# Mission Team Leader Manual Table of Contents

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¡Bienvenidos a los Ministerios Nuestras Pequeñas Rosas!

So you’ve taken on the task of Mission Team Leader! Thank you! We know that much hard work goes into coordinating and planning a mission trip. Let us be the first to say...*welcome to Honduras*! We are delighted that you will be joining us as our guests at Our Little Roses Ministries.

We have prepared this manual for you, the team leader so that you can become familiar with the necessary procedures for planning a successful mission trip. You may want to share all or parts of this booklet with your full team, however, we also have a *Team Member Booklet* that we encourage you to have each member of your mission team print and carry with them.

Who We are...History, Mission, Vision, and more

Our Little Roses Ministries will celebrate its 30th Anniversary in 2018! Despite roadblocks and unfavorable odds at times, we have been able to rescue abandoned and abused girls from the streets and shape them into successful Honduran women. With uncompromised focus and vision, along with the tireless efforts of those supporting us from distant shores, we know that we continue to make a difference in this world. Those who have grown up at Our Little Roses now hold in their hands a future blessed with choices, not despair. *They have been set free from the cycle of abuse and poverty.*

Today, the home is renowned in all parts of Honduras. Just mention the name "Little Roses" and Honduran nationals across the country smile. Many have heard of the impeccable reputation of Our Little Roses Ministries. Some know of the girls. They may have even met them. They might have spoken with them in parent-teacher conferences; our girls being either the parent or the teacher. Their children play together. They have worked with them in the business setting. They have become acquainted with them in the commerce world, maybe even in an enterprise run by one of our grown up "girls."

A generation of girls has blossomed. The seeds of hope that were planted in 1988 have borne fruit year after year. God continues to provide us with the grace and perseverance to labor with our hands and our hearts because that is who we are and that is what we do. We will sow, and with God’s help, we will reap the bounty of the gifts our girls have to offer. *As we look forward to our next 30 years together, we stand in witness of Our Little Roses. The dream is more alive now than ever.*
**Mission Statement** Our Little Roses Ministries is a non-Governmental Organization dedicated to transforming the lives of girls from the OLR Home and children of the community by providing spiritual formation, education and health care to be successful members of society.

**Vision Statement** To be a model Ministry that offers children; love, faith, justice and equality in an integral family atmosphere.

**Expectations**

- Encourage the girls to be able to obtain their dreams and goals transforming them into successful women with strong values and spiritual principles.
- Strengthen Our Little Roses Ministries by developing an integral base in an atmosphere of love, cordiality, respectfulness and security.
- Involve all members of Our Little Roses Ministries, (girls and staff) in the different programs and projects that this ministry provides by understanding the mission and vision of this institution and projecting that knowledge to the community.

**Principles** Our Little Roses Ministries was founded on the teachings of our Lord Jesus Christ to love God and our neighbors as ourselves with the prime purpose of rescuing the girl child from situations of risk.

**Objectives**

1. Form young girls into successful women by stressing moral and spiritual values.
2. Provide a family atmosphere of unity and solidarity where everybody feels part of the ministry.
3. Motivate and help develop an awareness of the ministries by means of spiritual retreats, workshops, and training programs that support working together.

**Core Values**

*Faith ~ Love ~ Justice ~ Equality*
Planning Your Visit

Your initial contact as you plan your visit will be with our staff in Miami. If you have not completed a Mission Interest Form yet, please click here so we can get started!

You can also email admin@ourlittleroses.org with the subject “Mission Team Information”. We’ll reach out to gather information and connect you with the team in San Pedro Sula to work on dates and logistics. Mayra Arguelles, Administrative Assistant for Our Little Roses Ministries will confirm your dates and work with you to customize your stay at OLRM.

To ensure the safety of the girls at the home as well as the team members that travel to Honduras, it is now REQUIRED that we receive a team roster filled out completely and submitted three weeks prior to coming to Honduras for your trip. Click here for an electronic version or email Admin@ourlittleroses.org and we’ll be happy to send you one. Just email us the completed form or print and send along with your other paperwork.

