

## INDIANA

Maria Fritz, Administrative Coordinator

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## MICHIGAN

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Thank you for your interest in our ministry!

*Please allow us to stay in touch with you via email. You can register on the home page of our website [www.ima-missions.org](http://www.ima-missions.org) to receive periodic updates from us. You can unsubscribe at any point in the future if you so desire.*

Please review the information below as there are a few changes as you prepare for the project whether you are new to IMA or not.

If you are reading this for a minor, please review all this information with him/her to keep them in the loop.

**Flexibility** – Regardless of what you’re good at, allow God to use you in new and unexpected ways. No job is too small or unimportant while on a project. Without each person’s unique contribution, these projects would not be possible.

**Change** – Expect instructions/directions/plans to change **every five minutes or less** – it is how things work! Always tune in to the latest....

**Patience** – It isn’t easy to make arrangements in the areas where we work – the people and things needed are often not readily available and ready to respond to our needs.

### Suggested Donations to IMA

- If participating for one week, total donation needed to cover all costs of the mission project is \$800.00
- If participating for two weeks, \$1,000.00
- You can donate the full amount at time of registration, or donate \$100.00 when you register and the balance two months before the start of the project.
- You can mail a check. These are appreciated and preferred as there are no costs involved.
- You can donate through the PayPal link on the website using a credit card.
- You do not have to open a PayPal account to make your donation. Read the fine print to proceed without opening an account.
- You will receive a receipt for your donation for tax purposes. IMA is a 501(c)(3) non-profit organization.
- You can attach your airfare receipts to your participation certificate for tax purposes.

### **Additional \$\$\$ needed during the project:**

- You will need \$3 - \$6 Dlls. to get your laundry done each time.
- Sightseeing \$20 - \$25 Dlls.
- On the weekend (between the two weeks) you may need to pay for a couple of meals \$10 - \$15 Dlls. each.
- Likewise on travel days – at least one meal each travel day.
- Most likely, you will want extra money for souvenirs and some snacks \$40 - \$50 Dlls.

### **Love offering for cooks and evangelists**

- Typically, at the end of each project, we “pass the hat” for a collection for our support volunteers.
  - Kitchen staff

- Our cooks receive a salary (albeit small) for their work for the week or two weeks. The cooks work under the supervision of either Ricardo or Norma. If you would like to show your appreciation to the kitchen staff with a monetary gift, please make sure it is in pesos (they have trouble exchanging dollars at the bank) and just put it in their pockets individually. If you want to bring them a little something from home, they would appreciate that as well. These are very humble ladies who don't have much by way of worldly goods...
- Evangelist volunteers
  - Typically, Felipe, or other volunteers support our work by evangelizing during the mission project. They do this as volunteers and at the end of each project, we like to present them with a "love offering". Again, monetary gifts in pesos make it easier for them and are greatly appreciated.

### Scholarships

- A limited amount of scholarship funds are available to help those who need some assistance.
- Please contact Maria to inquire about this (877) 251-0526.
- We recommend that you encourage your family, friends, and church to make donations to IMA on your behalf, which can be tax deductible to them –this is one way to make them a part of your ministry.

### Groups

- If you are coming with a group or putting together a group from your church or your community, please contact Maria to give her a heads-up.

### Immunizations

- it is highly recommended that you have Hepatitis A and B and be up to date on your tetanus shot.

### Passport

- Is a must for each participant.
- If you are not a U.S. citizen, you may need a special visa from the Mexican Consulate –you need to call the one nearest to you and find out what the requirements are.

### Minors

- Minors (under age 18) not traveling with parents (both), should have a **notarized** piece of paper signed by both parents, giving the minor **authorization** to travel to Mexico on the appointed dates.
- If only one parent is living, the airlines require a copy of the death certificate.
- A minor will not be allowed to leave the U.S without the required documentation.

### "Bolsitas"

- Small cloth bags are a cherished item for our patients. These are small 5" X 7" approx. (or larger, measurements don't have to be exact) drawstring cloth baggies that are sewn by many who support us back home. We put all the medicines and New Testaments that we give away in these bags –it is a way of adding a personal touch and turns a handout into a gift. Again, your family, friends, or church congregation, anyone who likes to sew can support this ministry by providing some of these.

