



Project
VERDE

A partnership between Rotary International and Hug It Forward

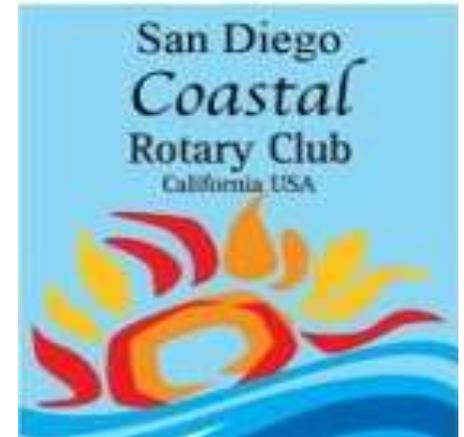
San Martin Jilopetecque, Guatemala | Spring 2014



Project Verde is a partnership among Hug It Forward, the Rotary Club of San Francisco Evening, and the Rotary Club of San Diego Coastal.



hug it
forward



Did you know?

- The average American throws away **102** tons of trash over a lifetime.
- Americans buy over **half a BILLION** bottles of water every week; **80%** ends up in landfills.
- It takes over **450** years for plastic bottles to decompose.





At the same time...

- **75%** of the Guatemalan population lives below the poverty line.
- **60%** of Guatemalan kids (especially girls) will not complete 6th grade.

Two big problems: 1) excessive waste
and 2) inadequate school facilities.

Let's kill two birds
with one stone and

build a bottle school.





¡Bienvenido!

Welcome to our first joint international service project. The Rotary Clubs of San Francisco Evening and San Diego Coastal are delighted to be partnering with Hug It Forward for our first joint international service project ("Project Verde") in San Martin Jilotepeque, Guatemala. We will spend one week in Guatemala working with local village communities to build a school using "eco-bricks": plastic bottles filled with inorganic waste. The purpose of the trip is to address two seemingly unrelated issues: 1) environmental harm resulting from trash and 2) the lack of adequate educational facilities in Guatemala.

About this information packet

This information packet contains relevant information to help you make a decision about whether you would like to participate in the project. The following information has been included:

- Partnerships: What is Hug It Forward? Why did we choose to partner with them?
- The project: What is a bottle school? Why build one?
- Location: Where is Guatemala? Where is San Martin Jilotepeque? What is it like?
- Eligibility: Am I eligible to participate in this project?
- Itinerary: When do we arrive in Guatemala? Where will we be staying, and what will we be doing each day?
- Travel expenses: How much will it cost for me to participate? Will Rotary International subsidize any of my travel costs?
- Trip readiness: What do I need to do if I decide to participate in this trip? (Passport, immunizations, sign-up process, etc.) What should I pack?

Next steps

There are three components of this project that will make your trip worthwhile: 1) working with Hug It Forward on Project Verde (the bottle school project), 2) building relationships with local Guatemalans, and 3) the cultural immersion experience. We encourage you to be proactive, research as much as possible, and ask questions. We sincerely hope that you decide to partake in this character-building and once-in-a-lifetime experience with us and our partners.

Read over this information packet, and visit the Hug It Forward website (<http://www.hugitforward.org>) for more information. If you have any questions about the trip, please do not hesitate to contact us anytime at jedeleon@deloitte.com or sarah.e.davis@thrivent.com.

Hope to see you in Guatemala! ¡Adios!

Sincerely,

Jennifer de Leon
SF Evening Rotary Club
International Service Chair

Sarah Davis
San Diego Coastal Rotary Club
International Service Chair



About us



Rotary International

Rotary International is the world's largest service organization, with 1.2 million members in over 34,000 clubs around the world. The organization and its members perform local and international service projects all over the globe, focusing on the following six areas: 1) basic education and literacy, 2) economic and community development, 3) peace conflict and resolution, 4) maternal and child health, 5) water and sanitation, and 6) disease prevention and treatment.

The focus of Project Verde is basic education and literacy, as well as economic and community development. We are thrilled to be partnering with Hug It Forward on a project that specifically addresses these two important initiatives.

San Francisco Evening Rotary Club

SF Evening Rotary Club is a brand new club that chartered in April 2013. The club consists of nearly forty regularly-attending young professionals that meet every Wednesday at 6:30 pm at a local San Francisco wine bar, Antologia Vinoteca (<http://www.antologiasf.com>). This club focuses on engaging the "new generations" demographic in local and international community service.

San Diego Coastal Rotary Club

San Diego Coastal Rotary Club was founded in 2006 and is also focused on making Rotary accessible to younger professionals. Currently, the average age of their membership is 33 years old. The club meets every Wednesday at 5:30 pm and focuses on local and international service projects serving underprivileged children.

