

May 2023



Dental Outreach Relief Foundation

Volunteer Handbook

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Introduction

Have you ever wanted to make a difference while expanding your horizons and seeing new corners of the world? This is your opportunity!

This handbook outlines all you need to know as a Dental Outreach Relief Foundation volunteer. It's perfect for those who have already committed and will provide valuable information if you are considering becoming a participant. This handbook will review all the necessary information needed to help you decide if volunteering in Mexico is right for you AND provide you with all the necessary information to help you plan and prepare for this amazing and rewarding adventure.

Read on to find:

- ✓ *Timeline and preparation for the November 2022 volunteer trip*
- ✓ *Trip itinerary*
- ✓ *Basic safety tips*
- ✓ *Travel information*
- ✓ *Packing list and items to bring*
- ✓ *Estimated cost breakdown*
- ✓ *Other useful information*

For any questions about this booklet or the humanitarian trip in general, please email: contact.dorf@gmail.com

We hope you'll decide to join us on this life changing experience!



Pre-Trip Volunteer Checklist

Thank you for being a **DORF** (**D**ental **O**utreach **R**elief **F**oundation) volunteer! Here are the things you need to do before you depart for Mexico.

- ✓ **READ THIS HANDBOOK.** If you have any questions that are not covered in this handbook, please ask us.
- ✓ **EACH VOLUNTEER MUST SUBMIT AN APPLICATION.** Our mission coordinator will review your application and notify you if you are accepted for this mission. There is limited space for participants, so **APPLY EARLY!** (Application along with the Terms and Conditions are included at the end of this manual)
- ✓ **PRINT OR SAVE THIS HANDBOOK.** One way or another, take this handbook with you to Mexico and have it as a reference.
- ✓ **OBTAIN TRAVELER'S INSURANCE.** You have the choice to seek your own insurance or purchase it from our preferred insurance agency.
- ✓ **GET YOUR PASSPORT.** *Get a passport as soon as possible.* You should apply for passport **NO LATER** than 3 months before our departure date, and if possible, have expedited.
- ✓ **OBTAIN TRAVEL VACCINATIONS.** Although not required by the Country of Mexico, your travel insurance will most likely require vaccinations. *In addition* to routine childhood vaccinations, the CDC recommends you obtain the following vaccinations:
 - Covid-19
 - Typhoid (good for 2 years)
 - Hepatitis A
 - Hepatitis B
 - Obtain RX for malaria (Most of these medications need to be started before your trip, so consult with your doctor early and follow the administration recommendations before and after your trip)

We strongly recommend you review other CDC guidelines and recommendations for vaccinations when traveling to Mexico, these can be found at:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/mexico>

BOTTOM LINE: get in touch with a travel clinic or your doctor at least 3 months before departure so that you can time your medications and vaccinations appropriately.

- ✓ **PACK APPROPRIATELY.** There is a suggested packing list in this booklet.
- ✓ **PAY YOUR PROGRAM FEES.** The breakdown of costs for your trip to Mexico is outlined in a later section of this handbook. Please note the deadlines for payments.

- ✓ **SEND A COPY OF YOUR CURRENT DENTAL LICENSE TO DORF.** You are not required to obtain a Mexican dental license, as all of our work is done under the license of a Mexican dentist, but the facility/clinic requires a current copy of your license. You can send your license to: contact.dorf@gmail.com

Program Overview

Mexico Mission Overview

Dental Outreach Relief Foundation's mission is two-fold:

- 1) *To relieve pain and suffering from untreated dental conditions in remote communities where access to dental care is difficult.***
- 2) *Provide education and prevention supplies to schoolchildren in remote areas of the world***

Accordingly, you will be volunteering at a volunteer dental clinic where you will provide dental treatment to those less fortunate who are unable to pay or obtain treatment on their own. Treatment will mainly consist of exams, cleanings, restorations, and extractions.

Furthermore, you may also choose to spend some of your time in the local schools providing basic hygiene and oral healthcare practices to schoolchildren and give out basic hygiene products, i.e., toothbrushes, toothpaste, soap, hand sanitizer, etc. As such, you will be expected to adhere to DORF's Code of conduct, as stated in the Volunteer application.

