

And whosoever welcomes in my name one such child as this, welcomes me . . .  
. . . Y el que recibe en mi nombre a un niño como éste, a mí me recibe.  
Matthew 18:5

## **FARM OF THE CHILD**

# 2011 Volunteer Handbook

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My Dearest Brothers and Sisters in the Farm of the Child Family,

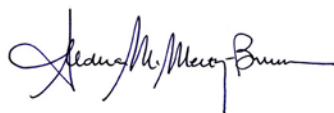
*Bienvenidos!* Welcome! And more importantly, *gracias*. Thank you for your *fiat*, your *sí*, your openness to God's will in your life and His plan to use your hands and your heart to serve and love His children at Farm of the Child. We are so blessed to welcome you into this extended family, joined together in pursuit of our common mission – to love and serve our God and to answer His call to love and serve each other.

Over the next 2-1/2 years, you will stretch, grow, love and be loved in ways that today you cannot yet imagine. We hope that this handbook will help you to begin this process, not only rooting you in the mission and pillars that guide our community, but also helping to manage some of the nitty-gritty logistics that come along with answering the call to serve. There are many people in place to assist you in the journey and to accompany you in this first leg of preparation as you get ready to depart for the mission in Honduras. We have all been at this point in the road before, and are thankful for those who accompanied our journey. Now we are here to accompany you in yours!

Please set aside some time to read this handbook thoroughly and thoughtfully. It will hopefully answer most of the initial questions that you have. From there, Laura Tibbitt, our New Volunteer Liaison will be in communication with you, setting up a calendar of conference calls, to address some of the bigger preparation questions. There is also a community of former Farm volunteers (FFV's as they call themselves) willing and able to share their own experiences with you. It is our hope that, through all of the many resources available to you, the next several months of preparation will be a fruitful journey in themselves, preparing your heart, mind, body and soul for the adventure of faith, service and love upon which you are about to embark.

So, without further ado, I welcome you once again to this amazing family and mission. Thank you, and may God bless you and our Mother Mary guide you on this incredible journey.

Peace, grace and love,

A handwritten signature in black ink, reading "Andrea McMerty-Brummer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrea McMerty-Brummer  
Executive Director, FFV '02-'05  
Farm of the Child

## VOLUNTEER COMMITMENT

All volunteers are asked to commit to the following mission statement, philosophy, and principles.

### **Mission Statement of Farm of the Child**

*In gratitude for the great love that Jesus Christ gives us,  
we decide to unite ourselves and form a community  
to care for needy children and to promote the development  
of a productive society of devout Christians.*

In their decision to accept the call to serve the Farm of the Child, all volunteers agree and commit:

To honor the mission statement of Farm of the Child.

To lead a moral life that honors the dignity and equality of each individual, using the Catholic Church as their guide.

To participate in activities agreed upon by community such as mass, prayer, retreats, and spiritual events that will nurture more personal and communal spiritual life.

To offer their gifts and energy to form community and to adapt to the changing needs of the community and project.

To strive to be patient, caring, and flexible in response to the challenges of community life and cross-cultural living.

To be accountable to themselves and their house community for responsibilities such as cooking, cleaning, and constant communication.

To spend time and form friendships with the children on the Farm that witness to the love of Christ.

Accepting God's call to be a volunteer at the Farm of the Child is a tremendous gift and responsibility. Each of us has been chosen for a specific reason and has a special place to fill. Our time at the Farm will be met with both joyful and challenging occasions. Especially during difficult moments, we look back on our call and commitment to the Farm in order to gain strength and resolution to continue our missionary journey. The children, the house parents, the Honduran staff, the religious sisters, and our fellow volunteers are relying on our full participation and dedication.

## THE FOUR PILLARS OF VOLUNTEER LIFE

### Central to the Pillar of Community:

- We live together under one roof, sharing house responsibilities and participating in house activities, such as: community nights, business meetings, and community prayer times
- We seek to accept, challenge, respect, care, and above all pray for one another
- We are committed to attending and supporting the larger Farm community activities
- We are a faith-based community that finds our identity in Catholic Tradition and culture
- We desire to confront difficulty in community with healthy communication, forgiveness, and the love that Christ models for each one of us
- We acknowledge and uplift the unique and particular God-given abilities of each community member, encouraging their use for the common good of the entire community

### Central to the Pillar of Spirituality:

- The mission of the Farm as well as our volunteer community is established and remains firmly grounded in and through our relationship with Christ
- We desire to grow in knowledge and practice of Gospel values
- We attempt to make connections between our faith in God, life in community, and our commitments to service and simplicity
- We model prayer and spirituality for our children, particularly through our full, active, and conscious participation in the established prayer structure of the Farm
- We encourage the development of additional prayer opportunities based on the unique charisms and interests of our community members

**Central to the Pillar of Service:**

- We hope to meet the daily challenge to act out of compassion, and to share our faith, abilities, gifts, and time with those whom we encounter
- We hope to recognize the face of Christ in those whom we serve, especially the poor and those whom it is most difficult to love
- We seek the wisdom to know when solutions to existing problems are beyond us, to learn to rely increasingly on compassionate presence and personal prayer to carry us through
- We open ourselves up to serving others, knowing that it is through giving of ourselves that we experience the generosity, wisdom, and love of God and neighbor

**Central to the Pillar of Simple Living:**

- We strive to learn to be grateful for all things, especially all material comforts, person liberties, and other privileges given to us
- We look to decrease our dependence on material goods in order to live in greater solidarity with the poor and marginalized, as well as to awaken ourselves to the truth of our fundamental dependency and fulfillment in God
- We consider how we are complicit in the injustice of our social and political structures, including our biases as persons coming from environments of greater wealth, education, and privilege
- We accompany with open minds and humble hearts our Honduran brothers and sisters in their search for dignity, stability, and change

## GETTING READY FOR THE FARM

### PREPARATION TIMELINE

#### March

- Accept invitation to serve at the Farm
- Sign and return Volunteer Commitment form
- Read the Volunteer Handbook
- Take a deep breath and get ready for the adventure of a lifetime!

#### April

- Get in touch with your fellow volunteer class
- Fundraising Conference Call
- Letter writing campaign, calls and visits to potential donors
- Update passport and vaccinations
- Return volunteer medical release form
- Fundraise

#### May

- Coordinate August departure dates with the others in your class
- Parents Conference Call
- Purchase plane tickets
- Practice your Spanish
- Fundraise

#### June

- Begin reading articles in Service-Learning Packet/Recommended Books
- Receive email and/or phone contact from your State-side prayer partner
- Make reservations for language school
- Fundraise

#### July

- Keep Fundraising!
- Make sure your medical insurance is set to begin when you leave for language school

#### August

- Travel to language school
- Spend time bonding and forming community with your volunteer class
- Study, study, study!

#### September

- September 1<sup>st</sup>: All volunteers have arrived in Antigua, Guatemala
- Labor Day Weekend: Attend retreat for all incoming volunteers in Antigua, Guatemala
- Continue forming community
- Study and practice your Spanish
- September 29-30<sup>th</sup>: Travel to the Farm and begin orientation

## GENERAL INFORMATION

### HONDURAS



#### General Facts and Statistics about Honduras:

- Bordered by Guatemala, El Salvador, Nicaragua, the Caribbean Sea, and Pacific Ocean
- Majority of population lives in rural areas
- Economy is based on agriculture and is largely dependent on U.S. for support
- It is the 2<sup>nd</sup> poorest country in the Western Hemisphere
- Population of roughly 6.4 million is composed of mestizos (people of mixed European and Indian descent (90%), indigenous peoples (7%), blacks (2%), and whites of European descent (1%)
- Became a democratic government with a new constitution in 1992
- Two major political parties: the National Party and the Liberal Party
- In January 2010, Porfilio Lobo of the Nationalist party took office after former President was prematurely removed in 2009.
- History of strong military presence, although its influence on politics and government has continued to decrease since the 1980's. In 1997, for the first time, the police force changed from military to civilian control.

## CITY OF TRUJILLO

- Nearest city, located 7km east of the Farm, about twenty minutes travel by car
- Currently a small tourist town composed of blacks, indigenous peoples, and mestizos
- Nestled between the beaches of the Caribbean and nearby mountains
- The Cathedral, a few restaurants, and some simple grocery stores are available, as are several places to use internet; larger or more specific purchases are done in La Ceiba
- Many Canadian and U.S. ex-patriots have moved to Trujillo in the past couple decades. Their growing presence is having an ever-greater influence on the social and economic dynamics within and around Trujillo.
- First settled by Christopher Columbus, and the first capital of Honduras

## CLIMATE RELATED INFORMATION

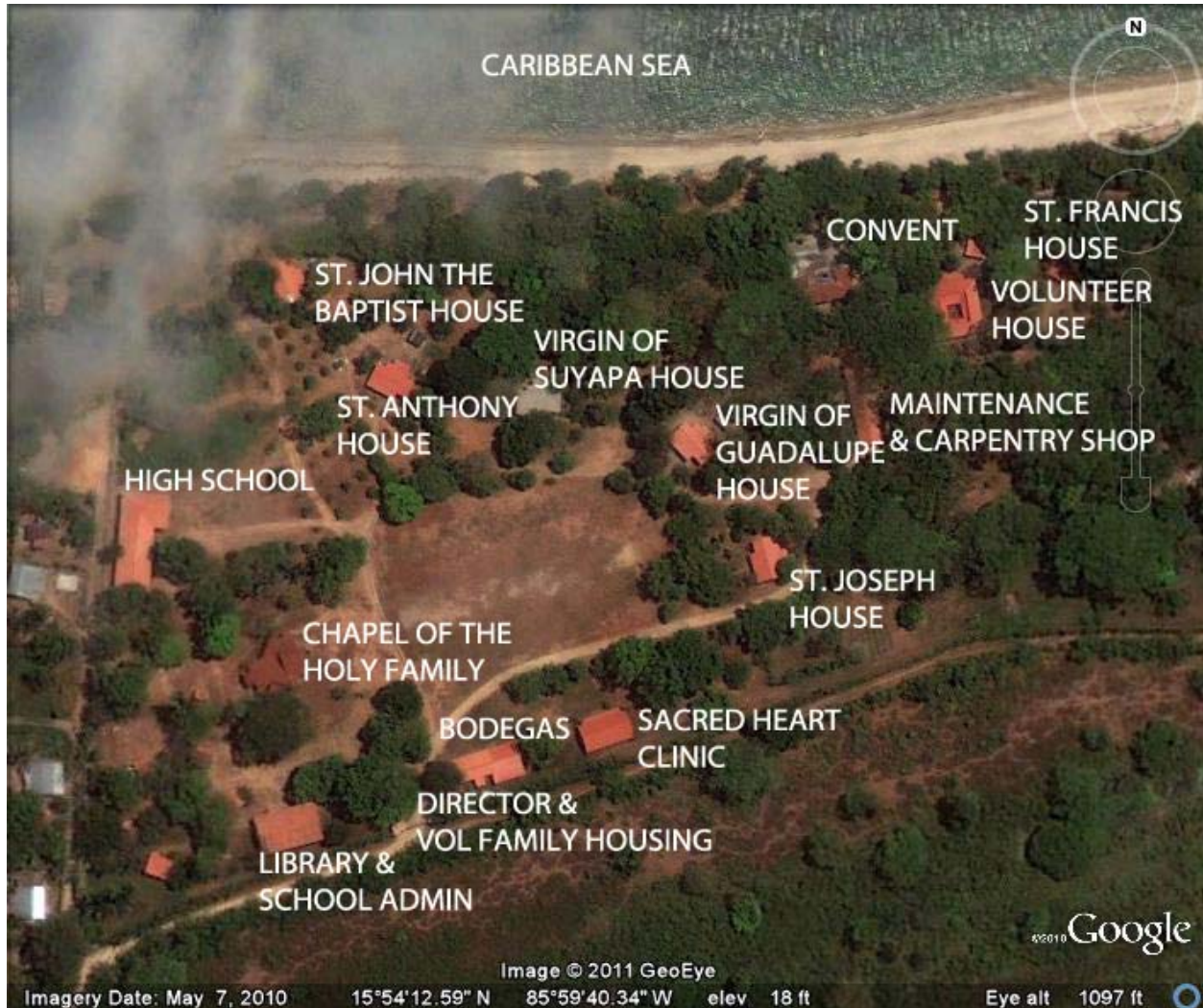
- Temperatures are hot and humid most of the year, with temperatures dropping very little during the evening during peak months
- Some relief from the heat comes during the rainy season that runs anywhere from October to March
- Acclimated to the high heat and humidity, the rainy season can feel quite cold. It is recommended that volunteers bring some warm, fast-drying clothes for this season.
- Be aware that locals do not wear shorts. When on official business in town, volunteers are encouraged to wear nicer shorts, pants, jeans, or long skirts. Teachers are required to wear pants/skirts and a collared shirt/nice top to school every day.
- The presence of mosquitos ebbs and flows during the year. All houses have screens that keep the majority of mosquitoes and other insects outside. While it cannot be avoided, volunteers quickly learn how to lower their chances of getting bit by using appropriate clothing, keeping doors closed, staying indoors at dawn and dusk, using repellent, etc.
- Some volunteers choose to sleep with mosquito nets, while most finds their sheets sufficient to deter insects.
- If you have a favorite insect repellent, especially one that is deet free, you are welcome to bring it, but also know that we have a large variety and amount of repellents here.

