
World Mission Partners Mission Trip Handbook

Costa Rica Edition



World
Mission
Partners

Welcome to a calling greater than anything you could
ever imagine...

www.worldmissionpartners.org

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If you read don't read
anything else...

PLEASE READ THIS IMPORTANT STATEMENT

The main rule of thumb for a successful mission trip is FLEXIBILITY! Before your day begins, something scheduled for the day will change. Roll with the flow! It's all in God's timing and purpose. His ways are better, wiser and higher than ours! There are divine appointments already set in place for each one of us! If we stick to our "American" schedule, we will miss to them. So...

***Be Flexible for the
MOST IMPACT!***

Our trips are different...

Our trips are built around

YOUR TEAM'S schedule.

No need to rearrange your life to fit in a mission trip! We are flexible! We realize everyone has busy schedules, so we create mission trips based on your best arrival and departure dates, not a preset calendar.

Our trips are unique! We work with your team to discover the talents and gifts of your team members. We build your trip activities around those talents. The result is a one of a kind, impactful trip for each team member with lots of fun packed into each day!

All of your in-country logistics will be arranged and coordinated by WMP so no need to worry about airport transportation, mission transportation, mobile clinic details and everything else related to the mission. Your

Greater Than Anything You Could Ever Imagine!

World Mission Partners (WMP) would like to welcome you as a valued and appreciated partner in our mission program. In preparation of your journey, please use this document as an orientation for you and your team. It was created to answer some of your questions about serving, some you may not even know you had! For example, who will you meet? What can you do to get your patients involved? These questions and more will be answered in the following pages. I hope this book is a helpful tool for you and your team as you prepare for one of the most rewarding experiences of your life!!

Where you will serve...Some Info on **Costa Rica...**

Get out your atlas and find Costa Rica. It is in Central America. Your team is flying into **San Jose**, the capital of the country (pop. 300,000). It is almost in the center of the country. Notice the elevation on your atlas! You will be in the mountains. Costa Rica is bordered by Nicaragua (north) and Panama (south). The Pacific Ocean is approximately 60 miles to the west. The Caribbean Sea is located to the east. There are seven active volcanoes and dozens of dormant ones. Elevation varies from 8,000 to 12,000 feet. Costa Rica does not have winter and summer like we do in North America. The seasons are defined by rain fall amounts - rainy (May – Nov) or dry season (Dec – Apr). Its rains 100 inches a year nationwide! The government is a Democratic Republic (sound familiar). The country has 4 million citizens. Approximately 90% of the country is Roman Catholic.



Though Costa Rica is a beautiful place, it is by no means perfect. Remember...flexibility! Traffic may be an issue. Equipment may fail. Just focus on God's timing and purpose! When you do...lives will be impacted and change! Thank you for taking the time to enrich the lives of the people you will meet. This will be an unforgettable experience not just you and your team but for them as well.

Where you will serve...Mobile clinics

Your team will take dentistry to the communities!

We rent a mobile dental clinic from **Conexion Extreme Services**.

Conexion provides a full mission team experience for every sized team. Larger teams (over 5 members) can participate in multiple non-clinical activities. Check out Conexion's website and Facebook page for examples, photos and videos.

Your team will visit one of our area partners to host a clinic and engage the community! We have 2 dental chairs and all the basic equipment and instruments to do extractions and fillings. We want our mission teams to provide a compassionate and comprehensive treatment experience for the patient.

<http://extreme-service.com/en/> Visit the Monthly Mission Trips to see the different areas available for larger teams (over 5 team members)

<https://www.facebook.com/CONEXION-EXTREME-SERVICE-385117770773/> The Facebook page is updated (website...not so much). You will find videos and photos from recent mission teams from all over!

Therefore, if a patient needs more than one procedure it is best to treat as many complaints and issues as possible. Note: Conexion does not have many supplies like paper bibs, masks, gloves, anesthetic. We ask you to bring them (based on 25-30 patients per day) or you may pay \$150 extra per mission day and Conexion will purchase all of your supplies. We do not have x-rays available in the mobile clinics. If you have a Nomad, please bring it!

What does a Typical Day look like?



Your day typically starts with a hot breakfast at the hotel. Plan to leave for the clinic around 7:45am. Dress comfortably as it can get warm and rainy in the afternoons. Our mission partner, Conexion Extreme Service, will set up the clinic and pre-arrange patients so all you have to do is show up! **You MUST bring a refillable water bottle that you refill each morning at the hotel** and make sure you pack some snacks in case you get hungry. When you arrive at the clinic your translators will be waiting for you. Patients will be scheduled prior to your arrival. Patients are scheduled 20-25 minutes apart. Your translators will help with patient coordination. Lunch will be available at your direction. Your lunches are prepared for you by the church or facility where you will work. Patients are scheduled until 4:30. You will be finished between 5-5:30 pm.! You will travel back to the hotel to freshen up for dinner. Our hotels are located near WONDERFUL restaurant complexes with MANY different dining options. The team can travel to a **different “country” for dinner each night...all within walking distance!**

Mobile Dental Clinics

These are photos from some of our mobile dental clinics. **Conexion Extreme Service** provides a local onsite dentist (per the Costa Rican regulations). This dentist is there to assist and help you AS YOU DESIRE. A well-trained interpreter will also be with your team to assist. PLEASE use them to help your team create a comfortable atmosphere for the patients AND your team.

