

## Work team FAQs

Bringing a team to help at ESD? Here is some basic information to get you started.

### HOW MANY CAN COME?

Our van holds 14 plus the driver, so your group will need to be limited to 14 people or less. We can bring a second van to the airport to pick up luggage and overflow bags etc. Of course, our vans may not be functioning so we recommend planning to rent vehicles. Then your team will only be limited by the number of beds or by the number willing to sleep under alternative arrangements.

Our visitor suites are not air-conditioned. There are fans. Each suite has been used for both men and women at various times in recent history.

The smaller suite has 7 beds and a small kitchenette/common room area. Three bedrooms: room one sleeps two (one bunk bed set and a door), room two sleeps one (with a privacy curtain), room three sleeps 4 (two bunk beds). The bathroom includes three each – shower, toilet and sink. None of the bathroom is truly private though there are stalls and shower curtains.

The larger suite has 9 to 11 beds and a nicer kitchenette area. There is a separate common room with a TV and DVD player, couches and table. This room can be used by your group for evening devotions and games. It is accessed by walking through the entire guest suite or by braving the fire escape.

The bathroom of this suite is a bit archaic. There are two toilet stalls, two showers and three sinks. There is a urinal as well.

This suite also includes three bedrooms. The first two cubicles have two sets of bunks each – sleeping 4 in each cubicle. These rooms have three walls and one window each. The interior walls do not extend to the ceiling so that ventilation can happen. The third room has three beds, no bunk beds, and a door.

If you are renting cars and facilities, you may bring more people!

We are willing to hold a few “training sessions” on signing so your team members can learn to communicate a bit with the deaf students and hearing impaired workers or visitors.

### WHAT IS A WORK DAY LIKE WHEN CLASSES ARE IN SESSION?

Our permanent worker's schedule is as follows

teacher's meeting at 7:15 a.m.

Students arrive between 7:30 and 8

Flags and chapel 8 to 8:20ish, Chapel is a daily event. We want your team to come! We want your team to share their testimonies, some skits and generally to participate with us. We may have prayer times or Bible lessons or just sing and praise God. Please come!

Students go to classes – older students have personal devotion time and younger students have calendar.

Classes 8:30 to noon

LUNCH (usually prepared by one of the teachers or a local volunteer)

We do not have a cook or office worker at this time (2010). We do not provide meals or same day receipts. In fact, we ask groups of any size to bring their own cooks who will prepare lunches for our students and teachers as well as your own team.

Break 12:30 to 1

CLASSES 1 to 3:30

We like to plan time with your team and will work that out with you. Our students enjoy joining our work teams for an afternoon at the beach or working along with you on projects at the school. We want to see you and them together as often as possible.

We welcome visiting workers into the classrooms sometimes to perform a specific lesson or task, sometimes to just observe. If any of your team members has a skill to share or interest in assisting in the classrooms, please suggest this to the school director before you come so that we can prepare our lesson plans to accommodate your team's skills. We have had cake decorating, cookie baking, auto mechanic, tire changing, surfing, carpentry, and various crafts brought to us in this way.

WHAT IS THE RESPONSIBILITY OF THE WORK TEAM?

Your team is responsible for all foods you will eat. ESD does not provide any food plan. We will have on hand those food items needed for your first meal – either preparing the food to share with you in welcome or having breakfast items ready for you to use when you wake your first morning. The dining room will be yours! Please keep it clean and ready for inspection should the health department choose TODAY for their investigation!

You pay \$10 per person per night to offset the cost of water and electrical use. Sometimes we even include pillows and clean sheets but we would prefer if you would bring your own sheets and take them home with you. We don't have staff to launder sheets and keep the guest facilities well organized.

If you want to use our laundry facilities, you pay extra for those. Because some people will wash their clothes daily, we do not count laundry use into the \$10 per night fee. Dryer use is expensive and we recommend \$5 per half hour of use. No one is keeping track but YOU so please honor this and keep track of your personal use.

You are responsible to designate ONE driver for a van on loan from ESD. You are responsible to return the van clean (even if we loan it dirty ☺) and filled as full as possible. We do not charge a per mile rate nor do we charge a daily rate for vans on loan. We do ask you to consider the cost of renting a van and then make a donation toward the insurance, maintenance and repairs, and future purchase of a new van ☺

All that we have belongs to God first and foremost. Please take care of it. If it's broken, let someone know or fix it. We use many of our resources regularly and need them to continue in working order.

HOW MUCH DO WE WORK AND WHAT CAN WE DO AND SEE IN OUR FREE TIME?