*We will guide you through every step of your preparation!

Travel Arrangements

Once we have your dates firm you will receive a Mission Group Date Confirmation email. Now it really gets exciting – it’s time to make your travel arrangements. Please ensure the following:

1. **All travelors must have a passport valid six months after your travel date!!**

2. All group members must arrive and depart together. *Very limited exceptions will be considered with prior approval.*

3. **Please avoid night flights.** Night flights are often delayed. Travelling to San Pedro Sula at night is complicated. If, for any reason, a night arrival is your only option please contact us BEFORE making your reservations.

4. If you book your flight through American Airlines or Delta Airlines you can help our ministry by adding Our Little Roses account number to get extra business miles. **You will still receive your personal miles,** however these two airlines have the added benefit of supporting non-profit organizations. These miles are very helpful for our ministry. We often use them to allow our staff to attend professional development courses or for fundraising events. Following are step by step instructions:

   1. If you have an online account with either American or Delta you can add our number to your profile:
      - **For American it is called American Airlines Business Extra.** Our Little Roses number is 781284. Go to “My Account”  
        - Click on “my reservation preferences”  
        - Click on “edit my business extra”  
        - Add number (781284) and click save
      
      - **For Delta it is called SkyBonus:** Our Little Roses Account Number is US0020787
        - Go to my Delta, Then “my sky miles”, then “manage my account”  
        - Click on “manage my profile”  
        - Click on “flight preferences”
- Click on “my reservation preferences”
- Click on “edit my SkyBonus”
- Add number (US0020787) and save

2. Every time you book a flight using Delta or American as your carrier, regardless if you are booking via Expedia, Tavelocity, your travel agent, etc. you can add us. When you supply your personal frequent flyer number also give them the business account number.

Safety and Cultural Considerations

Travel abroad is exciting, yet not risk-free. Remember that you and your group will be entering a very different culture. Honduran culture is beautiful and rich with history but can be very different from what you are used to.

Our number one priority is to make sure that everyone who travels to visit us is safe. For this reason, we ask you to respect our knowledge of the area and our experience with group visits. Below we have listed some important points to go over with your team.

- Recommend your team visit the Center for Disease Control and Prevention’s website for vaccination recommendations and lots of other useful information.
- Make two copies of each team member’s passport, send one along with all other paper work to OLRFMS and keep one with your belongings when you travel. We also recommend that each team member make a copy of their own passports and keep it in a different location than their original.
- Team members may choose to use a money belt or other safety feature for cash and credit cards.
- You and your belongings are safe on the Our Little Roses compound, but we cannot assume responsibility for you or your belongings if you venture off the property.
- Armed guards are a part of our culture here in Honduras and not cause for alarm, you will see them at the airport when you land. When you go on any excursion with Our Little Roses, you will often be accompanied by one of our guards as well as another staff member.
- Do not exchange U.S. Dollars at the airport. We can help you with that at the compound.
- Photography: While we welcome your interest in the girls, please be respectful of their privacy. This is their home and they may have moments when they do not want to be photographed. Please be considerate of their needs. To build relationships with the girls, you may need to put your camera away at times.
- It is prohibited to upload individual pictures of the girls to any social media pages such as Facebook, Instagram or anywhere on the Internet. We will discuss this on site as well.
- Group outings are a privilege that is earned. If one of the girls is not allowed to go on an outing with your group it can be very sad for both the girl AND for her sponsors or other visitors who have become friends. Please know that, just as in any family, sometimes we have to make hard decisions in raising our girls.

Airport Pick-up and Drop-off

When you land in San Pedro Sula you will need to pass through immigration and customs. A member of our staff will be waiting for you in the airport and we will transport you in one of our vehicles to Our Little Roses.

- Even if you or any team members are familiar with San Pedro Sula please - do not leave the arrival hall on your own. Do not go outside. We don’t want to miss you. If you don’t see us right away, please wait there for us to meet you.
Pricing Information - Lodging and Projects

At Our Little Roses our mission team trips can be customized in many ways. Our girls love when groups come to visit as each one has its own personality. For this reason, there are some costs that can only be decided during the planning process. We will assist you in all this preparation. Below we have highlighted as much information as we can, and we look forward to helping you plan.