Supplies

These is a list of SUGGESTED supplies in Appendix A. If you prefer to purchase your supplies instead of bringing supplies, there will be an additional cost of \$150 per mission day.

People you may meet in Costa Rica!



Pastor James and Cristina have lived in La Carpio for almost 20 years. Their passion to serve the 40,000 illegal Nicaraguans in this community has not waived. With the help of mission teams like yours they are fortified with each visit! They will inspire you and become close friends immediately as you enter their church and serve in their soup kitchen!



Pastor Christian and Priscilla has been at the United Methodist Church in Platanares for almost 8 years. His beautiful family has grown up preaching in a small community in the province of Moravia (suburb of San Jose). At his church you will find a beautiful site on 6 acres of green grass and a small church building with 4 classrooms, kitchen and sanctuary. Conexion has a large trailer outfitted with 2 medical exam tables and a permanent dental chair.

Part of a successful mission trip is building relationships, not just “**building buildings**”. So, if you listen to the **patients’** needs, treat their problems and give them a hug, a smile or a high five, you have made a friend for life!

<https://www.facebook.com/centralcoastorthodontics/videos/1780723551939955/> So pack a few jump ropes, some bubbles and a frisbee and you have instant friends! If you happen to get some work done while building relationships, **that’s** the cherry on top of a successful trip!

ENJOY THE EXPERIENCE!

After dinner gather the team and debrief about the day! Discuss the challenges, encourage the ones who stepped up to work to solve issues and point out the super star of the day! Maybe there was a patient you met that had a special story. Share it! This is a great time to lift up your team and prepare them for the next day.

These conversations will make your trip VERY impactful!

Fun hint...Have FUN in the clinic! Bring a great playlist, a Bluetooth speaker and crank it UP!



Jhonny is a co-founder of **Conexion Extreme Service**, our mission partner that we rent dental/medical clinic equipment. Since an early age, Jhonny has mastered the process of setting up, assisting and breaking down a dental clinic. He will provide your team the wisdom you need to make this a successful and impactful mission experience. Plus, he speaks perfect English!

Jherson is Jhonny's uncle. He is the heart and soul behind **Conexion Extreme Service**. He has a passion for the needy and will help you in any way he can! He wants the people of Costa Rica and mission teams to feel loved and appreciated by serving teams tirelessly to make it a successful day in the mission field. He will inspire you!



Luis Alvarado has been working with our mission program since 2005. He manages the transportation service. His smiling face will greet you at the airport and insure you have everything you need before you head off to the hotel.

Luis Ramirez has been our driver since 2005. We can't imagine a mission trip with Luis! He quickly learns how to help the team and will bend over backwards to assist you in any manner. He is a part of our family and will quickly become someone you admire and appreciate as you watch him tireless work to help you solve issues and assist your team in ANYTHING you need! He is your "Go To" guy out in the mission field and anytime you need something!



Trip Costs, Inclusions and Exclusions

Trip cost is dependent on several factors:

- ✓ the number of team members,
- ✓ number of mobile clinic days,
- ✓ number of hotel rooms needed
- ✓ and number of nights in the hotel.

Once these factors are determined, a trip budget can be prepared.

The average cost of a 6 member team for 7 nights is \$975 per person (double occupancy, single occupancy cost \$371 per person more)

The trip cost includes hotel (breakfast included); lunch at clinic site; all transportation to hotel, airport and clinic site; equipment rental for dental clinic (supplies are an extra charge of \$150 per day unless you bring your own); local dentist; translator and team t-shirt.

Once your trip is confirmed and details finalized you will receive an invoice. You have 3 methods of payment:

Check, credit card or Venmo (see sidebar).

Not included:

- Airfare
- Tips
- All Dinners
- Lunches on non-clinic days
- Any extra sight-seeing, excursions or tourist adventures and any transportation to and from those activities
- Dental supplies (Please see the Supplies List Appendix A in this book for a list of supplies needed). A fee of \$150 per mission day can be added to cover the cost of supplies if you choose NOT to bring your own

Methods of Payment:

Check: Made Payable to

World Mission Partners.