About Hug It Forward



Hug It Forward

Hug It Forward is a grass-roots organization that facilitates education and awareness by empowering communities to build “bottle schools”. Bottle schools are schools built using “eco-bricks”: plastic bottles stuffed with inorganic trash. Entire communities come together to make the dream of educational opportunity a reality by building their own bottle school.

Hug It Forward also strives to raise awareness in developed countries about trash, consumption, and the power of community. This mission is equally important to them as facilitating the construction of bottle schools in developing countries.

Why did we choose Hug It Forward as our partner?

We wanted a partner organization with a reputation for delivering long-term, sustainable solutions in developing countries. Since October 2009, Hug It Forward has empowered **26** communities in Guatemala and El Salvador to build their own school at an average cost of **\$6,500** per classroom. These facts alone attest to the organization’s ability to deliver real results.

Hug It Forward also has a number of credible sponsors and supporters, including Google, Dropbox, O (The Oprah Magazine), Lush Cosmetics, and the WorldVentures Foundation.

For more information, read [this interview](#) with Hug It Forward’s founder (Zach Balle) in O, The Oprah Magazine, and check out [this video](#) for a TEDxGuatemalaCity presentation by Heenal Rajani, the Vice President of Hug It Forward.



About the project

What is a bottle school?

Bottle schools are schools built using plastic bottles stuffed with inorganic trash. Bottle schools also use tried and tested post and beam construction. The foundations, columns, and beams are made from concrete reinforced with iron. The difference with traditional construction is that instead of cinder-blocks or bricks, the walls are made using "eco-bricks".

What are the activities for the project?

Half of our time will be spent working in the community, while the other half will be spent on cultural immersion activities. Depending on the status of the community's construction progress, we will be responsible for any one or more of the following activities:

- Digging holes
- Stuffing and placing bottles
- Cutting and bending rebar
- Placing chicken wire
- Filling gaps in the wall after placing the bottles
- Mixing cement for the floor/sidewalks
- Applying the first layer of cement on the walls
- Painting the school
- Participating in the opening of the school



About the project (cont.)

What is my role in the building of the bottle school?

As a group, we will be working alongside a local village community to help them complete a project phase in the building of their bottle school. It is important to note that ownership of the project and the school belongs to the local Guatemalan community. We are volunteering to support them in their efforts, but we are not there to build the school for them. The fact that the community members themselves (and not some outside force or agency) build the bottle school is what will give the community the feeling of ownership of their school and make it sustainable in the long-term. That said, the "amount" of work performed by our team is secondary to the relationship building with the locals and the supportiveness provided to the community.

Will I have time to travel for fun?

Hug It Forward has 7 days and 6 nights of scheduled activities. These are required activities to participate in the project... and believe me, you wouldn't want to miss out on these days! Outside of these days, however, you are welcome to travel for your own pleasure and at your own risk. You can explore other parts of Guatemala or even venture to other countries in Central America: Belize, El Salvador, Honduras, etc.



About Guatemala

Fast facts

- Capital city: Ciudad de Guatemala (i.e. Guatemala City), population of approximately 4 million people
- Other major cities: Escuinta, Coban, Huehuetenango, Quetzaltenango, Antigua, Chichicastenango, and Puerto Barrios.
- Area: 42,000 square miles. Approximately the size of Tennessee.
- Currency: Quetzal (Q) which divides into 100 centavos. (As of June 2013, 1 US dollar = 8 quetzals)
- Population: 13 million (estimated)
- Ethnic makeup: Ladino & European (~40%), Mayan (~60%), indigenous non-Mayan (0.2%), Other (0.1%)
- Language: 60% Spanish; 40% Amerindian languages. There are 23 officially recognized Amerindian languages.
- Religion: Roman Catholic, Protestant, indigenous Mayan beliefs
- Government: Constitutional democratic republic with an elected president serving a four-year term
- Time zone: GMT minus 6 hours (Central Standard Time)
- Departments: Guatemala is divided into twenty-two administrative *departamentos*, each of which has its own distinct cultural heritage and traditions.



About Guatemala (cont.)

About Guatemala (excerpt from Culture Smart! Guatemala)

The largest and most populous of the Central American countries, Guatemala is famously a land of contrasts and contradictions. It has great physical beauty, with ancient Mayan ruins, volcanoes, lakes, and rain forests, and a conglomeration of diverse peoples and cultures held together by fierce national pride and love for a country they want to improve.

Guatemala is unique in Central America in that more than half its population is of Mayan Indian origin. Today, it is a combination of ancient Mayan heritage, Spanish colonialism, and Western influences, mainly from the United States.

Although the Maya may appear to be quiet and submissive, their colorful costumes, markets, and fiestas tell a different story. Most think of themselves as *indigenas* first and Guatemalans second, and are committed to safeguarding their Mayan identity, traditions, and customs.