## FARM SURROUNDINGS

- The vast majority of the Farm's neighbors are poor, rural farmers, some of which have formed a community in the land that directly borders the western edge of the Farm
- A handful of wealthy property owners also live near the Farm, mostly along the coast
- Currently, a project of retirement and vacation homes for Canadian tourists is also under construction on the road between Trujillo and the Farm
- Many volunteers make regular visits to two resorts – Tranquility Bay and Campamento – located about a ten minute walk down the beach from the Farm. Free wireless internet, cold beverages, and comfortable surroundings are the main draw

## FARM OVERVIEW

### PHASE 1



The Farm has six houses filled with children, a convent-which also houses the administrative offices, the Director's house, and the volunteer house. There is a medical clinic, a food/supply storage building (bodega), a few construction storage rooms, a carpentry shop, and an auto repair garage. The primary school is composed of six separate classroom buildings and a school administration / library building. The middle school for 7<sup>th</sup> through 9<sup>th</sup> grades (colegio) has three large classrooms and a computer lab. The heart of the Farm is its chapel where we gather for many prayer events.

### PHASE 2

Currently the Adolescent Program is in its seventh year of operation. During its first three years, the Adolescent Program was based in Trujillo, but in January 2007, the program moved to La Ceiba- a city approximately three hours west of Trujillo. At present, Farm adolescents join the Adolescent Program when they are deemed mature enough to do so and/or they have graduated from 9<sup>th</sup> grade

on the Farm. This year, three youth are living in the two single-sex adolescent homes rented in La Ceiba. They live in Christian community, and they work and attend school in La Ceiba.

By living in La Ceiba, our youth have access to vocational opportunities, jobs, mentorships, church activities and youth groups, organized cultural and athletic events, and much more. This exposure is crucial to the social, emotional, intellectual, and spiritual development of our youth as they prepare for adulthood. Great effort is being made to maintain close ties between the Farm and the Adolescent Program. One of the Franciscan sisters directs the program and makes weekly visits to La Ceiba to collaborate with the volunteer house staff.

### PHASE 3

After 15 years, the Farm now has many “graduates” who have moved into the next stage of life, now living independently from the Farm but always part of the greater Farm family. As in any large family, some members of the extended Farm family are in greater contact with the “nuclear” family in Trujillo and La Ceiba than others. The Franciscan sister who directs the Adolescent Program is responsible for maintaining contact with the Phase III young adults, but the Phase II house staff and Phase I volunteers are encouraged to get to know and offer familial support to these young adults as well. We now have over 20+ children—now young adults—in Phase III, representing the first generation of Farm youth to have reintegrated in independent life after spending a significant portion of their childhood at the Farm. The Farm offers formal support to Phase III young adults in the form of eligibility for university scholarships. Informal support comes through communication with and visits from Farm staff, invitations to continue participating in Farm family events, most specifically major holidays and community celebrations, and the knowledge that they, amongst themselves as young adults, are still, and always will be, a family.

### STRUCTURE OF FARM PERSONNEL

***Farm of the Child/Finca del Niño*** is a US-Honduras partnership that operates a children’s home in Trujillo, Honduras. ***Finca del Niño*** is the recognized name for the children’s home in Trujillo, Honduras where our children live and where we serve as volunteers.

- Ysmary Trejo serves as the on-site Director of Finca del Niño
- Three Franciscan Sisters oversee the daily activities on the Farm along with Ysmary
- The Volunteer Coordinator is chosen from among the volunteers to help administrate the volunteer program from on the Farm and attend to the needs of all volunteers
- The Farm of the Child functions as a result of a cooperation of efforts from the Director, the Franciscan Sisters, the volunteers, the house parents, and the U.S. Board of Directors.
- Approximately 90 people live on the Farm. This includes the orphans, volunteers, house parents, and Sisters.

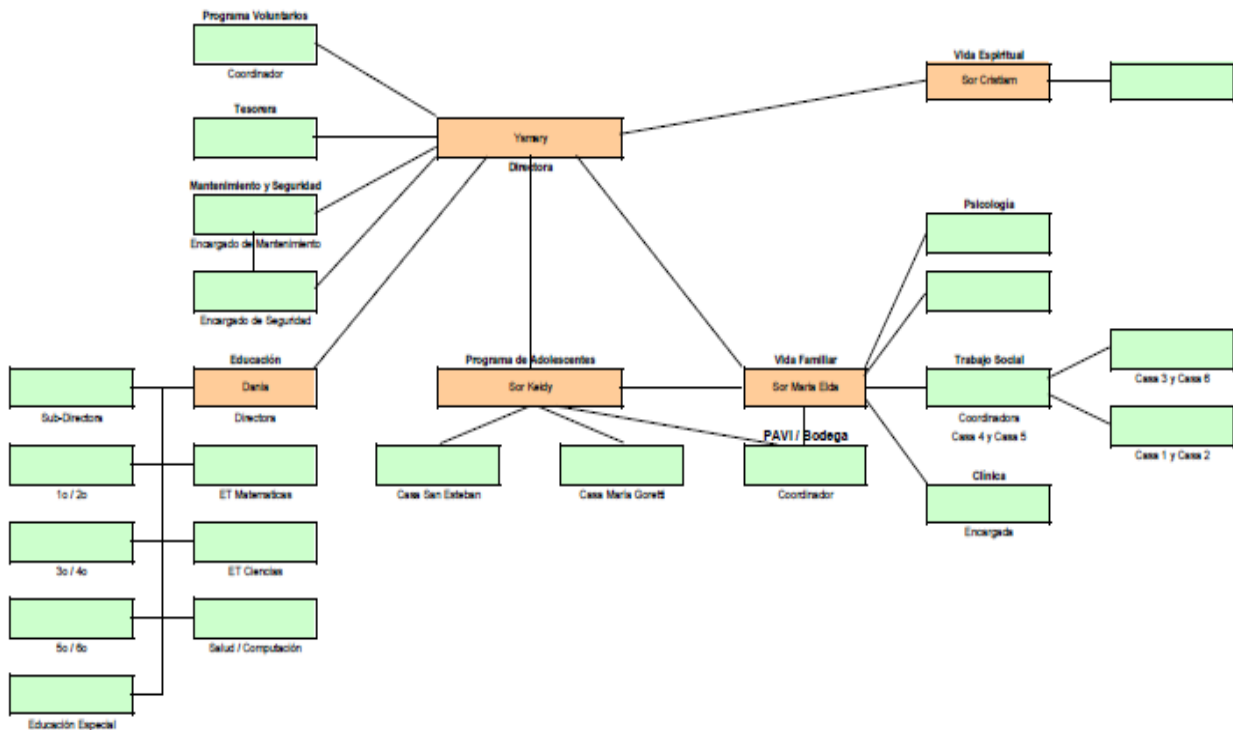
***Farm of the Child USA*** is a recognized non-profit organization whose primary purpose is to support *Finca del Niño* in Honduras.

- The Executive Director of Farm of the Child USA is Andrea McMerty-Brummer (vol '02-'05). Andrea communicates with the on-site Director on a regular basis.
- Farm of the Child USA is comprised of a U.S. Board of Directors and various committees of former volunteers and long-time supporters. The board serves to protect and guide the mission and vision of the Farm. The board acts as an advising group to the Director of the Farm and supports the Farm through fundraising and volunteer recruitment activities.

## SERVICE OPPORTUNITIES

Below is a flow chart showing the relationship of the different job responsibilities on the Farm to Direction and one another. Also provided is a description of each of the primary job responsibilities, which each volunteer will receive after orientation and discernment near the end of October. After one year of service, each volunteer has the option of changing their primary responsibility.

While each of us are charged with specific responsibilities, we remember not to lose through our daily assignments the larger mission and collaboration that takes place at the Farm. And knowing varying and unexpected needs arise in this communal environment, we remain flexible to attend to the immediate needs of the project and one another.



## ADMINISTRATION

The VOLUNTEER COORDINATOR administrates the volunteer program and serves as the on-the-Farm liaison to visitors and visiting groups. Aspects of the volunteer program include: facilitating volunteer selection with on-the-Farm and stateside Personnel Committees, organizing volunteer orientations, arranging volunteer residencies, coordinating volunteer vacations, assisting with the planning of volunteer retreats, and attending to general communal and spiritual well-being of the volunteer community.

The ACCOUNTANT is responsible for the accounting, budgeting, and payroll to local employees. This volunteer is responsible for communicating the financial situation with the Farm director and the Farm USA Executive Director. Although accounting training would be helpful, the accounting

process is rather straightforward and relatively easy to learn. One only needs to be organized and have lots of patience!

The MAINTENANCE SUPERVISOR oversees maintenance on the Farm, our developing agriculture programs, and construction projects when they arise. Additional MAINTENANCE and CONSTRUCTION WORKERS interested in building, carpentry, electrical work, plumbing or maintenance of cars/equipment are needed.

## FAMILY LIFE

Volunteers with a college degree in any discipline, lots of patience and an extraordinary amount of compassion can work as SOCIAL WORKERS. We need three social workers/counselors to investigate cases of orphaned and abandoned children, to handle the paperwork for their custody status at the Farm, and to maintain their files. Social Workers also assist in the day-to-day running of the orphanage by supporting the house parents and children, regulating discipline, and supervising "family life" in the orphan homes.

Trained PSYCHOLOGISTS are needed most directly to work with our children, adult groups, and at times personnel to provide evaluation and much needed therapy at both individual and group levels. Traditionally we have looked to Latin American volunteers to fill this role because of the immediate need for Spanish fluency and cultural familiarity.

DOCTORS, NURSES, PHYSICIANS ASSISTANTS, AND/OR MIDWIVES staff our health clinic, offering consultation days for members of the Farm community, local villages, and mountain communities. There is also a great need for health education in the area; medical personnel are encouraged to develop outreach programs.

