



YOUTH TRIP LEADER GUIDE 2026

To help your group have the best mission trip experience and make you look good!

Contact

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Thank You!

Thank you so much for saying yes to leading a group on a Guatemala mission trip with Hearts In Motion. It is going to be an amazing, eye-opening trip to Guatemala! We are always happy to meet one-on-one with group leaders and or meet with your group as much or as little as needed to ensure you have the information you need. This packet is designed to help you plan and prepare yourself and your group for a fun and successful trip.

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Group Leader Checklist



6 Months Prior to the Trip

- ☐ -Contact Aaron at Hearts In Motion to set up an initial meeting to discuss the trip
- ☐ -Set up a time for your first interest meeting
- ☐ -Host First Interest Meeting
- ☐ -Get commitments from those wishing to go on the trip (this could include a deposit)
- ☐ -Plan Fundraisers (if applicable) and begin fundraising for the trip
- ☐ -Aaron will set up online registration and payment pages for your group

3-4 Months Prior to the Trip

- ☐ -Collect names and birthdates of all participants
- ☐ -Turn in the group registration sheet to Hearts In Motion Office
- ☐ -Order plane tickets for your group
- ☐ -Have all participants fill out all paperwork for Hearts in Motion online or hardcopy and send it to Aaron
 - Registration Form- Must Be Done Online- Ask Aaron for Specific Trip Link
 - Youth and Adult Guideline Form Signed- at the back of this packet
 - Adult Background Check Compliance Form at the back of this packet
 - Group Registration Form at the back of this packet
- ☐ -Trip deposits are due to Hearts in Motion no later than 60 days prior to a trip, and trip final payments are due one month prior to the trip

We strongly suggest meeting as a group multiple times for team building and trip updates

1 Month Prior to the Trip

- ☐ -Get copies of everyone's passport and COVID-19 vaccine card in your group
 - Leave one copy of the passport and card at your church office with a trusted staff member
 - Keep one copy of the passport and card and bring it with you when you go on the trip
 - Send one copy of your passport and card to Hearts in Motion Office
- ☐ -Set up a meeting with Aaron to do a final meeting with the group (if desired)
- ☐ -Collect donations to hand out while on the trip (if you choose to do so)
(You may or may not want to do this based on the cost of extra baggage with your airline)
- ☐ -Send out the packing list and final announcements about group blessing, a reminder of rules while on the trip and other details that you want to communicate

Weekend Before You Leave

- ☐ -Have a packing party for donations and answer any last-minute questions (optional)
- ☐ -Have a blessing for the group at your Sunday church service (sample commissioning prayer on page five)

Group Leader Checklist



(continued)

Morning of Trip

- -Have the team meet at the airport 3 hours prior to departure
- -Have the group check in at the same time with the airline
- -Say goodbye to parents and take the group through security together
 - Tip: You cannot take more than three oz. of liquid through security, but an empty water bottle is great to have to fill up on the other side of security in the United States for the trip (DO NOT DRINK ANY WATER FROM THE TAP IN GUATEMALA)

When you arrive in Guatemala

- -Once off the plane, have the group go through immigration, gather their luggage, and go through customs together
 - You will need the form they gave you on the plane to fill out to go through customs
- -Once through customs, come out the main doors of the airport and look for anyone with a Hearts in Motion shirt on. If you cannot find the HIM representative, go to the café to the right outside the main doors of the airport.
- -Hanging onto your luggage, follow Aaron or the HIM representative to the van and pack everything onto the bus/van. DO NOT let anyone other than the HIM rep help you with your bags.
- -Enjoy the rest of the trip!

After being dropped at the airport and heading home

- Check in to the airline as a group
 - They will give you a customs form that will need to be filled out to go through Guatemala customs before you get to the airport gates
 - They will collect this form when you go through Guatemalan customs

After Arriving Home

- -Share your story
 - Give a reflection on the trip at your weekend service if your pastor will allow it
 - Make a collage of pictures and put it in the lobby of your church
 - Have a student write a reflection on the trip with pictures for your church
- -Meet for follow-up meetings after the trip to continue processing and walk with the youth on their journey as they bring their call to life.
- -Attend the virtual reunion with those you traveled with set up by Hearts In Motion.
-

Sample Group Commissioning **Prayer for Church**



Loving God,

We praise you and thank you for the gifts of these servants (you may choose to insert their names here) that you send on behalf of our community to serve in the country of Guatemala to build a home for a family in need. As they go, remind them that they are your hands, feet, and heart to all those they encounter on their journey. Bless them and the work that they will be doing so it might be a joyful witness of your love in action in our world. Bless their families who so generously share them with the world so that your message of love and grace might be heard by others. We ask you to help our community by holding them in prayer as they serve as missionaries in our world. We thank you for a community that supports the amazing ministry that they will be doing. Be with these servants and guide them as serve. AMEN.

