



*Student and
Volunteer
Information
Guidebook*

INTERNATIONAL SERVICE TRIP

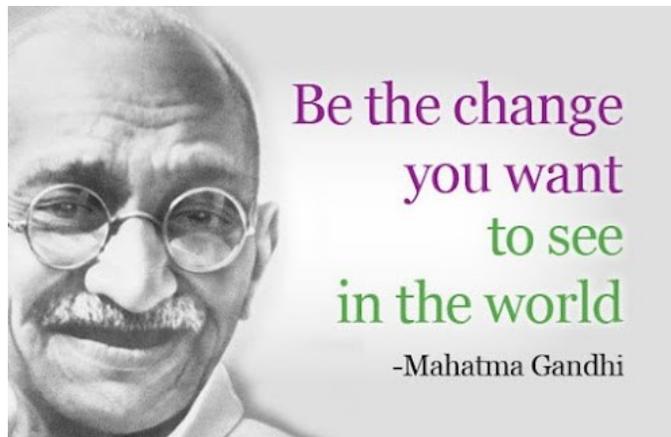
COMMUNITY EMPOWERMENT • DOMINICAN REPUBLIC • JANUARY 5-12, 2015





Thank you for your interest in HOBY's inaugural International Service Trip.

This guide was developed to give you a more detailed explanation of the program and answer many of the questions you might have. This is an exciting opportunity for HOBY alumni, volunteers and friends to expand their own leadership and volunteer experiences.



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Service Learning



Civic Engagement

What is Service-Learning?

The Community Service Act of 1990, defines service learning as: *"a method under which students or participants learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community; is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; and helps foster civic responsibility; and that is integrated into and enhances the academic curriculum of the students, or the educational components of the community service program in which the participants are enrolled; and provides structured time for the students or participants to reflect on the service experience."*



Program Overview

HOBY has partnered with EF College Study Tours and the Community Service Alliance (CSA) to offer our Inaugural International Service Trip to HOBY Volunteers, alumni and friends. Scheduled for **January 5 – 12, 2015**, this week long immersion service trip will be a life-changing opportunity for all program participants.



What will we be doing in the Dominican Republic?

We will spend seven days in the rural community of Hato Mayor teaching young people as well as participating in community development projects. We'll be utilizing HOBY Curriculum to develop leadership programs for an entirely new audience of HOBY Ambassadors. Additionally, working with the Community Service Alliance, we'll be tutoring youth in English, teaching technical and life skills and working side by side with community members on a variety of service projects.

In the evenings we'll immerse ourselves in the culture of the Dominican people with organized activities each night including participating in community forums, cooking lessons with a local women's group, movie night and even take in a baseball game.

We certainly won't leave without a visit to the beautiful blue water of the Caribbean Sea! After a week of service, we'll take a day to rest, relax and recharge out at Saona Island where you'll enjoy the beach, swimming, snorkeling, or just relaxing. You won't leave the island as a tourist; you'll become a member of the community we serve and experience the true culture of the Dominican Republic.

Why the Dominican Republic?

Despite the Dominican Republic's growing economy and tourism industry, UNICEF recently reported half of Dominicans younger than 18 live in poverty, nearly 20% living in extreme poverty, struggling to get enough food, access to safe drinking water and adequate housing. It's estimated only 30% of students finish primary school and of that, only 18% finish secondary school. It's estimated that nearly 69,000 young people in the rural areas of the Dominican Republic ages 15-24 are unable to read and write, limiting opportunities for youth.

The Community Service Alliance, a non-profit organization founded in 2004 in Santo Domingo, D.R. matches student and volunteer organizations with service programs that contribute to the overall development of communities in the Dominican Republic, while facilitating a personal transformation in their program participants. HOBY will be participating in the Community Service Alliances' "**Mi Vida en Juego**" program which engages community youth to foster comprehensive development using baseball, the national pastime in the Dominican, to excite students about enhancing their education and developing a strong set of life skills.

The goal of the "Mi Vida en Juego" program is to contribute to the comprehensive development of these youth and their families through opportunities for education, skill building, leadership and character development.