The PAVI (*Puente a la Vida Independiente / Bridge to Independent Living*) Program exists to facilitate the transition from life on the Farm to life in the Adolescent Program in La Ceiba. Within this program, our older children participate in work hours, receive practice in managing and saving money, and take life-skills classes within their school curricula. The PAVI COORDINATOR oversees the work hour program, provides advising to our children, and facilitates the evaluation and decision process by which children move into the Adolescent Program (or into another option) after spending their youth on the Farm.

FOOD AND BODEGA COORDINATOR is responsible for the purchase and distribution of food and supplies to all of the homes on the Farm. The coordinator also oversees the sale of basic food and sundries to neighbors of the Farm from surrounding villages. The coordinator works closely with other members of the Family Life Team (social work, clinic) to make sure that the nutritional and household needs of the Farm families are being met. The bodega coordinator also works with the Coordinator of Community Outreach to manage food assistance programs to neighboring families in need.

## SCHOOL

ELEMENTARY SCHOOL & MIDDLE SCHOOL TEACHERS with a college degree in any discipline are needed to work in our small, Catholic grade school and middle school. The school has historically had an even mix of Honduran teachers and volunteer teachers to cover all grades ranging from pre-kinder to ninth grade. One of the teachers will be asked to serve as SCHOOL ADMINISTRATOR. Another teacher will be asked to minister to the children in our school that have special needs.

## SPIRITUAL LIFE

The volunteer SPIRITUAL LIFE COORDINATOR works together with the Franciscan Sister in charge of religious life to organize and plan all spiritual activities on the Farm. In conjunction with the volunteer coordinator, this volunteer also helps to develop and implement new ideas for volunteer spiritual growth and volunteer retreats.

This volunteer also tends to fill the role of COMMUNITY OUTREACH COORDINATOR, visiting the families in neighboring communities in a relationship building and accompaniment capacity. This volunteer works with local families and leaders to build understanding and trust, establish common goals, facilitate necessary projects/programs, and attend to spiritual needs in the communities.

## ADOLESCENT PROGRAM (PHASE II)

The success of the Adolescent Program relies heavily on the commitment of the ADOLESCENT PROGRAM HOUSE STAFF. One volunteer lives in each of the adolescent homes (a male with the young men and a female with the young women.) Volunteers with a desire to share their talents through an adolescent ministry are needed for the roles of the Adolescent Program House Staff. The Adolescent Program House Staff participate in volunteer community life in a modified way since they live three hours from the larger volunteer community. However, they have the unique opportunity of sharing in that adolescents' community.

## SMALL JOBS

Every volunteer has multiple small jobs along with his/her primary job. The small jobs do not need to be in the same field as their primary job. Additional small jobs can be created based on the experience and talents that each new volunteer brings to the community. Some of the regular options for small jobs include:

- Catechist
- Computer Guru
- Donations & Clothing Bodega Coordinator
- Girl Scout Leader & Boy Scout Leader
- Hospitality Coordinator
- Librarian
- Newsletter Coordinator

- Personnel Committee
- Security Coordinator
- Soccer Coach (Boys And Girls)
- Sponsor-A-Child Program Coordinator
- Swim Coach/Swim Lesson Instructor
- Tutor
- Women's Group Coordinator
- Other: Based On Gift/Talent Of Volunteer

LIVING AT THE FARM

**A "TYPICAL" DAY**

- 5:30am- Wake up
- 5:45am- Volunteers' Gathering Prayer (at the volunteer house)
- 6am- Morning Prayer for entire Farm community (in Chapel)
- 6:30am- Breakfast; Morning Chores and Routine
- 7:15am- School/ Work Day begins
- 12:45pm- School Day ends; Lunch
- 1:30-2:30pm- Study Hour
- 2:30pm- Afternoon Activities/Vocational Programs/ Work
- 6pm- Dinner
- 7pm- Community Night/Rosary/Tema/Adoration
- 9pm- Bedtime

The **SCHEDULE FOR COMMUNAL SPIRITUAL LIFE** that volunteers participate in is shown below, with items that all volunteers commit to attend in bold:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Mass in Trujillo 8am</b>	Volunteer Prayer 5:45am	Volunteer Prayer 5:45am	Volunteer Prayer 5:45am	Volunteer Prayer 5:45am	Volunteer Prayer 5:45am	
OR	<b>Divine Office 6am</b>	<b>Divine Office 6am</b>	<b>Communion Service 6am</b>	<b>Divine Office 6am</b>	<b>Communion Service 6am</b>	
<b>Mass in Trujillo 6:30pm</b>	English Communion Service 5pm <b>Community Night 7pm</b>	<b>Rosary 7pm</b> or Mass trip to Trujillo	<b>Tema 7pm</b>	<b>Holy Hour 7pm</b> <b>Adoration 8pm</b>	Adoration 3-5:30pm	Mass trip to Trujillo

## VOLUNTEER ACCOMMODATIONS

### LIVING ARRANGEMENTS

Farm has running water (cold, mountain) and electricity. All single volunteers live together, separated in rooms by gender, in a beautiful, cement house with its back porch overlooking the Bay of Trujillo. Two to three individuals share a room, each having a bed, a few shelves and little extra storage space. Married volunteers have separate but similar housing across the Farm.

### VOLUNTEER FAMILIES

The Farm has had the opportunity to welcome several families as members of the volunteer community. Volunteer families bring a unique set of experiences and perspectives that can provide important information and enrichment for the volunteer and Farm community.

It is important for a volunteer family, then, to honor and to nurture its family community while serving at the Farm. While families are expected to fully participate in all aspects of community life, the nature of that participation will necessarily differ from the participation of a single volunteer. Each volunteer family is asked to prayerfully discern its participation within the volunteer and Farm communities. Likewise, single volunteers are asked to be patient and understanding as volunteer families navigate the transition from focusing solely on their family community to including the broader volunteer and Farm communities into their family life. The result is not two volunteer communities, but rather one volunteer community that can benefit from a richness of diversity much in the same way that the Farm community as a whole benefits from the richness of bringing together orphan children, Honduran house parents, Franciscan sisters, and international volunteers.

### COOKING

Each volunteer signs up to cook one to two meals each week for the volunteer community. Three of the meals during the week are specifically reserved as a simple meal of rice and beans. During these simple meals a large pot of fresh beans are prepared, which are then heated up for each subsequent meal. For each of the other meals volunteers are free to cook the meal of their choosing with the available vegetables and other rations. Volunteers responsible for breakfast and lunch cook on their own, and pairs are formed to prepare dinner. Each meal is made for the entire volunteer community, which is currently between 15-19 people.

Those who cook breakfast are allowed use of the gas stove within the volunteer kitchen. Lunch and dinner are prepared outside on the wood-burning oven (fogon). Cooking with fire can be a challenge for many new volunteers, but with a little time and help from current volunteers it is soon mastered and enjoyed.

### FOOD AND WATER

Volunteers receive a weekly supply of food similar to that which the children receive. The diet includes rice, beans, pasta, vegetables, flour, sugar and coffee. Fresh vegetables and fruits are distributed twice a week. Portions of chicken, fish, and /or beef are distributed four times a week.

Eggs and margarine are distributed once a week, and the Farm receives a large donation of fresh milk from a local dairy every other Sunday.

While the tap water is potable, there is a water purifier in the volunteer house, as well as most of the family houses on the Farm. The majority of the volunteers utilize the filtration system to avoid additional stomach problems that can come with drinking tap water.

## LAUNDRY

Volunteers hand-wash their clothes with a washboard and cement basin (pila) located within the volunteer house, or may choose to pay a local woman to wash their clothes. Neighboring women currently come three days a week to wash clothes at the volunteer house. All clothes is air-dried on clotheslines. Materials that are quick drying offer many advantages, especially during the rainy season.

## CHORES, RESPONSIBILITIES

Each volunteer takes their turn cleaning the community spaces of the volunteer house, such as sweeping the floors, taking out trash, fine cleaning the kitchen, and tidying up the tables, shelves, etc. In addition to this cleaning rotation, each volunteer is given a small job, often in tandem with a couple other volunteers, to ensure maintenance and upkeep in and around the volunteer house. Examples of small jobs are: inner courtyard, outside grounds, wood burning oven, game room, bicycles, motherboard, borrow board, and so on.

## GUESTS

Family and friends visiting the Farm are welcomed and encouraged to eat meals in the volunteer house. Whenever possible, the volunteer community should be aware of the visitors before their arrival, both out of respect to the sharing of the communal space, and to adequately provide food and/or lodging. Out of respect for the community and to avoid overbooking, volunteers who have visitors are asked to first speak with the volunteer coordinator and volunteer community before confirming to their visitors that they can sleep in the volunteer house. In the past, guests have been asked to give a 100 LPS/day (\$5/day) donation to help offset the cost of food and laundering of linens. This donation is not required but humbly suggested.

The Farm also welcomes one or two week visits from family and friends. We can suggest a nearby hotel. We ask that visits be discussed with the volunteer coordinator before any specific plans are made. Time that volunteers take off work when visitors are at the Farm is counted as part of a volunteer's vacation time.

## VACATIONS

Volunteers are allowed six weeks of vacation per year, however no more than three weeks can be taken at one time. Prior to making plans, all vacations need to be discussed with the volunteer(s) who will need to cover your job in your absence and the volunteer coordinator. We need to make sure all responsibilities are covered! Teachers may want to plan their vacations around the school schedule to minimize time away from their classrooms. Volunteers are asked to spend at least the

first six months at the Farm before returning home on vacation (unless there are extenuating circumstances).

#### DRIVING AT THE FARM

The Farm owns four vehicles to be used for Farm business and activities; three of the cars are standard transmission so volunteers should consider learning to drive stick shift prior to arrival at the Farm. In order to drive, volunteers must have their Honduran residency cards and a valid U.S. driver's license.

#### RESIDENCY

Once in Honduras, the Farm will apply for Missionary Resident status for all its volunteers. The only document you will need is your passport. Sometime between November and January, all first year volunteers will need to travel to the immigration office in La Ceiba to submit their application for Honduran residency. Each volunteer will pay for the residency process from their volunteer account.

#### SAFETY ON AND AROUND THE FARM

On the Farm, we have had few problems with security. We are a pretty large community; approximately 90 people live on the Farm (orphans, volunteers, house parents, and Sisters). The Farm, like most private properties, has guards on duty 24 hours a day. Activity on the Farm begins early in the morning and continues throughout the day until 8 or 9 p.m. at night. All are safe to walk around during these times without worry. From sundown to sunrise, the night guard walks around patrolling the property, and most areas of the Farm are well lit at night - women may still feel more comfortable walking in pairs if their destination takes them to an unlit section of the Farm.

In 2011, the Farm completed construction of a security fence around the perimeter of the property. The gates are kept locked at all times, and all visitors must enter and exit the Farm through the main gate, which is staffed by a security guard 24 hours a day. Although the fence is to deter unwanted visitors, volunteers are also asked to keep doors to their rooms and the back door of the volunteer house locked at all times. The front door of the volunteer house should be locked when no one is in the front room of the house and always after dark. Unfortunately, there have been several instances of the volunteer house being burglarized, in all instances but one, when the volunteer house was unoccupied. Since the last incident, construction of the security fence has been completed, and policies regarding keeping entrances locked have been implemented. As an additional safety measure, valuables are best left in the US, or at the very least, stored out of sight.

The Farm is located in a rural area, but as mentioned above, there are new settlements in the immediate surroundings. It is advised that all use caution when off the Farm. No one should walk alone off the property after dark, and women leaving the Farm should walk in pairs even during the day. It is suggested that volunteers travel in pairs for general safety reasons. All Farm vehicles must be back on the Farm by 8:30pm and all Farm community members must be back on the property by 9:00pm on foot. One doesn't need to be fearful, just smart!