Projects: Many of our groups do special projects with our girls that require preparation and materials to be purchased before your arrival (see suggestions on Page 12). Our staff will help you decide on a project and work on the budget which will include all the necessary material and staff preparation to complete your work.

Once you have decided on the project and we have developed a budget we ask that you send the funds necessary at least two months prior to your travel date. This allows us to make sure we have everything ready when you arrive.

- Send a check in the agreed upon amount to: Our Little Roses Foreign Mission Society, RE: Mission, P.O. Box 530947, Miami Shore, FL 33153-0947

Group room and board expenses: As all our trips are unique, we do not have a standard “package” price. Below is a chart that can help you in your planning. We’ll help calculate the expenses for you based on the number of group members, transportation and dining needs, outings, projects, etc.

Once we calculate your group’s costs please send a check at least one month in advance of your travel date to: OLRFMS, RE: Mission, P.O. Box 53094, Miami Shores, FL 33153-0947

Additional funds: While we do our best to include all costs prior to your travel, things may come up during your stay that might incur an additional cost. For example, your group may decide to add an excursion or change an excursion due to weather or other conditions; each time the bus is required that is not on the schedule you’ll need to pay for gas, the driver, and the guard’s time. Please bring cash to cover these expenses, in case you require any extras. We will recommend an amount based on your group size prior to travel.

Money: The national currency is the Honduran Lempira. While you may be able to use U.S. dollars in many places, it is a good idea to have Lempiras for souvenir shopping and other activities outside the home. The office staff can exchange money for you at the bank rate from Monday to Friday. It is not safe to exchange money at the airport.

Tipping: You may wish to tip a luggage handler or other person in a service industry. A couple of dollars should be fine. At Our Little Roses, it is also appropriate to tip the driver, the cook, the guard and the cleaning person at the home. A suggested tip range is $10 to $20 for your group per employee (depending on the size of the group and the time spent with you). See Typical Budget on Page 10 for more information. *Please designate one person on your team to be the “Tipper”. This will alleviate any problems with folks pulling out money in the airport, double tipping some staff members or perhaps missing someone.
Emergency Contact Information

Please keep this information with you (you will need it to complete your customs forms) and leave a copy at home with your point of contact for this trip.

Mayra Arguelles: (504) 2552-7687, (504) 2552-4473  Cell: (504) 9922-2994
Francis Guzman: Cell:
Diana Frade: Home (504) 2556-5024 or Diana’s cell phone (504) 9992-8233

If you are calling from the apartment, just dial 101. *When calling within Honduras, you do not need the 504 area code.

Tip: Download “WhatsApp” to your cell phone and have your U.S. contact do the same. Phone calls and texts are free cell to cell with internet connection.

WiFi: Internet connection is available on campus. Either Mayra or Francis will help you set it up. The password for WiFi is confidential – please do not share this password with the girls.

(Entrada Principal Colonia Villa Florencia, contiguo al campo de futbol).

While You Are Here

While you are here, Nuestra casa es su casa (our home is your home)! We encourage you to have fun and be creative...but please help us take care of our home by cleaning up. Especially after working on your project. This may mean budgeting for a drop cloth if you are painting, or asking us in advance where to store paints, etc.

Please clean up after your fun activities, too. If you treat the girls with piñatas, for example, please try to buy the kind without confetti. Regardless of the contents, please make sure you clean the area at the end of the activity. We are a small staff taking care of many girls and so we appreciate your consideration.

Our Little Roses is a SMOKE-FREE ENVIRONMENT.
Holy Family Chapel

The Rev. Gustavo Galeano (reverendgaliano@ourlittleroses.org) is the full time priest at OLRM. The chapel is used for the home and for the school. For that reason it is necessary to coordinate with Father Gustavo if you would like to have a special service of any kind.