Mail check to

World Mission Partners

c/o Ed Pease

5256 Peachtree Road

Suite 195

Atlanta, GA 30341

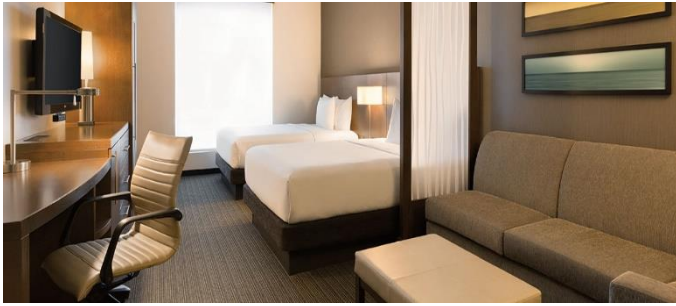
Credit:

www.WorldMissionPartners.org/donations/

Venmo: Search for “World Mission Partners” and pay through this payment app

Where You'll Be Staying in the Costa Rica

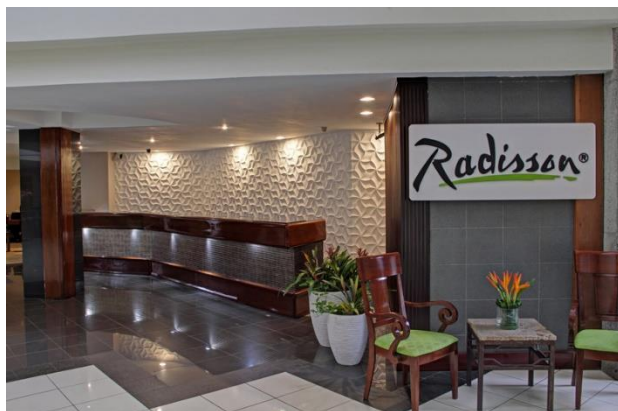
While in San Jose your team will stay at one the following the beautiful hotels:



Hyatt Place Hotel Pinares <http://sanjosepinares.place.hyatt.com/en/hotel/home.html>



Doubletree by Hilton <http://doubletree.nezko.com/doubletree-by-hilton-hotel-cariari-san-jose-costa-rica>



Radisson <https://www.radisson.com/san-jose-hotel-cr-494-1007/crsanjos>

Notes about the hotels:

- No converters or adapters needed
- The water is FINE at the hotel.
- BRING A REFILLABLE WATER BOTTLE!
- ***Fill up your water bottle each morning before we leave.***
- Your hotel room has been paid. You might be asked for a credit card. This is for incidentals like restaurant charges or shopping.
- Each hotel has free Wi-fi
- Breakfast opens at 6:00am. It is a hot buffet and the BEST coffee in the world! Meet in the lobby a few minutes before 7:45am on mission days.

Meals

- Breakfast – Hot buffet at hotel (included in trip cost)
- Lunch - Monday-Friday – At mobile clinic site (included in trip cost) On your vacations days you are on your own
- Dinner – Area restaurant (not included) on your own

All of our hotels provide assistance in finding a fun restaurant for your team to relax and enjoy some local cuisine or seek out your favorite choice of close and convenient restaurants.

What to Pack and What to Know

COMMUNICATING WITH THE USA

Verify with your carrier. AT&T Cell phones will work in CR but it is expensive unless you have a global plan. I recommend emails/texts at night. Verizon phones do not work unless you have a world phone. Sprint phones do not work at all unless you use a texting app. **Suggestion:** download a TEXTING APP before you leave your home (Viper or What's App work well.) These texting apps can be used for free when connected to Wi-Fi. You may IM if you have an iPhone. Wi-Fi works at hotel and is free.

CAN I DRINK THE WATER?

The water at the hotel is SAFE. It is fine at all of the restaurants located near the hotels. Enjoy the salad and fruit! We recommend you **bring a sturdy, refillable water bottles for the clinics.** Large jugs of water have been purchased for the team. However, you may want more. Please ask your driver to take you to store to get more. You can refill your water bottles each day at the hotel before you leave and at the clinic site with the purchased water.

Remember-PLEASE BUY BOTTLED WATER FOR YOUR TEAM TO REFILL WATER BOTTLES.

PASSPORTS

Each team member must have a valid passport. It cannot expire within 6 months of arrival BACK into USA. Go check your passports!!

IMMUNIZATIONS

No shots are necessary. We recommend you have a current Tetanus shot and monitor the CDC for any known travel advisories and special precautions.

CONCERNING MONEY AND EXTRA MONEY FOR TIPS

The **Costa Rican** currency is Colones but **US dollars** (USD) are widely accepted. Most tourist areas (and resorts), restaurants and stores have their prices in USD. There is really no need to exchange your USD for Colones as USD is widely accepted. The exchange rate is approximately 500 Colones per USD. For example, an item costs "1000 Colones" means it costs \$2. Credit cards are welcomed at the hotel (to cover any incidentals) and at Wal-Mart. Make sure you have your driver's license if you shop with your credit card. TIPS: Your trip payment does not include a tip for Conexion, the drivers and interpreters. Feel free to tip if you receive good service. ***PLEASE MAKE SURE YOUR CASH IS FREE OF MARKINGS AND TEARS. TORN OR MARKED CASH WILL NOT BE ACCEPTED IN COSTA RICA!***

