Mp3 player/iPod		Sunglasses
	Travel/Medical Insurance				Umbrella*
	Guatemala Guide Book				Snacks

*Rainy Season in Guatemala is May to October.

DRESS CODE

The following is the dress code for Support Team members while volunteering at Safe Passage. Please make sure to bring closed-toed shoes and long pants. We will provide you with 2 t-shirts to wear throughout the week.

- Safe Passage t-shirt
- Long pants (no leggings/lycra)
- Closed-toed shoes
- No visible tattoos or facial piercings

WHAT TO BRING

- You will need your passport and a photocopy of the identification page of your passport.
- At least one pair of full-length pants and one pair of closed-toed shoes to be worn on-site, per dress code requirements.
- Safe Passage will supply each of the team members with two t-shirts. These are to be worn while at the program in Guatemala City.
- The use of iPods and other electronic devices is strongly discouraged in the project. Please only bring the bare necessities into the project, and leave everything else in the hotel.
- Be sure to bring at least one sweater or jacket, as it can be quite cool in the evenings.
- If traveling in May through October, pack a rain jacket and umbrella as this is the rainy season in Guatemala. It often rains in the afternoons, so even if the morning is sunny, bring the jacket with you to Safe Passage.
- The program's dress code requires that all tattoos be covered and that all piercings, except ears for women, be free of jewelry while working with the children. While we value your self-expression, often body piercings and tattoos are understood in Guatemalan culture to be indicators of gang membership, so we appreciate your cooperation with following these guidelines.

PHOTOGRAPHY

Inside the walls of Safe Passage’s buildings, you may take photos of the grounds, children, and staff. We ask that photos not be taken in the areas around the program buildings, whether from the shuttle, while in the areas, or looking into these areas from the program facilities. This is for your safety and to respect the dignity of the people who live in the neighborhoods surrounding our project. This also helps us uphold our strong relationships in the community, which serve to keep the children in school and our staff and volunteers safe. Whether in the project buildings or in other places in Guatemala, always ask individuals if you can take a photo of them and respect the answer you are given.

SUGGESTED CAMERA AND TECHNOLOGY POLICY

We have had great success in the past with teams who have decided to go “technology free” during their week at Safe Passage. This can range from no technology at all during any part of the trip, to no technology while at Safe Passage, or even no technology during team dinners.

Groups express that being intentional about their use of technology has allowed team members to engage in the experience and be fully present. Students are not as distracted (remember, smart phones and cameras detract from the educational experience). Also, not bringing these devices to the project greatly reduces the chance of having them lost, stolen, or damaged. Resultingly, team members are more focused on why they are here- the affiliates!

Previous teams have chosen one or two people to be designated photographers for the day (or the week). Only the photographers brought their cameras to Safe Passage each day. This helped teams spend more energy on the activities and the kids, rather than spending time behind the lens, trying to capture every moment.

READINGS AND FILMS ON GUATEMALA

Interested in finding out more about Guatemala before your trip?

Here is a selection of books and films that highlight different areas of Guatemala's history and culture. Team Leaders may wish to check the Team Leader Manual for discussion prompts on selected resources.

ARTICLES & REPORTS

Guatemala – Encyclopedia Britannica Online,

<http://www.britannica.com/EBchecked/topic/701217/Guatemala>

Timeline: Guatemala – BBC News, 2012

http://news.bbc.co.uk/2/hi/americas/country_profiles/1215811.stm

World Report 2012: Guatemala – The Human Rights Watch

<http://www.hrw.org/world-report-2012/guatemala>

Guatemala - Country Partnership Strategy (CPS) for FY13-FY16 – The World Bank

<http://documents.worldbank.org/curated/en/2012/09/16814555/guatemala-country-partnership-strategy-cps-fy13-fy16-fiscal-space-greater-opportunities-first-programmatic-development-policy-loan-project-summary-discussion>

Hispanics of Guatemalan Origin in the United States, 2010 – Seth Motel and Eileen Patton, the Pew Research Hispanic Center

<http://www.pewhispanic.org/2012/06/27/hispanics-of-guatemalan-origin-in-the-united-states-2010/>

BOOKS

I, Rigoberta Menchú: An Indian Woman in Guatemala – Rigoberta Menchú

Bitter Fruit: The Story of the American Coup in Guatemala - Stephen Schlesinger, Stephen Kinzer and John H. Coatsworth

The art of political murder: who killed the Bishop? – Fransisco Goldman

Silence on the mountain: Stories of terror, betrayal and forgetting in Guatemala – Daniel Wilkinson

The most beautiful place in the world – Ann Cameron

Guatemala: Never Again!