Who Can Volunteer?

1) Dentists:

- Must have a valid Dental license in any of the 50 United States
- Must have current malpractice coverage

2) Dental Assistants and Support Staff:

- 18 years of age or older (*If younger than 18, must be accompanied by parent or legal guardian, who must all meet these criteria*)

Code of Conduct

As a volunteer, you must agree to abide by the code of conduct (as presented in your volunteer application and as outlined below) at all times and in all places throughout the entire period of your volunteer experience.

No alcohol*

No illegal drugs*

No tobacco*

No profanity*

No marijuana*.

No pornography*

No prescription drugs without a prescription*

No vulgar language

* If you violate any of these details of the volunteer code of conduct, you will be removed from the volunteer program and asked to immediately leave the volunteer sites, and you will bear the financial burden associated with such removal, including, but not limited to, hotel costs, transportation costs, and itinerary change fees.

Furthermore, DORF volunteers are to remember that we are guests in a foreign country. As such we are to represent ourselves and DORF with kindness, respect and responsibility at any time in the clinic, schools or orphanages.

Siloe Ministries Community Center and Clinic

Our dental mission is in partnership with Siloe Ministries In La Mision, Baja, Mexico. This center is the pride of the La Mision area. The dental clinic consists of 3 dental chairs in a small room. The clinic has most of the conveniences of a modern dental clinic, including a compressor, vacuum system, autoclave, and x-ray. Therefore, there is a wide variety of dental treatment that is offered. The patients that present for treatment may be in pain or just need routine care and preventative services. Dental treatment provided will consist of examinations, x-rays, restorations, extractions, and cleanings. Most of the equipment and instrumentation necessary for these services are available.

The center does have some paid staff, but does not provide dental assistants, therefore this is a great opportunity for any dentist's staff or family members to participate and assist the dentist. The mission team oversees preparing the clinic each morning and closing/cleaning the clinic each night.

Accommodations

The Siloe Ministries Facility has accommodations available for mission participants. These accommodations are included to mission participants as part of the program fee. The accommodations that are available are:

- 1 casita with a queen bed and private bathroom
- 1 casita with 2 sets of twin bunkbeds (4 total beds) and private bathroom
- A guest house that can sleep 4-6 with kitchen and private bathroom

Meals

You will be responsible for the purchase of your own meals. There are several restaurants within walking distance of the Siloe facility. In the evening, when time allows, DORF will provide transportation to the nearby coast for enjoyable restaurants and fantastic ocean views! \$50/day budget for food and snacks is more than ample.

Travel to Mexico

All Volunteers will have the choice of purchasing their own airfare or having DORF purchase it for them. Mission cost with and without airfare is listed in a later section. Airfare should be booked from the volunteer's home airport to San Diego International Airport (SAN). When you arrive at SAN, a representative from DORF will pick you up and transport you to the group hotel in San Diego, where we will stay for one night. It will not be possible to arrive the morning we depart for Mexico from San Diego due the early time of departure.

We will depart by Van for the Baja area early the morning after arrival to SAN. The Siloe Clinic is located approximately 1 hour south of San Diego between Rosarito and Ensenada.

Electricity and Voltage in Mexico

Electricity in Mexico is the same as in the United States and uses standard 110-120 Voltage plugs.

Getting Recognized for Your Work

Making the decision to travel abroad and volunteer is never easy. Many people think of volunteering abroad as an option at some point during their lives but often are not able to follow through with this. By letting others know of the trip you are embarking on, you can highlight the work you will be doing and inspire others to get involved as well. We encourage you to contact your local newspapers and media sources to let them know of your pending adventure. Our experience is that most newspapers find the stories very interesting and will give some recognition and coverage.

Program Cost

DORF's program fees include Airfare (optional), hotel stay in San Diego the night prior to departing for Mexico, transportation to the volunteer site, local transportation while in Mexico, and transportation back to San Diego after the Mission, accommodations while in Mexico (Does NOT include airfare or food).