PRELIMINARY ITINERARY

This is a preliminary itinerary provided by EF College Study Tours to give you an idea of the types of days we'll have and activities we will be doing. All activities and itineraries will be finalized approximately 60 days prior to our departure.

Monday, January 5:

Arrival in the Dominican Republic

- International flight from Orlando, FL to Punta Cana
- Ground transfer to Hato Mayor
- Check-in, unpack and settle in to the hotel for the week
- Welcome dinner

Tuesday, January 6:

Orientation and Service Day 1

- Breakfast at hotel
- Orientation to our service location and week's activities
- Lunch at the Community Center
- Service Projects
- Dinner
- Reflection Activity
- Merengue and Bachata dance lessons

Wednesday, January 7:

Service Day 2

- Breakfast at hotel
- Service Projects
- Lunch at the Community Center
- Service Projects
- Dinner
- Reflection Activity
- Movie Night

Thursday, January 8:

Service Day 3

- Breakfast at hotel
- Service Projects
- Lunch at the Community Center
- Service Projects
- Dinner
- Reflection Activity
- Community Forum

Friday, January 9:

Visit with the Palmilla's Women's Group

- Breakfast at hotel
- Service Projects with Women's Group
- Cooking class and lunch
- Community Tour
- Dinner
- Reflection Activity
- Cooking lessons with Women's Group Members



Saturday, January 10:

Service Day 5

- Breakfast at hotel
- Final Service Projects
- Lunch at the Community Center
- Sports and Games with the Community
- Dinner
- Reflection Activities

Sunday, January 11:

Saona Island

- Breakfast at hotel
- Travel to Bayahibe
- Take a boat to Saona Island to spend the day at the beach
- Picnic lunch on the island
- Swimming, snorkeling, relaxing
- Return to Hato Mayor
- Farewell Dinner
- Program Wrap Up

Monday, January 12:

Goodbye Dominican Republic!

- Breakfast at hotel
- Say goodbye
- Transfer to Punta Cana for our flight to Orlando
- Fly home from Orlando





Program Details

What: HOBY International Service Trip

Where: Hato Mayor, Dominican Republic

When: January 5-12, 2015

Who: HOBY Volunteers, alumni, friends (*must be over 18 years old to participate in this program*)

International Gateway: Orlando, FL

Trip Cost: Starting at \$2860; those wishing to upgrade to double or single rooms can add this supplemental cost onto your tour package.

Payment Plans: Automatic monthly payment plans are available through EF College Study; monthly payments vary depending on when enrollment occurs and which date payments are made.

What's included in the package price:

- Roundtrip international airfare from Orlando, FL to Punta Cana, Dominican Republic
- Breakfast, Lunch and Dinner daily
- 7 night hotel accommodations
- All ground transportation within the Dominican Republic including airport transfers
- All evening activities including a variety of entertainment and enrichment programs
- Excursion to Bayahibe, including boat ride and recreational day at Saona Island
- EF Tours all-inclusive travel insurance which includes:
 - ⇒ Tour Cancellation and Interruption Coverage
 - ⇒ Illness and Accident Coverage
 - ⇒ Baggage and Property Coverage
 - ⇒ Flight Delay Coverage
 - ⇒ 24-hour Emergency Assistance
- Full time tour and service directors
- 30 hours of organized community service
- EF Tours Peace of Mind Program
- Access to EF Tours Online Fundraising Platform
- Access to EF Tours Online Learning Platform, WeShare

What' NOT included in your package price:

- Domestic transportation to Orlando, FL
- DR Visa card (\$10 upon arrival in Punta Cana)
- Tips for tour director/bus drivers, etc (plan for \$10/day)
- Spending money for any incidentals / souvenirs
- Any College Credit students may be pursuing

Number of program participants:

- Minimum of 12 participants are needed for the program to take place
- Maximum of 50 people will be allowed to register and participate





Answers to Your Questions

1. Who is eligible to participate in this program?

This International Service Trip is open to ALL HOBY Volunteers, alumni and their friends 18 years of age and older. *No previous HOBY experience is necessary.*

2. What's the deadline to enroll in this program?

The earlier you enroll, the better!