## OVERVIEW OF FARM RULES

Each member of the farm community is responsible for respecting all members of the community, refraining from vulgar language, insults, inappropriate drawings, inappropriate or sexual gestures, theft, deceit, manipulation, or cover-ups of anything negative. Additionally, all members of the Farm community are asked to maintain confidentiality with respect to the lives of all children and adults, as well as any internal situation. In order to establish a family where adults serve as models for children, we ask all members of our community to live by the following guidelines:

- 1. Responsibility of Volunteers/Sisters:** Volunteers and Sisters need to personally ask house parents for permission to send kids on errands or invite them to participate in any activity that is not part of the weekly activity schedule (i.e. read a book in the volunteer house, cook dinner, go swimming, etc). The volunteer or Sister is responsible for the child while s/he is in his/her care.
- 2. Responsibility of House Parents/Helpers:**

**Vigilance:** The house parents/helpers must know where their kids are at all times. House parents are responsible for children from other houses while they are visiting their house. An adult must be present in at all times or, if appropriate, a child over the age of 15 may be left in charge, when parents/helpers are somewhere on the Finca premises.

**Other Parents:** Parents/helpers from other houses may not send children from other houses on errands or invite them to participate in activities outside of the weekly activity schedule without permission from the child's house parents/helper.
- 3. Prayer:** Times of community prayer in the morning and evening are required for all volunteers, children, parents, house helpers and Sisters.
- 4. Discipline:** Keeping in mind that our children have suffered many traumas, it is strictly prohibited to hit the kids with a belt, hand, stick or any other object. Nor is it permitted to pull a child by the ear or the hair, to pinch, knock on the head, force to kneel, place soap in the mouth, etc.
- 5. Dating:** Dating is not permitted between any members of the Finca community. No dating between kids, kids and staff, between staff (including volunteers). Adolescents are permitted to date under certain guidelines:
  - a. They are 18+ years old
  - b. They are not dating someone associated with the Finca
  - c. They are completing all of their responsibilities.
  - d. Those in charge of the adolescent home are aware of the relationship, have met the significant other and approve of the relationship.
  - e. They behave appropriately within the relationship (i.e. No making out in the street).
  - f. They are not engaging in sexual activity.
- 6. Alcohol and Drugs:** Drugs are not permitted under any circumstance. Alcohol is not permitted on Farm grounds. It is not permitted to enter or to be on the Farm while intoxicated.
- 7. Weapons:** The use or possession of firearms is not allowed on the Farm, excepting the guard on-duty during the night shift. Slingshots and/or knives are not permitted either.

8. **Dress Code:** Clothing should be modest, setting a good example for our children and with awareness of the local culture. The important thing here is simply to be mindful that you are going to be around children and teenagers, and will want to set a good example for them. Both the adolescent boys and girls will be particularly observant of what the women volunteers are wearing.

**Women:** (including mothers, house helpers, and volunteers)

***Clothing:*** When standing with arms extended down at one's sides, one's fingertips should still touch the cloth of her skirt or shorts. **Underwear and bra must be covered.** Clothing should not be too tight. Tank tops are okay, but spaghetti straps are inappropriate. Shorts must be worn over bathing suit (one piece suit or two pieces that does not show stomach).

***Shoes:*** Shoes or sandals must be worn while walking outside (except when playing soccer or on the beach).

***Jewelry:*** Only one earring per ear, worn on lower lobes. No piercing in other parts of the body. No toe rings. No tattoos (volunteers who have tattoos are asked to keep them covered by clothing if possible).

***Makeup:*** Girls must be 15+ to wear makeup and pluck eyebrows. No makeup in excess. Nail polish must be soft colors.

**Men:**

***Clothing:*** Shirts must be worn at all times, except when playing soccer, on the beach, or in your own house. Shirts must be right-side out and front-forward. Excessively baggy pants are not permitted, nor "sagging" of pants or shorts, or any other clothing styles associated with gangs.

***Shoes:*** Shoes or sandals must be worn while walking outside (except playing soccer or on the beach).

***Jewelry:*** No earrings or other body piercing allowed. No tattoos (volunteers who have tattoos are asked to keep them covered by clothing if possible)

***Hair:*** Any hair cut associated with gangs is not permitted (mushroom, braids, ponytail, long hair, dyed hair, etc).

**In the Church:**

***Clothing:*** Long pants or skirts are required at any church service in which the Blessed Sacrament is exposed (Communion Services, Mass, Holy Hour). Shirts may not be too tight, be transparent/translucent, or show the midriff.

9. **Bedrooms:** Children are not allowed in the bedrooms of other children from their own house or from another house.
10. **Curfew:** Children must be in their respective houses by 9:00PM. Children are not allowed to play outside at night. Visitors to the children's homes should also leave by 9:00PM. Children must have permission from their house parents to participate in activities, such as study with a volunteer, alter curfew.
11. **Leaving the Finca:** Children under 15 cannot leave the Finca without adult supervision. Children over 15 with the permission of an adult can go to the beach or run a quick errand off the Farm. Volunteers have to ask house parent permission to take kids anywhere. If they are leaving the immediate vicinity of the Finca (to Trujillo or another city), permission must be granted from the

house parent in partnership with the social worker. Overnight trips require advance notice. Female volunteers and staff need an adult male to accompany certain trips with children into mountain villages and sometimes other locations.

- 12. Music:** Music must be played at a moderate volume and not before 6AM or after 9PM. Music with explicit or sexual lyrics is not permitted.

## ESSENTIAL PACKING LIST

- Passport
- Driver's License
- Medical insurance card/info.
- Some cash, ATM card, credit card
  - Don't rely on just one system - experiences vary! Some language schools accept traveler's checks or even American checks, but this is rare. Many U.S. banks are altogether discontinuing issuing traveler's checks with the global access to ATM machines. ATM cards are the common way for most volunteers to access money, with each bank determining their own international withdrawal or currency conversion fees (usually around 4%). Current volunteers have found that VISA (CIRRUS in Honduras & PLUS in Guatemala) ATM machines are much more readily available than MasterCard machines. Credit card companies are known to charge a much higher interest rate (12% and up) for use in Central America than ATM cards.
  - Notify your credit card company and bank that you'll be living abroad before trying to withdraw money from outside the country as they may otherwise deny or freeze your account as an anti-fraud protection. Carrying a limited amount of American dollars can also be a good idea for an emergency.
- Clothing (lightweight, fast drying materials can often come in handy)
  - Underwear, socks
  - shorts, including mesh/athletic shorts
  - tank tops, warm weather clothing
  - t-shirts, a few colored and/or button up shirts
  - lightweight pants/jeans, or some women may prefer long skirts/sun dresses; jeans are considered nice dress, and are appropriate for work, Mass, and more formal gatherings
  - a few long-sleeved shirts or sweatshirts (for language school and the rainy season)
  - a special occasion outfit or two (Quinceañeras, Christmas, Special Events, etc.)
- swimsuit
- flip-flops
- sandals/shoes that you can wear while hiking in the rain or crossing rivers (Keens, Chacos, Tevas, and Crocs work well)
- tennis shoes or some kind of walking/hiking shoe
- towels (2, fast drying preferred)
- sheets (2 sets; some volunteers choose to purchase theirs in language school or Honduras)
- pillow (again, some choose to buy when here)
- raincoat
- umbrella
- sturdy water bottle

- flashlight
- waterproof watch
- batteries (rechargeable batteries are good to have)
- sunscreen (highly recommended)
- bug spray (we have many varieties here, but do bring some if you have a favorite kind)
- hat/baseball cap
- travel, battery-operated alarm clock
- U.S. stamps (we are readily able to send mail home with our frequent visitors)
- Lightweight blanket (for use during the rainy season)
- Backpack
- Key ring
- Daily planner/agenda/calendar
- Glasses, including extra pair and repair kit
- USB / flashdrive / jump drive
- Toiletries (shampoo, conditioner, soap, toothpaste, body wash, contact cleaner, deodorant, etc.) can be purchased in language school and when living at the Farm.
- Medications; also consider bringing allergy medicines/allergen-free items with you, as these are not readily available for purchase

#### OPTIONAL PACKING LIST

Be aware that what you bring to the Farm will not return in the same condition as when it arrived. The heat, humidity, sand, dust, and salt air do amazing things to bikes, guitars, computers, CD players, etc. If you're really attached to an item, you may want to think twice before bringing it.

- Spanish textbook
- Spanish/English dictionary
- Books (novels, theology books, etc. have accumulated in the volunteer house over time)
- journals
- prayer book (Liturgy of the Hours, Stations of the Cross, Prayers of the Rosary, etc.)
- chloroquine pills (enough for language school; if you choose to take them, the Farm has a supply)
- stationery
- envelopes (buy glueless envelopes or wait until you get down here to buy some)
- addresses of family and friends
- pictures of friends and loved ones
- camera/film/batteries (film and batteries can be bought here, but they are expensive)
- sunglasses
- Swiss Army knife
- water purification tablets (for traveling off the beaten path)
- hand sanitizer for traveling
- book lamp
- musical instruments
- contacts/saline solution (most volunteers do not have problems wearing contact lenses)
- spices
- deck of cards/board games
- money pouch for traveling
- mosquito net (few volunteers use them; they can be found in La Ceiba or Trujillo)

## VOLUNTEER FINANCES

Farm of the Child is a small, non-profit organization dedicated to serving the orphaned children and the poor in Honduras. All donated funds are used to provide for the children and to support our community outreach programs. Farm of the Child exists because generous people offer to donate money and time to its cause. Benefactors and volunteers make the vision a reality!

While at the Farm, volunteers are provided with room and board. However, volunteers need to raise money on their own to take care of expenses such as airfare, language school, medical insurance, vaccinations/shots prior to departure, and a modest stipend. We will guide our volunteers in fundraising methods used by previous volunteers. Do not let the idea of fundraising scare you! Motivated volunteers have successfully raised sufficient (even extra) funds to take care of their volunteer expenses. The section on "Hints on Fundraising" will offer more details and suggestions.

### DONATIONS

People interested in supporting you in your time at the Farm may send **tax-exempt** donations in one of two ways:

1. Donors may donate via check made payable to ***Farm of the Child*** and sent to the following address:

Farm of the Child  
1616 Nottingham Knoll Dr.  
Jacksonville, FL 32225

Donors MUST specify that the money is to be earmarked for your personal volunteer expenses (as specified by the Farm) by either:

- \* *writing the volunteer name on the **memo line** of the check*
- \* *including a note indicating to which volunteer account the money should go*

2. Donors may donate online through the Farm's website at [www.farmofthechild.org/donate.php](http://www.farmofthechild.org/donate.php). The *Donate Now* tab will take your donors to our PayPal portal, through which they can make secure donations in your name. Please instruct your donors to click on Donation Instructions to add your name and earmark the donation to your volunteer account.

Though funds are earmarked to cover your expenses, the money is not yours to use as you choose. The Farm of the Child has tax-exempt status in the United States and is a 501 (c) 3 organization. Therefore, donations made to the Farm, even when earmarked for an individual volunteer, must be used according to the regulations established for 501 (c) 3 organizations. See "Donation Use" section below to see what expenses may be covered. All money sent to the farm of the child (including funds raised by volunteers) belongs to the organization. This money does not belong to an individual person. If you would like to know more about how this works, don't hesitate to ask.