WHAT TO PACK

- ✓ ***Pack a refillable water bottle.*** Fill each day in your hotel room. Take your refillable water bottle with you each day.
- ✓ Pack a light rain jacket to take each day.
- ✓ Pack some OFF! DEEP WOODS bug repellent. It contains Deet which is recommended by the CDC.
- ✓ A personal first aid kit is wise to bring each day...just in case.
- ✓ Sun Screen is always smart to wear.
- ✓ Plan to dress casually. Jewelry is not recommended, especially at the work site.
- ✓ Bring personal sized shampoo/conditioner/soap.
- ✓ Bring work gloves and work goggles if doing non-clinical work.
- ✓ Take a backpack each day to the work site. Include an extra t-shirt to change into and flip flops if your shoes get wet.
- ✓ Take 1 to 2 small flashlights, just for emergencies
- ✓ ***Ladies and girls:*** Please wear longer shorts or shorts with bike shorts underneath. No short shorts! Yoga pants are fine if you wear a long t-shirt. In other words – ***think modesty***. No visible spaghetti straps. We do not want to cause them to “stumble” by wearing something that highlights curves!

Pre-Trip Planning Checklist

We will help you every step of the way!!!

- Confirm your trip dates with World Mission Partners (WMP) represented by Patti Pease.
- Provide a trip deposit of \$250 to confirm your desired week. For payment methods, see sidebar on page 10.
- Fill out Team Info Worksheet in APPENDIX C. This information gives us everything we need to prepare a budget for your team.
- Begin to look for airfare to San Jose, CR (SJO). Purchase airline tickets. Forward your travel itinerary to WMP.
- Email a photo of your dental license to WMP.
- Print the Release of Liability form (Appendix D) for each team member, complete them and send to WMP.
- Insure you have a valid Passport NOT expiring within 6 months of your return date.
- Determine number of vacation days and number of mission days. To help determine cost of mission days, see TRIP COST section.
- WMP will work with Conexion to determine your work site and best hotel option. All of this is based on the needs of the community and the talents of your team. We will work with your team to create the best trip EVER!
- **Review the supply list (provided in the SUPPLIES TO BRING section of this book). Supplies can be brought into Costa Rica or purchase for an additional fee. See Appendix A.**
- Determine if your team will solicit for donated items (dental supplies and/or clothing or additional items – See DONATION OPPORTUNITIES and FUNDRAISING sections later in this booklet).
- **All of your in-country logistics will be arranged and coordinated by WMP so no need to worry about airport transportation, mission transportation, clinic arrangements and everything else related to the mission. Your responsibility is airfare and planning your activities for your vacation day(s)! Leave the rest to WMP!**
- BEFORE YOU DEPART Print your World Mission Partners sign to hold up for your driver at the San Jose airport. This is Appendix G.
- Print Appendix B (Pre-Trip Checklist) to help your team keep up with details!

Arrival

Prior to departure PRINT THE FOLLOWING:

1. Airport Pickup Sign (Appendix G)
2. Clinic Numbers Form (Appendix H)
3. Government Permission Form (Appendix I)
4. Customs Form (provided in an email)
5. Emergency Phone list (Appendix J)
6. Any other Appendix related to the size and make up of your team (i.e. Vision clinic)

Welcome to Costa Rica! You made it!

- Upon landing, everyone must go to immigration. Follow the crowds!
- There are 2 forms required to enter the country (an immigration form – one per person and a Customs form– one per family). Most airlines provide them. If not, they are available at the counters.
- If asked, tell Customs/Immigration you are on a mission trip! If they ask tell them you are with Conexion Extreme Service and World Mission Partners. You will be serving in areas like La Carpio. No need to hide the fact you are here to help!
- After immigration you will go directly to baggage claim to retrieve your luggage.
- Customs is located outside of baggage claim. If you haven't filled out the CUSTOMS paperwork, look for the blank forms to complete. Do not claim anything. My experience has been uneventful. I simply walk through with my luggage and hand the agent my form. Done.
- If you are bringing lots of supplies and donated items, please make sure they are packed in a suitcase and ***not in a box***. This will help make getting through customs much smoother. Anything other than a suitcase will be pulled aside for CUSTOMS inspection. Again, if this happens, simply state you are on a mission trip to serve in La Carpio.
- EXIT CUSTOMS! You are almost DONE!
- Once you are through baggage claim and customs, proceed outside. Hold up your World Mission Partners sign (Print Appendix G) and the driver will locate you.
- It is a 25 to 45 minute drive to your hotel. Ask your driver to stop at a Walmart on your way to the hotel. This will allow you to pick up any forgotten items and pick up waters/drinks and snacks for the mission days.

