

# **Team Leader Manual**

## **2024**



**Friends of  
Barnabas**

**Heal. Educate. Empower.**

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*Dear Team Leader,*

*Thank you for taking on this leadership role for your team. In addition to this Team Leader Manual, please read the Team Member Handbook in its entirety. These 2 resources provide vital information for your team and your role as Team Leader.*

*We hope that you and your team have a rewarding experience in Honduras. Our communities are very grateful for the services you provide and the love that you share with them. Our staff is here to support you. Thank you for making our Mountain Medical Teams possible!*

*In service with you,*

*Erin H. Caldwell, President*

## Important Contact Information

### US Office

804-744-5624

#### **Mailing Address**

P.O. Box 4804

Midlothian, VA 23112

#### **Physical Address**

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Midlothian, Virginia 23112

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**Katie Lough, Director of Programs and Operations, US**

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**Patti Wagner, RN, Medical Director**

Email: [patti@fobf.org](mailto:patti@fobf.org) 434-547-5103 (cell)

**Chelsea Suche, Development Coordinator**

Email: [chelsea@fobf.org](mailto:chelsea@fobf.org) 540-845-0474 (cell)

**James Wallace, Development Director**

Email: [james@fobf.org](mailto:james@fobf.org) 804-840-4206 (cell)

### Honduras

**Lidia Cano, Director of Programs & Operations, Honduras**

011-504-3339-9778 (cell)

Email: [martha@fobf.org](mailto:martha@fobf.org)

#### **Team's Cell**

011-504-9348-5175

**US Consulate Tegucigalpa**

(emergencies only)

011-504-2236-9320/2238-5114

## MMT Planning Timeline

### 12-5 months prior to trip\_\_\_\_\_

- Recruit team members.
  - *Ideally 14 Team Members (Minimum of 10 required):*
  - *4-6 medical professionals (RNs, NPs, PAs, and MDs)*
  - *6-8 non-medical*
  - *1-2 FLUENT Spanish speaking interpreters*
  - *1-2 on a waiting list (1 MUST be medical)*
  - *Diversity in ages and in experiences with FOB (half new volunteers and half veterans is ideal)*
  - *The minimum age to join a team is 17 years old.*
- Send team members informational email with link to the Team Member Handbook & Resources ([www.fobf.org/mmt](http://www.fobf.org/mmt)), the online registration link, payment due dates, your team's Mighty Cause link, and dates for your Team Meetings.
- Start fundraising. The earlier your team starts, the easier it will be.
- Let FOB know airport departure cities as early as possible.

### 4 months prior to trip\_\_\_\_\_

- Team should be full. Send the roster to Katie, even if it is not complete.
- Online registrations are due for all team members so that FOB can book flights.
- \$1000 travel deposits due from all team members.
- Hold 1<sup>st</sup> Team Meeting (PowerPoint available at [www.fobf.org/teamleader](http://www.fobf.org/teamleader) )
- Have team members join WhatsApp Group Chat
- Continue fundraising.

### 2 months prior to trip\_\_\_\_\_

- \$1250 final travel payments due for all team members.
- \$11,500 team support funds due.
- Hold 2nd Team Meeting (PowerPoint available at [www.fobf.org/teamleader](http://www.fobf.org/teamleader) )
- Assign clinic & support roles for the team members and provide link to training ([www.fobf.org/training](http://www.fobf.org/training))

### 1 month prior to trip\_\_\_\_\_

- Hold 3<sup>rd</sup> Team Meeting (PowerPoint available at [www.fobf.org/teamleader](http://www.fobf.org/teamleader))
- Have all team members register with US Embassy (<https://step.state.gov/>)
- Medical Volunteers meet with Patti.
- Collect notarized Medical Release forms from team members.
- Get passport copies from Katie.

### 1 week prior to trip\_\_\_\_\_

- Send a rooming list to Katie. (2 small bedrooms downstairs, 2 small bedrooms upstairs, 2 large bedrooms upstairs)
- If you have not received UMVIM insurance cards, contact Grazyna.
- Remind team members to get five crisp, clean \$10 bills that they will trade for Lempiras at Alfredo's House.
- Make sure the team treasurer has cashed the \$1000 team funds check.
- Coordinate bag and team phone pick up with Katie.
- Pack your bag. Take this manual with you!!