### NON-TAX-EXEMPT DONATIONS

Donors may send contributions directly to you if they prefer to do so. These checks may be made out to you, and you may use this money in any way you would like. *The Farm will not have any*

*control over these funds.* Accordingly, **contributions made in this way will not be eligible for a 501 (c) 3 tax deduction.**

Because the Farm can only offer tax exemption to U.S. donors, volunteers from countries other than the United States will need to handle their donations this way. The bank that the Farm uses only accepts U.S. checks and charges a conversion fee for each foreign check processed. Volunteers from outside the U.S. may still send their received donation money to Dan so that he can set up volunteer accounts for them. They should first collect all/most of their donations and deposit the non-U.S. checks into a bank account in their own country.

They should then send one U.S. money order to be deposited in the Farm's bank. Because of the large fee charged per foreign check, it is worth your while to make sure you understand the process of transferring donations from another country to the Farm's account.

#### TAX RECEIPTS

Tax receipts are automatically sent to all contributors from the U.S. for tax purposes. **The Farm only has tax-exempt status in the United States.**

#### THANK YOU NOTES

Thank you letters are sent to all benefactors, and benefactors are automatically placed on the Farm's quarterly newsletter mailing list, unless requested otherwise. Volunteers receive a monthly account update during the initial fundraising phase (May – September). Once at the Farm, volunteers receive quarterly account updates, such that those who wish to can send personal thank you letters to their supporters.

#### DONATED ITEMS

As you share with others the story of the Farm, you may come across benefactors who wish to donate items to the mission in addition to/in lieu of money. If you find yourself with donated items that you are physically unable to take with you to the Farm, please contact Andrea McMerty-Brummer ([andrea@farmofthechild.org](mailto:andrea@farmofthechild.org)) about possible options for shipping items to Honduras.

#### DONATION USE

Since Farm of the Child has U.S. tax-exempt status, any contributions that are sent to the Farm, including the contributions earmarked for the volunteers, must be distributed in a specific manner.

As a non-profit organization, Farm of the Child cannot legally offer unrestricted access to these funds. Funds must be used to support the volunteers' work at the Farm. Acceptable use of funds are limited to:

\* plane tickets (max. three round-trips in 2-1/2 years)

- \* departure preparation (vaccines, passport)
- \* language school
- \* medical insurance
- \* residency status
- \* monthly stipend for spending money
- \* vacation stipend (to cover other travel costs, other than plane fare)
- \* re-entry retreat
- \* stipend for transition/return to the U.S.

**At the completion of the volunteer's service (even if a volunteer leaves before completing 27 months of service) all unused money will be used for general project needs. Again, all money raised and donated to the Farm of the Child through a volunteer remains with the organization.**

## REIMBURSEMENTS

Andrea McMerty-Brummer manages reimbursements. The Farm needs the following in order to reimburse expenses:

- \* Receipts (important!!!)
- \* Volunteer name
- \* Name of person to whom the check should be made
- \* Address to where the check should be sent
- \* Total amount to be reimbursed

In the appendix of this Handbook, you will find the “Volunteer Expenses Reimbursement Form.” If you complete this form when requesting reimbursement, you will be sure to include all necessary information. Leave copies of this form with your parent/friend that handles your donations/expenses in the U.S. while you are in Honduras so he/she can request reimbursement when necessary

## ITEMS REQUIRING RECEIPTS

The Farm can reimburse volunteers for the amount necessary (assuming the volunteer has raised sufficient funds) for airplane tickets, insurance payments, vaccinations, and other justified preparation costs. Receipts are needed for these items. **Funds may be used to purchase a maximum of three round trip tickets (one to take you to Central America and then one each year for vacations).**

## STUDENT LOAN PAYMENTS

You may be able to get student loan payments deferred during your term of service at the Farm. If necessary, Andrea ([andre@farmofthechild.org](mailto:andre@farmofthechild.org)) can provide you with a letter verifying your service commitment to the Farm. Some volunteers have been unable to get student loans deferred. If student loans cannot be deferred, volunteers are encouraged to include “payment of student loan interest” as part of their fundraising appeal. In such cases, volunteers can use fundraised money to

pay for the *interest* accrued during the term of service on non-deferrable student loans. Non-deferrable student loan interest will be considered a necessary expense for the volunteer, and therefore, its payment is an “acceptable use of funds raised for a non-profit organization.” This is only the case for student loans that **cannot** be deferred for the volunteer’s term of service. Please remember to inform your benefactors that part of their donations will be used to pay student loan interest.

## LANGUAGE SCHOOL STIPEND

Volunteers may receive a stipend for language school *provided that sufficient funds were raised*. The amount of the stipend varies depending on the amount of time spent in language school. Basically, the Farm allots \$50/week for a personal stipend and \$200 for travel to the Farm. If, for example, the chosen language school costs \$175/week for classes and room/board, those studying for eight weeks would receive a stipend of \$2000. Volunteers only spending four weeks in language school would receive \$1100. The stipend may vary slightly depending on the price of the language school chosen. No receipts for this are necessary.

**Volunteers should request the stipend from Andrea McMerty-Brummer one month before departing for language school.** (The Volunteer Expense Reimbursement Form in the Appendix can be used for this request.) If you have additional necessary expenses, save your receipts and request reimbursement from the Farm.

Volunteers who are in the process of raising funds (but have not raised sufficient funds at the time of departure) should contact Andrea ([andrea@farmofthechild.org](mailto:andrea@farmofthechild.org)) regarding the possibility of receiving an advance to cover language school costs.

## VOLUNTEER STIPENDS

Personal expenses including clothes, phone calls, hygienic products, personal travel, movies, meals at restaurants, and vacations are the responsibility of the individual volunteer. Volunteers may receive a maximum stipend of \$300 every three months for these personal expenses **provided there are sufficient funds in their personal volunteer account**. Stipends are only given on the day designated by the Farm accountant. **No advances are given on stipends nor are loans given to volunteers.** The stipend is more than sufficient to cover all necessary expenses, but volunteers are responsible for budgeting their money wisely. Volunteers will open a bank account once they arrive in Trujillo in order to receive their quarterly stipend via direct deposit. For those volunteers who wish to receive their stipend in US Dollars, may do so by providing their US bank account number and address for deposit to Andrea.

## VACATION STIPEND

Volunteers may receive a maximum of \$250 per year as a vacation stipend *provided there are sufficient funds in their personal volunteer account*. This stipend may be used for trips within Honduras or for any expenses incurred during a visit home, including bus/taxi fare, exit fees, food and lodging, etc. If the volunteer does not plan to use any of the \$250 in Honduras, he/she can request that the check be sent to his/her home in the U.S. for spending use while in the U.S.

#### TRANSITION STIPEND

A transition stipend of \$500/year of service is available upon completion of the term of service, *provided there are sufficient funds in their personal volunteer account*. This will assist in the volunteer's transition to the U.S. after working at the Farm.

#### RECORD KEEPING/ACCOUNT BALANCE

Four times a year, a list of donations/expenses will be sent to each volunteer at the Farm.

## FUNDRAISING

Fundraising is a very big, yet rewarding job. Don't worry. Even though it is a large project, you can accomplish the goals you set for yourself. Volunteers who have been through the process encourage, "Don't wait to raise money." While fundraising efforts can be continued from the Farm, it's easier to do it in advance.

The following section provides you with information and ideas to help you get started and successfully raise funds for your volunteer experience.

### SAMPLE BUDGET

1. Set a budget for yourself. Here is a *sample budget* of expenses for a 27-month volunteer term. Look into these prices since cases may vary. For example, the cost of your plane ticket depends on your city of departure. Different health insurance companies have different rates.

#### SAMPLE BUDGET:

Airplane tickets (3)	\$2100	(includes one trip to the U.S. during each year of service)
Language school	\$1800 - \$2100	(for 8 weeks of classes, housing, and stipend- depending on prices of language school chosen)
Travel from language school to the Farm	\$200	
Health insurance	\$2000-\$3000	(remember, health insurance is mandatory!)
Shots/vaccines prior to arrival	\$500	(from city/county health clinic)
Preparation costs	\$200	(phone calls, mailings, bug spray, etc.)
Residency costs	\$425-\$475	(applied for after arrival at the Farm)
Personal stipend	\$2700	(\$300/3 months)
Vacation stipend	\$500	(\$250/year)
Transition stipend	\$1000	(\$500 for each year of service)
Re-entry Retreat	\$1200	(\$900 cost of retreat + travel to retreat)
-----		
Total budget	\$12,625-\$13,975	for 27 months

\*\* Volunteers recommend bringing personal money (about \$30/wk) for entertainment expenses during language school.

Aim high on your budget. Be realistic and give yourself a little room for change in prices or anything else unexpected. If you do not raise sufficient funds, you can choose the less expensive options. For example, you can choose the cheaper health insurance company or choose a less expensive package/smaller stipend for language school. You can also choose to live on a more modest stipend, not receive a vacation stipend, minimize travel to the U.S., etc. The above budget is helpful for setting a goal, but you must make a personal choice in each of the above areas.

Money tends to trickle in from donors throughout your time at the Farm. The amount that trickles in is directly proportional to the communication (i.e. newsletters, letters, etc.) that you have with your current or potential donors. In other words, keep people informed of your volunteer experience!

#### HINTS FOR FUNDRAISING

1. Make a list of possible sponsors. You will need to make contact with any individuals or groups that might offer you some assistance with your service as a volunteer. Get a list together. Here are some ideas of whom to ask:

- Family members
- Friends
- Churches
- Church groups (choirs, adult reflection groups, youth groups)
- Religious orders
- Diocese (local bishop, Society for Propagation of the Faith)
- Local businesses
- Clubs for businessmen and businesswomen (i.e. Rotary Club)
- University departments (Administration, Spanish, Theology, Social Work depts.)
- Any student group/organization/fraternity/sorority
- Foundations/Grant organizations (check public library/internet for reference info.)
- Hospitals
- Community Organizations/Neighborhood groups
- Primary Schools/High Schools

2. Okay, now the real work begins. You have your list. Now write yourself a good, basic letter requesting money. A few suggestions for your letters.
  - **Direct the letter to an individual whenever possible.** This could be the director of the club, the head of a youth group, the president of a company or the pastor of the parish. Start out with your reason for writing. For example, "I write to you requesting a donation to assist in covering my expenses as a lay missionary in Central America."

- **If you are writing to an organization or business, ask for a specific amount of money.** This varies depending on the group/individual that will receive your letter. If you are writing to a wealthy club or organization, ask for \$500 or \$1000. If you are asking a friend or a relative, you should decide for yourself whether or not you want to ask for a specific amount. In some instances, you will not feel comfortable indicating an amount of money. Remember, be realistic. Ask the people with big money to donate big and ask the people with less money to donate less.
  - **Give a brief history of the project.** *Sell the project!* Share the background of the project. Talk about your commitment to the Farm and the people it serves. Let your excitement show! People want to participate in programs that are life-giving and empowering. Not everyone has the opportunity to spend two years in Latin America, but make him or her feel a part of the experience. Andrea ([andrea@farmofthechild.org](mailto:andrea@farmofthechild.org)) will provide a copy of the brochure, a photo album, a promotional DVD and articles on the project for fundraising.
  - **Share your proposed budget.** People don't like to give randomly without any idea of how the money will be spent. You might want to provide a copy of your sample budget when sending out your letter, or at least provide a brief synthesis of the primary expenses.
  - **Reiterate your request for financial assistance.** Indicate to whom they can send the money. For tax purposes, people should make their donation out to **Farm of the Child**. Farm of the Child is a U.S. 501 (c) 3 tax-exempt organization. See the section on Volunteers' Finances to learn how donations/accounts are then handled.
  - **Indicate that you would like to share more about your plans with them.** Depending on the recipient of the letter, it is just a phone call or a lunch date to talk about your project. For groups and churches, it might be best for you to talk to the whole parish during a meeting or a mass. Some organizations require filling out an application. Check this out ahead of time and indicate that you would be interested in speaking to the parish or request an application.
  - **Let them know that you will contact them again.** Don't wait for a company to get around to doing something about your letter or initial contact. Tell them that you will call them or stop by on such and such a date. Be proactive! But obviously, if they show no interest, you need to know when to move on.
3. Sell the project in person or over the phone. Get some brochures and a photo album from Andrea ([andrea@farmofthechild.org](mailto:andrea@farmofthechild.org)). When you have that follow-up meeting or contact with the person or group, sell the project. **The best way to raise money is to share your excitement and make them feel a part of the service with their donation.** If you believe in what you are doing, they will recognize that and want to be a part of it. **DON'T BE AFRAID TO ASK FOR MONEY!** You need to get over the embarrassment of asking for money. Don't beat around the bush. Make it clear in your letters and your talks that you are looking for financial assistance. It is for a good cause!