The chapel is a sacred space and we are teaching the girls that when they are in the chapel they have to treat this sacred space with respect and reverence. We ask all our missionaries to help set a good example of reverence while in the chapel. We hope that you will use this space while you are here for reflection and prayer time.

Girls Ages

We try to update this as needed but there are always situations that come up where our numbers might be a little off. As of January, 2018, the following breakdown by age makes up our family. We recommend that each team member prints out a copy of our “Gallery of Roses” which has each girl’s picture, her birthday and also lists if she has any blood relatives living in the home. While we try to keep this as current as possible, things can change rapidly so there may be girls who are not in the Gallery at the time of your trip.

1 eight-month-old baby
4 girls from one to 4 years old
16 girls from 5 to 9 years’ old
21 girls from 10 to 15 years’ old
14 girls from 16 to 21 years’ old
10 Girls in the REST College Living/Learning Community
2 Girls in the Transition Apartments
Packing Suggestions
!! YOU MUST HAVE A PASSPORT VALID SIX MONTHS AFTER YOUR TRAVEL DATE!!

TRAVEL NECESSITIES

- Airline Tickets
- Credit Card
- Medical insurance information/emergency form
- Passport valid for SIX months after your travel and 1-2 copies stored separately
- Cash
- If flying on Spirit, $40 departure tax (must be cash) to exit San Pedro Sula.
- Book to read
- While no vaccinations are necessary to enter Honduras from the United States, it is a good idea to be up to date on tetanus. A malaria vaccination is not necessary, but some people choose to be on a course of malaria medication. Check with your doctor. (CDC Website Link)

CLOTHING – remember that you will sweat a lot here!

- Prescription Glasses
- Sunglasses
- Light waterproof jacket/windbreaker
- Women: ≥3 or so pants/conservative skirt/shorts
- Men: ≥3 pants/shorts
- ≥7 or so Tops/Shirts
  (Re: clothes: bring something to work in and work gloves...they might get ruined)
- Undergarments and socks – bring enough to sweat through!
- Sandals/flip flops
- Working/walking close-toed shoes and socks.
- Swimsuit in case you go swimming
- Sun hat/baseball cap
- Pajamas/Sleepwear
- **Appropriate dress for church.**
- Flash light

TOILETRIES (3 oz. or less per bottle if not checking luggage)

- Sunscreen
- Bug repellant (with DEET)
- Comb and/or Hairbrush
- Toothbrush & Toothpaste
- Deodorant
- Soap
- Feminine Items
- Shampoo/conditioner
- Medicines (Prescription & Over-The-Counter)

MISCELLANEOUS

- Camera
- Optional - twin sheets and a towel to use at OLR (and leave behind?)
- Supplies for a craft; gifts for girls – **to be given to OLR staff, not the girls themselves.**

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**Important Note:** Pack a change of clothes, toothbrush, toothpaste and any medicine you need in your carry-on luggage in case your luggage is delayed.
## Typical Budget

