



PUERTO RICO TEAM LEADER GUIDE

COMMUNITY COLLABORATIONS INTERNATIONAL

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Puerto Rico needs our support. Thanks for stepping up to be a Team Leader for your volunteer team. We greatly appreciate and respect your service and willingness to lead.

The purpose of this Team Leader Guide is to give you info and resources that will help you in preparing the ground work in forming a motivated, high energy team open to all the learning and inspiration that can come with a service project. The more a team puts into building their sense of purpose and esprit de corps beforehand the better the experience will be. Many of our volunteer projects involve hard work that requires volunteers to have some grit and persistence. Having said that, those very same challenging conditions encourage volunteers to reach down and find the good will and joy of service that bonds them together and forms lifelong memories and lasting friendships

Team Roster Submission

As you are preparing your team for your trip to Puerto Rico there are a few steps that need to be taken to ensure that we are fully prepared for your arrival.

Please fill out the team roster template linked to provide important information that will be used to organize housing and ensure that all volunteers have filled out the necessary paperwork.

Please follow these steps to complete your roster submission:

1. Open the roster template and make a copy to your personal drive

 Team Roster Template *make a copy*

2. Once you have copied the template **rename the file to reflect the CCI confirmation code** you received after filling out the volunteer team sign up form.

Example CCI confirmation #

Invoice/Confirmation #:	091523CCI-PR
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3. Once your personal roster has been created please share the file with us by replying to the project confirmation email that you received from us with the linked document.
4. Please then fill out all volunteer information for your team. Our housing is separated by male and female identifying individuals, if you or any team members would feel more comfortable in individual housing please select “other” on the roster and we will set up other accommodations.
5. It is also important that each volunteer has filled out the volunteer agreement. As a team leader it is your responsibility to track your team on the roster and make sure all members have filled out the form.

[Volunteer Agreement - Community Collaborations International](#)

Flight Information

It is also very important to fill out the pre-project and flight information sheet **at least one month before your project start date. This information will allow us to confirm and share with you the project plan for the trip.**

The flight information sheet only needs to be filled out by one individual on your team.

[Puerto Rico Pre-Project and Flight Information Sheet - Community Collaborations International](#)

What to Pack

When packing for a trip, two old sayings hold true. First, lay out what you want to bring, **then take half of that**. The second, an adage of international journalists and inveterate business travelers, warns to take only as much as you could **carry at a dead run for half a mile**.

In other words, **pack light**. It's amazing how much you think you might need, only to return home and find out that, not only did you not use the questionable items, but you also didn't unpack half of what you considered indispensable. **Three changes of clothing** plus what you wear on the plane is more than enough. Put everything in a **suitcase or backpack, and a daypack**. (No oversized suitcases, please)

- Towel
- Flashlight or headlamp
- Batteries
- Raincoat/poncho with hood
- Light jacket or sweatshirt
- Insect repellent
- Water bottle
- Bathing suit
- Personal hygiene items and sunblock
- Fast drying shirts long and short sleeve (colors like brown, green, blue, beige *white attracts bugs)
- Long pants lightweight/fast drying shorts
- Undergarments and socks
- A few various size zip lock plastic bags often come in handy
- Comfortable walking shoes and flip flops
- Shoes and clothing you don't mind getting wet and dirty (for environmental projects)
- Cap or hat (important to protect you from the sun)
- Camera
- Books
- Any medication you need
- Extra money for personal purchases

We encourage you to bring fast drying clothing. (Sweat pants & jeans take forever to dry) Remember, **we are not going to the moon, :**) you can pick up any forgotten items along the way.

The tropics are **DAMP and hard on electronics**. Leave laptops. Bring smart phone.

What to expect upon arrival

Arrival Airport

Volunteer teams will be met by their Volunteer Coordinator at the [Luis Muñoz Marín International Airport](#). (No passport needed for US citizens)

Transportation

All transportation from the time we pick you up at the airport until we drop you off at the airport at the end of the project is provided.

Transportation Safety

All transportation is provided by CCI Transportation Providers are certified for transportation of students in Puerto Rico

Walking

Be smart when you are traveling on foot.

- Use sidewalks and marked crosswalks.
- Pay attention to the traffic around you, especially in crowded areas.
- Remember, people on foot do not always have the right of way

Camp Information

CCI Volunteer Facility

Volunteers will be placed at a certified overnight youth camp or airbnb depending on the volume of volunteers that week.

87VG+J2G, Sabana, Luquillo 00773, Puerto Rico



This facility has a backup generator onsite in the event of power interruptions.



Volunteers will be housed at a certified overnight youth camp. Each room is air conditioned and has 8 double bunks and accommodates up to 16 volunteers.

Each room has an attached bathroom consisting of several showers and bathroom stalls.



Smaller rooms are available upstairs as needed.

The facility has a mess hall where all meals are served and is available anytime for team activities and meetings.

Meals

All volunteers are provided breakfast, lunch, dinner throughout the week.

Breakfast is continental style with cereal, bagels, muffins, juice, coffee and fruit.

After you have your breakfast you'll have a chance to make a brown bag lunch. Be sure your team members have water bottles. Volunteers working outside should drink at least a quart of water/day and more if they're working in hot sweaty conditions. As a team leader make sure you see your team members taking water breaks.

Dinners are prepared by local cooks and are typical Puerto Rican family style meals, rice, beans, vegetables, and beef, chicken, pork or fish always with a salad bar.

Vegetarian options are available at each meal.

Volunteer/Team Leader Expectations

As a team leader you will be responsible for making sure that all forms for excursions and projects are completed by all volunteers in your group. **There will be a daily team leader meeting with our project coordinator** to discuss any camp responsibilities, forms, or project agendas that are necessary for the upcoming day.