4. Hold other types of fundraisers. Be creative. You can come up with other ways to fundraise. When I was seeking funds, friends in a band from my University held a benefit concert to raise money for the Farm of the Child and my volunteer expenses. Think up new ways to raise funds! Other volunteers have suggested a fundraising dinner. Invite family and friends; charge per plate, and use the dinner as an opportunity to talk about your mission. Other ideas include:
- Present at your parish, youth group, and other ministries within your home parish
  - Restaurant nights: promote a restaurant (examples: Pizza Hut, Five Guys, Chipotle, Chili's) in return for a percentage of the sales taken in during certain hours of business.
  - Info nights
  - Talks at former High School, sports groups, clubs and organizations
  - Lions Club, Rotary Club, 4H, Knights of Columbus
  - Benefit class: use your talents to hold a free session and/or lesson (of art, music, sports, etc) in return for possible donations to your service experience.
  - Connect with former volunteers from your area/University and ask them to assist you
  - Inquire about your diocesan "Propagation of Faith" fund. Some volunteers have received monthly donations from the fund for the entire term of service; others have had their medical insurance covered by the fund.
  - Current volunteers have suggested focusing on benefactors that may give larger donations; this route can be more time efficient. Some have had success with specialized grants through their diocese or other larger organizations.
  - Creating a personal website to document your experience at the Farm can also serve as a great fundraising tool. You can update your website from Honduras (or from the U.S. when you're home for a visit,) and you can encourage benefactors to share in your experience by visiting the site! A recent example can be found at <http://mkatthefinca.blogspot.com/>
5. Many volunteers suggest making a donation card (with your name and the Farm's US address) for people to send in with their donations. Such a form will indicate to Dan that the donation is for your account even if the donor forgets to write your name on the check's memo line, and it seems more official!
- Sample Donation Card

Farm of the Child is an IRS 501(c)3 organization. Donations to the Jane Smith volunteer account are tax deductible. For your convenience, below are listed three options for making your donation.

1. Donate with a credit card by clicking the secure PayPal button in the donation section of the Farm of the Child website: [www.farmofthechild.org](http://www.farmofthechild.org). Please enter "Jane Smith" in the **message box** as you complete the PayPal process.
2. Donate by mail. Please make your checks payable to "Farm of the Child", enter "Jane Smith" on the **memo line** of your check and send to the U.S. donation coordinator at:  

Farm of the Child, 1616 Nottingham Knoll Drive, Jacksonville, FL 32225
3. If you prefer to send a donation that is not tax deductible, a third option is to mail your check to payable to "Mr. John Smith" - Jane's father - who has kindly agreed to monitor my personal account:  

Mr. John Smith, 100 Grace Court, Greenville, WA 98100

6. Always send prompt thank-you notes. Send newsletters. Upon receiving a donation, send a thank-you note right away. Indicate that you will continue to keep them informed about your experience at Farm of the Child. It is a good idea to send a personal quarterly newsletter to share your experience with your supporters. They need to feel a part of the mission! As a side note, many volunteers have found it helpful to leave address labels with a parent or a friend so that he/she can send the personal newsletters from the U.S.

So now you have some hints. Be persistent. Know that you might have to write a ton of letters. Keep plugging along. You will appreciate your money that you use this next year if you work hard to get it. Get started now!

Volunteers who have been through the process encourage, "Don't wait to raise money!" While fundraising efforts can be continued from the Farm, it's easier to do it in advance.

# Farm of the Child

Dear

June 12, 2003

Imagine yourself on a tropical Caribbean coast, taking in the sunshine, the beautiful water, the sand in between your toes, the luscious rainforest... Now, imagine yourself in the poorest and least developed nation in Central America, where poverty and hunger surround you, leading to disease, violence, crime, and substance abuse. You witness these conditions weakening and destroying families, leaving many children orphaned and abandoned. In reality, these differing descriptions of a tropical paradise and a disease-stricken country are the very same place: **Honduras**.

Along the northern coast exists a faith-filled community called **Farm of the Child**, dedicated to raising children to be healthy and strong citizens of Honduras. With an **orphanage, school, medical clinic, and outreach programs**, the Farm of the Child is making a tremendous impact in the lives of children and adults in Honduras. This summer I have the incredible opportunity to join the volunteer team at the Farm of the Child for two and a half years. I am very excited to have been chosen to be a part of the Farm of the Child community, striving each day to witness Christ in my life and the lives of the people of Honduras in a very challenging, yet rewarding way.

In recent years, the Farm of the Child has grown strong, as has my passion to be a part of this incredible mission. I invite you to join in the efforts to help build a future for the beautiful children of Honduras. While two and a half years in Central America may not be on your top ten list, your support is needed in several other ways. First and foremost, I ask for your **prayers of support** for the amazing work taking place at the Farm of the Child and for all members of the Farm community: the children, houseparents, local employees, and the 14 international volunteers like myself. I encourage you also to **learn more about Farm of the Child** [www.farmofthechild.org](http://www.farmofthechild.org) and **share this information** with your family, friends, and church.

Finally, I need your **financial support** to make my time in Central America possible. **Your generous support will be very much appreciated, as I hope to raise \$10,000 in the next month** to cover the expenses of travel fares, shots and vaccinations, language school in Guatemala, preparation costs, and medical insurance. I have enclosed a pledge support card for your convenience. Feel free to contact me with any questions you may have. I look forward to sharing the work I am doing with you over the next two and a half years. God Bless!!!!



~Mary Beth Stryker

**Address until July 31, 2003**

120 North 53<sup>rd</sup> Street  
Omaha, NE 68132-2809  
(402) 672-0509  
[thembstryker@hotmail.com](mailto:thembstryker@hotmail.com)

**Address from August 1, 2003-Dec, 2005**

Finca del Niño  
Apartado Postal #110  
Trujillo, Colón  
Honduras, Central America  
[thembstryker@hotmail.com](mailto:thembstryker@hotmail.com)

SAMPLE DONATION RESPONSE FORM



In order to make the donation process as easy as possible for donors and volunteers alike, I would like to ask that you fill out the lower section of this form to indicate the amount you would like to donate either through a series or single donation. It is meant to facilitate the process of meeting the financial needs of the volunteers and those children and families who they have committed to serve. For additional ease, donations can be made via PayPal, and the directions for these online donations can be found on the back of the form. If you choose to donate online via PayPal, I would ask that you still return this form so your commitment to donate can be properly accounted for.

Feel free to make a donation of any amount as donations of all sizes are welcome. Donations need not be made in entirety and upfront, and I would strongly encourage you to consider committing to a series of donations so you might regularly be reminded of the difference you are making through your financial support. Donations of all amounts will be followed up by a range of updates, including quarterly mailings and frequent emails detailing the challenges and successes of the community I will be serving. Your donation will be tax deductible (Farm of the Child is a 501 (c) 3 organization), and information for tax deductions will be sent once your donation is received.

Thank you in advance for any donations you choose to make. Your support is greatly appreciated, and this undertaking could not be done without your support.

Ryan Gross  
*Farm of the Child Volunteer*



**Personal Information**

\_\_\_\_\_  
 Name **Ryan Gross**  
Volunteer to be supported

\_\_\_\_\_  
 Address (Street, City, State, ZIP Code) ( )  
Phone

\_\_\_\_\_  
 Email Address (Please indicate addresses that are interested in receiving regular updates)

**Donation Amount: Please check (  ) one of the following:**

\$25 \_\_\_      \$50 \_\_\_      \$100 \_\_\_      \$200 \_\_\_      \$500 \_\_\_      Other \_\_\_\_\_  
(Continue Donation Form on Back) →



**Donations via Check:**

Please return all checks and donation forms in the included envelope. Checks should be made payable to **Farm of the Child** and can be earmarked for my volunteer account by marking **Ryan Gross** on the memo box or by including a note along with this form. Additional checks can be mailed to the following address.

**Farm of the Child  
1616 Nottingham Knoll Drive  
Jacksonville, FL 32225**

**Online Donations via PayPal:**

1. Go to [www.farmofthechild.org/donate.php](http://www.farmofthechild.org/donate.php)
2. Enter the **dollar amount** you wish to donate. Click Update Total.
3. If you have a PayPal account, sign in. If not, click Don't have a PayPal Account to continue.
4. Enter your name, address and credit card information. Click Review & Continue.
5. Click on the link Add Donation Instructions.
6. Include my name, **RYAN GROSS**, in the instructions section.
7. Click **Continue and Confirm Payment**
8. You will receive an email confirming your donation and we will receive an email confirming the donation as well, so that we can send you a tax receipt.



**Donation Type: Please circle the frequency of your intended donation:**

One-time (1)\*      Annual (2)\*      Bi-Annual (4)\*      Quarterly (8)\*

\*Projected number of donations over the two (2) year period of volunteer service

**Means of Donation: Please circle your intended means for making your donation(s):**

Check      PayPal

**By signing below I hereby commit to make a total donation of \$ \_\_\_\_\_ through either a one-time donation or through a series of partial donations.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## LANGUAGE SCHOOL

We require that all volunteers speak Spanish before arriving to the Farm. If you have no clue how to speak Spanish or are not quite confident in your speaking ability, no need to fret. It is nothing that two or three months of intense language training in Central America will not change! After a few months, you should have a good handle on the language. And besides, you will have plenty of time to practice with the kids on the Farm.

For volunteers who do not speak Spanish, two months of language school are a minimum requirement; however, it is suggested that volunteers with no background in the language at all consider three months of school. On the other hand, volunteers who already speak Spanish may feel that they do not need two months of language school. It is strongly recommended, however, that all volunteers go to language school for at least one month. **Even if not enrolled in classes, all volunteers are required to spend the month of September in Guatemala with the rest of their volunteer community, acclimating to the language and culture and beginning the community-building process with their new community mates.**

However, it is also important to realize that the amount of effort you put into your studies and forcing yourself to speak Spanish will directly correspond to the amount of Spanish that you learn. It is entirely possible to go to language school for two months and learn little Spanish (especially if you spend all your time speaking English with other North Americans). Make the extra effort to speak Spanish and to go beyond your comfort zone. It will certainly pay off when you get to the Farm.

Most schools offer one-on-one language instruction for four to six hours a day (depending on the student's preference). Schools arrange for students to live and eat with a local family. Spending time with a host family offers opportunity for practice.

