

## **Time Line for Planning**

### **6 Months out**

Review Team Leader Guidelines

Finalize staff of volunteers

3 or 4 doctors

3 or 4 nurses, or EMT, or CNA

1 or 2 pharmacists ... Or 1 pharmacist and an assistant

possible lab tech

non-medical as desired

Communicate with volunteers as to plans for the mission week

Communicate with volunteers about necessary immunizations

Ensure that each volunteer has a passport valid for 6 months beyond intended stay in Honduras

### **4 or 5 Months out**

Research airline schedules and decide on dates of travel

Make hotel reservations (Can reserve approximate number of rooms and change later)

### **3 to 4 Months out (no later than)**

Prepare budget and send bills to volunteers

Obtain passport information and insurance information (contact, beneficiary etc.) from everyone

Purchase airline tickets

If not purchased as a group, obtain confirmation numbers and flight details from each volunteer

Confirm correctness of each airline ticket (within 24 hours of purchase in case changes needed)

### **3 Months out**

Receive payment from each volunteer

Obtain copy of each physician, physician assistant, or nurse practitioner license

Order pharmaceutical donations ... both medications and supplies

### **2 Months out**

Compare list of donated meds with list of needed meds

Prepare pharmaceutical purchase order(s) and submit at least one month before departure

Send request for pharmaceutical purchase in Honduras to Sandy Palencia

Order liquid chloroquine from compound pharmacist to be ready week of departure

Receive pharmaceutical orders and pre-count all that can be pre-counted

Purchase tubs and zip ties for transporting of medications

Purchase mission trip insurance

Communicate with Peggy Hook regarding needs for remote clinics

Decide upon which remote clinic(s) your team will serve

### **1 Month out**

Send Team Reservation Form to Peggy Hook

Send payment check to CHHF office

Finalize/confirm hotel reservations  
Begin packing meds  
Prepare menu and grocery shopping list  
Verify mission trip insurance  
Verify that Sandy Palencia has ordered any meds you requested  
Make needed copies these forms:  
    Physician Patient Record form  
    Prescription form  
    Lab forms  
Print needed labels for pharmacy.  
Decide how you will convert dollars to lempiras and make necessary arrangement

**14 business days before departure (Exactly 14 business days!)**

If flying Delta, apply for Waiver for Additional Checked Baggage. In order to do this, you send their form as an email request. You need the Delta confirmation number for up to 15 volunteers and a pdf copy of a tax identification form from a 501 (c) (3). The CHHF tax identification form is reserved for the final team of the year as they must transport a three-month supply of many medications. Ask the Team Coordinator if you need help with this.

**A few days out**

Receive Pharmaceutical Needs list and determine if possible to obtain any of those meds  
Receive Pantry list and update grocery shopping list  
Finalize packing