In addition to the Maya and Ladrino peoples, there are two small ethnic groups, the Xinca and the Garifuna. Each group has its own cultural, social, linguistic, and economic characteristics.



About San Martín Jilotepeque

About Guatemala (excerpt from Culture Smart! Guatemala)

San Martín Jilotepeque is the name of the municipality where Hug It Forward is currently focusing its bottle school program. It is one of the poorest municipalities in Guatemala, and one of the largest. It contains over 200 villages, many of which do not have modern, weatherproof classrooms for their children. During your voluntourism trip, you will be working on a bottle school in one or more villages in San Martín Jilotepeque.

Currently, San Martín Jilotepeque is a peaceful municipality, comprised of a population that is 87% indigenous people. The economy of San Martín Jilotepeque is mainly agricultural. The mild climate and fertile soil of the area facilitate the production of a variety of fruits and vegetables, aside from the more traditional production of maize and beans. Many villages have taken to producing non-traditional crops, such as beets, kale and sweet potato on community garden plots in order to diversify crop production and consumption. This is especially important in San Martín Jilotepeque, as the majority of the population lives on less than \$2.00 a day and depends on subsistence farming.

Though some tourists travel to San Martín Jilotepeque for a day to visit the rivers or the ruins, the municipality and its 105 villages remain largely unknown to the vast majority of tourists who enter the country, which lends an air of tranquillity to the warm, green back roads of San Martín Jilotepeque.

Source: Hug It Forward

Picture: journeylatinamerica.co.uk





Airports

Whether departing from San Francisco (SFO) or San Diego (SAN), we will be arriving at La Aurora International Airport in Guatemala City (GUA).

Travel agent

To ensure that people are on the same flight, we recommend that you book your airfare with our designated travel agents. These travel agents offer discounts for groups greater than 10 people. Please contact the below individuals to book your flight, and let them know that you are with the Rotary Clubs working on Project Verde.

Recommended travel agent

Marcelo Diaz, Americas Travel

marcelo@americatravel.net

415-703-9955

Travel insurance

Travel insurance is required for this trip. More information on preferred providers will be released at a later date.



Accommodations

Hotels

On the first and last day of the trip, we will be staying at Hotel Casa Antigua, a highly rated budget hotel in the heart of Antigua. The hotel is a historic property and only a 2 minute walk from Antigua's beautiful central park in a very safe and tranquil location. For the remainder of the nights, we will be staying at Hotel Posada San Jose, a hotel that Hug It Forward has used for many trips.

Safety

Safety is a top priority on this international trip. Like any major city, do not walk alone at night and always be aware of your surroundings. As we get closer to the trip dates, we will be creating a "Buddy System" and assigning people in pairs so that the safety of our members is reassured. See *Frequently Asked Questions* for more information about safety.





Itinerary overview

As mentioned previously, approximately half of your time will be spent performing manual labor activities for the bottle school project, while the other half will be spent on cultural immersion activities. To fully understand the Guatemalan people, we feel that it is important to expose project participants to nearby Mayan ruins and engage in activities that will provide a deeper understanding and clearer context of Guatemalan culture.

Sample itinerary

Note that the following seven slides are a **sample itinerary** only, representing an example of activities from a previous bottle school trip. This itinerary is subject to refinements and changes. It has been included for informational purposes only but will ultimately be customized for our group and the community with which we will be working.

As updates are made to this itinerary, new versions of this information packet will be posted online to reflect the changes.

Itinerary: Day 1

Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

Arrive at Aurora International Airport.

Free time to walk around Antigua, Guatemala.

6:45 PM: Program orientation and opening night dinner



Itinerary: Day 2



Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

7:00 AM: Load luggage

7:20 AM: Breakfast at hotel

8:00 AM: Drive to San Martin Jilotepeque. Luggage drop-off, bathroom stop, drive to project site. Welcome ceremony, work on bottle school project.

12:45 PM: Lunch

Afternoon: Continue to work on bottle school project.

5:30 PM: Drive to San Martin Jilotepeque

7:00 PM: Dinner

Itinerary: Day 3



Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

7:30 AM: Breakfast

8:15 AM: Drive to project site, work on bottle school project.

12:30 PM: Lunch

Afternoon: Continue to work on bottle school project.