Youth Trip Specific Rules **and Expectations**

- HIGH SCHOOL GROUPS MUST HAVE A 6 TO 1 STUDENT-TO-ADULT RATIO WITH A MINIMUM OF 2 ADULTS
 - NO ONE (YOUTH OR LEADERS) ON A YOUTH TRIP IS ALLOWED TO CONSUME ALCOHOLIC PRODUCTS
 - NO STUDENT IS ALLOWED IN THE BEDROOM OF THE OPPOSITE GENDER
 - STUDENTS ARE NEVER ALLOWED TO LEAVE THE HOTEL OR HIM HOUSE WITHOUT AN ADULT PRESENT
 - DRESS CODE: WE WANT EVERYONE TO BE COMFORTABLE WHILE ON THE TRIP. WHILE ON THE TRIP, WE ASK THAT ALL STUDENTS WEAR SHIRTS WITH SLEEVES (T-SHIRTS ARE FINE) AND LONGER SHORTS. IF YOU ARE WORKING WITH CONCRETE, YOU WILL WANT JEANS OR LONG PANTS TO WORK IN, AS THE CONCRETE CAN GET IN YOUR PORES.
- PLEASE SEE YOUTH AND ADULT CODES OF CONDUCT FOR THE FULL LIST OF RULES AND EXPECTATIONS WHILE ON THE TRIP.

Packing List for a Trip



Temperatures are around 85 to 95 degrees in Zacapa. Dress for comfort with maybe an outfit for a special night out. Evenings are pleasant with a breeze, sometimes rain, but never cold. In Antigua, on the other hand, it will be cooler in the evenings, days are pleasant. There is a laundry service at the hotel or HIM House for a small fee so pack light. It is suggested you bring the following:

- Passport and a copy of your passport
- 1 or 2 pairs of long pants for cooler nights in Antigua
- 2 pairs of comfortable shoes
- 1 or 2 nice outfits for evening activities and R&R days
- Anti-itch cream
- Bug repellent (DEET can melt items in luggage so pack carefully).
- Camera
- Diarrhea medicine (you might ask your personal physician for and bring Cipro or other antibiotic.)
- Fanny pack and/or money belt, and/or daypack (optional but may be useful in Antigua)
- Flip-flops or sandals for the pool or around your room
- Hand sanitizer or hand wipes
- Sunscreen
- Medications or specialty items you need (contact lenses, glasses, etc.)
- Pepto Bismol tablets or chewables
- Personal toiletries (ie. Washcloth, toothbrush, toothpaste, soap, shampoo, conditioner, feminine hygiene products, etc)
- Hat, bandanas
- Jacket or sweatshirt;
- Rain poncho or umbrella
- Shorts and short sleeve, light-weight shirts
- Small flashlight or headlamp
- Sports Water Bottle with a carrier or carabineer
- Sunglasses
- Swimsuit
- Travel alarm clock (or cell phone and charger, although you may not have cell phone service in Guatemala)
- For our medical teams...
 - A stethoscope
 - Medical Gloves in your size
 - Masks for use in hospital
 - Scrubs/shoe covers
- For our construction teams
 - Work Gloves
 - Tennis Shoes or Work Boots
 - Work Clothes (long pants are nice when working with concrete)

*Make two copies of your passport, one for your luggage and one to leave at home. If it expires within six months of the trip, please get it renewed as soon as possible. In addition, you might take a picture of your passport to have on your phone. A valid U.S. passport is required for all U.S. citizens, regardless of age, to enter Guatemala and depart Guatemala for return to the U.S. A U.S. resident of another country should bring their resident visa and paperwork. Also, please check with the appropriate Embassies on other requirements. While in Guatemala, U.S. citizens should always carry a photocopy of their passports with them. HIM staff will offer to collect original passports for safekeeping in a locked safe during the work week.