ANTIGUA, GUATEMALA is a quaint, beautiful city and a popular tourist spot. It is also a mecca for language schools. There are about sixty schools of differing quality and price throughout the city. One can "shop around" and find the school of choice or change schools from week to week for some variety. There are many other tourists and other students in Antigua; this makes it difficult for some to immerse themselves in the culture, and many find themselves speaking too much English outside of class. In Antigua, some students room in boarding houses or with families. Students who live in boarding houses with other students do not receive the same type of language immersion as those who live with local families. It can get cool during that time of year, so be sure to bring appropriate clothing and raingear. Taxis (\$20) and shuttles (\$6) are readily available to travel from the airport in Guatemala City to Antigua. Most schools will arrange a ride in advance though is it more expensive (\$30).

We would suggest making plans with a school before you arrive. But leave yourself the option to change plans once you have tried it for a week or so. Don't pay for the whole two months in advance! Plans can be made ahead of time or you can wait until you get to Antigua to visit some schools and choose. It is very normal to switch schools, instructors, and/or families during your language study. You need to get the most out of this experience. Some instructors/schools are better than others, and sometimes you just need variety. Don't be afraid to change your plans once there!!!

A few other points to know . . .

- \* More expensive schools are not necessarily better.
- \* If possible, request a living situation where you will be the only student, not one of five in a boarding house.
- \* A change of scenery can be helpful; traveling on the weekends is a good way to learn the language through experience.
- \* Current volunteers expressed difficulties acquiring cash while in language school. Traveler's Checks, a credit card, and a little cash (about \$200) are recommended.
- \* The Visa CIRRUS card works in Honduras, but it **does not** work in Guatemala; do not rely on it for language school. The Visa PLUS card works in Guatemala.
- \* Many language schools will only accept cash (Quetzales or U.S. dollars), and a few accept Traveler's Checks. It probably will not be possible to pay with a credit card at language school.

Following is a list of some possible language schools. Surf the internet for language schools; don't limit yourself to this list! **Prices change.** Contact the schools to confirm current prices before registering. Current prices will also help when preparing a budget and requesting the language school stipend.

La Union Centro Linguistico

[www.launion.edu.gt](http://www.launion.edu.gt)

tel: 011 502 7832 7757

email: [info@launion.edu.gt](mailto:info@launion.edu.gt)

\*\*The Farm is currently in negotiations with La Union for a group rate; these prices may be lower for this year's in-coming class.

Weekly Rate

\$105/4 hours per day

\$95/week room & board with family

No registration fee

Proyecto Bibliotecas Guatemala, "PROBIGUA"

[www.probigua.org](http://www.probigua.org)

tel: 011 502 7832 2998

e-mail: [info@probigua.org](mailto:info@probigua.org)

\*\*PROBIGUA offers discounted rates by request for those studying 4+ weeks.

Weekly Rate

\$140/4 hours per day

\$100/week room & board with family

One NEW book in Spanish registration fee  
(for library project)

Centro Linguistico Maya

<http://clmaya.com>

tel: 011 502 7832 0656

e-mail: [registration@clmaya.com](mailto:registration@clmaya.com)

Weekly Rate

\$140/4 hours per day

\$80/week room & board with family

\$25 registration fee

Christian Spanish Academy

<http://learnksa.com/>

tel: 011 502 7832 3922

\* It is not necessarily better than the others just because it is more expensive.

Weekly Rate

\$185/4 hours per day

\$125/week room & board with family

## MEDICAL

### INSURANCE

Volunteers are welcome to utilize the services of our health clinic staffed by other volunteers. For any minor health needs, such as colds, bacterial infections, skin rashes, fungus, etc. can general be met by the medications available at the Farm clinic. In the case of any major health needs, while in Honduras or home on vacation during your time as a volunteer, **all volunteers must have health insurance; it is the responsibility of each volunteer.**

Under the new Obama health care legislation, there is a provision for young adults to remain on their parents' health insurance until age 26. If you plan to use your parents' coverage as your primary insurance during your volunteer commitment, you must make sure that the plan will cover you when you reside outside of the United States. For information regarding the provision for young adults, check out <http://www.healthcare.gov/law/provisions/youngadult/index.html>.

Several current volunteers have a group health plan through Seven Corners, Inc. ([www.sevencorners.com](http://www.sevencorners.com)); each group member pays \$1,200/year. The plan that our volunteers use is the Reside Prime plan under Worldwide Medical Insurance. If you are interested in joining the group plan, please contact Andrea McMerty-Brummer ([andrea@farmofthechild.org](mailto:andrea@farmofthechild.org)) for details.

If you choose to seek alternative international/missionary health insurance coverage, look for the following in a plan:

- Coverage of care both internationally and within the United States.
- Emergency evacuation coverage, should you need to seek care in the US from Honduras.
- Hospitalization benefit
- Prescription drug benefit

### VACCINATIONS

Individuals should check with a county/city health center to find out up-to-date information on recommended vaccinations and preventative medicines for travel in Guatemala and Honduras. The Center for Disease Control ([www.cdc.gov](http://www.cdc.gov)) is an excellent resource for learning more about the various vaccinations and what is recommended. Common recommendations include Hepatitis A and B, typhoid, tetanus and malaria. Some vaccinations must be started a few months before departure, so do not wait until the last minute to investigate. Current volunteers recommend the oral typhoid vaccine because it is good for 5 years while the injected vaccine is only good for 2 years. Different diseases are more common from country to country. If you plan to travel outside of Honduras, be sure to check on recommended vaccinations for the different areas. It is also a good idea to know your blood type before arriving in Honduras.

Regarding malaria...yes, it does exist along the northern coast of Honduras. Some volunteers have caught it. It feels like a bad flu with joint ache, backache, headaches, stomachaches and any other kind of ache. It does pass though! Chloroquine pills (used as a preventative measure and also to treat symptoms) are extremely expensive in the U.S. and very cheap in Honduras. One must make a choice whether or not to use the chloroquine pills as a preventative measure. The CDC now suggests that taking chloroquine for long periods of time is not harmful. However, **because debate**

**continues about the side effects of chloroquine, whether or not to take it remains a personal decision.** Many volunteers opt to take the preventative treatment during the rainy season when there are high malaria rates (approximately October to February) and whenever there are random outbreaks of malaria in the area. Ask your doctor for advice on this matter. In malaria treatment, chloroquine is used (in high doses) to minimize painful symptoms. Don't buy more than a few pills in the U.S.; the Farm clinic has chloroquine. You may even want to check with some of the former volunteers listed in this handbook to see if anyone has any extra chloroquine pills (to start you off) before you buy them.

## TRAVEL

### GENERAL TRAVEL TIPS

When traveling around Central America, there are certain things that you will catch onto quickly (i.e.: always bring toilet paper and hand wipes if you're particular about cleanliness). You may want to have a hidden money pouch which you can tuck under your clothes for safe keeping of money, passport, etc. (any travel store sells them). For safety's sake, try not to carry a lot of cash and keep small bills. However, also keep in mind that small towns may have difficulty with ATM cards, so keep enough cash on you to get by until you know you can next get money. You may also want to make copies of any important documents (such as your passport/drivers' license) and store them in various places in case of theft. Theft is unlikely, but it's always better to be safe than sorry. Current volunteers have found that VISA (CIRRUS in Honduras & PLUS in Guatemala) cash machines are more readily available than MasterCard machines.

### LOCAL TRAVEL

It is easy to travel to and from Trujillo. Buses run many times daily to the major cities and less frequently to the Mosquitia (covering the eastern portion of Honduras) and other small towns. For those craving fast food, movies, and a town with stoplights, an occasional weekend getaway in La Ceiba (about 3 hours by bus) may be in order.

### TIME DIFFERENCE

Honduras is on Central Standard Time (though on Mountain Daylight Time during daylight savings time).

### EXCHANGE RATE

As of March 2011, the exchange rate is approximately 18.9 lempiras to \$1 (U.S.). *U.S. dollars are the only foreign currency accepted in Trujillo banks* (and most Honduran and Central American banks).

### TRAVELING TO THE FARM OF THE CHILD FROM THE U.S.

American, TACA, Continental, Delta and Spirit airlines have frequent, if not daily, service from the U.S. to San Pedro Sula, Honduras. From the San Pedro airport, ask a taxi (about 300L or \$15) to take you to the main bus terminal. At the terminal, look for Cotraipbal or Cotuc ticket offices (they are close together and both have direct buses to Trujillo). The schedule constantly changes, but you can generally catch buses beginning at about 7AM and ending at about 3PM or 4PM. Tickets can be bought the day of your trip at the station (about 220 LPS. or \$11). You should be able to make the trip in one day (weather and road conditions permitting). You have to hurry, but you can usually make the 3 p.m. bus for Trujillo after flying to the San Pedro airport. Contact the Farm in advance to let them know when you will arrive in Trujillo. Taxis from the Trujillo bus terminal to the Farm cost between 150-200L depending on the time of day.

### TRAVELING TO GUATEMALA FROM THE U.S.

In more recent years, some volunteers who have purchased one-way tickets to Guatemala have received messages warning that they would need appropriate visa documentation in order to enter

Guatemala with a one-way ticket. Although Farm volunteers had been purchasing one-way tickets to Guatemala for years, the 2004 group of volunteers was the first one to receive such a message. At that time, we contacted the Guatemalan Tourist Office at the Guatemalan Embassy regarding the warning. According to the Embassy, an individual entering Guatemala with a one-way ticket would not experience any problems provided he/she had a valid passport that would not expire during the allowed length of stay in Guatemala. (Generally, visitors entering Guatemala without a visa are allowed to stay for 90 days.) Volunteers who would prefer to contact the Embassy directly can do so at:

Guatemalan Embassy  
2220 R St., NW  
Washington, D.C.  
(tel) 202-745-4952  
Guatemalan Tourist Office  
(tel) 202-518-5514

#### TRAVELING TO THE FARM OF THE CHILD FROM GUATEMALA

You can travel by air or land to the Farm from Guatemala. If you choose to fly (more expensive), you can make plans with any travel agent in Guatemala when you are studying. You do not need to make plans from the U.S. Flights from Guatemala to San Pedro Sula run often. From San Pedro, the same bus mentioned above will get you to Trujillo.

If you choose to go by land, there are a couple of options. If you want to go by bus, use a Central American travel guide (in any U.S. bookstore) for directions/information on the bus companies and schedules in the various cities. Another option for land travel is to go by van. In the past, groups of volunteers have hired a van with a driver to take them part of the way. Van trips are a common tourist attraction in Guatemala. Therefore, it is not too difficult to find a local travel agency that will hire out a driver to take the group from Guatemala to Copán or even to San Pedro Sula or to La Ceiba.

Things to consider when going by land . . . amount of luggage (will it be too much of a hassle?), expense (cheaper to go by land), time (takes more by land), and desire to see more of Central America (can stop in Copán on the way). If you travel by land, it is better and more fun to go in a group of at least two. Contact other volunteers to make plans. Be sure to have some cash for the trip. You need to pay an exit fee when you leave Guatemala (\$25 in airport or approximately \$3 by land). You also need to pay an entrance fee when entering Honduras by land (\$2).

## COMMUNICATIONS WITH THE U.S.

Mail is pretty reliable. It usually arrives (going or receiving) in approximately 2-3 weeks. Packages usually make it intact to the post office. It is usually best to send padded envelopes as opposed to boxes (boxes tend to take longer). If you have something valuable though, don't send it via mail. Try to arrange transport with an upcoming visitor for anything of value.

Mail can be sent to the Farm using this address:

Finca del Niño  
Apartado Postal #110  
Trujillo, Colón  
Honduras, Central America

In case of emergency, your family can contact Andrea, who is in regular contact with Ysmary, the Director on-site. She is available at a US phone number, 727-475-4459, and speaks both English and Spanish. Additionally, **in case of emergency**, your family can call the Farm directly to Ysmary's cell phone in Honduras at 011-504-9965-2522. Ysmary understands English and can speak well enough to get an important message to a volunteer.