Dentist

1) Dentist:	\$449
2) Dental Assistant/Non-dentist	\$249

Additional Costs

(Paid by volunteer separately)

1) Vaccinations/medications	\$250-350
2) Food	\$40-50/day
3) Spending money	\$100-200

Payment for Mexico trip is due at time of application. All payments must be made on the website, just click on "Donate Now" and indicate yourself as the volunteer to be credited for the payment.

Your Volunteer Costs are Tax Deductible! DORF is a 501(c)(3) organization, and your travel costs and program fees are tax deductible. The IRS says it this way:

Do you plan to travel while doing charity work this summer? Some travel expenses may help lower your taxes if you itemize deductions when you file next year. Here are five tax tips the IRS wants you to know about travel while serving a charity.

- 1. You must volunteer to work for a qualified organization. Ask the charity about its tax-exempt status. [GMAD is a tax-exempt organization]*
- 2. You may be able to deduct unreimbursed travel expenses you pay while serving as a volunteer. You can't deduct the value of your time or services.*
- 3. The deduction qualifies only if there is no significant element of personal pleasure, recreation or vacation in the travel. However, the deduction will qualify even if you enjoy the trip.*
- 4. You can deduct your travel expenses if your work is real and substantial throughout the trip. You can't deduct expenses if you only have nominal duties or do not have any duties for significant parts of the trip.*
- 5. Deductible travel expenses may include:*
 - 1. Air, rail and bus transportation*
 - 2. Car expenses*
 - 3. Lodging costs*
 - 4. The cost of meals*
 - 5. Taxi fares or other transportation costs between the airport or station and your hotel*

To learn more, see Publication 526, Charitable Contributions. The booklet is available at IRS.gov or by calling 800-TAX-FORM (800-829-3676).

Program Itinerary

ITINERARY

2 November 2022		Arrive San Diego International Airport* <i>(Preferable arrival by 9:00 PM PST)</i> Pick-up by DORF, transport to hotel
3 November 2022	6:30 AM	Arise and ready
	7:00 AM	Breakfast
	7:30 AM	Depart for La Mision, Baja, México
	9:00 AM	Arrive Siloe Clinic, set up
	10:00 AM-12:00PM	Clinic
	12:00-1:00 PM	Lunch
	1:00-5:00 PM	Clinic
	6:30 PM	Dinner
4-5 November 2022	7:00 AM	Arise and breakfast
	8:00 AM-12:00 PM	Clinic
	12:00 PM-1:00 PM	Lunch
	1:00-5:00 PM	Clinic
	6:30 PM	Dinner
6 November 2022	5:00 AM	Arise and breakfast
	6:00 AM	Depart for San Diego International Airport* <i>*Depending on the traffic at the border, it could take several hours to get back to San Diego, so we recommend making your flight home in the afternoon</i>

Required Documents for Travel and Volunteering in Mexico

- 1) Valid Passport.** You should apply for passport NO LATER than 3 months before our departure date, and if possible, have it expedited. We strongly recommend having a digital photo or copy of passport with you.
- 2) Valid Dental License** (Dentists only) All Dentists volunteering in Mexico must have a current dental license in any state. Please email or mail a copy of your license to:

Dental Outreach Relief Foundation
C/O: Mathew Jensen, DMD
16130 W. Dale Ln
Surprise, AZ 85387
contact.dorf@gmail.com

- 3) Traveler's Insurance.** (Specifics are listed in the next section)

Travel Insurance and Vaccinations

Travel Insurance. All DORF volunteers are required to purchase and have Traveler's insurance. If you get sick or have an emergency at home, the cost of medical care and repatriation can be extremely costly. For this purpose, and to make for a "worry-free" experience, you are required to have the following coverage with your travel insurance:

- A) Medical Coverage
- B) Accidental Death and Dismemberment
- C) Re-patriation

You can choose your own insurance carrier or use the preferred insurance provider of DORF. Once you have obtained your travel insurance, please send or email a copy to DORF.