Other Optional Items:

- Non-perishable snacks
- If you like sweetened, sugar-free beverages, bring individual-size Crystal Light or Gatorade packets to add to bottled water.
- Plan on carrying your camera or phone with you at all times in a fanny pack, back pack or pocket.
- Personal facial cleaning cloths or wipes
- Toilet paper or tissue packets (for travel and worksite use; housing has toilet paper)
- A 3 prong to 2 prong adaptor for outlets. Most outlets are only 2-prong. (They have same electrical outlets as U.S.)

Helpful Packing Tips



Leave at Home:

- Valuable jewelry, watches, flashy cameras, or computer equipment. Our campuses are safe, but you should never leave anything of value unattended outside our campus.
- Marijuana and other drugs are still illegal in the country of Guatemala.

Packing and Luggage

Pack your most important items (including medications) and a couple of clothing changes in your carry-on luggage. Most airlines now charge for the first and second checked suitcases. Please check with your airlines regarding specific fees. If Hearts In Motion requires you to check a second piece of luggage or supplies for the trip, we will cover the cost. A receipt will need to be provided.

United, American, Delta, and other Airlines will usually permit one carry-on bag plus one personal item (briefcase, purse, day planner, small laptop computer, camera case, I-Pad or similar-sized personal entertainment item) per passenger to be carried on the aircraft under general ticket fees. Please check with your provider regarding possibly more stringent requirements under their "basic" economy plan. The carry-on bag's maximum combined linear measurement (L + W + H) is 51 inches (130 cm) and no more than 50 lb. Laptop computers and I-Pads must be removed from their cases and placed on the baggage belt at the security checkpoint.

Airport security requires that all liquid containers (including lip gloss, Vaseline, nose spray, eye drops, lotions, etc.) in carry-on baggage be placed in a quart-size Ziploc bag and that none of the liquid containers be more than 3.4 oz. This Ziploc bag of liquid containers will go through the x-ray outside your carry-on, so be ready to show it to security personnel. If you have liquid containers larger than 3.4 oz. or more bottles that can be placed in a quart-size bag, put them in your checked luggage.

Note: No knives of any size or material are allowed past the security checkpoint (including, but not limited to, pocket knives, folding or retractable blades regardless of blade length or composition, box cutters, X-Acto knives, scissors with a pointed tip, straight razors, Leatherman or Swiss Army Knives). If you want to bring special tools or knives to use during the construction project, for example, pack them in your checked luggage.

Tips on Bringing Cash

The dollar exchange is around 7.5 quetzals (Q's) to \$1 U.S.

Shopping is very reasonable in Antigua, and you can bring up to \$800 worth of purchases to the U.S. without paying any duty/tax.

The easiest way to exchange money is at an ATM.

Dollars *are usually* accepted most places in Antigua; however, bills must be in good shape, with no tears or stains.

Traveler's checks are not useful other than at the bank or Exchange at the airport.

Credit cards can be used in ATMs, most stores and restaurants in Antigua.

Use quetzals for the inexpensive markets, small shops, etc.

Emergency Numbers for the Trip



Be sure to carry a copy of these with you and leave a copy at home

Aaron Frazita, HIM Mission Trip Director– aaron@heartsinmotion.org
(502) 640-0217 (US cell)

Bert Echeverria, HIM International Field Director in Guatemala– bert@heartsinmotion.org
011-502-4080-0080

Jamie Bradford, Co-Director, Therapy Program–jamie@heartsinmotion.org
(609 202-8995 (US cell)

Nancy Winiecki, Co-Director, Therapy Program – nancyw@heartsinmotion.org
011-502-5346-9287 (WhatsApp) or 219-741-5947 (US cell)

Yazmin Retana, HIM staff in Guatemala (speaks English)– yazmin@heartsinmotion.org
011-502-3081-2864

HIM House in Teculután– House where you are staying
011-502-7934-7030

Monica Rosas, HIM Rep in Guatemala City (speaks English)–Call if there is an emergency in Guatemala City
011-502-5339-3011 (cell) or 011-502-2422-3520 (work)

Hotel Casa de las Fuentes – Hotel you will be staying at in Antigua
011-502-7832-7316