Departure

Before You Leave to Return Home

- Please complete the Daily Clinic Numbers Form (Appendix H) and email it to Info@worldmissionpartners.org
- If you feel your interpreters and Conexion did an awesome job, please tip them! Conexion is a non-profit and operates on minimal fees from the equipment rentals and the generosity of teams.
- If you liked your driver, please tip him. \$40.00USD is an average tip from a small group.
- Tip your luggage handlers \$2.00USD per bag but not more than \$10.00USD for a small group.
- Please check the house carefully so that you do not leave anything behind.
- Make sure you have your Passport.

Let us know about your experience!

The good and the bad!

If your team is larger than 5...

READ THIS!

You have several options for creating an impactful trip for each of the members of your team- clinical and non-clinical!

You can:

1. Host a Vision Clinic and distribute reading glasses donated by National Vision (Appendix E & F)
Cost FREE!

2. Apply Fluoride Varnish to the children in the community. Purchase prior to departure and bring with you to apply.
Cost: Price of Fluoride Varnish boxes

3. Crafts, games like jump rope, soccer and frisbee are ALWAYS a great way to connect with the children and adults in the community! Purchase simple crafts (plan for 100 kids). Buy jump ropes (buy 5 ropes) and frisbees (buy 5) and bring with you.

Cost: Purchase what you feel comfortable buying and sharing

Just let World Mission Partners know which of these you would like to participate in and we will make all of the arrangements! Get creative! Do you have any ideas? Let us know! Doing these activities will be a wonder addition to a clinic. It gives every member of your team a task and purpose!

Fundraising: Getting Your Community Involved!!

Mission Trips are a great opportunity to get your whole community involved in service. Fundraising is a great way to help your office staff and patients feel connected to the amazing work that you will be doing. Here are some ideas:

1. www.booster.com - design a shirt for your mission trip and any one who buys one will help fund your trip!
2. Start a campaign on www.gofundme.com. This is a straight forward fundraising site. Your patients can go on the website and give to your fundraising goal for the trip. This website also makes it very easy to share across social media to maximize donations. Caution: They charge upward of 8% in fees.
3. Create flyers and distribute throughout the community. Past teams have had quite a bit of success with this simple idea to get exposure to your trip.
4. The next page has ideas for items to donate. A great idea is to go and buy donation items, put them in a bin, and give your patients the opportunity to “buy” a donation item to help fund your trip. For example, go and buy \$5 flip flops and offer them for \$10. You’ve raised \$5 toward your trip! Get creative!!
5. Another get crowdfunding/fundraising site is www.youcaring.org They even have campaigns specifically geared for mission trips!
6. www.fundly.com is a great resource for fundraising ideas that you and your staff can do with the community to get them involved.

World Mission Partners can
provide a statement of inclusion
for any large donations of \$500 or
greater

Donation Opportunities

DONATION IDEAS

A great way to engage your office staff, patients and family members is by collecting gently used or new items to take to CR. Below is a list of suggested items. If your team decides to collect donations, these items cannot be distributed directly to the people. A mass riot will occur! Remember, these are the poorest of the poor. They mean well but will do anything to get what you are giving out. The Conexion Representative will determine how best to distribute the donations.

- ☐ Gently used baseball caps
- ☐ Flip Flops (this is the greatest need) All sizes needed
- ☐ Children's black shoes for school
- ☐ Clothing
- ☐ Toys like jump ropes, Frisbees, soccer balls, bubbles
- ☐ Donations of clothing or other items for the child and adults:

VERY IMPORTANT!

If your team collected items for distribution like clothing, caps, flip flops, etc, *PLEASE do not distribute without permission and direction of the Conexion Representative.* He/She is the manager of the mission project. He/She will know the best way to distribute your donations to the neediest of residents. If you do not go through the *Conexion Representative*, you may have a serious and chaotic situation when they surround your team, begging or grabbing your items. Let's be efficient and impactful with the donations so the neediest receive the **"gift"**. If anyone asks for cash, do not give it. It could create a dangerous situation for the recipient after the team leaves.

Toothbrushes, toothpaste, floss & sticker are a special treat and are appreciated by the patients. Please bring these items to give away to each patient.

A NOTE ON SAFETY

- You are in a foreign country and please abide by the laws of Costa Rica.
- Do not visit the city of San Jose without a Costa Rican escort. Do not go at night.
- Drink bottled water when you are not at the hotel or restaurant. In other words, do not drink the water when you serve in the rural areas serving. Always stop to get extra water for the team.
- Leave your passports at the hotel. They are safer at your lodging place than in your purse or backpack while in the city.
- Watch your personal items when at the clinic. They will be safe on the bus.
- Carry your emergency contact list with you at all times.
- Download a texting app like “What’s App” or “Viber” PRIOR to departure. In the event your phone service doesn’t work, you will be able to communicate with home over Wi-Fi in the event your cell service does not work.
- Please do not give money/cash to anyone. This creates a very dangerous situation for the individual and the team. Only give donations through the Conexion Representative or Pastor at the church.