Your evening time is YOURS! There are places to see and things to do so plan ahead. We will not impose our favorites on you but we will suggest. Check out our webpage <http://esdluquillo.com/seethat.aspx> - some things can be done after a work day, others will need to be planned as day trips. If you are a WORK team, we really do expect to see some serious WORK done. If you are a senior trip with ministry aims, we will work on a less intense schedule of chores so that you get lots of sightseeing in as well.

Day trips may include sailing boats, catamarans, a ferry to one of our neighboring islands, a trip into the mountains or to the south of the island just to see the dry side.

Half day trips may include the rainforest, souvenir shopping in Old San Juan, other beaches, the Northeast Corridor Ecological Reserve, snorkeling.

There are a variety of beaches in the area for your after work/ after school hours enjoyment,

10ish – settle down, be IN your dorms with your supervisors. Most of our teaching staff live at the school and most of our teaching staff set their alarms to go off before or near 6 a.m. Please help the school ministry to continue to run smoothly and peacefully by helping our teachers to get their rest.

Satellite photo maps are available online. The ESD homepage has a Google map which can be clicked on. A larger map will pop up and you can get directions for various of our favorite island hang outs. PR tourism has a set of slides at [www.prtc.net/~gloriarod/PuertoRico.pps](http://www.prtc.net/~gloriarod/PuertoRico.pps).

Regarding gifts: One group said, “We are bringing baseball caps and pencils/pens with the Canadian flag on them for the kids. Anything else in particular which they might like and which is not so available locally, or will they more appreciate a treat or two on outings?”

Our students receive many visitors each school year. A pencil or other consumable gift is a very nice treat. Gifts are not necessary. In lieu of individual gifts, some visitors have treated the students to an ice cream sundae extravaganza at the school or brought in pizza for lunch or afternoon snack.

The best gift you can give the students is your friendship. Sending them a letter with a picture of the two of you after you return home will show the students that you remember them and that you cared enough to send them something special.

ESD has a small buffet of sports equipment including basketballs, footballs, Frisbees, soccer balls, floor hockey equipment, bocce ball, volleyball, and badminton sets. We are also blessed to have a variety of snorkeling gear for loan.

#### WHAT ABOUT COMMUNICATIONS WITH OUR HOME TEAM?

Several groups have found it handy to set up a BLOG for their work team. They include all kinds of information which the home teams find helpful. BLOGS are free and easy to set up and maintain. Appoint a photographer and a blogger. Send out the address by e-mail and most of your supporters – prayer and financial – will have easy access to a DAILY UPDATE. Photos will ensure that they will see your WORK in progress and will provide peace of mind for any concerned persons at home.

We have a wireless network that anyone may log into. There are some parental controls on the network. These will not be changed. The library computers have even more controls on them. These will also not be changed.

The school phone is not available for social calls. If social calls are required, the team member(s) requiring the social connection should consider purchase of a cellular phone plan (pre-paid is good) for use during their visit. Most US based cell phone plans will provide coverage while in PR – NEXTEL is the only one with questionable service so far.

The school phone 787 889 3488 rings in the library, office and the school director's apartment. Give this number as an EMERGENCY ONLY contact. Please make it clear that emergency means someone is required to RETURN HOME NOW as there is a sudden death situation that has arisen.

Emergency does not mean URGENT as in a toilet has overflowed. Before you leave home, please leave numbers of people within the church who are willing to attend to urgent needs and immediate crises such as plumbing, snow removal, and dead car batteries. Your home church is part of your work team and will be happy to be able to support those you have left at home while serving at ESD.

ANYTHING ELSE?

The school library is air-conditioned. It is available on a limited basis for use for an hour or two each evening for devotions and computer access. The team leader is responsible to be in the library while it is in use. The team leader is responsible for turning the AC on and off, making sure all computers shut down completely and making sure the facility is secured upon leaving. Any problems with this will result in the curtailment of the library privilege.

The team leader is responsible for everything and every one. ESD has had few reasons to deny a work team from returning though we have denied a few – these have been because of poor leadership. Please be prepared as the leader to take time daily to check in with team members and your designated ESD contact to ensure a good flow of information and communication between the full-time workers and your work team.

Be mindful of TEAM LIVING. Keep voices down. Respect boundaries – all kinds of boundaries... Be prepared to enter into the culture of the ministry – however it may be.

Be prepared to respect the rules of the school, dress code and code of ethics of the ministry.

Be prepared for God to work in your life!