Guatemala. Snapshot Reading: History – John Noble

The Heart That Bleeds – Alma Guillermoprieto

Repression, Resistance, and Democratic Transition in Central America – Thomas W Walker

Robbed of Humanity: Lives of Guatemalan Street Children – Nancy Leigh Tierney

FILMS & DOCUMENTARIES

Hija de la Puma - Directed by Åsa Faringer, Ulf Hultberg.

A famous Guatemalan film: this is a fairly old film about a girl whose animal spirit is the Puma, which gives great insight into the revolutions that have troubled Central America.

From Homeless to Harvard - Directed by Peter Levin. Based on a true story.

When The Mountains Tremble - Starring: Rigoberta Menchú, Susan Sarandon
Director: Pamela Yates, Newton Thomas Sigel

La Camioneta – Directed by Mark Kendall. A documentary about the migration of chicken buses from the U.S. to Guatemala and dangers, risks, and problems encountered on the buses.

TRAVEL INSURANCE COMPANIES

Company Name	Medical and Evacuation Coverage	Primary or Secondary Policy	Cost per Age group	Contact
Travelex	\$500,000 (\$50,000 limit on medical)		Total for week Up to age 34, \$30 35-59, \$39 60-69, \$53 70-79, \$64 80+, \$240	1-800-228-9792 www.travelex.com
Access America Quote is for Classic Limited Policy.	\$500,000 evacuation, \$25,000 medical	Secondary	Age 17 \$26 30-39 \$26 65 \$45 73 \$56 80 \$89	www.accessamerica.com 866-807-3982
CSA Travel Protection (Quote is for Custom Plan)	\$250,000 evacuation \$50,000 medical	Secondary	Are 17 \$22.21 30-39 \$25.95 65 \$30.40 73 \$34.19 80 \$39.10	www.csatravelprotection.com 800-873-9855
MH Ross Travel Insurance Services				www.tripinsurance.co
Travel Insured International				www.travelinsured.com 800-243-3174
Travel Guard				www.travelguard.com 800-826-4919
TravelSafe Insurance				www.travelsafe.com

Notes:

- If you want to look on-line and purchase policy on-line, in order to find out about the policy without trip cancellation insurance, put in "0" as the trip cost.
- Secondary means your own medical insurance and any other policies you may have cover first. The secondary is your out of pocket cost.
- If you are staying longer, and want coverage for those days, the cost will be more.
- These are quotes for plans with the most basic plans that included evacuation. With each policy, it is possible to get better coverage.
- Look at what is included. Some cover baggage loss or delay, flight delay, etc.

CONTINUING CONNECTIONS: AFTER YOUR TRIP

We hope that the Team Experience will be just the start of your journey with Safe Passage! The U.S. office and local Friends of Safe Passage groups are eager to work with you upon your return to help channel your powerful experience into ways of bringing continued opportunities and support to Guatemala. Some ways that previous Team participants have stayed involved are:

- Working with or establishing a Friends of Safe Passage Group
- Speaking to groups, raising awareness, and sharing their experience
- Joining our network of [Safe Passage Ambassadors](#)
- Fundraising through fun events, tournaments, film screenings, etc

To learn more about any of these opportunities you are welcome to contact: outreach@safepassage.org for more information and ways to help.



CONTACT US

**QUESTIONS?
WANT MORE INFORMATION?
READY TO FORM A TEAM?**

PLEASE CONTACT US!

teams@safepassage.org

Team Coordinator in Guatemala:
502-5569-8851

Staff Representative in US Office:
207-846-1188





Our mission: We help children in the Guatemala City garbage dump community break the cycle of poverty through education, emphasizing life skills and perseverance in order to thrive in work and contribute to their community.