Vaccinations: Although not required by the Country of Mexico, your travel insurance will most likely require vaccinations. In addition to routine childhood vaccinations, the CDC recommends you obtain the following vaccinations:

- Covid-19 (If not currently vaccinated, you will need to provide a negative COVID-19 test, administered within 72 hours prior to arrival*)
- Typhoid (good for 2 years) *
- Obtain RX for malaria (Most of these medications need to be started before your trip, so consult with your doctor early and follow the administration recommendations before and after your trip)

Malaria can be found in parts of Mexico. Humans get malaria from the bite of a malaria-infected mosquito. Symptoms of malaria include fever and other flu-like symptoms including shaking chills, headache, muscle aches, and tiredness. Nausea, vomiting and diarrhea may also occur. If not promptly treated, malaria has the potential to cause kidney failure, seizures, mental confusion, coma, and death. Malaria can be cured with prescription drugs. The type of drugs and length of treatment depend on which kind of malaria is diagnosed, where the patient was infected, the age of the patient, and how severely ill the patient was at the start of treatment.

We strongly recommend you review other CDC guidelines and recommendations for vaccinations when traveling to Mexico, these can be found at:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/mexico>

**NOTE: Vaccination and testing requirements/recommendations by the Republic of Mexico are accurate at time of printing of this manual, Government requirements and guidelines could change at any moment.*

Volunteer Safety

There are many risks associated with traveling abroad. To make sure you understand these risks, you are required to read *Statistical Report of Crimes against Volunteers* Published by the Peace Corps. The website for this resource is located in the application section.

Here are some general safety tips:

- Do not wear much jewelry on the streets. Especially do not wear gold neck chains or items that would be appealing to would-be thieves.
- Handbags are always a temptation. However, if you must carry one, keep it in front of you. A backpack is better.
- Be alert.
- Be cautious of street kids, beggars or crowds. Incidents of theft often occur when there are crowds and confusion to distract you.
- Always try to know where you are going before you attempt long journeys. Be especially careful at night.
- Use taxi drivers you know or those who are connected to your volunteer organization or to places you have already been. Keep the cell phone number of trusted taxi drivers handy.
- Do not go on excursions alone. Go with other volunteers, day or night. Even when in groups, don't stray far away, and don't walk alone along dark or empty streets. If possible, after dark use door-to-door transportation.
- Tourist areas can be high risk areas for pickpockets and thieves. Leave your valuables in a secure place at the children's home.
- For traffic safety, stop, look and listen A LOT. Most likely, the traffic rules in Mexico are very different from the rules in your home country.
- Do not accept drinks from strangers, and always keep an eye on your drinks when you are out socializing.

Mexico is a relatively safe country (see the attached *Statistical Report of Crimes against Volunteer* published by the Peace Corps). Nevertheless, keep your valuables safe in the housing accommodations or on your person where you can feel them at all times. Always remember that while Mexicans are generally a very friendly people, you are far richer than most, making you a tempting target for pickpockets, thieves and generally honest people who may be in a desperate position. Most tourists in Mexico never experience any trouble, and as long as you stay alert and use common sense, you should not have any problems.

Volunteer Health, Vaccinations and Travel Insurance

There are many health and disease risks associated with traveling to Mexico. To make sure you understand these risks, you are required to read "[Health Information for Travelers to Mexico](#)" published by the U.S. Centers for Disease Control and Prevention. The website address for this document is listed in the application section.

Visit with a travel medicine doctor/nurse You should see a nurse/physician 2-3 months before traveling to Mexico for any necessary vaccinations and a prescription for an antimalarial drug. Although not required by the Country of Mexico *your travel insurance will most likely require vaccinations*. There are several antimalarial drugs on the market, and some affect people quite differently, and each has its own benefits and drawbacks. Whichever medication you choose, it is essential that you use it correctly.

Vaccinations: Although not required by the Country of Mexico, your travel insurance will most likely require vaccinations. In addition to routine childhood vaccinations, the CDC recommends you obtain the following vaccinations:

- Covid-19
- Typhoid (good for 2 years)
- Hepatitis A
- Hepatitis B
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- Medical Coverage
- Accidental Death and Dismemberment
- Re-patriation

You can choose your own insurance carrier or use the preferred insurance provider of DORF. Once you have obtained your travel insurance, please send or email a copy to DORF.

