



*Surgically Correcting Facial Deformities
of the World's Youngest and Poorest*

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Trip Planning Guide

Start-Up

- Receive invitation (6-12 months in advance)
- Investigate details about trip site (6-12 mos.)
- Determine trip dates (6-12 mos.)
- Present to organization (org.) Board (6-12 mos.)
- Clarify goals with Board
- Types of surgeries
- Number of surgeries
- Needs for supplies, equipment, medications
- Confirm detailed plans with native surgeons and officials (4-6 mos.)

Determine team (FTC Board decision] (4-6 mos.)

- Size
- Selection process
- Send out invitations/applications
- Receive completed application
- Letters of reference from professional peers
- Signed trip org. policies
- Composition
- Specialities
- Surgeons
- Anesthesiologists
- Pediatricians, Family Practitioners
- Registered Nurses
- Scrubs
- Circulators
- Post-anesthesia recovery, critical care
- Technologists/Assistants
- People from various faiths
- Need for/number of liaisons
- Establish a budget (See Fund-Raising section) (6 mos.)

Team-building

- Meet with org. Board Members to discuss plans for the team (~6 mos.)
- Mail/e-mail additional information to selected team members (6 mos.)
- Immunizations (4-6 mos.)
- Consult internet to obtain current applicable immunization information
- Forward immunization information to the team members
- Fund-Raising (See Fund-Raising Section too)
- Mail org. fund-raising policies to team members
- Mail org. information on how to raise funds
- Demographic information (4-6 mos.)
- Search resources (library, newspaper, internet, etc.) for current info.
- Provide travel tips available from previous org. trips

Emergency information

- Receive team members' emergency contact information
- Provide list of emergency phone numbers for travelers
- Passports/Photos/(4-6 mos.)/Visa applications (2-4 mos.)
- Check to make sure all team members' passports are current.
- Passport applications & 4 extra photos done at the team members' own expense
- Determine where, when, and to whom the visa applications are to be sent by certified mail or other tracking system
- Mail blank visa applications to team members for completion and set deadline for their receipt by org.
- Receive team members' passports and two (or however many are needed) passport photos (by certified mail) for the visa applications
- Remind team members to carry two add'l passport photos & add'l identification with them as they travel, in case they lose their original passports/visas
- Return by certified mail the team members' visas, if time allows, or provide the visas for team members at the airport where the team members hub

Org. team accessories (3-4 mos.)

- Select style and color of team shirt
- Obtain team members' shirt sizes at time of application
- Get names and official titles for each member
- Order name tags for team members
- Provide org. baggage tags for all team members
- Pre-Trip Team-Building Gathering (1 month)
- Set date
- Send out invitations one month in advance of the gathering date

Team members

- Spouses/significant others
- Board members
- Prayer team
- Others
- Contract with a caterer or arrange for volunteers to provide food
- Plan trip informational program agenda
- Introduce team members to each other and other guests
- Have speakers present
- Have Board member give an inspirational talk
- End in prayer

Fund-Raising

- Establish a trip budget
- Overall travel expenses
- Non-refundable trip deposit to cover:
 - general postage, phone, FAX
 - shipping/handling for certified mail for visas, airline tickets
 - organization letterhead, envelopes, brochures
 - visa application
 - name tag
 - team shirt, cap, tote bag, etc.
 - certificate of appreciation presented at final dinner
- Trip Cancellation/Medical Evacuation Insurance (required for all)
- Hotel accommodations for each location
- Airfare
- Airport taxes
- Ground transportation (buses, taxis, vans)
- Food expenses
- Additional incidentals
- Cost/team member, based on the above

Equipment purchases

- Surgical instruments
- Medical/surgical supplies
- Medications
- Team First Aid kit
- Trip-related office supplies
- Team snacks and beverages

Gifts (See Gifts section) such as:

- surgical instruments, equipment, monitors
- lab coats, nylon First Aid zippered bags
- beveled glass awards, letter openers, paper weights
- hand-held mirrors, puppets, coloring books, etc.
- hand towels, t-shirts
- cards and photos

Crafted items from local elementary schools, etc. for:

- staff doctors and nurses
- patients
- families
- others

Team members (6-12 mos.)

Require all team members to raise at least 50% of their travel expenses by a certain date, e.g. 3 months before departure.