Appendix Table of Contents

Appendix A: Suggested Supply List and Walmart Shopping List

Appendix B: Pre-Trip Checklist

Appendix C: Team Info Worksheet

Appendix D: WMP Release of Liability Form for each team member

Appendix E: Vision Clinic Helpful Hints

Appendix F: Vision Clinic Spanish Phrases

Appendix G: Airport Pick Up Sign

Appendix H: Clinic Numbers Form

Appendix I: Letter from Costa Rican Government Granting Teams
Permission To Serve

Appendix J: Emergency Contact Numbers

Appendix A: Suggested Supply List and Walmart Store Shopping List

RECOMMENDED MEDICAL SUPPLIES TO BRING

It is recommended that your team bring your consumable dental supplies. *Plan for 25-30 patients per day.* In addition, OTC pain meds, like Advil, are desperately needed. Antibiotics are not available in the clinic unit so please bring them. Please bring these 2 very important items. **If your team chooses NOT to bring dental supplies, a fee will be added to your trip cost to cover the price of supplies.**

- Ibuprofen and antibiotics (These are over \$1 per pill so any amount you bring will be helpful)
- Composite
- Bond agent
- Micro brushes
- Composite placement instruments
- Periosteal elevators
- Surgical instruments of choice (if doing surgery)
- Upper molar forceps of your choice or any forceps you can't get along without
- 3-0 gut sutures and needle holders. (there were many surgical scissors)
- Fluoride Varnish (as much as you can bring)
- Disposable prophylaxis angles and prophylaxis paste.
- Ultrasonic scaler and inserts
- Scalers your hygienist loves
- Topical anesthetic
- Lidocaine 2% 1:100,000 was available (bring what you would like otherwise)
- A few dental syringes and your needles of choice.
- Caviwipes

THESE ITEMS CAN BE PURCHASED AT WALMART:

- 1 pack Baby Wipes
- Paper Towels (2 rolls per day)
- Trash Bags for clinic
- Duct Tape, just because! There is always something needing repair with Duct Tape!
- Snacks for team on mission days
- Water for team on mission days
- Small cups for patients to use for spitting (if you use triage outside and numb patient outside instead of inside the clinic)



Pre-Trip Checklist

Print out this checklist and use it as a tool to help keep you organized!

Forward ALL requested information to INFO@WORLDMISSIONPARTNERS.ORG

Step	Items in Order of Sequence	Completed
1	Pay \$250 deposit to confirm trip dates. Send in desired trip dates (1 st , 2 nd and 3 rd choices) Look at your calendar and determine the BEST weeks for your team. We are flexible and will work around your schedule!	
2	Receive confirmation from World Mission Partners of your team's trip dates.	
3	Identify an administrator for your team. Consider this person to be a team "cheerleader" and liaison for World Mission Partners. Forward his/her contact information to World Mission Partners.	
4	Receive and review ALL of the forms in the Handbook. These will help your team prepare!	
5	Determine the number of team members, service days and vacation days.	
6	Complete the TEAM INFO WORKSHEET and submit it ASAP	
7	Purchase airfare for team. Forward your travel itinerary.	
8	Email a copy of dentist(s) passport(s) and license(s).	
9	Complete the RELEASE OF LIABILITY form for each team member. Scan and email or mail all forms at one time to World Mission Partners. Address below.	
10	Once all of this information has been forwarded to World Mission Partners, your team will receive an invoice. Pay the invoice at least 30 days prior to travel.	
11	Determine supplies your team will bring (review the PDF HANDBOOK) and begin to solicit your vendors/patients for donations. Request a "Statement of Inclusion" if you plan to receive monetary donations and large donations of supplies. This statement allows your team to be included under the umbrella of World Mission Partners 501c3 status.	
12	Continually, throughout the pre-trip process, prepare your hearts for service! Have team meetings to discuss details, look at the videos, conference call World Mission Partners, Like and follow us on Facebook...SHARE the word you are going! Get family, co-workers and patients excited for your team!	Ongoing!

Email Address: Info@WorldMissionPartners.org

Mailing address: 5256 Peachtree Road, Suite 195, Atlanta, GA 30341

Appendix C

TEAM INFO WORKSHEET

INSTRUCTIONS:

COMPLETE THIS WORKSHEET AND FORWARD IT TO WORLD MISSION PARTNERS AS SOON AS POSSIBLE.

[illegible]

Appendix D



Release of Liability for Participation on a Mission Trip

Instructions for completion:

For each team member a completed and signed copy of this Release of Liability should be submitted to WMP PRIOR TO DEPARTURE Please email a scanned copy to info@worldmissionpartners.org . Please gather everyone's forms and EMAIL as one group.

In signing this form, I (print name), _____, agree not to hold World Mission Partners (hereinafter "WMP"), its officers, employees, mission trip leaders, volunteers, or other agents or representatives of any nature, liable for any injury, loss, damage, or accident of any nature that I might encounter while on a mission trip organized or sponsored by WMP.