For non-emergency communication, volunteers can make phone calls to the US from the Farm's land line at the Franciscan Sisters' convent in Trujillo. They can also plan to receive calls on this phone at a pre-arranged time. This phone is in a locked office, accessed only by Farm volunteers, and will not be answered unless at a pre-determined time. The number for the convent phone is 011-504-2443-4523. Additionally, volunteers can call to the US from internet cafés in town; however, the connection is somewhat unreliable. Similarly, volunteers who use internet at the local beach hotel, Tranquility Bay, have been able to call home via Skype when the internet connection allows. Volunteers are typically able to call home on weekends, when they go to town for Mass, and on major holidays.

Currently, the cell phone policy at the Farm allows volunteers to make the personal decision to have a personal cell phone **after being at the Farm for at least 6 months**. Those who choose to have a personal cell phone are not permitted to use the phone on the Farm property. Personal phones may **NOT** be loaned to Farm children, **NOR** used for official Farm business. After 6 months of service, a volunteer who chooses to acquire a personal cell phone may make and receive calls **OFF-SITE**, but must have the phone turned off at all times while on the Farm. While the current policy does allow for limited personal cell phone use, we ask each volunteer to seriously consider the benefits of fasting from the "connected" lifestyle that we have grown dependent on in our culture, and fully enter into the experience of being fully present to the mission experience. PLEASE NOTE: The cell phone policy is subject to change, and is current as of March 2011.

Volunteers are able to use one of the four internet cafés in town; they charge about 20 lempiras/hour for the service. It is recommended that volunteers not count on being able to use e-mail on a regular basis. It is incredibly time consuming and sometimes unreliable. It can also be difficult to get into town on a regular basis depending on one's position at the Farm. Alternatively, volunteers in recent years have been able to use internet for free at the local beach hotel, Tranquility Bay, just a 10 minute walk down the beach from the Farm. While this is a more convenient option than going into town for internet, it is also not the most reliable connection. Family and friends should know in advance that it can be challenging to maintain frequent e-mail and telephone contact from the Farm.

## IMPORTANT CONTACT INFORMATION

Andrea McMerty-Brummer  
Executive Director/FFV '02-'05  
Farm of the Child USA  
tel: (727) 475-4459  
e-mail: andrea@farmofthechild.org

Ysmary Trejo  
Program Director  
Finca del Niño  
tel: 011 504 9965 2522  
e-mail: fincadelnino@yahoo.com

Dan Mechenbier  
Donations Coordinator  
1616 Nottingham Knoll Dr.  
Jacksonville, FL 32225  
tel: (904) 221-7773  
e-mail: djmech3@aol.com

Jacob Hurst  
Volunteer Coordinator/Current Vol  
Finca del Niño  
e-mail: fincavols@gmail.com

Laura Tibbitt  
New Volunteer Liaison/FFV '04-'07  
Washington, DC  
tel: (630) 777-0547  
e-mail: laura.tibbitt@gmail.com

Chris Bystedt  
Personnel Committee Co-Chair/FFV '02-'04  
San Francisco, CA  
tel: (714) 457-6413  
e-mail: chrisbystedt@yahoo.com

Katherine King  
Personnel Committee Co-Chair/  
FFV '99-'01  
New York, NY  
tel: (857) 998-7029  
e-mail: knking77@yahoo.com

### **Other Former Volunteers**

Jennie Motto  
FFV, '08-'10  
Chicago, IL  
tel: (803) 354-6186  
e-mail: jennie.motto@gmail.com

Anne Klinkhammer  
FFV, '06-'09  
Virginia Beach, VA  
tel: (757) 502-5019  
e-mail: annabellelee17@yahoo.com

Peter Tooher  
FFV, '08-'10  
Washington, DC  
tel: (312) 860-4243  
e-mail: ptoohergmail.com

Ryan Gross  
FFV, '07-'09  
All over the place!  
tel: (260) 449-6022  
e-mail: (260) 449-6022

### **Parents of Volunteers**

John & Sandy Pruessner-Motto  
tel: (803) 446-5834  
e-mail: pruesmotto@aol.com

Bill Ramsey  
tel: (407) 327-1961  
e-mail: wramsey57@gmail.com

**APPENDIX**

**VOLUNTEER EXPENSE REIMBURSEMENT FORM**

Please mail this form **with receipts** to Andrea McMerty-Brummer at:

Andrea McMerty-Brummer  
1616 Nottingham Knoll Drive  
Jacksonville, FL 32225

**Name of volunteer:** \_\_\_\_\_

**Name of person to whom check should be made out:** \_\_\_\_\_

**Address to where check should be sent:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of receipts (please list only those receipts that are enclosed):**

<u>Purchase</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total Reimbursement:</b>	_____

**Check here if you are using this form to request your Language School Stipend**  
(Note: Please remember to include the amount you are requesting for your Language School Stipend. No receipts are necessary for the Language School Stipend. If the amount for your Language School Stipend cannot be included in the "Total Reimbursement" sum, please include a separate form for your Language School stipend request.)

## RECOMMENDED READING

Former volunteers have asked for a list of recommended books that might help to prepare them for life in community, for life in a developing country, and for life in Honduras. Below is a list of books that we hope will help you prepare both spiritually and intellectually for the soul-searching and thought-provoking years that await you at the Farm.

***Community and Growth: Our Pilgrimage Together*** by Jean Vanier – Community life is one of the greatest gifts and greatest challenges of the Farm experience. It truly requires a great deal of work, preparation, and attention. Jean Vanier has wonderful advice and insight on community living. This is a MUST read!

***Don't Be Afraid Gringo; A Honduran Woman Speaks from the Heart: The Story of Elvia Alvarado*** by Medea Benjamin – Volunteers who have read this book say it is an excellent rural Honduran perspective on poverty, justice, and the efforts of the “gringos” in Honduras.

***Story of a Soul, The Autobiography of St. Thérèse of Lisieux*** – St. Thérèse is the patron saint of missionaries, and the volunteer house is named after her. Her “little way” of loving God and her community members calls each of us to sainthood.

***Inevitable Revolutions: The United States in Central America*** by Walter Lafeber- This book provides a historical background on the relationship between the Central American countries and the U.S. As a person from the U.S. who is going to live and serve in Central America, it is important to know the role our country played in the development of these countries. The book is a bit of a “heavy” read, but it is certainly worthwhile.

***Liberation Theology: An Introductory Guide*** by Robert McAfee Brown – This book is geared toward North Americans with no experience of the topic.

***Enrique's Journey*** by Sonia Nazario – This book tells the true story of a Honduran boy who traveled to the States in search of his mother who had moved to the U.S. to earn money for her family in Honduras.

***The Holy Longing*** by Ronald Rolheiser – Several former volunteers have read, enjoyed, and remarked that this book is a particularly fitting read for someone living at the Farm. The author focuses on quest to discover what spirituality is, with specific attention to essential elements of the Christian spirituality.

## PRAYERS IN SPANISH

Volunteers are not required to learn these prayers in advance, but you might find it helpful for attending mass while at language school and settling into life at the Farm. The Farm Prayer (back cover) is prayed at the Farm daily. Additionally, many former volunteers continue to say this prayer after they leave the Farm. Prayer is a great way for the entire Farm community to stay connected. You are invited to join the volunteer community by praying the Farm Prayer during this time of preparation.

### **Our Father/Padre Nuestro**

Padre Nuestro, que estás en el cielo,  
Santificado sea tu nombre.  
Venga a nosotros tu reino.  
Hágase tu voluntad en la tierra como en el cielo.  
Danos hoy nuestro pan de cada día.  
Perdona nuestras ofensas,  
como también nosotros perdonamos a los que nos ofenden.  
No nos dejes caer en la tentación,  
y líbranos del mal. Amen.

### **Hail Mary /Ave Maria**

Dios te salve, María.  
Llena eres de gracia.  
El Señor es contigo.  
Bendita tú eres entre todas las mujeres,  
y bendito es el fruto de tu vientre, Jesús.

Santa María, Madre de Dios,  
ruega por nosotros pecadores,  
Ahora, y en la hora de  
nuestra muerte.  
Amen.

### **Glory Be/Gloria**

Gloria al Padre,  
Al Hijo,  
y al Espíritu Santo,

Como era en el principio,  
ahora, y siempre, por los  
siglos de los siglos.  
Amen.

### **Prayer of Repentance said during Mass/Acto de Penitencia**

Yo confieso ante Dios Todopoderoso.  
y ante Ustedes, hermanos,  
que he pecado mucho  
de pensamiento, palabra, obra y omisión,  
por mi culpa, por mi culpa, por mi gran culpa.

Por eso ruego a Santa María, siempre Virgen.  
a los ángeles, a los santos,  
y a Ustedes, hermanos,  
que intercedan por mi,  
ante Dios, nuestro Señor.

## **Farm of the Child Prayer**

Lord Jesus, protector of orphans and all who depend on you, as we begin this day we turn our hearts towards you. We give thanks for the gift of your great love and for the chance to serve you in all that we do today.

We ask that your grace and mercy be poured out on our beloved Farm of the Child, on our children, on our house parents, on our Franciscan sisters, on our volunteers past, present, and future, on our board members, on our support personnel, on our benefactors, and on all whom we serve in Honduras through our various ministries.

As a member of this community entrusted with maintaining, protecting and strengthening this mission, I ask for the following in order to better carry out my responsibilities:

A humble heart free from the desire of being esteemed,  
A meek heart that bears with everyone,  
A patient heart happy in the most trying circumstance,  
A peaceful heart at peace with self and others,  
A heart poor in spirit detached from the things of this world,  
A heart full of love that finds happiness in suffering with others,  
A prayerful heart that loves to be in communion with you,  
A holy heart whose only desire is that God may be known and loved by everyone,  
A pure heart like Mary's which seeks to love and serve God alone.

May we as a community be one in heart and mind so that we may help to bring about the Kingdom of God through your mission, Farm of the Child. Amen.

Let us seek Mary's intercession by reciting one Hail Mary.

## **Oración de la Finca del Niño**

Señor Jesús, protector de huérfanos y todos los que dependen de ti. Mientras empezamos este día levantamos nuestros corazones hacia ti. Te damos gracias por el regalo de tu gran amor y por la oportunidad de servirte en todo lo que hacemos hoy.

Pedimos que tu gracia y tu misericordia sean brindadas en nuestra querida Finca del Niño, en nuestros niños, en nuestros padres de casa, en nuestras Hermanas Franciscanas, en nuestros voluntarios, en nuestros miembros de la Junta Directiva, en los demás empleados, en nuestros bienhechores, y en todos los que servimos en Honduras por medio de diversos ministerios.

Como miembro de esta comunidad, confiada en mantener, proteger y esforzar esta misión, pido por lo siguiente para llevar a cabo mejor mis responsabilidades.

Un corazón humilde libre del deseo de ser estimado.  
Un corazón manso que soporte a todos.  
Un corazón paciente feliz en las circunstancias más difíciles.  
Un corazón tranquilo en paz conmigo mismo y los demás.  
Un corazón pobre del espíritu desprendido de las cosas de este mundo.  
Un corazón lleno de amor que encuentre felicidad en sufrir por los demás.  
Un corazón fiel que busque estar en comunión contigo.  
Un corazón santo con el único deseo que Dios sea conocido y amado por todo el mundo.  
Un corazón puro como el de Maria la cual busca amar y servir solamente a Dios.

Como comunidad esperamos ser uno en corazón y mente para poder ayudar a desarrollar el Reino de Dios por medio de tu misión Finca del Niño. Amen.

Pedimos la intercesión de nuestra madre Maria, orando un Ave Maria.