**PLEASE NOTE THAT THESE PRICES ARE BASED ON GROUPS OF 10 PEOPLE**

<table>
<thead>
<tr>
<th><strong>Group Project</strong></th>
<th>To be determined prior to travel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will be given a suggestion for your project by our staff. Your budget will include all the necessary materials and staff preparation to complete your work.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Activities with the girls</strong></th>
<th>To be determined with your group. Bring your own supplies for these activities. (See suggested activities on Page 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible times are from 9:00 to 12:00, 3:00 to 5:00, and 7:00 p.m.to 8:30 p.m. We encourage you to interact with the girls by introducing them to activities such as: crafts, singing, sports, drama, Bible stories, or play. There are some established activities such as classes at CCI (Centro Cultural Infantil) on Thursdays, Fridays from 3:00 to 5:00 p.m. and for the little ones on Saturdays from 8:00 – 12:00.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B and B lodging in dorms on campus.</strong></th>
<th>$35 per night per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>The group dorm includes: air-conditioned facilities, four bedrooms with bunk beds to sleep up to 35, as well as three bathrooms with hot water, two toilet stalls, two sinks, and two showers in each. The kitchen area includes a mini refrigerator with water. Snacks must be bought for the groups at the grocery store. There is also cable t.v. and a computer with internet access. Breakfast is served each day, prepared by our cook, in the dining room. Breakfast includes fresh fruit, toast and coffee, as well as a main dish.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>(Delicious!) Lunch</strong></th>
<th>$15 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch ranges from a typical hot, filling Honduran dish to a bountiful sandwich bar with all the fixin’s on yummy rolls from the bakery.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>(Mouth-watering!) Dinner</strong></th>
<th>$15 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner is another time to taste the amazing Honduran cuisine coming from our experienced cooks. Come with a hearty appetite!</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Airport transfers</strong></th>
<th>$150.00 ONE Round trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra trips to the airport</td>
<td>$75.00 ONE Round trip</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>City Transportation</strong></th>
<th>$50.00 each outing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night Outing Transportation</td>
<td>$75.00 per outing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Excursion Transportation</strong></th>
<th>Depends on the outing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Driver and Guard</strong></th>
<th>We’ll give you suggestions and of course – you can always ask Mayra.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please cover the costs of meals and lodging for our staff who accompany you on your excursions. We will do our best to include these items if all is planned early but even the best made plan sometimes needs adjusting – you can always ask Mayra about these expenses when you’re in the country.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tips</strong></th>
<th>A suggested tip range is $10.00 to $20.00 for your group per employee (depending on the size of the group and the time spent with you).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently there are 3 day guards, 2 night guards, 2 drivers, 1 housekeeper, 2 cooks, and if you go to the retreat center there is a cook and guard.</td>
<td></td>
</tr>
</tbody>
</table>
Mission Team Scheduling

As of January, 2018, Summer Mission Team Season will begin the first Monday of June. Each mission team week will run from Monday to Monday.

*To provide the girls a little time to decompress between visits, we ask that teams not arrive prior to 11:00 a.m. on Monday and that they depart the home by 9:00 a.m. the following Monday.*

**Typical Schedule**

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>8:00 am</th>
<th>Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00</td>
<td>Project or Activities with girls or at HFBS</td>
<td></td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00 – 3:00 pm</td>
<td>Project / Activities</td>
<td></td>
</tr>
<tr>
<td>3:00 pm – 5:00 pm</td>
<td>Afternoon activities</td>
<td>26 girls, different ages</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>7:00 pm – 8:00 pm</td>
<td>Outdoor play/games</td>
<td>60 girls</td>
</tr>
<tr>
<td>8:00 pm – 8:30 pm</td>
<td>Optional songs/chapel*</td>
<td>60 girls</td>
</tr>
</tbody>
</table>

**Thursday & Friday**

| 3:00 pm – 5:00 p.m. | 15 girls attend classes at CCI |

**Saturday**

| 8:00 am – 12 p.m. | 18 Girls attend classes at CCI |

**Sunday**

<table>
<thead>
<tr>
<th>8:00 am</th>
<th>Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>Sunday School (10 and under)</td>
</tr>
<tr>
<td>10:30 pm</td>
<td>Service</td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:00 pm – 5 pm</td>
<td>Afternoon activities</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 pm – 8:30 pm</td>
<td>Outdoor play</td>
</tr>
</tbody>
</table>
Suggested Group Activities While Visiting

We are always amazed at the creativity the groups share during their time with us. We encourage you to try new activities but please, run your ideas by us. We can give you input on such things as age-appropriate activities, or culturally sensitive issues, or if you would be duplicating something the girls have done with another group. We love to help however we can. Below is a list of a few suggestions.