5:00 PM: Drive to San Martin Jilotepeque

6:30 PM: Dinner

Itinerary: Day 4



Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

8:00 AM: Breakfast

9:00 AM: Drive to Mixco Viejo (Mayan ruins)

12:30 PM: Bagged lunches at Mixco Viejo

Afternoon: Work on bottle school project

6:00 PM: Workshop preparation

6:30 PM: Dinner

Itinerary: Day 5

Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

7:00 AM: Breakfast

8:00 AM: Drive to project site. Work on bottle school project, present workshop to the kids (e.g. handwashing workshop), piñatas, closing ceremony

1:00 PM: Lunch in San Martin Jilotepeque

2:00 PM: Drive to school site for school dedication

5:30 PM: Drive to San Martin Jilotepeque

6:30 PM: Dinner



Itinerary: Day 6



Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

8:00 AM: Load luggage

8:30 AM: Breakfast

9:15 AM: Visit to school with special needs children

10:30 AM: Visit Tikonel

11:30 AM: Drive to Antigua for luggage drop-off

12:45 PM: Lunch

1:30 PM: Free time to walk around Antigua

6:45 PM: Final night dinner

Itinerary: Day 7

Note: This is a sample itinerary only. Plans are subject to change. A final itinerary will be confirmed at a later date.

8:00 AM: Breakfast

8:45 AM: Check out and drive to Aurora International Airport

X:00 AM: Depart Aurora International Airport

X:00 PM: Arrive at San Francisco and San Diego International Airports





How much will this cost me?

Estimated travel budget per person

No.	Expense	Budget (US\$)
1	Airfare	600
2	Participation fee	1,195
3	Miscellaneous	300
GRAND TOTAL		2,095

Travel expenses overview

We recommend saving \$2,000-2,500 to cover the full expenses of this trip. Although our club will be fundraising to subsidize costs for this international service trip, we suggest operating under the assumption that you will be covering 100% of the costs of this trip, as Rotary subsidies will depend largely on how much we are able to fundraise.

The table to the left shows a budget representing the amount that each traveler should expect to spend. There are three categories of travel expenses: 1) airfare, 2) participation fee, and 3) miscellaneous, ad-hoc expenses.

Airfare

To participate in this trip, individuals must cover the cost of airfare. The airfare from San Francisco/San Diego to Guatemala City should cost approximately \$600 during the month of January.

Participation fee

The participation fee of \$1,195 covers all accommodations, transfers, meals prepared by a private Guatemalan cook, emergency assistance, and transportation within Guatemala. The participation fee does not include the cost of airfare, travel insurance, immunizations, passport fees, or visa fees.

Miscellaneous

Certain individuals may need to incur additional costs to get their passports and immunizations up-to-date. We also recommend setting aside additional funds for souvenirs, food at the airport, and travel insurance. Additionally, a portion of this amount could be used for tips for the driver, tour guides, and chef.



How much do I need to fundraise?

Fundraising expectations

To help subsidize the costs of building materials, the minimum expectation is that we raise \$250 per person. The Fundraising Chairs of SF Evening Rotary Club and San Diego Coastal Rotary Club are responsible for planning events during the year to help us meet our goals. However, we encourage you to take a proactive role in fundraising for your \$250 by considering the below activities.

Fundraising for trip costs

In addition to the \$250 per person fundraising goal, we will also be fundraising to subsidize some of the travel costs associated with this trip. (Please note, however, that fundraising for such costs is not tax-deductible to donors, as such expenses are not directly project-related.)

Next steps

Stay tuned in on the Project Verde website for upcoming fundraiser events. Brainstorming sessions on how to fundraise will be held at a later date.



Am I eligible to participate?



Picture: Hug It Forward

Number of participants

Due to the scope of this project, we are accepting a minimum of 10 and a maximum of 25 participants for this project.

Eligibility criteria

To be eligible to participate in Project Verde, you must meet the following criteria:

1. You must be age 18 or over*.
2. You must be an active member in good standing of SF Evening Rotary Club, San Diego Coastal Rotary Club, or another affiliate club of Rotary International.
3. Spouses (or spousal equivalents), family members, and friends of Rotary International may be eligible to participate if approval is granted by the International Service Committee.

* Individuals under the age of 18 may only attend if accompanied by a parent or guardian.

Not eligible?

Join our Rotary Club! Our Rotary Club meetings in San Francisco and San Diego are an absolute blast, and you will meet a ton of new friends who are also passionate about local and international service projects. If you are passionate about changing the world in positive ways, we would love to have you as a guest at our next meeting.

If you are not located in San Francisco or San Diego, there are over 34,000 Rotary Clubs all over the globe. Needless to say, there is likely to be one near you. To find the nearest Rotary Club to you, just visit <http://www.rotary.org/en/AboutUs/SiteTools/ClubLocator/Pages/ridefault.aspx>.



How do I sign up?

Instructions: Participant Confirmation Form

1. Fill out the below form with your name and contact info.
2. Visit <http://www.servetheworldtoday.com/projectverde> and read the terms and conditions of participating on this trip.
3. On that same page, click "BOOK NOW" and pay a \$595 deposit to Serve The World Today.
4. On the right side of this page, initial the acknowledgements and sign below. Deliver this form to Jennifer de Leon (jedeleon@deloitte.com).