### 1 day prior to trip\_\_\_\_\_

- All team members take at home covid test and report results to Team Leaders
- All team members complete Honduran immigration form and screenshot QR code.

### 1 week after trip\_\_\_\_\_

- Bring any items sent from Honduras office to Midlothian Office
- Return team phone, team funds, and treasurer documents.
- All team members complete the Mission Evaluation.

# Team Leader Responsibilities

## Before the Trip

### Building the Right Team

1	<p><b>SKILLS AND DIVERSITY</b></p> <p>Review FOB's team requirements in the MMT Planning Timeline. Medical stations must <u>only</u> be staffed by RNs, NPs, PAs, and MDs. Often teams are fortunate to have the expertise of EMTs, paramedics or LPN/LVNs. These team members have the ideal skill set to handle measuring stations or pharmacy. However, they are NOT permitted to have a medical clinic station.</p>
2	<p><b>INTERVIEW CANDIDATES AND GIVE PRAYERFUL CONSIDERATION</b></p> <p>FOB's teams will have members from many different states. Interest flows by word of mouth, referrals, emails, and social media. There is a lot of interest and a lot of unknowns. You do not need to take everyone who is interested. Interview those who request to go with you. If someone says that they have been on a team before, please reach out to the Central Office regarding this person's strengths before putting he or she on your team. Give it thought.</p> <ul style="list-style-type: none"> <li>• Will the person work well with others? Will the person be a good team player?</li> <li>• Is the potential team member flexible? Open-minded? Does he/she have specific expectations?</li> </ul>
3	<p><b>IS FOB A GOOD MATCH FOR YOUR CANDIDATE?</b></p> <p>Review FOB's mission, vision, goals, and values. There are MANY mission teams one can join but they are not one size fits all. At its core, FOB's teams are service mission teams. While there is a spiritual component driving most who travel with FOB and also a love of travel, Latin America, and the Spanish language, these teams provide a needed service to the poor of central Honduras. This must be kept front and center.</p> <ul style="list-style-type: none"> <li>• Does he/she agree with FOB's philosophy &amp; goals? Does he/she understand that FOB is a faith-based organization?</li> <li>• Does the potential member understand that FOB is not an evangelical organization?</li> <li>• What experience is the person looking for? Does he/she realize the trip is about service to those in need?</li> <li>• Does the individual understand that he/she will be working long, hard days?</li> </ul>
4	<p><b>IS HONDURAS THE BEST PLACE FOR THIS PERSON?</b></p> <p>Those of us who travel to Honduras love it. It is easy to fall in love with the place, the people, the language, the food, and providing for the need. It is contagious. However, we must realize that it isn't for everyone. While accommodations have vastly improved over the years and travel is much easier, the reality is that at any given moment this could change. Our vehicles can get stuck. The water and the electricity can go out.</p> <ul style="list-style-type: none"> <li>• Can the person handle the heat? Is he/she healthy?</li> <li>• Does the individual have physical limitations? Can he/she hike in the mountains if needed?</li> <li>• Does the potential member have dietary restrictions? Can they be accommodated?</li> <li>• Does the person understand the security concerns and risks? The health risks?</li> </ul>
5	<p><b>IS THIS INDIVIDUAL A GOOD FIT FOR FOB?</b></p> <p>Each person who shows interest in an FOB team isn't necessarily a good fit for your team. If you have reservations, let us help you. Reach out to FOB's Central Office and we can help you determine if the person is right for your team. If not, we can suggest other volunteer options at FOB and other partnering organizations which might be a better fit. If someone is interested in helping, let's work together to find the best way for them to serve.</p> <ul style="list-style-type: none"> <li>• Can the individual work independently? Does the person need special accommodations?</li> <li>• Is the person only going because a friend or family member is going?</li> <li>• If the potential team member is a teenager, is he/she mature enough to participate fully and independently? Can he/she handle the situations he/she will encounter on the trip?</li> </ul>
6	<p><b>ARE THERE DISTRACTING PERSONALITIES ON MY TEAM?</b></p> <p>If FOB was to request that you take a "friend of FOB" or a team member from a team not traveling in a given year, what experience would they have?</p> <ul style="list-style-type: none"> <li>• Are there any dominant personalities or groups which would be a distraction?</li> <li>• Are there team members who demand attention and support from other team members?</li> <li>• If yes, should these individuals be on your team? Are there things you can do ahead of time to troubleshoot?</li> </ul>
7	<p><b>REACH OUT TO FOB</b></p> <p>We have all been there. The team is set and then...it's not. Sometimes the team isn't set and time is running out. The FOB Central Office staff can help you. The sooner you reach out, the better off we will all be. We have lists of interested individuals. We also encounter potential missionaries each week. We can't help unless you ask. Please do!</p>