The deadline for enrollment will be **September 26, 2014**—OR—when we fill all the available spaces on this trip; whichever comes first.

3. Is there any benefit to enrolling early?

YES! By enrolling early you not only secure your spot on the tour, but also can take advantage of the monthly payment plans available through EF College Study Tours.

4. What type of accommodations will the group be staying in?

We will be staying in local hotel for the week. This hotel has private baths in each room and all meet the criteria of safe, clean and comfortable. The hotel will have internet access, pool and other recreational facilities. We will eat breakfast and dinner daily at our hotel. College Students will be staying 3-4 to a room depending on the room configuration. Students will be rooming in single gender rooms with students their same age range. Adult participants can upgrade to a single or double room.

5. Can I bring along a friend or family member?

SURE! This trip is for our wider HOBY community. HOBY alumni and volunteers are welcome to invite their friends or family along (as long as they are over age 18). What a great way to introduce HOBY to the important people in your life!

6. What sets HOBY's International Service Trip apart from other service-learning and volunteer trips?

With HOBY's emphasis on leadership, program participants will have the opportunity to build on their leadership experience. We'll have opportunities before we go as well as onsite for individuals to serve as team leaders, activity leaders, team members and coordinators, etc. We also work closely with our travel partner, EF College Study Tours to develop a comprehensive travel package that is as "all-inclusive" as possible for a nationwide audience. Additionally, can you imagine a better group of enthusiastic, dynamic young leaders to spend a week with?

7. What documentation is required for students travelling to Dominican Republic?

You will need a valid Passport from your country of citizenship, PLUS an Dominican Republic entry visa which can be purchased at the airport, upon arrival for \$10.

8. Is there a limit to the amount of luggage that can be taken?

It's highly recommended that all program participants **pack light!** International air carriers will allow for a single checked bag, and carry-on. ANY additional luggage fees (extra pieces or overweight bags) will be the responsibility of the student. Participants will be responsible for their own luggage and that includes carrying it through the airport, to and from the ground transportation and in/out of the hotel. See the recommended packing list for more information.

**9. What's the weather like in the Dominican Republic in January?**

The weather in the Dominican Republic is tropical. Daytime temperatures are typically in the range of 81°F (28°C) to 87°F (31°C) in most places for much of the year. The tropical humidity can make it feel warmer.

10. What is the price of this program, what does that cover?

The student package price is \$2860 per person for "student housing" (3-4 per room); twin room upgrade is \$210 additional for adults and students wishing to have a double room.

What's included in the Package Price:

- Hotel accommodations near our service location in Hato Mayor (total of 7 nights).
- Breakfast, Lunch and Dinner daily, beginning with dinner on Monday, January 5 and concluding with breakfast on Monday, January 12.
- Roundtrip international flight from Orlando to Punta Cana.
- ALL ground transportation and airport transfers in the Dominican Republic.
- ALL nightly entertainment and enrichment activities.
- Excursion to Saona Island for a day at the beach.
- 30 hours of organized service.
- All-inclusive travel insurance.
- Full time, dedicated professional Service Director.
- EF Tours "Peace of Mind" Cancellation Coverage.

11. What's NOT included in the package price?

- Domestic transportation to/from Orlando.
- Any applicable baggage-handling fees imposed by the airlines
- Passport and visa fees (\$10 visa fee is payable upon arrival)
- Gratuities for bus drivers, tour director, etc. (plan for \$10 per day)

12. Is there a payment plan for this program?

YES. The \$95 Enrollment fee is due upon enrollment to secure your spot. Auto-payment options and other payment plans are available through EF College Study Tours Customer Service. When you complete your online registration at www.eftours.com/1423226JB you can select a payment plan or talk to an EF Tours customer service representative.

13. What is the cancellation policy for this trip?

EF Tours Cancellation Policy is **based on our departure date** of January 5, 2015.