Luz Rosas, HIM Rep in Guatemala City (speaks English) – Call if there is an emergency in Guatemala City
011-502-5901-0043

Edgar, Firefighter in Guatemala City– Call if there is an emergency in Guatemala City
011-502-5770-4902

Jorge, Taxi driver (speaks English)– Call if there is an emergency in Guatemala City
011-502-4521-9234

Hearts In Motion, Schererville, Indiana 219-924-2446 | Information@heartsinmotion.org

If there is an emergency while you are traveling or when you arrive in Guatemala, please give one of us a call (start at the top of the list)

Trip Rules/ Notes for Group



I. GENERAL

- Remember you are a representative of HIM, so be respectful because we are guests in this country.
- Remember the "F" word: Be Flexible – often things do not go as planned.
- Be aware of what you say with Guatemalans around. They may understand more than you think.
- The septic systems in all of Guatemala can't handle toilet paper; please deposit in bathroom waste basket.
- Photograph protocol: Always ask permission before taking a picture. Be mindful of pictures posted on Facebook.
- Make no promises and please don't give out your contact info to the Guatemalans.
- Don't give anyone any money. Have a great experience, but we're not Santa Claus.
- If want to do something for someone, discuss HIM leadership staff first.
- Cell phones are available with all HIM staff members should you need to use them to call home.
- You are an adult, so act responsibly.
- Don't give the Guatemalan children your cell phone (they run faster than you do)
- We will pick a trip stats person; he/she will present at end of week.
- To track pix, follow & link HIM on Facebook/Instagram/Twitter: @HEARTSINMOTION.ORG; #HEARTSINMOTION

II. HEALTH-SPECIFIC

- Don't use tap water for any internal use (drinking, brush teeth, etc). Use bottled water or pitcher of pure water in room for internal use. You can refill your water bottles from the cooler located in the dining room
- Cooked street food is okay if you want a case of diarrhea (we do not recommend you eating it.) Don't eat anything that was washed locally.
- There are bugs here especially in grassy areas. Use plenty of bug spray.
- Expect at least one episode of diarrhea (no extra charge). If you don't have meds contact HIM staff immediately.
- If you don't feel well, tell a HIM staff member as soon as possible. Don't be ashamed & try to keep it a secret.
- Make sure that you have notified HIM staff of any personal medical needs. It will be kept confidential

Trip Rules/ Notes for Group



II. HOUSING-RELATED

There is hot water at the house!! There is a small water heater on your shower head. Staff will explain its use at orientation, but please be sure to turn it off (the middle setting) when not in use

- Be mindful of noise. Guatemalans see Americans as being loud.
- HIM House staff only speak Spanish.
- Coffee will be available at the HIM house at 6 am.
- Laundry can be given to the HIM House manager. Allow 2 days to return, although it is usually completed within one day. The cost is between Q25 – Q75 (\$3.50 –\$10.00)
- You can leave tips in your room upon checkout.
- If you are in need of Quetzals, we recommend you get them from trusted ATMs. Most places in Antigua will take U.S. dollars as long as they have no rips or tears in them.
- On your final morning, we request that you please strip your beds and bring down your bedding as well as towels to help HIM staff with turn over of rooms. There will be large baskets to place your bedding/towels in downstairs

IV. FOOD-RELATED

- Meal menus are pre-selected, so notify HIM staff if you are a vegetarian, or have other dietary needs.
- All food at the HIM House is okay to eat.
- HIM will pay for all water, sodas, and coffee at the HIM House. PLEASE LIMIT SODAS/WATER BOTTLES TO 3 MAX EACH DAY to help keep you hydrated.
- HIM adheres to the legal drinking age of 21. If you are reported drinking under the age of 21, you'll be sent home at your expense.
- If staying at the HIM House, beverages will be available in designated cooler
- Only take one plate at dinner. When you are done, please place your dishes and silverware in designated bucket..
- The times for Breakfast & Dinner each day will be announced

V. SAFETY-RELATED

- To run/walk outside grounds, do it in groups of 3 or more with at least one man. Let HIM staff know.
- Traffic is dangerous; if crossing street, always look in both directions

Policy for Groups in Antigua



At Hearts in Motion, we strive to keep all of our staff and volunteers safe. While Antigua is generally a safe, touristy town, there are a few things that we ask of all volunteers to help keep them safe while they are enjoying this historic town. To do so, we ask that all volunteers take the following safety measures:

1. Please only travel in groups of three or more people where at least one of the people in the group is a man.
2. Please be aware of your surroundings at all times.
3. If you are wearing a backpack or carrying a purse, do so on your front. Do NOT wear them on your back and try to keep a hand on them especially in crowds. Also, keep one hand free in case you need to place your hand over it in crowds.
4. Keep your wallet and phones in your front pockets.
5. If you use took tooks to get around town please be aware of your surroundings.
6. When going out at night, do not go to any "after hours" or house parties.
7. Those who are under the age of 21 are not allowed to drink. For those who are of age, please use common sense when it comes to your alcohol consumption.
8. Please take a card with the name of the hotel you are staying at before leaving so you will know the name should you have trouble finding your way back.
9. Please be aware that the culture you are in is very heavily male dominated. We strongly encourage modesty in your dress.
10. Should you choose to hike up to the cross (Cerro de la Cruz) we recommend that you do it earlier in the day and that you stay on the main path up to the cross (do not make your own trail through the woods or take a side path.)

Should an incident occur while you are out in Antigua, please take the following actions:

1. Get yourself and your group somewhere safe.
2. If the incident occurred at a bar or other establishment, please notify the bar tender, owner, bouncer, immediately of what happened.
3. Contact the Hearts in Motion representative who is with your group in Antigua as soon as you are safe.
4. If necessary, contact the local authorities and notify them of what occurred.



Sample 10-Day Trip Schedule

Day 1

- Flight to Guatemala City
- 3-4 Hour Bus Ride to Mission Center
(Stop Outside Guatemala City for
Snack/Bathroom Break)
- Dinner
- Evening Prayer

Day 2

- Wake Up
- Morning Prayer
- Breakfast
- Orientation Meeting
- Prepare Rice Milk and Sandwiches for
Those Living in and Around the Garbage
Dump
- Hand Out Sandwiches and Rice Milk
- Tour H.I.M. Projects
- Lunch on the Road
- Dinner at Hotel
- Journaling, Evening Prayer and Processing

Day 3-6

- Wake Up
- Morning Prayer
- Breakfast
- Head to Worksite to Serve
- Lunch at Worksite
- Head Back to Hotel
- Dinner at Hotel
- Journaling, Evening Prayer and Processing

Day 7

- Wake Up
- Morning Prayer
- Breakfast
- Head to Worksite to Serve
- Finalize Projects
- Dinner at Hotel
- Journaling, Evening Prayer and
Processing

Day 8

- Wake Up
- Pack Up Vehicles
- 3-4 Hour Bus Ride to Hotel
(Stop for Snack/Bathroom Break)
- Settle Into Hotel
- Spend Day in Antigua Sightseeing
- Meet for Dinner at Hotel and Walk
to Restaurant
- Dinner Together as a Group
- Head Back to Hotel for Journaling,
Evening Prayer and Processing

Day 9

- Spend Day in Antigua Sightseeing
- Meet for Dinner at Hotel and Walk
to Restaurant
- Dinner Together as a Group
- Head Back to Hotel for Journaling,
Evening Prayer and Processing

Day 10

- Head Home

Youth Mission Trip Group Leader Paperwork

**Please complete and return to Aaron.
Thank you!**





Group Name: _____

Mission Trip Dates: _____

Hearts in Motion Adult Background Check Compliance Form

Joined together with your church group, we are committed to providing a safe environment for all of God's children. In order to do so, we require that a national (or multi-state) criminal background check and sex offender registry check be completed (not a state or county check) within the last three years. A local state or county check is not sufficient. Please check with the company that you are using for multi-state background checks to ensure they are doing a thorough national or multi-state background check and sex offender registry check. Fingerprinting does not need to be part of the background check.

Please print the name of each adult leader including your own in the boxes below.

I, _____ (trip leader's name) acknowledge that _____ (church/organization's name) has conducted a national/multi-state criminal background check and sex offender registry check on all participants age 18 or older who are attending the Hearts in Motion mission trip to Guatemala on _____ (dates) and have been approved to work with children, youth and adults. We agree to indemnify and hold harmless Hearts in Motion for any liability created by any action of an adult/participant being sent by _____ (church/organization's name). TWO separate signatures are REQUIRED.