Inform them of their own responsibilities for:

- passport application expenses
- immunization and pre-trip personal medical costs
- Provide a "how to" packet for fund-raising (See Fund-Raising Section)
- Distribute organization brochures, stationery, videos, letters, etc. to team
- Set-up individual accounts for team members
- Provide tax receipts for donations at time of receipt
- Periodically provide members with print-outs of their funding status
- Report to Board status of fund-raising efforts
- Alert Board to any fund-raising problems for policy review and decisions
- Maintain Gifts in Kind List for org. IRS records
- Acknowledge all Gifts in Kind in year rec'd
- Provide tax receipts for all donor corporations

Administrative

- Inventory and maintain office supplies and equipment
- Order, update stationery, envelopes, receipts, etc. as needed
- Purchase office supplies
- Printer paper, ink
- Photocopier toner cartridges
- Computer disks, files, labels, etc.
- Other miscellaneous office supplies
- Provide promotional information to the general public
- Receive and respond to inquiry phone calls/FAXes/e-mails
- Upon request , provide org. videos, brochures, newsletters, newspaper articles, photos, etc.

- Offer list of other Medical Relief Agencies for review, if org. lacks team space
- Consult with travel health specialist re: travel to a specific destination
- Obtain the latest information about recommended immunizations
- Get medically-related travel tips, e.g. how to prevent certain maladies
- Distribute this info. to the team, emphasizing types of and timing for shots
- Consult with a volunteer who can provide current demographic info. about the travel site
- Seek updates from the Internet
- Discuss with missionaries and international business travelers
- Talk to ex-patriots who now live locally
- Review literature, the internet, and other media for pertinent info.
- Provide team update e-mails/letters (beginning 6 mos. before departure)
- Send fund-raising guide to each team member (see Fund-raising)
- Draft and distribute trip fund-raising letters to all people on org.'s mailing list
- Provide update letters to the native officials and surgeon
- Send info. to native surgeons
- Receive team member resumé's, as required by foreign officials for official country invitations, then forward mail, FAX, & /or e-mail.
- Contact supportive sales rep.s re: future trip plans/needs (See Supplies Procurement Section)
- Anesthesia supplies

Equipment

- General medical supplies
- Gifts
- Medications
- Surgical instruments
- Surgical supplies
- Team-related items
- Team shirt
- Name tags
- Trip general supplies
- Business supplies
- Team snacks
- Develop and maintain volunteer pool
- Airport assistance
- Welcome team departing and arriving team members
- Baggage check in/claim
- Transport team baggage to/from airport

Clerical

Assist with administrative tasks (Administrative Section) Errands/transporting supplies

Drop off

- Equipment for inspection, maintenance, repair
- Mail/packages
- Native officials
- Team members
- Visa applications

Pick up

- Donated goods
- Equipment
- Gifts
- Mail/deliveries to org.
- Medications (See Supplies Procurement Section)
- Supplies
- Other

Fund-raising/speaking engagements

- Supplies procurement/packing
- Submit news releases as deemed appropriate; anticipate what to say to the media if the team encounters unfortunate circumstances--choose one spokesperson
- Local TV and radio stations
- Local newspapers
- Local magazines and professional journals
- Local churches
- Oversee pre- & post-trip administrative activities (See Immediately Before Departure & Post-Trip)
- Network with other organizations

Travel Arrangements

- Decide on Travel Agency (~6 mos.)
- Determine best travel dates (~6 mos.)
- Determine itinerary (~6 mos.)
- Decide on team hub airport
- Request flights that are as direct as possible, both to/from
- Determine cost/team member (~3-6 mos.)
- Attempt to negotiate possible volume, charitable discounts. Consider addit'l add-on airfares for team members with originating cities other than org. hub
- Weigh cost vs. convenience for more direct flights (teams prefer direct flights)
- Select airlines of choice (~6 mos.) *It is easier to overestimate & then cut back on the # of seats 3 mos. before departure vs. underestimate the team size and then add seats*
- Submit a number of projected seats needed (~6 mos.)