Name: _____

E-mail address: _____

Mobile phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of birth: _____

Emergency contact name: _____

Emergency contact phone: _____

Acknowledgements

_____ I have read the terms and conditions on Serve The World Today's website: <http://servetheworldtoday.com/terms-and-conditions/>.

_____ I have submitted my \$595 deposit to Serve The World Today to reserve my spot on the trip.

_____ I acknowledge that I will lose my \$595 deposit if I am no longer able to attend the trip and if I cannot get another individual to take my place.

_____ I acknowledge the risks of traveling to foreign countries and understand that Rotary International nor Hug It Forward are responsible for any losses, accidents, injuries, or other incidents that may arise on the trip.

Signature: _____

Printed name: _____

Date: _____



Frequently asked questions

Can non-Rotarians participate in the project?

It depends on how many available spots we have on the trip. Priority is given to members of Rotary International, but we may be able to bring along non-Rotarians if we have excess capacity.

Is it safe to travel to Guatemala?

Fortunately, we will be traveling with Hug It Forward, an organization that is very experienced with hosting trips to Guatemala and does so on a regular basis. However, careful precautions should be exercised when traveling to any foreign country. To reduce the risk of safety issues, use common sense and be aware of your surroundings. Travel in groups. Use the buddy system. Do not walk alone at night. Avoid unsafe areas. Monitor your alcohol consumption carefully and act sensibly. All of the precautions that would apply in your daily life should be magnified when traveling abroad.

Like any vacation, keep valuable items, immigration documents, and cash hidden, and tuck cameras and other valuable items away in a zipped bag when not in use. Leave expensive jewelry at home.

Can I drink the water in Guatemala?

Be careful about drinking water. Bring a reusable water bottle but do not drink tap water. Hug It Forward will provide filtered, purified, safe-to-drink water throughout the trip. Avoid drinking anything served with ice. When buying bottled water or soft drinks, check the cap to make sure it has not been previously opened. Fruit juice may also contain unfiltered water.

Use bottled water to brush your teeth, and keep your mouth closed in the shower.

Will I have internet access?

Yes. If you are able to do so, we recommend leaving laptops at home. However, we also recognize that certain individuals may have to attend to work or family emergencies. Wi-fi internet will be available at the hotels; however, be aware that speed will be slower in comparison to what you have at home.

What will I eat? Is the food safe?

To be extra-cautious, eat only food provided by Hug It Forward and its affiliates. In Antigua, we will be eating at a trusted restaurant. In the communities, we have a private chef, Christy, who has been trained in the US and strictly adheres to high standards of food cleanliness. By carefully sticking to the food provided, you will minimize your risk of food illnesses while in Guatemala. Do not eat street food and be cautious when accepting food from the locals. Politely accept the food, but do not feel obligated to eat it unless you feel comfortable doing so.

Can I drink alcohol?

During our work with the villages, we suggest refraining from heavy drinking for several reasons. First, you are representing our country and Hug It Forward while on the trip, and it is important to act sensibly and responsibly when interacting with the local communities. Second, we suggest refraining from excessive alcohol use for health reasons. As we will be performing manual labor in a new, tropical weather environment, the risk of dehydration and/or sun stroke is heightened. Especially during your first few days in Guatemala, it is important to drink a lot of water and ensure that you reduce the intake of dehydrating liquids whenever possible.



Frequently asked questions

How much money should I bring?

For individuals going on the 7 day trip, anywhere from \$200-300 should be sufficient, as all of the essentials are covered in the participation fee. The extra cash is only required for souvenirs, food at the airport, tips for the driver/chef/guides, etc. You can exchange the dollars for quetzals at an exchange counter, or you can withdraw this amount from an ATM at the La Aurora International Airport. (Just be sure that you call your banks ahead of time to deactivate any fraud alerts.)

What vaccinations should I get for Guatemala?

We cannot advise on which vaccinations to get and instead recommend that you schedule an appointment with a travel physician prior to your trip to Guatemala. The travel physician will inform you about the risks of disease while abroad as well as the vaccinations available to minimize those risks. It is up to you, the participant, to evaluate the risks and decide which vaccinations you want to get.

Click [here](#) to find a travel clinic near you.

When is the deadline for signing up?

When allocating the results of our fundraising efforts, priority will be given to individuals who sign up before **August 31st, 2013**. However, the final day to sign up for the trip is one month before the project, **December 18th, 2013**.

What should I expect? Why participate?

Warning: This trip is not a typical vacation destination for most Americans. Although this trip will offer you an authentic depiction of life in Guatemala, it is not touristy. At times, you will be uncomfortable, challenged, and inconvenienced. The flight to Guatemala will be long, and the standard of living will be lower than what you are accustomed to in the United States. As it goes with visiting any foreign country, there may be periods of frustration, irritation, language barriers, and culture shock.