- **Decorate (add some bling!):** flip flops, pillow cases, tennis shoes, hair accessories, photo frames, letters for our sponsors, notebooks we can use as journals, etc.
- **Decoration or creation** of earrings, bracelets, necklaces *(Please consider the ages.)*
- Tie-Dye (T-Shirts)
- Spa time: make-up, hair, nails, etc.
- Reading activities
- Baking banana and other breads, pizza, cup cakes, cookies, spaghetti, etc.
- Drawing and painting
- Workshops on manners, dating, time management, studying, etc.
- Fashion show
- Pick a country and do a theme night so the girls can learn about new and interesting places
- Put on a play

- Swimming activities
- Pizza Party
- Hike
- Overnight Retreat Center trip or retreat
- Bible readings of VBS
- Contests: talent, bingo, races, recycling, dancing
- Karaoke
- Spiritual Retreats and talks
- Piñata (many candies)
- Hawaiian party
- Mexican Taco party
- Going out to eat (Burger King, Wendy's, KFC)
- Movie (local movie or movie with popcorn at OLRM)
- Pajama or costume party
- Happy afternoons: football, kickball, jump rope, water balloon games, etc.
- Yoga, aerobics, Zumba, etc.
Special Instructions and Things to Consider

Our Little Roses Ministries welcomes and encourages visitors. However, to maintain a home-like atmosphere and not disrupt the daily routine of the girls, it is necessary to follow the guidelines established for visiting any of our ministries. Please read the following guidelines and help us to keep OLRM running smoothly.

**Check First:**
All persons, either groups or individuals, must first contact the administrative office to verify that the time you’d like to visit is not in conflict with any other scheduled activities or visitors. Hopefully this will all be done worked out during the mission trip preparation, however, please remember that it is not appropriate to just “pop-in” to a classroom, activity or function.

**Last Sunday of the Month – Family Day:**
The last Sunday of the month is Family Visitor Day and other groups are not usually permitted to visit unless they are staying at the B&B Hostel or they are a short-term mission group working at Our Little Roses. **Since many of our girls don’t have anyone to visit, those staying here are welcome to be their visitor with prior permission from the staff.**

**Taking the Girls off the Compound:**
To be fair and keep parity among the girls, OLRM does not allow sponsors or visitors to take out one girl or a group of girls. **Visitors are welcome to take the entire group, which can be divided in one large group or two smaller groups.**

We know this can be difficult – but we ask for your full support with this rule. Our hope is for all girls to be able to have an enjoyable time with their friends who come to stay and visit. By following these guidelines, you will be able to help us to monitor the activities of the girls for whom we are responsible.

**This Booklet and other Informational Material:**
Please be sensitive to the girls’ feelings by not allowing them to have informational material. **This is intended for visitors’ use only.**

**Birthday Celebrations**

We encourage sponsors to send a donation so that every girl receives a special gift on her special day. You may have team members who are sponsors and want to bring a gift for their girl. **Please make sure they follow the rules and check their gift in at the administration office BEFORE giving it to their girl!**

At the end of every month we have a big celebration of all the Birthday Girls. We have ice cream and cake, and everyone can celebrate with us! A birthday gift should not exceed $25.00 (U.S.). The birthday money that is received will go into our “B-Day Fund” and is used to buy a gift and to pay for the celebration.
Donations While in Honduras (*Financial, clothing articles, and gifts*)

Our Little Roses Foreign Mission Society, Inc. is a U.S. 501(c)(3) non-profit organization and as such has strict rules it must adhere to. Our Little Roses Ministries is a Honduran non-profit and also has strict rules to adhere to. Please stress the following procedures for donations and gifts-in-kind with your team before arriving:

**Monetary donations:**

- **Must be received through the administrative offices of Our Little Roses Foreign Mission Society in Miami.** We work very hard to ensure complete transparency with every donation that is entrusted to us. This ensures that the donor will receive a receipt and financial accountability for their donation. Our Little Roses Ministries cannot be responsible for any donation that is not received through this process. When visitors sneak the girls or staff special gifts or money it ALWAYS ends up in an uncomfortable situation.

- **It is NEVER appropriate to give money directly to any of the girls or to any staff.** We understand that our visitors build special relationships with the girls and staff, however, ALL donations must follow procedures.

**Gifts-In-Kind:**

- Gifts of clothing and other articles must be given to the administrative office to be inventoried. Do not give any gifts directly to the girls or to staff. Staff members are then able to request items that are received.

