

## STEPS ON PLANNING YOUR TRIP WITH SHM

To assist team leaders and help teams have the most successful trip possible with Servant's Heart Ministries, we have provided the following information which will answer many of the questions you have. Please take a few minutes to read this information thoroughly and contact us at [teams@servantsheartdr.org](mailto:teams@servantsheartdr.org) if you have any additional questions.

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### **1. What do we do first? - Contact SHM and meet with your potential team**

Contact the SHM Team Coordinator at [teams@servantsheartdr.org](mailto:teams@servantsheartdr.org). If you're receiving this document, you've probably already done this. However, in case you haven't, let them know that you are interested in bringing a team and what you would like your team focus to be (ex: construction, ministry, medical or a little of each).

Meet with your potential team and discuss the dates that work best for your trip. Then contact SHM Team Coordinator, keeping in mind that weeks are booked on a first come, first served basis so have a couple of options in mind. We prefer not to double book our teams as we want to ensure we have the staff necessary to help the team carry out its ministry.

### **2. What do we do next? - Register your team**

First, print and fill out the "Team Registration Form" (appendix 1) and mail it along with the Team Registration Fee of \$200USD to:

**Servant's Heart Ministries**  
211 Pearl St.  
Wileville, NS B4V 5H6

The Team Registration Fee of \$200USD per group is a non-refundable cost that registers and confirms your mission trip dates.

Please use [www.xe.com](http://www.xe.com) to determine the correct exchange rate when sending Canadian funds and don't hesitate to contact us if you have any questions.

### **3. What do we do then? - Flights and accommodations**

#### **Flights**

Please book your tickets to fly into the Puerto Plata (POP) airport. Send us your arrival and departure (including date, time, airline and flight number) information as soon as you book flights.

We're aware that when it comes time to confirm your flights with the airline, it may be necessary to book a day or two before or after the dates discussed with SHM. Don't forget to contact SHM with the final details.

**Why Puerto Plata?** Puerto Plata airport is only a 15 minute drive from your accommodations in Sosua where Servant's Heart Ministries base of operations is located.



## Accommodations

☒ Give us the honour of booking your accommodations for you at Sosua by the Sea, an all-inclusive resort (accommodations and food) in Sosua. The cost for these accommodations is \$500USD per person for 7 nights based on double occupancy. If you have team members that want or require a room to themselves the cost is slightly higher at \$630USD.

For Servant's Heart Ministries to book accommodations on your team's behalf, full payment for the quoted amount must be submitted with the balance of the team fees, **60 days prior to your team's arrival.**

### 4. Is there anything else? - What else is required to bring a team with SHM?

#### A) Team Member Information

Once your team members are confirmed please COMPLETELY fill out the "Team Member Information Form" (included in a separate email via Google Docs). All you need to do is click the link 'Open in Docs' and fill out the information. It's that easy. No need to send anything. We use this document to plan your trip - taking into consideration the skills of the team, and the type of work you want to be involved in. It's a very important document for us! If you have any questions at all, please contact our Team Coordinator.

#### B) Team Member Fees

Team member fees are \$250USD per person per week. Team member fees cover the costs in-country. (Transportation and driver, interpreters, tools for work projects, etc.)

Please fill out the attached "Team Member Fee Form" (Appendix 2) to determine your total fees and mail the form, along with the appropriate team fees to:

**Servant's Heart Ministries**  
**211 Pearl St.**  
**☒Wileville, NS B4V 5H6**

We ask for the first installment of \$50USD per person be paid **90 days prior** to your arrival with the remaining balance due **60 days prior** to your expected arrival.

#### Please note: Trip Cancellation Policy

If you need to cancel your group, or reduce the number of team members, please contact us no less than 60 days prior to the scheduled arrival date for your team. When cancelling a team member or group after 60 days prior to the trip, the \$50USD team member fee will be forfeited.



If a new trip date is requested, all team costs already paid can be transferred to the new team booking. However, a new date must be set within 6 months from the original date and is subject to approval by Servant's Heart Ministries.

### C) Project Funds

☒ Funds for construction projects, such as house builds, will need to be raised aside from your registration and team member fees. Most complete house builds have an approximate cost of \$8,000USD. However, other projects are available depending on the amount of funds raised. Sending a close estimate of the projects funds available within 6 weeks of your trip start date is useful in helping SHM determine the available projects your team can take on.

Project funds should be sent 30 days **prior** to arriving in the DR to allow us to make all the necessary arrangements of your project, hire additional workers if needed, and buy supplies. Failing to send the funds in advance may delay the start of your project. Please fill out and send the attached "Project Fund Form" (Appendix 3) to:

**Servant's Heart Ministries**  
211 Pearl St.  
Wileville, NS B4V 5H6

PLEASE NOTE: When mailing any monies, please mail the appropriate form at the same time. This helps us direct all monies to the appropriate location.

## 5. Additional Information

### Team communication:

- Keep in contact with the SHM staff through [teams@sevantsheartdr.org](mailto:teams@sevantsheartdr.org) or plan a Skype time while planning your trip.
- Facebook groups are a way to communicate with other team members while preparing your trip. It is also a great way to keep family and friends updated while your team is away.
- A final Skype or meeting with an SHM staff member will be arranged with you and your team prior to leaving on your trip to go over any last minute questions and discuss things you should know (Orientation).