With those disclaimers aside, you can expect to have a lot of fun and to be significantly transformed after this experience. After attending our program in Guatemala, you will have a better understanding of the world outside of the United States, insights about the attitudes and values of another culture, and empathy for those who are less fortunate. The impact of our project will be rewarding, and you will remember it for a lifetime. Although tourism is not the focus of this trip, we will still have opportunities to explore Antigua and nearby Mayan ruins. You can expect to walk away with tremendous intellectual and personal development, a broader mind and perspective on the world, and unforgettable experiences with a wonderful group of people. The benefits to your character development will be priceless.



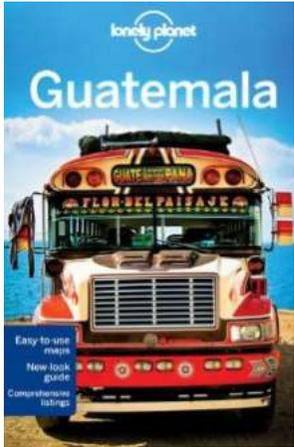
Appendix A: Guatemala readiness checklist

Project Verde Readiness Checklist

No.	Action Item	Deadline	Done
1	Follow the instructions listed in the "How Do I Sign Up?" section. This includes the following: - Reading the terms and conditions on Hug It Forward's website - Booking your spot online and paying the \$595 deposit. - Filling out the Participant Confirmation Form (see page 26 of this information packet) and e-mailing it to Jennifer de Leon, SF Evening Rotary International Service Chair, at	8/15/2013	
2	Pay the \$595 non-refundable deposit to Hug It Forward to reserve a spot on the trip. See the section, "How Do I Sign Up"?	8/15/2013	
3	Request vacation time off of work. Inform your employer, family, and other extracurricular commitments that you will not be available during the International Service Project	8/15/2013	
4	Ensure that you have a valid passport with at least two blank pages. If you do not have a passport or your passport has expired, visit the following travel.state.gov site to start the application or renewal process: http://travel.state.gov/passport/passport_1738.h	9/30/2013	
5	Book your flight using designated travel agents. See "Airfare" section for more information.	9/30/2013	

No.	Action Item	Deadline	Done
6	Inquire with your doctor about whether certain travel immunizations are required to go to Guatemala. Understand the risks and choose what additional vaccinations you need, if any.	11/30/2013	
7	Call your banks and inform them of your travel plans to ensure that your ATM card, debit card, and credit cards work abroad. If they are unaware of your travel plans, you will not be able to access your money while in India due to	1/1/2014	
8	Read about Guatemala, learn about the culture, and understand the history of the people. See <i>Appendix B: Recommended</i>	1/1/2014	
9	Purchase travel insurance. More information will be released at a later date.	1/1/2014	
10	Print this information packet and all of your itineraries. This includes your flight itinerary and any other confirmations that you might have	1/1/2014	
11	Make two copies of the front page of your passport - because you may never know!	1/1/2014	
12	Pack your belongings; we're going to Guatemala! See <i>Appendix C: What to Pack</i> .	1/1/2014	

Appendix B: Recommended reading



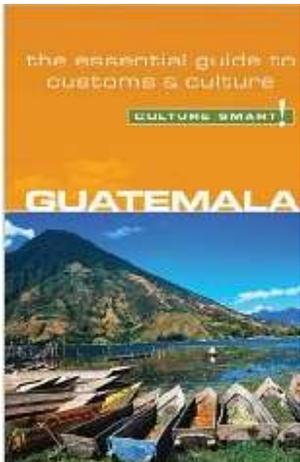
Lonely Planet Guatemala (Country Guide)

An updated version of the Lonely Planet Guatemala guide will be published in October 2013. For individuals wanting to travel through Guatemala outside of Project Verde, this is a great resource for off-the-beaten-track itineraries.

Other recommended reading

Please visit the [Further Reading](#) page on Serve The World Today for more book recommendations on your trip to Guatemala. Other recommendations include the following:

- *The White Man's Burden*, by William Easterly
- *Walk Out Walk On*, by Margaret Wheatley and Deborah Frieze
- *Where There Is No Village Doctor*, by David Werner
- *A Short History of Guatemala*, by Ralph Lee Woodard, Jr.



Guatemala – Culture Smart! The essential guide to customs & culture

Culture Smart! provides a succinct guide on attitudes, beliefs and behavior in Guatemala, ensuring that you arrive at your destination aware of basic manners, common courtesies, and sensitive issues. These concise guides tell you what to expect, how to behave, and how to establish a rapport with your hosts. This inside knowledge will enable you to steer clear of embarrassing gaffes and mistakes, feel confident in unfamiliar situations, and develop trust, friendships, and successful business relationships.