- Donations should not be directed to a group of persons. Our Little Roses Ministries will determine where best to distribute donations that are not intended to be used specifically for girls at OLR. This will prevent misunderstandings and future dependency.

- **GROUP GIFTS FOR ALL OF THE GIRLS:** Visiting groups often like to bring something special for every girl. **THIS MUST BE APPROVED BY THE DIRECTOR BEFORE BEING HANDED OUT TO THE GIRLS.** Below we have listed some ideas but be sure to discuss this in the trip preparation.

  1. Towels, sheets or other bedding items
  2. Night gowns or PJ’s
  3. Bathing suits, flip-flops, beach articles
  4. Inexpensive crosses, bracelets or other like items.
  5. Hair items
  6. Coloring books
  7. Nail polish, lipstick or other beauty items.

We have a merit system in place so that our girls are able to earn special articles of clothing and other products as well as special privileges for outings, excursions, movies, swimming, restaurants, soccer and the beach. As you can imagine, keeping a fair system running can be delicate so we rely on our visitors to plan and clear all events with Mayra and her team.
Overall Policy for Donations

Below are the overall policies for donations that we ask all of our supporters to adhere to.

**INDIVIDUAL GIFTS:** In order to keep life as fair as possible, the girls may receive individual gifts twice during the year: for their birthday and for Christmas. Gifts should not be excessive in nature. If sending money for the purchase of clothing or other items, the amount should not exceed $25.00 and should be mailed to: OLRFMS, P.O. Box 53094, Miami Shores, FL 33153-0947. Just include a note as to who you are purchasing the gift for. (Please note that excessive gifts will be shared with girls who do not have a special donor.)

**THE FOLLOWING ARE SUGGESTED INDIVIDUAL GIFTS:**
- Books
- Shoes
- Beauty products
- Toys
- Purses, belts and other accessories
- Clothing
- Dolls
- Perfumes
- Jewelry
- Creams and bath supplies

**GENERAL GIFTS TO BE USED BY ALL OF THE GIRLS FOR MERIT:**
- I-pods
- Roller Skates/Blades
- Board games
- Videos, Video games

**NO CASH GIFTS MAY BE GIVEN DIRECTLY TO THE GIRLS AT ANY TIME.**

Requested Training for all Adult Mission Team Members

We *strongly encourage* all team members to complete the “Safeguarding God’s Children” training before arriving at Our Little Roses Ministries. You can complete the training online, just click here and you’ll be where you need to be or visit http://www.safeguardingonline.org/.

If you are a member of the Episcopal Church, you can find out where you can comply by contacting your parish. If you are not a member, you can still take the training, just call a local church or the Episcopal Diocesan office in your area. Please email us at Admin@ourlittleroses.org if need any help with this.
Rules of Behavior and Conduct for Our Visitors

1. **Never** leave the OLR campus without an OLR Staff Member and with permission from your Mission Team Leader.

2. **Girls are never allowed inside the Bed and Breakfast, in the guest apartment**, or any other area where volunteers, visitors or missionaries stay.

3. **Never** play the role of maternal or paternal figure for a girl of OLR. Most of OLR girls have parents, some of them play important roles in their lives. Volunteers, godparents and visitors are considered the girls’ extended family.

4. **No one is ever allowed into the girls’ bedrooms alone.** The ONLY instances when visitors are allowed in the girls’ bedrooms are for pre-arranged circumstances such as when working on maintenance of furniture or walls or for special evening group activities such as aerobics or good night book reading. **In all cases special permission is needed from OLR staff.**

5. **NEVER** give the girls money, gifts, cell phones, or any other gift in-kind, without consultation and permission of OLR staff. All gifts and donations need to be registered by the OLR administration for accounting reasons.

6. **It is NEVER appropriate to be alone with a girl in any area or room, without close supervision by OLR staff.**

7. **ALWAYS** show responsible and appropriate behavior, especially in front of the girls. Follow **all** directions of the OLR staff. Use common sense.

8. Our Little Roses is a Smoke-Free Environment. Smoking in sight of the girls is not allowed, nor is open consumption of alcohol.