### Confirming Team Members

As soon as a volunteer joins your team, send them an email with the following information:

- Link to the Team Member Handbook & Resources: [www.fobf.org/mmt](http://www.fobf.org/mmt) Ask them to read the Handbook in its entirety.
- Online Registration Link– Katie will provide Team Leaders with a link for their team’s online registration. Ask them to complete this ASAP.
- Payment Due Dates - due dates and credit card fee information available at [www.fobf.org/mmt](http://www.fobf.org/mmt)
- Fundraising Goal & Expectations – Include the link to your Team’s Mighty Cause page
- Dates & Times of your Team Meetings

FOB will not consider a team member confirmed until they have completed the online registration and made their \$1000 deposit.

### Team Meetings

We suggest you hold 3 Team Meetings for your team. A PowerPoint presentation for each of these meetings is available at [www.fobf.org/teamleader](http://www.fobf.org/teamleader). If you are unable to hold 3 meetings, then be sure to go over each of these presentations during the meeting(s) you have. In addition to these team meetings, Patti Wagner, our Medical Director, will schedule another meeting for the medical professionals on your team.

### Team Member Training Resources

A Team Member Handbook is available at [www.fobf.org/mmt](http://www.fobf.org/mmt). Every team member is responsible for reading the handbook in its entirety. There are other resources for team members available on that webpage.

During your 2<sup>nd</sup> team meeting, we suggest you identify which clinic stations each team member will be working. We also recommend you assign support roles (team treasurer, journal keeper, devotional coordinator) at this time. Job descriptions for each of these roles is available at [www.fobf.org/training](http://www.fobf.org/training). Ask your team members to review their job descriptions after this meeting.

### Fundraising

As Team Leader, it is your responsibility to ensure that your team meets its Team Support fundraising goal of \$11,500. Reaching the goal should be a team effort, where everyone is contributing. Start the fundraising discussions with your team members early. Set clear individual goals (i.e. every team member must share the Mighty Cause link with 20 friends/family/colleagues by xx date). Check in regularly to make sure your team is on track to meet this goal by the due date. Your team’s Mighty Cause page will be updated every Friday to include any donations that were made offline. Please refer to the Fundraising section of the Team Member Handbook for more tips on fundraising. Contact FOB staff if your team needs help reaching your goal.

## During the Trip

### Saturday: Travel Day to Honduras

- Have your team arrive at the airport 3 hours before your scheduled departure.
- Send updates of your travel status to the Travel WhatsApp group so that staff are aware of any delays and able to assist if needed.
- If you are carrying medications or supplies sent by FOB, be sure to have the customs letter in hand when going through customs.
- Collect your team's passports upon arrival at Alfredo's House and lock them in the bus safe.
- Team Treasure will receive \$1000 worth of Lempiras from Lidia, and team members can exchange their \$50.
- Get Sunday's full schedule from Lidia and share this with the team. (Write it on the whiteboard.) Let them know what they need to have with them for Sunday morning's activity (i.e. money for the zipline, water, etc.).
- Hold Team Devotion/Debriefing/Reflection in the evening.
- Make sure the Journal Keeper sends the Team Journal and photos to [Katie@fobf.org](mailto:Katie@fobf.org)
- Monitor team members' health. Remind your team members to drink plenty of fluids.