Appendix C: Key contact information

If you have any questions about this trip, please contact the following individuals:

Jennifer de Leon

San Francisco Evening Rotary Club

International Service Chair

jedeleon@deloitte.com

(415) 203-6510

Sarah Davis

San Diego Coastal Rotary Club

International Service Chair

sarah.e.davis@thrivent.com

(619) 846-8341

Heenal Rajani

Hug It Forward

VP, Board of Directors

heenal@hugitforward.org

(760) 282-4847



Appendix D: What to pack

Overview

The key to packing for Project Verde is to pack as lightly as possible. We will be moving around frequently. Our recommendation: Bring one small piece of luggage and one personal item (purse or laptop bag). No more.

Another recommendation for visiting developing countries is to bring clothing that you were planning on donating to Goodwill. Or stop by a local thrift store and purchase cheap clothing that can be donated to the folks abroad. Wear each article of clothing one last time, and donate it to a local person or child that could get great usage out of it. You'll come home with a light suitcase and will have donated clothing to people who will appreciate it!

The essentials

- _____ Your passport
- _____ Print-outs of your itineraries (e.g. flight)

The gear

- _____ One large backpack or small piece of luggage
- _____ One personal item (laptop bag or purse)

Packing tips

- Pack only clothing that can get dirty. You will be engaging in hands-on projects, so be aware that your clothing is subject to paint spills, dirt stains, etc.
- If you travel frequently, it may be worth biting the bullet and investing in an [REI backpack](#). Another great option is the [duffel-bag-on-wheels](#), which gives you the option to carry your stuff or wheel it around, depending on the smoothness of the terrain.
- [Stuff sacks](#) are the most amazing tools; you'll be able to compress large volumes of clothing into small spaces.
- If you would like to bring a day pack but don't want it to take up a lot of room, Sea to Summit makes an awesome [packable day pack](#) that compresses into an itty bitty thing small enough to fit in your pocket!
- Ladies: Leave the Coach and Burberry purses at home. Be cognizant of brand-name items, as they could draw unwanted attention. You're much better off bringing an [ugly-but-practical purse](#) with lots of compartments.

Appendix D: What to pack (cont.)

Highly recommended travel products

Women's Flash 52 Pack. REI. \$179.



Stuff sack. REI. \$8.



Ultra-sil packable day pack. Sea-to-Summit. \$33.



Wheely Beast Wheeled Duffel – 35". REI. \$179



Women's equipment donner bag. Overland. \$65.





Appendix D: What to pack (cont.)

Clothing

- _____ 4-5 lightweight, [long-sleeved and/or short-sleeved shirts](#)
- _____ 2-3 loose-fitting [pants](#) or [long skirts](#) (for the ladies)
- _____ 1 lightweight, waterproof jacket
- _____ Thick [socks](#)
- _____ Swimsuit
- _____ Underwear
- _____ Sun hat
- _____ Sunglasses

Shoes

- _____ One pair of comfortable athletic shoes that can get dirty
- _____ One pair of athletic sandals or sturdy flip flops

Packing tips

- While working on the bottle school, wear long pants or jeans. Do not wear shorts.
- LADIES: **Dress modestly.** In San Martin, women dress much more conservatively. Revealing clothing is potentially offensive to our hosts and is therefore completely unacceptable. This is challenging to do in hot weather, but it is important to respect local customs and ensure that we are not offending the communities with whom we will be working. Wear pants. If you must wear a skirt, ensure that it goes past your knees. Always wear shirts with sleeves, and avoid spaghetti strap tank tops and revealing tops. Always err on the side of conservative whenever possible.
- To ward off mosquitos, ExOfficio makes a BugsAway clothing line that is treated with an Insect Shield to repel mosquitos, ticks, ants, flies, and other unfriendly animals.
- They aren't the greatest fashion statement, but athletic sandals such as [TEVAS](#) come highly recommended for hot weather and rocky terrain.

Appendix D: What to pack (cont.)

Highly recommended travel products

Men's Hurricane XLT Sandal. TEVA. \$40.



Bugsaway Ziwa Convertible Pant. ExOfficio. \$85.



Women's Bugsaway Insect Repellent Shirt. ExOfficio. \$45.



Appendix D: What to pack (cont.)

Electronics

- _____ Camera and camera charger
- _____ Phone and phone charger
- _____ Kindle/e-Reader and charger

Toiletries

- _____ [Bug spray/DEET*](#)
- _____ [Sunscreen*](#)
- _____ [Hand sanitizer*](#)
- _____ Toilet paper, wet wipes
- _____ Toothbrush, toothpaste, floss
- _____ Ear plugs (for the plane)
- _____ [Travel towel](#)
- _____ Razor
- _____ Ear plugs
- _____ 2 oz. container of shampoo/conditioner* (unscented recommended)
- _____ 2 oz. container of body wash* (unscented recommended)
- _____ 2 oz. container of lotion* (unscented recommended)
- _____ Travel-size deodorant (unscented recommended)
- _____ Makeup: Ladies, at the very most, limit yourself to one lip gloss, one mascara, one eyeliner, one color of eyeshadow, and one compact for face powder. All of this should fit into a plastic baggie.