Provide final list of team members

- Give their full names
- Provide addresses & phone/FAX #s/e-mails for members
- Cite their cities of origin & final destination (may not always be the same)

- Pay \ \$50.00 per team member to hold ea. of their seats (~4 mos.)
- Make final airfare payment, usually \ \$15,000-30,000 check total (~1-2 mos.)
- Give a final projected baggage count for the entire team (~1-2 mos.)
- If baggage count exceeds allowable wt. & #, attempt to negotiate a waiver for payment for the extra baggage fees. (~1-2 mos.) Through travel agent Airlines directly At the airport ticket counter
- Request team members' tickets be mailed directly to them with adequate time prior to departure
- Project expenses for airport taxes (~2 mos.)
- Arrange for two-way bus transfer, airport/hotel (~2-3 mos.); confirm by FAX/e-mail
- Process visa applications (~3 mos.)
- Send team members visa applications to complete, usually two copies *Note that missing the return deadline may: prevent the team member from traveling may require expediting the process at double the cost
- Receive all team members' completed applications by certified mail or a tracking agency
- For Tourist Visas: As required, mail all applications at once, photos, team list of names with their home addresses, and one check to the country's Embassy in the US (e.g. Vietnam Embassy in Washington, DC)

For Official Visas:

- Determine the requirements from foreign officials, then provide info. accordingly
- Receive all visa applications back
- Send to ea. team member by certified mail, if time allows
- If departure date is too near, then inform team members of providing visas at the domestic hub airport
- Make arrangements for hotel accommodations (~3-4 mos.)
- City where the operations will be performed
- City where team will stay while touring the region/returning to the US
- Consider ways to use cellular phones while at the operating site
- Make arrangements for team banquet in rest/return" city (1-3 mos.)
- Review menus, beverage lists, room options

Confirm by mail/FAX/or e-mail:

- menu selection
- restaurant/room reservations
- complete team/guest list with names

Supplies Procurement*

*(*very labor intensive task) **Requires team leader's availability** Designate 1-2 people in charge of this effort, **preferably surgical RNs** who are familiar with facial surgery supplies, monitoring equipment, types of suture, types of oral, maxillofacial, and facial plastic surgery instruments, and surgery-related medications (anesthetics, analgesics/narcotics, antibiotics, emergency meds, etc.).*

- Review previous trip supplies lists
- Analyze supplies usage patterns from previous records
- Assess needs for repairs and replacements
- Determine needs for upcoming trip
- Check with organizations for donating such supplies as surgical packs, suture, vitamins, medications, etc.
- Repair duffels/trunks, if not done already

- Determine what other team members can bring and confirm Anesthesiologists
- Laryngoscopes, lights, blades
- Guide wires
- Endotracheal tubes, airways
- Fiberoptic bronchoscope--user will need to know how to cold sterilize the scope prior to departure
- Masks
- Circuits
- CO2 resorbers, if needed
- Portable anesthesia machines
- Propaq accessories (e.g.extra tubing)
- Portable suction machines
- IV supplies (setups, catheters, tubing, fluids)
- Peripheral nerve stimulators
- Meds. to be packed in tackle boxes
- Physical assessment aids (stethoscopes, etc.)

Surgeons

- Facial Bone plating systems, resorbable bone plates
- Surgical instruments (craniofacial, cleft lip/palate sets, Lacrimal, oculoplastic sets, oral surgery extraction, sets, etc.)
- Headlights
- Saws, drills, burs, consoles, foot pedals
- Electrosurgical generators, footswitches, switching pencils
- Other Surgical Specialties
- Anesthesia supplies
- Anesthesia circuits
- Endotracheal tubes
- Pediatricians/Family Practice Physicians
- Physical exam supplies
- Donated sample medications
- Other

Trip Pharmacists

- Donated peri-operative medications Note: have experienced drug shortages/back orders since 2000
- Surgical Nurses
- Custom sterile surgical packs
- General surgical supplies
- Needles, syringes, blades
- Gauze, wraps, etc.
- Other Nurse Practitioners
- Examination supplies
- Intervention supplies
- Post-Anesthesia Care Nurses
- Suction supplies
- Pain-control, comfort supplies
- Surgical Technicians Instruments
- General surgical supplies

Trip Liaisons

- Snacks
- Business supplies
- Photography supplies (Digital camera, digital video)
- Computer related items
- Translation aids
- Gifts, craft items, books
- Other

Place orders

- Anesthesia supplies
- Anesthesia circuits
- Endotracheal tubes
- Local team anesthesiologists (see above)
- Re-stock bone plating systems (e.g. KLS Martin, Leibinger, W.Lorenz)
- Equipment
- Defibrillators-no longer in our inventory
- Propaq (2)
- Pulse oximetry units (3-4)
- Suction machines--no longer in our inventory
- Transformers (2 ea. of 2 sizes), converters
- Electrical power strips
- General supplies
- Narcotics
- Org. team leader/surgeon to complete an unaltered Schedule II
- narcotic order form; place order Usually takes 2-4 weeks to process for trip