- 150 days or more prior to departure:

Full refund less the \$95 Enrollment Fee and a \$250 cancellation fee.

- 149 to 110 days prior to departure:

Full refund less the \$95 Enrollment Fee and a \$450 cancellation fee.

- 109 to 30 days prior to departure:

Full refund less the \$95 Enrollment Fee and 50% of the Program Fee.

- 29 days or less prior to departure:

No refund will be issued.

14. What are the safety procedures for this trip?

Participant safety is our **FIRST** priority! ALL tour participants will be required to accept and sign the Rules and Regulations for Participants, which outlines safety protocol. The Dominican Republic is generally safe for tourists. Petty crime like pick-pocketing is more prevalent around the major tourist attractions. Participants should take care not to wander through unknown areas alone, especially at night. Safety procedures and protocol will be reviewed with all travelers prior to our departure.





15. What are the rules and regulations for participants on this program?

ALL participants will be asked to sign and submit a copy of HOBY's Code of Conduct; which outlines appropriate conduct at all HOBY events.

The Community Service Alliance also asks that all program participant agree the following:

- Not Smoke
- Not drink alcoholic beverages
- Not spend time at a bar or local dancing club
- Not swear
- Not use recreational drugs
- Not be involved in romantic public displays of affections
- Respect the quiet time of 10:00 pm
- Not drive or ride on a motorized vehicle / motorcycle
- Not give gifts or pesos directly to the children or people in the community
- Abide by the outlined dress code
- Follow instructions given by your Group Leader

EF Tours / Community Service Alliance will ask ALL participants agree to abide by these rules and sign an agreement to such upon arrival.

16. Is there a dress code during for this trip?

YES. Due to the nature of this program and the location there is a dress code for our service time, we will certainly have MORE information on dress code and a packing list in the pre-departure information. The Community Service Alliance has provided the following guidelines for all participants to follow:

Women: Profession Dominican women dress very modestly. Wear skirts, pants or capris below the knee. NO SHORTS, spandex pants, skinny jeans, tank tops or sleeveless dresses.

Men: Long pants and polo or button down shirts for working in schools. Men can wear shorts when not working in schools or clinics.

17. Are there any special health precautions or vaccinations needed to take this trip?

NO. There are no special vaccinations required for travel to the Dominican Republic, but you should certainly talk with your physician about any health concerns you have. In general, the issues encountered in the Dominican are tetanus (please, do make sure you are up to date with your tetanus booster). You can find more information on the Center for Disease Control's Travelers Health page <http://wwwnc.cdc.gov/travel/destinations/traveler/none/dominican-republic>

18. Can College Credit be earned on this trip?

YES. This is a service-learning program which will entail 30 hours of service, plus daily reflection activities and other enrichment activities. If you are currently a student, talk with your academic institution or academic advisor as to how to earn credit. Additionally, all participants will receive a certificate of service from EF College Study Tours verifying your service hours for any community service requirements your school might have.

Have questions or need more information?

Contact Cheryl Brenn, HOBY's Director of International Programs
at 818-851-3980 ext. 309 or via email at brennc@hoby.org;

OR you can go to our tour website

<http://www.efcollegestudytours.com>

Tour # 1503278AD



Fundraising Ideas

Strong leaders embody a few character traits that set them apart from everybody else. Initiative, determination, and courage—these are just three, but they are the most important qualities a leader draws upon when it comes to fundraising. To nurture your growth as a leader, HOBY encourages you to put those skills to practice to help finance your trip with HOBY!

Here are a dozen fundraising ideas to help you achieve your goal!!

1. Sell “Stock” in your trip for service days in return for donations

- Break your trip down into segments, a day, 1/2 day, hour. Remember we’ll be doing 30 hours of service over the week we’re there.
- Assign a cost per segment of the tour (i.e. \$20/hour).
- Use the Itinerary (on page 4) to describe exactly what you will be doing during that time so your donors can choose what part they want to “be on tour with you.”
- Send a postcard from the trip describing what the stock bought (i.e., a hour of English tutoring, leadership workshop, etc).