Packing tips

- Bring an extra camera battery and an extra memory card. We will be doing and seeing a lot of amazing things, so you won't want to run out of space or batteries!
- Be careful if you plan to bring a laptop, Kindle, or iPad. They are great for the plane or inside the hotel room, but to avoid attracting unnecessary attention, I advise not bringing them out in the open. WiFi will be available in the hotels (though at slower speeds).
- All of the liquids mentioned (marked with an asterisk*) need to fit in a 3 oz or smaller container. Collectively, they should all fit into one quart-size ziplock bag. Use unscented liquids to avoid attracting any mosquitoes.
- To avoid liquids spilling or exploding in luggage, the best 3 oz. liquid containers are the [Nalgene Polyethylene Bottle](#), which you can purchase for \$2 at REI.
- Also, restrooms can vary in terms of availability of toilet paper and cleanliness. To be well-prepared for any situation, put together a mini "restroom kit": a large Ziploc bag equipped with toilet paper, wet wipes, and hand sanitizer. You may never know!

Appendix D: What to pack (cont.)

Highly recommended travel products



Nalgene Polyethylene Bottle.
REI. \$2.



REI MultiTowel Lite X Large
Towel – 54" x 25". \$22.



Sea to Summit Insect
Shield CoolMax Adaptor
Liner. REI. \$58.



Appendix D: What to pack (cont.)

First Aid

- _____ Water bottle
- _____ Malaria medication
- _____ Neosporin, bandages
- _____ Headlamp
- _____ Small first aid kit
- _____ Cold, headache, and flu medicine just in case!

Toiletries

- _____ Bug spray/DEET
- _____ Sunscreen
- _____ Hand sanitizer
- _____ Toilet paper, wet wipes
- _____ Toothbrush, toothpaste, floss
- _____ Razor
- _____ Ear plugs
- _____ Towel
- _____ 2 oz. container of shampoo/conditioner* (unscented recommended)
- _____ 2 oz. container of body wash* (unscented recommended)
- _____ 2 oz. container of lotion* (unscented recommended)
- _____ Travel-size deodorant (unscented recommended)
- _____ Makeup: Ladies, at the very most, limit yourself to one lip gloss, one mascara, one eyeliner, one color of eyeshadow, and one compact for face powder. All of this should fit into a plastic baggie.

Tips for the hard core traveler

Soft water bottles, such as the [Platypus](#), are great for space-saving purposes. You can just roll it up and store it in your pocket when you're done with your water.

Probiotics may also help with the food transition and minimize the risk of traveler's diarrhea.

Finally, if you are the type of person who attracts mosquitoes, you may want to consider sleeping with a mosquito net or [insect shield](#).



Appendix E: Basic Spanish

Basic Spanish

Prior to arriving in Guatemala, we suggest learning basic, conversational Spanish. Although we do not expect participants to be anywhere near fluency, knowing a handful of key words will go a long way when trying to build relationships with the local communities. Study the key words and phrases below. Additionally, note that BBC offers free online Spanish lessons for beginners: <http://www.bbc.co.uk/languages/spanish/>.

Español	English	Español	English	Español	English
Hola	Hello	¿Como se llama?	What is your name?	El hotel	The hotel
Me llamo Jennifer.	My name is Jennifer.	¿Como está?	How are you?	El baño	The bathroom
Encantado, -a	Nice to meet you.	Lo siento	I'm sorry	Perdón	Excuse me
Sí	Yes	I don't understand	No entiendo	¿Dónde está?	Where is...?
No	No	¿Habla inglés?	Do you speak English?	Todo recto	Straight ahead
Hablo un poco	I speak a little	¿Cuánto cuesta?	How much does that cost?	A la izquierda	On the left
En español	In Spanish	¿A qué hora abre la tienda?	At what time does the store open?	A la derecha	On the right
En inglés	In English	¿A qué hora cierra la tienda?	At what time does the store close?	Está cerca	It's nearby
Adios	Goodbye	Necesito esto.	I would like this.	Está lejos	It's far away
Gracias	Thank you	Me gustaría pagar en efectivo.	I'd like to pay in cash.	Un billete para...	A ticket to...
Por favor	Please	Me gustaría pagar con tarjeta de crédito.	I'd like to pay with a credit card.	Enfrente	Opposite

A special thank you to...



...for helping us plan the trip of a lifetime!