I realize and acknowledge that my participation on a mission trip to a foreign country includes many risks and dangers. I am well aware that my travel to such a foreign country exposes me to a variety of risks, including but not limited to accidents, disease, war, political unrest, kidnapping, injury from construction projects, and other calamities.

I hereby assume any such risks that might result from my travel from

(Date of departure) _____ to (date of return) _____, and I unconditionally agree to hold WMP, its officers, employees, mission trip leaders, volunteers or other agents or representatives of any nature, blameless for any liability concerning my personal health and well-being or for any liability for my personal property that might be lost, damaged, or stolen while on a mission trip organized or sponsored by WMP.

I have carefully read the preceding paragraphs, and I understand that my signature herein holds WMP, its officers, employees, mission trip leaders, volunteers, or other agents or representatives of any nature harmless for any liability for injury, damage, loss, or accident as outlined herein, and for any loss or damage related to any scheduling delays or interruptions.

Signed: _____ Print name _____

Today's date: _____

Appendix E

Tips for Successfully Dispensing Reading Glasses

Here are some ideas that our partners have found helpful in dispensing reading glasses. It's really quite simple if you follow these suggestions.

1. Make sure all bags of readers are clearly labeled by power and ideally have all tags removed.
2. Arrange the readers (still in their bags) by power in a row (lower powers to your left), behind or under the dispensing table.
3. On the dispensing table, arrange a few (no more than 5) styles of each reading power in a column. Arrange columns on the table from left to right- mirroring your stock as described in point 2. Label the powers on the table using a large piece of tape- this will help you be organized during the sometimes frantic dispensing day.
4. Have the patient sit across from the dispenser. Tell them that you are first going to find the right power, then the right frame style.
5. Put one of the readers on the patient and see if they are comfortable with reading at normal distance (usually about 16 inches). The younger the patient, the lower power you can start with.
6. Test the patient's range of clear near vision to determine if the power of the reading glasses is too strong or weak. If the patient states that the reading material is clearer as they move it closer to their face- the glasses are TOO STRONG. If they state that the material is clearer further away from them – the glasses are TOO WEAK.
7. If the power is too strong, replace the glasses with a lower power. If it is too weak, with a higher power. Do this until the patient is satisfied with the power. Remember that there is not much difference between 0.25D steps (e.g. +2.50 is subjectively pretty close to +2.75)

The perfect reading power will provide the patient to read or perform the activity they want (e.g. threading a needle) at an appropriate working distance and allow them to see clearly from approximately 8" to 14".

8. Then go to the appropriate power column of readers allow the patient to pick the style they like- remember some people can take a long time doing this and the waiting line grows fast!!! Be sure to help facilitate the decision as best you can.

PLEASE get lots of pictures! Besides wanting to see the photos (because I love seeing all the fun teams are having 😊), I am required to send photos to the donation organization (National Vision) as a follow up. I will send you a link to a Shutterfly photo share site!

You can use the different type sizes below to help your client find the right power. They should be able to see line 3 at about 16 inches away.

1. Empiece con la primera línea que no esta clara. Trata un par de lentes con esa prescripción. Si puedes leer 2.
2. Empiece con la primera línea que no esta clara. Trata un par de lentes con esa prescripción. Si puedes leer todos las líneas.
3. Empiece con la primera línea que no esta clara. Trata un par de lentes con esa prescripción. Si puedes leer todos las líneas claramente, esa es su
4. Empiece con la primera línea que no esta clara. Trata un par de lentes con esa prescripción. Si puedes leer todos las líneas claramente, esa es su prescripción. Si todavía
5. Empiece con la primera línea que no esta clara. Trata un par de lentes con esa prescripción. Si puedes leer todos las líneas claramente, esa es su prescripción. Si todavía no puedes leer todas las líneas claramente, trata una

ANOTHER CHART TO DETERMINE POWER

Hold this card about 16 inches (40cm) away from your eyes—or where you want to be able to see clearly.

Look down to the first line that is not clear. Try a pair of glasses with that power. If you can read to the bottom of the chart, these are the right power for you. If not, try a slightly stronger power.

+3.00 W 3 W 3 W 3 W 3

+2.50 W 3 W 3 W 3 W 3

+2.00 W 3 W 3 W 3 W 3

+1.50 W 3 W 3 W 3 W 3

+1.00 W 3 W 3 W 3 W 3

Appendix F

KEY PHRASES

Sit here please ! Siéntese aquí por favor

Cover your eye with your hand ! Cubra un ojo con su mano

What is this letter? ! Cuál es esta letra?

Can you read the line? ! Puede leer esta línea?

Which is better? ! Cuál es mejor? Worse ! Peor?

Is it clear? ! Está claro?

You can go to the table to receive your glasses. ! Puede ir a la mesa para recibir sus lentes.

Your vision is good and you don't need glasses to see close up. ! Su visión está bien y no necesita lentes para ver de cerca.