2. Set up an online fundraiser

Crowd funding is the latest in fundraising, using the internet to make fundraising accessible and simple. EF Tours has their OWN online fundraising mechanism, once you register for the tour—you can set up an online fundraisers using their system, OR feel free to use any of the other online fundraising platforms available to you:

- <https://fundrazr.com/>
- <http://www.gofundme.com/>
- <http://www.kickstarter.com/>
- <https://www.indiegogo.com/>

Make sure you read and compare the features of each before setting up your fundraiser!

3. Instead of Holiday or Birthday gifts, ask for contributions to your trip.

You can even direct them to your online fundraising page!

4. Create and Pre-sell 2015 Calendars with photos from your trip.

There are lots of online templates available, or use an online photo processing service (such as Snapfish) to create a calendar. Pre-sell, fill in with your photos and deliver upon your return!

5. Sell custom coupon books for services you can provide to family and neighbors.

- Babysitting services (think about New Year’s Eve services)
- Lawn care
- Snow removal
- Trash removal
- Spring Cleaning
- Attic/Basement/Garage Organization/Cleaning
- Holiday gift wrapping services

6. Hold a coin drop

These can be a single day event (think about a holiday weekend) or an ongoing program with receptacles at multiple locations. Coin drops are simply that, an opportunity for people to drop in their loose change. This can be at a busy location in your community, maybe even a community event or other program planned or even at a local store / restaurant.



7. Run a “Scrip” Program

Scrip programs allow you to sell gift cards to well known retailers and merchants at a discount. These are great holiday gifts, plus, they work just like cash. Family and friends can purchase gift cards for everyday purchases and you fundraise for your trip. Google Scrip programs or visit: <http://www.glscrip.com>

8. Hold a bottle drive

Let your neighbors, friends, family know to HOLD their returnable bottles, spend a weekend picking them up and redeeming them for the bottle deposit!

9. Hold a fundraising event

Gather up your friends to help you with an event such as a pancake breakfast, spaghetti dinner, carwash or other type of community based fundraiser. Think about the date and location, possibly tie your event into other existing events in your community!

10. Do a sponsorship letter campaign to community groups and local businesses

Send letters to every civic organization in your community, asking for support (offer to speak to the group upon your return). You can search for organizations by entering your zip code in the non-profit search engine at <http://www.melissadata.com/lookups/np.asp>. Likewise, look up the website of your local chamber of commerce and find the names/addresses of local businesses in their membership/business directory. Because of the nature of this trip, don't forget to ask your local church or even the larger church community to support your efforts.

Be specific in your letter, outline what you expect to learn from this trip, why it's important for you to go, why a local organization/business should support you and how your community can benefit from your participation in this program. Don't forget to ASK for a donation to your trip!

11. Sell Fundraising Products

There's lots of different programs out there for products that can be sold to friends, neighbors, co-workers, and family members such as candy, candles, various “ribbon” car magnets, flower bulbs, snacks, gift wrapping, cookies, etc.

12. Hold brochure fundraising “parties” through home-party and direct sale companies

Many companies sell direct through home parties, like Pampered Chef, Lia Sophia, Partylite, Tupperware, etc; find your local representative and offer a “book party”, circulating catalogs to friends and relatives. Instead of getting credit for product, talk to the local rep about getting that credit turned into cash for your trip. Here are links to just a few of those types of home based marketing companies:

- Partylite Candles: <http://www.partylite.com>
- Pampered Chef: <http://www.pamperedchef.com>
- Lia Sophia Jewelry: <http://www.liasophia.com>
- Dove Chocolate Discoveries: <http://www.dove-chocolate-discoveries.com>
- Watkins Natural as Always: <http://www.naturalasalways.com>
- Creative Memories: <http://www.creativememories.com/>
- Signature Home Styles: <http://www.signaturehomestyles.biz>
- Tastefully Simple: <http://www.tastefullysimple.com>
- Tupperware: <http://order.tupperware.com>



Developing Your Fundraising Plan

Leaders know the KEY to achieving any goal is to have a PLAN! That certainly applies to your fundraising goal as well. Use this worksheet to help you develop and work your fundraising plan.

