

# Pre-Trip Primer

## Everything You Need to Know

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### ► Coordinator/Team Leader

It is important for us to know who to contact. Please let us know...Who is your current SCP Coordinator? Will you have a separate Team Leader? Please let us know as soon as possible who we should communicate with regarding your upcoming visit.

### ► Partnership Portal

This section of our website was designed with you and your team members in mind. Here you will find:

- [General info](#)- An overview of the Partnerships Portal
- [Coordinator's Corner](#)- Files, Forms, Information only for Coordinators and Team Leaders. The username and password are both: coordinator1
- [Team Member Info](#)- Information designed for your team members.
- [Blogs](#)- Among other blogs, your church partnership has a blog. It is available at [www.rminet.org](http://www.rminet.org). This blog is designed so that you and your church can be updated with the latest information available from your friend Sister Church.
- [Team Calendars](#)- Upcoming schedules for field visits.
- [Publications](#)- Instant Access to the latest publications sent out by RMI. Specifically theBridge and the written portion of our current receipt letters.

### ► Deposit

Have you sent in your \$700 deposit to reserve your date? This deposit is non-refundable if you cancel less than 9 months prior to your trip.

### ► How many people can come?

Minimum of 7, maximum of 12 for Haiti and 16 for Guatemala.

### ► Translation

If you would like to have greetings or short testimonies translated into the native language, please have these typed and submitted to the INTL Office no later than 3 months prior to your trip. Typically, a written, as well as taped translation will be provided.

### ► Team Training

It is very important that every team member participate in the team training sessions following along in the Training Manuals. You should have 1 set of tapes (\$20), 1 copy of the Leadership Manual (\$15) for yourself, and a Team Member Training Manual for each team member. These are all available from the RMI International Office.

### ► Communications

Always communicate with both the RMI International Office and the Field Office. Note: When necessary, your Field Leader may 'hand you off' to one of their team members to deal with specific questions, tasks and projects.

- RMI International Office - Rob Thompson - [rob.thompson@rminet.org](mailto:rob.thompson@rminet.org).
- Your Haiti Field Leader - Gary McLaughlin is temporary Field Leader ([gary.mclaughlin@rminet.org](mailto:gary.mclaughlin@rminet.org)) until Billy Moses returns - [billy.moses@rminet.org](mailto:billy.moses@rminet.org).
- Your Guatemala Team Facilitators - Enrique and Chrissie Coreano - [enrique.coreano@rminet.org](mailto:enrique.coreano@rminet.org).

In general, administrative items will be dealt with by the International Office and items pertaining to in-country issues and projects will be dealt with by the Field Offices.

▶ **Exit Fee**

There is no longer an exit fee for Haiti or Guatemala. These fees are built into your flights.

▶ **Project**

We hope you have continued to coordinate your projects with your sister church. On your last trip, you sat down with the leadership of your Sister Church to discuss future ministry. You probably have some great ideas based upon those discussions! Please confirm and coordinate your efforts with your RMI Team Facilitator ASAP to ensure that your chosen project is still viable and the best use of your resources. It is imperative that you communicate with the Team Facilitators as soon as possible so that they can facilitate things on their end.

Project Funds should be sent in to the RMI International Office no later than **6 weeks before your trip**.

▶ **Hope for Kids visit in Haiti?**

If they have a team member who sponsors a child and would like to see that child, please communicate this with Marilyn McLaughlin ([hopeforkids@rminet.org](mailto:hopeforkids@rminet.org)) in advance of your trip.

▶ **Baggage**

Please check with your airline to determine your baggage requirements for your flights. Typically (they have changed in the past) you will be allowed 2 bags of 50lbs each, plus 1 carryon and 1 personal item. In Haiti, due to limited capacity on your in country flight, RMI sends in a truck to transport some of your baggage from Port to Cayes. If you are traveling to Haiti, your team members will need to pack everything they need for one night in a carry-on for their first night in Haiti as the arrival of your bags may be delayed.

▶ **Website**

Visit our "[Coordinator's Corner](#)" for resources designed specifically for you, our Sister Church Coordinators and Team Leaders.

Case sensitive Username: coordinator1

Case sensitive Password: coordinator1

▶ **Ministry Enablement Donation**

\$625 for Haiti and \$675 for Guatemala. There are potential additional charges based upon extra days, choice of lodging, unique in-country flights, etc. Please contact your Field Leader to discuss this.

Your Ministry Enablement Donation should be sent in no later than **6 weeks prior to your trip**.

▶ **Shipping of Equipment and Supplies**

Please see instructions found within our "[Coordinator's Corner](#)".

▶ **In-Country Flight *Haiti Only***

We need you to send the funds (\$155 per person) no later than 6 weeks prior to your trip. This flight will take you from Port Au Prince to Cance (Cayes). Once the RMI International Office receives your flight itinerary and Team Member Information forms, they will communicate with the Haiti Field Office so they can purchase your in-country flights.

This flight may or may not be an option to your team due to flight availability. Progress in security has allowed us to now consider driving teams to/from Port/Cayes. Please work closely with RMI to arrange this.

Your In-Country Flight funds should be sent in no later than **6 weeks prior to your trip**.

▶ **Flights from US to Field**

It is extremely important that you confirm your itinerary with the RMI International Office before you purchase your tickets so we can make sure that your flight arrival and departure times coordinate with your in-country travel plans.

In general, you will need to arrive by 12 noon and depart after 12 noon. At this point, we are only able to give this general guideline due to the often changing schedules of airline companies.

▶ **Pre-Trip Forms**

There are 3 forms that you as a Team Leader and/or SCP Coordinator need to return to the RMI International Office **no later than 6 weeks prior to your trip** (earlier would be even better).

These 3 forms are available in your Leadership Manual (If manual was received after 6.01.05). If you are using a Leadership Manual from before 6.01.05, please disregard the forms in the manual and use the new forms available at "[Coordinator's Corner](#)".

- **Release Form-** Please have each team complete this form. Once you have received these forms, please fax or mail them to the RMI International Office all together in one packet.
- **Team Member Information Form-** Please have each team member complete this form. Once you have received these forms, please fax or mail them to the RMI International Office all together in one packet.
- **Team Travel Information Form-** Once you have purchased your flights, please complete this form and return it to the RMI International Office.

▶ **Assistance**

If we can be of any assistance, please don't hesitate to call or email!

We look forward to serving you!

Linking His Church,



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