Place cold compress on your eyes for five minutes when they hurt. ! Cuando le duelan sus ojos, coloque una toalla con agua muy fría sobre sus ojos por cinco minutos.

It is important to wear your sunglasses to protect your eyes. ! Es importante que uses tus gafas de sol para proteger tus ojos.

Close ! Cerca

You can choose between these glasses. ! Puede escoger uno de estos lentes.

KEY WORDS: Not clear, blurry: Turbio/borroso

My eyes burn: Me arden mis ojos

My eyes itch: Tengo comezón en mis ojos

My eyes hurt: Me duelen mis ojos

Watery eyes: Ojos llorosos/lagrimosos

Sunglasses: Gafas para sol

Glasses (lenses): Lentes

Everyday Phrases: Hi, how are you? ! Hola, cómo está?

Have a nice day! ! Tenga un bonito día!

Appendix G

Airport Pick Up Sign- Print on Landscape setting and hold up after you complete Customs. Driver will find YOU.



World
Mission
Partners

Appendix H

Print this form and keep up with your daily clinic numbers.

Clinic Numbers

TEAM NAME:

Prior to your team's departure, print this form.

Please keep a running total of the number of patients seen each day.

At the end of your trip, please email this form BACK to World Mission Partners.

Email: info@worldmissionpartners.org

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	TOTALS
No. of Medical Patients						0
No. of Dental Clinic Patients						0
No. of Extractions						0
No. of Fillings						0
No. of Dental Hygiene Patients						0
Number of glasses given away in Vision Clinic						0
DAILY TOTALS	0	0	0	0	0	0

Did you meet anyone that stole your heart? Tell us about them!



Gonzalo Ramírez Zamora
Diputado
Asamblea Legislativa- Primer Secretaría

Jueves 27 de abril de 2017.

Señora
Patti Pease
Directora
Word Mission Partners

Estimada señora:

Reciba un cordial saludo de mi parte, deseo expresarles mi más sincero agradecimiento a las Organizaciones Word Mission Patners de los EEUU y Asociación Conexión en Costa Rica, por el gran compromiso, con que han llevado a cabo las labores de ayuda, en nuestro país. Por haber brindado a personas de escasos recursos económicos, servicios y, asistencia, con profesionales de diversas especialidades médicas, en zonas marginales tanto urbanas y rurales de nuestro país de forma gratuita.

Será de inmenso beneficio para nuestro país que Word Mission Partners siga tomando en cuenta a Costa Rica, y continúen brindando los servicios sin fines de lucro tan loables y en la forma tan desinteresada que lo han estado realizando con la gente que más necesita en el país.

Por lo cual estamos agradecidos y podrán contar con nuestro apoyo personal en lo que podamos ayudarles.

Gonzalo Ramírez Zamora
Primer Secretario Directorio Legislativo

APPENDIX J

Costa Rica Emergency Contact Numbers

Revised November 2017

Hotels

- Radisson Hotel 011-506-2233-6622
- Doubletree Hotel by Hilton– 011-506 2239-0022
- Hyatt Place/Pinares 011-506-2518-7700

Phone Numbers in Costa Rica

- Luis Alvarado (transportation mgr.) 011-506-8815-9932 (mobile)
011-506-6061-2899 (office) Speaks English
- Luis Ramirez (driver) 011-506-8621-6752
- Pastor James 011-506-6001-3893 (La Carpio)
- Pastor Christian 011-506-8845-4780 (Platanares)
- Elizabeth Soto (Bishop's Asst.) 011-506-8788-1928 Speaks English fluently

Phone Numbers in America

- Ed Pease 001-404-213-0909
- Ed 's Atlanta Office 770-662-5995 (Kathy Little)
- Patti Pease 001-404-401-8078
- Andy Gibson 001-404-915-9836
- Mike Gailey 001-404-434-1758

Email Contacts:

- Ed Pease ed.pease@me.com or ed.pease@oakhallcompanies.com
- Patti Pease patti.pease315@gmail.com
- Delta Airlines www.delta.com
- Airport Codes Atlanta (ATL) / San Jose (SJO)

To reach someone during the day for emergencies, call Luis Ramirez (driver) first. The second call should go to Luis Alvarado at the bus company.

MEDICAL EMERGENCY - San Jose area private hospitals

Clinica Biblica (San José) - 011-506-2522-1000 (closest to Radisson Hotel)

Hospital la Catolica (Guadalupe) - 011-506-2246-3000

Cima (San Jose / Escazu) - 011-506-2519-2305 (closest to La Carpio)

US Government Travel Assistance for US Citizens

United States Embassy San José Calle 120 Avenida 0, Pavas San José, Costa Rica

- Telephone (506) 2519-2000; the extension for the Consular Section is 2188
- Emergency Telephone (506) 2220-3127 and ask for the duty officer
- Fax 011-506-2519-2305
- Email consularsanjose@state.gov