9. Parents with children visiting OLR are always responsible for the behavior and caretaking of their children.

10. **All projects and activities undertaken by volunteers and visitors MUST have prior authorization by OLR staff member in charge.**

11. Remember, this is our girls’ home! Volunteers and visitors must respect the work, study, and regularly scheduled activities in our girls’ schedules.

12. **Our Psychologist wants male visitors to pay attention to physical contact with the girls.** It is **inappropriate to allow older girls to sit on laps, to embrace or to drape arms around them, or use any other behavior that may be considered inappropriate.**

13. **This Booklet and other Informational Material:** Please be sensitive to the girls’ feelings by not allowing them to have informational material. **This is intended for visitors’ use only.**

14. Please dress appropriately for church and outings with the girls. For church long pants and modest tops are required. No shorts and revealing tops please.
The Schilling- Weeks Conference Center and Our Lady of the Roses Chapel are an integral part of Our Little Roses Ministries. Set in the natural beauty of the Santa Barbara Mountains, this is a harmonious environment in which to foster, develop and strengthen spiritual, moral, intellectual, and personal growth. The House and the Conference Center is available for activities associated with Our Little Roses Ministries as well as for community programs, visitors, medical missions, language immersion courses, professional retreats, weddings, quinceañeras and more.

The Center is equipped with air-conditioned bedrooms with private bathrooms. Our on-site cook and caretaker are sure to make your stay as pleasant as can be. An on-site organic garden supplies fresh food and there is a beautiful river just a short walk from the house.

Our girls love going to the Center to get away from the city and to relax and enjoy the mountain air. The Center is an important part of the development of the Pueblo Nuevo community and its surrounding areas.

We hope your group will consider spending one night at the Retreat Center with a group of the girls. It’s a beautiful place to relax and build relationships. Just let us know if you’re interested and we will work out what the costs will be.
Mission Team Leader Checklist

☐ Complete the Mission Interest Form
☐ Meet with potential mission team members to discuss ideas for projects and outings they would like to do while in Honduras
☐ Once dates are confirmed, coordinate with OLRFMS on travel arrangements
☐ Meet with potential travelers to review important travel information such as:
  • Passport Information (must be valid 6 months out of travel date)
  • Project planning
  • Important deadlines: mission team application due date, payment due date, etc.
    *Payment for full trip must arrive in Miami office 1 month prior to travel
  • Order group t-shirts
☐ Complete the Mission Team Roster Form 1 month prior to travel
☐ Ensure that all adult mission team members have completed “Safeguarding God’s Children” training and a copy of their completion record is included in the packet sent to the Miami Office
☐ Send a copy of the Mission Team Roster, copies of each traveler’s passport, copies of each adult mission team members’ “Safeguarding God’s Children” completion certificate, and payment in full to the Miami office one month prior to travel date.
☐ Make sure that all special needs of travelers have been communicated to Our Little Roses (ie: special dietary needs, special medications)
☐ Designate a mission team member to be the official “Tipper” on the trip.
☐ Designate a mission team member to be the official “Debrief” coordinator to either lead, co-lead, or recruit other members to lead the evening debrief and reflection.
☐ Encourage members to bring a journal and write at least one line a night.
☐ Designate an official “photographer” to get at least one group photo to share with OLRFMS
☐ Recruit mission team members to give a presentation to your congregation/community when you return home so that everyone can benefit from your team’s experience.
☐ Be sure to pack the Mission Team Leader Packet you will receive in the mail. This packet will contain copies of our Mission Evaluation Form, we also have a digital form, Digital Mission Evaluation Form. Please be sure to have each mission team member complete the evaluation either on the last evening in Honduras or on the plane ride home. These are essential to the growth of our ministry – your input is very important to us!
Drop the evaluations in the mail to: Our Little Roses Foreign Mission Society, Attn: Wendy Bourgault, P.O. Box 530947, Miami Shore, FL 33153-0947
☐ Relax and enjoy your time at Our Little Roses! You have done an amazing job preparing and now it’s time to enjoy the fruits of your labor!