### Sunday: Team Activity & Preparations for the Week

- Make sure the team is ready on time for breakfast and the morning activity.
- Follow instructions from Honduran staff regarding pill packing/sorting.
- Review pharmacy reminders with medical professionals.
- Make sure practice time with the EMR is provided for all persons who will be documenting. This will be done with Fernando Bauman, IT support.
- Make sure that medical professionals meet with FOB's Medical Coordinator, Dra. Maria Moncada.
- Make sure that those assigned to the measuring station meet with Community Health Nurse, Minerva Blandon.
- Make sure that translators meet with Director of Programs, Lidia Cano.
- Get next day's schedule from Honduran staff. Share it with the team and post it to the whiteboard.
- Hold Team Devotion/Debriefing/Reflection in the evening.
- Make sure the Journal Keeper sends the Team Journal and photos to [Katie@fobf.org](mailto:Katie@fobf.org)
- Monitor team members' health. Remind your team members to drink plenty of fluids.

### Monday - Thursday: Clinics Days

- Make sure the team is ready on time for breakfast and has what they need to go to the community.
- Follow instructions from Honduran staff regarding setting up the clinics.
- Introduce team to community & start clinic.
- Visit all clinics stations each day, answering questions as needed.
- Follow instructions from Honduran staff regarding lunch break and packing up at the end of the day.
- Get next day's schedule from Honduran staff. Share it with the team and post it to the whiteboard.
- At dinner time, share FOB Program Videos (provided by Katie via Whatsapp) with the team (using your phone, connect to the TV with the auxiliary cord attached to the TV). Answer questions that team members have. If you don't know the answer, ask a staff member. There will likely be 3 videos that we would like for you to share throughout the week.
- Hold Team Devotion/Debriefing/Reflection in the evening.
- Make sure the Journal Keeper sends the Team Journal and photos to [Katie@fobf.org](mailto:Katie@fobf.org)
- Monitor team members' health. Remind your team members to drink plenty of fluids.

## Friday – Clinic Day & Pre-departure Checklist

- Follow all instructions from previous clinic days.

Upon returning to Alfredo's House at the end of the clinic day:

- Return passports to Team Members.
- Collect Tip money for Honduran Staff and give it to the Team Treasurer. Team Treasurer will send it to FOB central office, and it will be included in the Honduran Staff's paycheck quarterly. Historically, individual contributions average \$20-\$30 per team member.
- Make sure all team members complete the Honduran Immigration Form online using the QR code posted in Alfredo's House. This is the same form that was completed to enter Honduras. Make sure team members take a screenshot or save the code that the form populates once submitted.
- Make sure that team members purchasing items from Danilo's Souvenirs pay for and properly list which items they purchase.
- Get next day's schedule from Honduran staff. Share it with the team and post it to the whiteboard.
- Hold Team Devotion/Debriefing/Reflection in the evening.
- Make sure the Journal Keeper sends the Team Journal and photos to [Katie@fobf.org](mailto:Katie@fobf.org)
- Monitor team members' health. Remind your team members to drink plenty of fluids.

## Saturday – Departure Day

- Make sure the team is ready on time for breakfast and departure.
- Send updates of your travel status to the Travel WhatsApp group so that staff are aware of any delays and able to assist if needed. FOB Staff will wait at the airport until your plane has taken off. Please send a message when you are taxiing to let them know the plane is leaving.

## After the Trip

- Return FOB items to Central Office (team phone, items sent from Honduran staff to US Staff) within 1 week.
- Make sure Team Treasurer returns unused funds, treasurer report and tip money within 1 week.
- Encourage team members to complete the online evaluation that will be sent by email from FOB staff.
- Report any team illness either during your mission week or during the first week after returning to FOB's Medical Director, Patti Wagner.
- Shred all team documents.

*Thank you for serving our partner communities in Honduras! You are helping Friends of Barnabas make sustainable change!*