Getting the most from your volunteer experience

There are different ways to look at volunteering abroad. We recommend that you view it as a win-win situation, a mutually rewarding and positive arrangement. Give yourself wholly to the work, but don't forget *that the people of Mexico have much to teach and give to you.*

Whether you are volunteering to take a break, to change directions, or to give something back, the more you give of yourself, the more you will enjoy your trip.

Volunteering is an extremely rewarding and challenging way to travel and see the world. Whether you are volunteering for 2 weeks or 3 months, you will experience elation, disappointment, sadness, helplessness, joy, satisfaction and love. Most of our past volunteers, both young and old, rate their volunteer experience as a major highlight in their life.

You reap what you sow. Do what you can whenever you can. Do not weary in doing good, no matter how trivial your good actions may seem to be. Here are a few ideas from past volunteers from other humanitarian missions that will help you get the most out of your volunteer experience:

BEFORE

- Take time to prepare
- Clarify your motives
- Set goals
- Make commitments
- Don't procrastinate

DURING

- Work hard
- Take advantage of every day
- Don't complain
- Be flexible and open-minded
- Give and Teach
- Receive and learn
- Look for things to do
- Ponder and meditate
- Keep a journal
- Interact with others

AFTER

- Stay involved
- Stay connected
- Set Goals
- Make Commitments
- Read your Journal
- Ponder and Meditate

So, how are YOU going to get the most from YOUR volunteer experience?

The answer to this question is entirely up to you. One thing to remember before you go is that volunteering is never easy. You will have difficult moments and days that make you question your effectiveness. Making the most of the time you have is a key ingredient to being a good volunteer. To be an effective volunteer, you must have self-direction, be able to show initiative, have patience, and most importantly be self-motivated. While you may not *change the world* you can absolutely make a difference in the world.

As you work and serve each day, remember the story of the starfish:

Two men were walking toward each other on an otherwise deserted beach. One man was in his early 20s, the other obviously much older. The smooth damp sand was littered with starfish, washed onto the land during high tide. Thousands of starfish were doomed to die in the warm morning sun. The younger man watched the older man pick up starfish one at a time and toss them back into the ocean, giving them a chance to survive. The young man thought, "Why is he doing that? How foolish. He can't save all those starfish."

As they came near one another, the younger one felt compelled to point out to the older man the futility of his actions. "You know," he said, "you can't save all of these starfish. They're going to die here on the sand. What you are doing isn't really going to make a difference." The older man studied the young man for a moment. Then he bent down, picked up a starfish and tossed it into the water. He smiled at the young man and said, "It made a difference to that one." Then he walked on, picking up starfish and tossing them back into the sea.

Finally, the best way to memorialize your volunteer experience is to stay involved. Whether you sponsor a child's education, fundraise for a project you worked on, or create a local humanitarian club in your hometown, we hope you will choose to stay involved.

What to bring

Packing List

- Basic Medical/Care Kit: acetaminophen/ibuprofen, antihistamine for relief from allergies and bites, diarrhea medicine, band aids, sunscreen, lip balm and insect repellent
- Toiletries and personal medications
- Your cellphone and charger
- Sandals (thick-soled such as Keens, Chacos or similar)
- Trainers / court shoes for working in the bush, for playing basketball or soccer, or for comfort and variety. Flip Flops for indoor use
- Clothing
 - Scrubs: 1 pair per clinic day
 - Additional clothing. Bring enough clothing for evenings and travel days. It is always a good idea to bring extra underwear and socks-don't forget pajamas!
- Towel Set
- Music, e-books and other entertainment for long travel and downtime
- Photographs of your family and friends to share with the children and patients
- Photocopies or digital copies on your phone of important travel documents such as passport, immunization records, travel insurance, visa, plane tickets
- Hat and sunglasses
- Camera (most volunteers use their smartphone camera)
- A copy of this volunteer handbook
- Journal and pens
- Dirty laundry bag (a clean plastic garbage bag will suffice)
- Hand sanitizer
- Dress clothes for Sunday if you plan to attend church (Not always an option)
- ALL REQUIRED DOCUMENTS