### Roommates

- We will make every effort to accommodate married couples rooming together.
- Those traveling without their spouse or singles will be paired up with a same-sex roommate.
- You may request a roommate on your application.

### Communication

- Language doesn't have to be a barrier –always remember to smile to our patients, or nod your head to greet them, and you can teach an activity by example and through motions. A pocket dictionary can also come in handy.

## Devotions

- Consider sharing a short 10-15 min. devotion of your choice with the group. Every morning after breakfast there will be a devotional time. Even if you don't plan one ahead of time, you may feel led by the Spirit to share one once you've been there a few days.
- Please plan to attend the devotional time –it sets the tone for the day and for the work we do. It reminds us of Who's in charge and under Who's power we are accomplishing the work, and that He multiplies any resources we might have: manpower, time, materials, supplies, etc. Starting surgeries a little later won't hurt –God will redeem your time.

## General helpers

- Come prepared to share an activity with kids or adults while patients are in the waiting area, vacation Bible school type, or anything that promotes interaction with the people. **Teens/Young Adults** –if you play a sport or are good at a certain activity, please come prepared to engage the kids in that kind of activity –it's fun for the kids and a big help to the parents and the whole process. Bring a US/Mexico map and show the kids where they live and all the places the team comes from. You know some Spanish? Teach the kids some English –they love it! ....so they can be tri-lingual... many of them already speak Mayan and Spanish.

## Statistics

- Someone will be needed to keep stats daily –consider volunteering for that task.

## Name tags and emergency contact information

- The week before you leave, you will receive a packet with name tags and last minute information.
- You will need to have this handy as the immigration form asks for the name of your hotel.
- Wear your name tag once you come out of customs so that the group that is there to meet you can spot you.
- Please remember that “the meeting place” is an outdoor restaurant (the only one) located right as you come out of customs on Terminal 3.
- If you happen to land on Terminal 2, you will need to take the shuttle at the curb that takes you to Terminal 3.
- Please do not get on any vehicles ahead of finding the rest of the group. Transportation arrangements have been made to take the team to Valladolid.
- Once you locate “the meeting place” stay put –we will find you!
- Maria's cell phone is always used for emergencies while on a project (812) 371-3151.

## Mexican Immigration and Custom Forms

- Don't let it confuse you.... Immigration deals with proof of nationality, hence the need for a passport, and customs deals with what you are bringing into the country. These two agencies work together but are separate entities.
- On your flight to Mexico, you will receive two cards: one for customs, the other for immigration.
- Both need to be filled out.
- The immigration form needs to be signed front and back in a small square provided for the signature.
- Make sure you have a pen with you.
- You first clear immigration, where your passport will be scanned, and your form stamped and the bottom part will be cut at the perforation and returned to you –**THIS IS AN IMPORTANT FORM AND YOU MUST KEEP IT WITH YOUR PASSPORT**. You are required to turn it in when you fly back to the States. The form doesn't look substantial and many people discard it immediately –this causes delays (and a fine) when you leave as you will have to go to another area of the airport to get another form to fill out and then turn it in.
- The customs form is taken from you when you clear customs.

## Tipping

- It is customary to tip all porters at the airports in Mexico for handling your bags.
- Have five \$1 dollar bills on hand. Typically, you tip \$1 per bag.

- Optional --you can leave a tip in your room for the cleaning staff on a daily basis or at the end of your stay. \$50 - \$100 Pesos per week would be appreciated as their salaries are quite low.

### **Medical professionals**

- Bring your stethoscopes, blood pressure cuffs, etc. and any other equipment you might need for your work

### **Instruments**

- IMA has a supply of instruments, but if surgeons have a need for specific **surgical instruments**, those need to be brought and be clearly identified.

### **Valuables**

- Please leave them at home –don't bring anything that you would not like to lose.
- Money, passport should be with you at all times –we suggest wearing a belt pack (fanny pack) so that you don't have to set these down anywhere.

### **Lock for your suitcase**

- If you intend to leave money or any other valuables in your suitcase in your hotel room, you need to **bring a lock**.