### Money:

- Cash is needed for personal spending money (souvenirs, snacks, tips etc.)
- You can bring either Canadian or American currency - we will arrange for the team to exchange money at a trusted exchange centre since it is not recommended to exchange at the airport or the hotel.



- You will want to exchange your dollars for Dominican pesos. Using dollars at stores, restaurants and vendors does not ensure an accurate rate.
- Debit cards can be used to withdraw at an ATM. You may want advise your bank that you will be out of the country as well as ask about international fees.
- Credit cards can be used at very few places and should not be depended on.

#### **Immunizations:**

- Check with your local Health Department for required immunizations for traveling to the Dominican Republic and Haiti.

#### **Passport:**

- A passport is required to travel to the Dominican Republic from Canada and the US.

#### **Medical Insurance:**

- Each team member is required to provide his or her own travel medical insurance. Please make sure the team leader has a copy of each person's insurance.

#### **Airport Arrival:**

- The customs form you'll fill out on your arrival will ask you for your in-country address. You can write Sosua or the name of your hotel. You are also traveling with the purpose of pleasure.
- A suggestion from a youth group leader: have the leaders fill out the forms for all the youth. You should have all their information handy (full name, birthdate, passport number etc.) then just have them sign the documents. This cuts down on the confusion on the airplane.
- Tourist visa cards are currently \$10USD. Check with your travel service provider to see if it is included in your travel costs or if you need to purchase it upon arrival. There may be an exit fee as well, again check with your travel service provider to see if this applies to you.
- Porters are available to assist you with your luggage, and it is recommended to tip them around \$1USD per bag. There are also luggage carts available at the airport.
- SHM staff members will be there to meet you when you exit the terminal and will be at your hotel to ensure your check-in goes smoothly.



## APPENDIX 1: Team Registration Form

To confirm and reserve team dates complete this form and send with a \$200USD cheque for your registration fee to: Servant's Heart Ministries, 211 Pearl St., Wileville, NS, B4V 5H6.

Name of Team or Organization:

Address:

Phone:

Name of Team Leader:

Email of Team Leader:

Phone Number of Team Leader:

Trip Dates:

\$200USD

exchange rate on day of calculation \_\_\_\_

\$\_\_\_\_\_CDN

\*Please use [www.xe.com](http://www.xe.com) to determine the correct exchange rate when sending Canadian funds and don't hesitate to contact us if you have any questions.



## APPENDIX 2 - Team Member Fee Form

Team costs cover the following items: in-country transportation, miscellaneous ministry items, tools for your work projects, interpreters, and other hosting related costs.

Complete this form and send with your team's fees to: **Servant's Heart Ministries, 211 Pearl St., Wileville, NS, B4V 5H6.**

Name of Team or Organization:

Team Leader:

Email of Team Leader:

Phone Number of Team Leader:

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A) Calculate Team Member Fees:

# of Members \_\_\_\_\_ x \$250USD = \$ \_\_\_\_\_ USD

B) Calculate Accommodation Costs (if applicable)

# of Members \_\_\_\_\_ x \$500USD = \$ \_\_\_\_\_ USD

C) Calculate Total Fees/Costs

TOTAL = \$ \_\_\_\_\_ USD

exchange rate on day of calculation \_\_\_\_\_

TOTAL = \$ \_\_\_\_\_ CDN

\*Please use [www.xe.com](http://www.xe.com) to determine the correct exchange rate when sending Canadian funds and don't hesitate to contact us if you have any questions.



### APPENDIX 3 - Project Fund Form

Complete this form and send with your project funds to:  
Servant's Heart Ministries, 211 Pearl St., Wileville, NS, B4V 5H6

Name of Team or Organization:

Team Leader:

Email of Team Leader:

Phone Number of Team Leader:

Amount of project money included:

\$ \_\_\_\_\_ USD

exchange rate on day of calculation \_\_\_\_\_

TOTAL = \$ \_\_\_\_\_ CDN

\*Please use [www.xe.com](http://www.xe.com) to determine the correct exchange rate when sending Canadian funds and don't hesitate to contact us if you have any questions.

Please describe the projects you would like your team to be involved in:





## APPENDIX 4 - Sample Budget Form - Per Person

(For personal use, does not need to be sent to SHM)

|  |          |
|--|----------|
| Team Registration Fees (\$200USD divided by # of team members)                 | \$ _____ |
| Flights (including taxes and departure fees)                                   | \$ _____ |
| Accommodations in the DR (All-inclusive resort)<br>(\$500USD converted to CDN) | \$ _____ |
| Individual Team Member Fees<br>(\$250USD converted to CDN)                     | \$ _____ |
| Travel and Flight Insurance (not medical)                                      | \$ _____ |
| Travel Medical Insurance   | \$ _____ |
| En route Transportation  | \$ _____ |
| En Route Hotel   | \$ _____ |
| En Route Meals   | \$ _____ |
| Excursion Costs  | \$ _____ |
| Other  | \$ _____ |

**Total:**