1. Trip Leader's Signature _____ Date _____

2. Senior Pastor or Priest _____ Date _____

(Back-up: Staff Pastor, Church Treasurer, Deacon, Board Member, etc.)



Youth Mission Trip Group Registration Form

Please fill out the following registration sheet and return to Hearts In Motion Mission Trip Director, Aaron Frazita at aaron@heartsinmotion.org.

Group Name: _____

Mission Trip Dates: _____

NAME	GENDER	PREFERRED ROOMMATE(S)	BIRTHDATE
GROUP COORDINATOR(S)			
ADULTS (18 & OVER)			

***Adults may only room with other adults of the same gender unless they are married or they are rooming with their child. ***



Youth Code of Conduct

While attending the Hearts In Motion mission trip, I will...

- Represent the my Christian community though my language, dress and behavior.
- Respect the rights and property of others.
- Respect Hearts in Motion staff and adult leaders.
- Participate in all planned activities, group sessions and work projects.
 - Respect the privacy of my fellow missionaries and not go into any other sleeping quarters or shower facilities (guys or girls) that are not assigned to my group and understand that if I do so, my parents will be called to work with the group leader to secure a flight home immediately.
- Adhere to the stated curfew each night.
- Adhere to the dress code for the trip.
- Not possess any alcohol, marijuana, non-prescription drugs, electronic cigarettes, JUUL devices, fireworks, weapons or knives (including pocket knives) and understand that if I have any of these things, my parents will be called to come pick me up immediately.
- Not leave the house or hotel grounds without adult supervision and the permission of my group leader.
- Build new relationships with my team members, resident, agency leaders, others in the community and children I encounter during this service week.
- Refrain from inappropriate touching and verbal harassment.
- Not engage in any form of sexual activities including hand holding, kissing and other signs of physical affection and or sexual harassment.
- Not take part in any form of bullying which includes (one or more students seeking to have power over another student through the use of verbal, physical or emotional harassment, intimidation or isolation).

If any of the above are violated, Hearts In Motion has the right to send a student home at his/her expense.

I have read, understand and agree to follow the Code of Behavior outlined above. I will also encourage other group members to live by these rules. We need the cooperation of young adult leaders and adult chaperones to assist my church in making this mission trip successful. We need your support to help us enforce mission trip guidelines.

Participant Signature: _____

Parent/Guardian Signature: _____



Adult Code of Conduct

I have read, understand and agree to follow the Code of Behavior outlined below for youth. I agree to assist my church and Hearts in Motion in making this mission trip successful by upholding these guidelines for the participants.

While attending the Hearts In Motion mission with my church, I will...

- Represent the my Christian community though my language, dress and behavior.
- Respect the rights and property of others.
- Respect Hearts in Motion staff and adult leaders.
- Participate in all planned activities, group sessions and work projects.
- Respect the privacy of my fellow missionaries and not go into any other sleeping quarters or shower facilities (guys or girls) that are not assigned to my group and understand that if I do so, my parents will be called to work with the group leader to secure a flight home immediately.
- Adhere to the stated curfew each night.
- Adhere to the dress code for the trip.
- Not possess any alcohol, marijuana, non-prescription drugs, electronic cigarettes, JUUL devices, fireworks, weapons or knives (including pocket knives) and understand that if I have any of these things, my parents will be called to come pick me up immediately.
- Not leave the house or hotel grounds without adult supervision and the permission of my group leader.
- Build new relationships with my team members, resident, agency leaders, others in the community and children I encounter during this service week.
- Refrain from inappropriate touching and verbal harassment.
- Not engage in any form of sexual activities including hand holding, kissing and other signs of physical affection and or sexual harassment.
- Not take part in any form of bullying which includes (one or more students seeking to have power over another student through the use of verbal, physical or emotional harassment, intimidation or isolation).

I also understand that...

- I will be alert to potential safety risks and take action to prevent injury to other participants and myself.

I will respectfully correct any inappropriate actions of any participant, even if he/she is not part of my church group.

- I will show respect to participants on the mission trip. I will act as a positive role model.
- I will refrain from the use of drugs, tobacco or alcohol for the entirety of the mission trip.
- I will not ridicule, humiliate, or engage in any inappropriate behavior with youth. I will be an encourager of youth, particularly in my crew during the service week.

Adult Participant Signature: _____