### **What to wear**

- If you will be working in the OR, you will need to take your scrubs with you and change at the clinic.
- Multi-color scrubs are lightweight, don't take too much space, are easily laundered, and are cool and comfortable to wear.

### **Laundry**

- Laundry services are available for a nominal fee, usually depending on the size of the load, approx. \$3 - \$6 Dlls. on the average and it is returned the next day.

### **How to pack**

- Airlines have changed their luggage allowance per passenger.
- Check restrictions/costs with your carrier.
- When possible, take donated supplies in your suitcase.
- Do what you feel comfortable given all the changes.
- If you are taking supplies, pack your personal belongings in your carry-on.

### **Packing Lists**

- Please read separate guidelines –ask Maria to send these to you if you haven't received them.

### **Accommodations**

- Will be in double/triple rooms in local hotels.
- You will have beds, showers (warm water most of the time), and toilets that flush.

### **Toilet Paper**

- Paper should be placed in waste baskets found near the toilet and not flushed. (Not enough water pressure and rock underground layers prevent proper paper disposal.)

### **Dining Room Etiquette**

- We do our best to have plenty of food for everyone, however be mindful of others in line behind you.
- Feel free to go back for seconds once everyone has eaten.
- Please make sure you eat all you take on your tray.
- If you are not sure you will like it, take a small amount to try it and then return for more if you decide you like it.
- Please notify someone if you are planning to eat out and not with the team.

### Some personal items to Pack

- **Flip-flops** for the shower are recommended –don't run around barefoot.
- **Washable clothes and/or scrubs** –no skimpy tops or bottoms, please.
- Closed shoes (**tennis** or your most comfortable shoes) are also recommended for working whether in the clinic, in the villages, or in the hospital.
- **Extra pair of shoes** to change into after work.
- **Lab coats or extra t-shirts to wear over scrubs** –These are needed for people working in the hospital. We have to observe strict rules about not wearing scrubs outside the O.R. area.
- **Travel alarm clock** –our days start very early.
- **Flashlight** –for use at night in a strange environment.
- **Ear plugs and eye cover** –for use at night, sometimes our hotels are noisy and you will have a roommate.
- **Swimsuit, cover-up and old towel** (they dry faster) –we might go swimming in one of the “cenotes” in the Yucatan.
- **Washcloth** –these are not available through the hotel.
- **Roll of duck tape, masking tape, Sharpie marking pens, and extra pens** –these come in very handy.
- **A few envelopes** for money exchange.
- **Personal Bible**
- **Sunscreen** and bug repellent
- **Camera** and supplies –you will want to take lots of pictures
- **A belt pack** where you can carry your passport, immigration form, money and credit card –these should be with you at all times and not be left in your room at the hotel unless you have a lock for your suitcase.
- **A back pack** where you can carry your things every day.
- **Hand sanitizer** –we don't always have ready access to running water, so this comes in handy in between washing hands. However, wash your hands every chance you get –it will keep you healthy!
- **WATER BOTTLE**–there will be large containers with drinking water at the hotel, the dining room and the clinic.
- **Personal snack supply** –although food will be plentiful and delicious!
- **Personal medications** –don't pack these with your luggage, pack them in your carry-on.
- **One nice casual outfit** –we might be invited to a special dinner one evening.
- **Light-weight jacket** –might need in the evenings.
- **Twin-size sheet sets (new or used) for the clinic** –pack these with your personal belongings and plan on leaving it behind (they are always in short supply).

### Electrical outlets

- Mexico has the same voltage as the U.S. except there are no three-prong outlets in hotels/public areas, so for any personal electrical equipment you will need an adapter that allows you to plug into a two-prong outlet.
- Centro Medico San Lucas has three-prong outlets.

### Telephone calls

- In an emergency contact Maria (812) 371-3151 (cell).
- To call home once you arrive in Mexico, buy a “Ladatel” phone card sold in amounts of \$30, \$50, \$100 pesos. Use these at any Ladatel payphone (available near your hotel) by lifting the receiver, waiting for dial tone, inserting the card, waiting again for the dial tone, and then dialing the desired number as follows: 001 + Area Code + phone number e.g. 001-812-379-1161.
- **(Please note that these are different:**
- **001 is International Access when calling from Mexico;**
- **011 is International Access when calling from the U.S.)**