Fundraising TIPS:

- Start early, start NOW! It's never too early to work towards your goal.
- Identify how much fundraising you'll need to do, look at all your expenses and the sources that money will come from. Don't forget to plan for the unexpected.
- Develop a fundraising plan and work your plan.
- Be creative! Don't be afraid to try something new, you never know when your great idea might lead you.
- Diversify your fundraising, try several different fundraising avenues to meet your goal.
- Don't forget to acknowledge each and every donation. Plan how you will express your gratitude: a photo from your trip, a thank you letter, a token you can leave with donors, it's up to you!

Here's a **Sample Budget** for HOBY's International Service Trip, your expenses may vary depending on your situation:

Expense	Total Cost	Monthly Payment/Fundraising needed
Tour Enrollment (Student)	\$2860	\$286
Domestic Flight to Orlando	\$400	\$40
Tour Gratuities	\$80	\$8
Spending Money	\$100	\$10
Incidentals	\$100	\$10
Total Cost of Trip	\$3540	\$354

Here's a **Sample Fundraising Plan** to give you some ideas you can get to your fundraising goal:

Fundraising Tactic	Sample Income	Tips
Online Fundraiser through EF Tours	\$1000	Set up as soon as you register for the trip and send out monthly reminders and asks.
Sell Service Hour Sponsorships	\$750	You will be completing 30 hours of service, if you price them at \$25 per hour that's a total of \$750.
Car Wash	\$125	Gather your friends over a holiday weekend and hold a carwash, give out an information card letting know people know WHY you're raising money.
Community Organization Sponsorships	\$1000	Send letters to every community group in your area and ask for the opportunity to SPEAK to them!
Birthday / Holiday Gifts	\$500	Instead of gifts, ask your friends and family to support



**Don't forget to make your fundraising goal SMART:
Your Fundraising Plan:**

<p>Making Your Goals SMART: Specific Measurable Attainable Realistic Timely</p>	<p>Planning for success: Step 1: Identify your goal. Step 2: Outline the benefits from reaching this goal. Step 3: Identify and assess any obstacles to reaching this goal. Step 4: Identify the skills or knowledge required to reach this goal. Step 5: Identify individuals, groups and organizations to work with to achieve this goal. Step 6: Establish a plan of action to reach this goal. Step 7: Determine a completion date for the goal. Step 8: Evaluate the process and your success in achieving the goal.</p>
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- How much money do you want to raise? _____
- What are the benefits of meeting this goal? _____

- What potential obstacles will you need to overcome to reach this goal? _____

- What do you need to research or learn in order to achieve your goal? _____

- Who can help you achieve this goal? _____

- What steps do you need to take to meet your goal?

Step 1 _____	Deadline _____
Step 2 _____	Deadline _____
Step 3 _____	Deadline _____
Step 4 _____	Deadline _____
Step 5 _____	Deadline _____
Step 6 _____	Deadline _____
Step 7 _____	Deadline _____
Step 8 _____	Deadline _____
Step 9 _____	Deadline _____
Step 10 _____	Deadline _____
Step 11 _____	Deadline _____
Step 12 _____	Deadline _____
- What is your deadline to meet this goal? _____



Planning Timeline

January 2, 2014	Trip Enrollment OPENS!
January—September, 2014	Tour Enrollment is open on a space available basis
January—December, 2014	Fundraise for your trip!
September 26, 2014	110 Days before departure enrollment deadline
September 26, 2014	All rooming requests, including upgrades are due
September 26, 2014	All payments due for any participant NOT on the monthly payment plan
October, 2014	Pre-Departure Conference Call, Team Meetings
November, 2014	International Flight information confirmed; domestic flights can be booked
November, 2014	Team Meetings
December, 2014	Final payments due for anyone on a monthly payment plan
January 5, 2015	Group meets at the Orlando International Airport to travel to Punta Cana!



Have questions or need more information?

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