

One ATTA Time

Trip Preparation Guide

Please read this guide carefully and complete all required steps before departure.

Required Documents — Complete Before Departure

The following documents are required of every participant. Please complete and return them promptly after registration.

- **Waiver & Release of Liability** — [ATTA Trip Waiver.docx](#)
- **Field Standards & Conduct Policy** — [ATTA Field Standards Conduct Policy.docx](#)
- **Trip Preparation Guide (this document)** — [ATTA Trip Preparation Guide.docx](#)

Also review before departure:

- **Packing List** — [ATTA Packing List.docx](#)

Pre-Trip Checklist & Timeline

Use the table below to stay on track before your trip. Deadlines matter — especially the flight itinerary, which is required for airport pickup coordination.

When	Action Required
Upon registration	Sign and return Waiver & Release of Liability
Upon registration	Sign and return Field Standards & Conduct Policy
Upon registration	Email passport copy to info@oneattatime.org
Upon registration	Upload passport to travel management portal
6–8 weeks before	Visit travel health clinic for vaccines & malaria Rx
30 days before	Email full flight itinerary to your trip leader
30 days before	Confirm travel health & evacuation insurance
2 weeks before	Review Packing List & Field Conduct Policy
Day of departure	Carry printed copies of all key documents

Trip Costs

Trip costs are communicated to each group individually and vary by destination and trip length. Typical pricing:

- **El Salvador (4 days):** \$2,000 per person, not including passport, required vaccinations or airline tickets
- **Vietnam (7 days):** \$3,500 per person, not including passport, required vaccinations or airline tickets
- All meals are included except food purchased during travel to/from your destination
- Snacks, soft drinks, and laundry service are not included

Your trip leader will confirm costs and any updates specific to your group.

Payment Methods

You can submit payment by:

- **Mail a check to:** One ATTA Time, PO Box 1690, Truckee, CA 96160

- **Online:** Visit oneattatime.org, click “Donate” in the top right, and select “Field Experience” under designation

Flight Booking

You are responsible for booking your own flights. ATTA will communicate arrival and departure windows in advance and will arrange airport pickup within those windows.

 Email your complete flight itinerary to your trip leader no later than 30 days before departure. This is required for airport transportation coordination. Late submissions may affect your pickup.

If you need an exception to the arrival/departure window, contact your trip leader as early as possible.

Travel Documents

- **Passport:** Must be valid for at least 6 months beyond your travel date
- **Email a copy** of your passport to info@oneattatime.org or upload to ServiceReef
- Upload a copy to the travel management portal
- Complete the Customs Declaration form on the plane — do not lose this document
- Bring printed copies of your travel docs, hotel info, and emergency contacts

Medical Preparation

See the full Packing List document for detailed vaccine and medication guidance. Key points:

Vaccines

Based on current CDC recommendations. Consult your doctor or a travel health clinic at least 6–8 weeks before departure.

- Hepatitis A
- Hepatitis B
- Typhoid
- Tdap (Tetanus, Diphtheria & Pertussis)
- MMR (Measles, Mumps & Rubella) — now recommended for all international travelers
- Polio booster — one-time adult booster now recommended

Malaria Prevention

Malaria medication is strongly recommended, particularly for Honduras/La Mosquitia. Consult your doctor for the right antimalarial for you (e.g. Malarone, doxycycline, mefloquine). Begin medication before departure as directed.

Antibiotics & GI

- Cipro (Ciprofloxacin) 500mg — ask your doctor about carrying this for traveler’s diarrhea
- Imodium — useful while awaiting antibiotic effects
- Oral rehydration salts (e.g. Pedialyte packets) — highly recommended

Insurance

ATTA does not provide health or medical insurance. You are responsible for your own coverage. We strongly recommend purchasing international travel health insurance and emergency medical evacuation insurance before departure.

Preventative Care in the Field

- Keep hands away from your mouth and eyes
- Use hand sanitizer before every meal and frequently throughout the day
- Drink bottled water only — do not drink tap water
- Brush teeth with bottled water (keep a bottle at the sink as a reminder)

- Keep your mouth closed in the shower
- Avoid raw fruits and vegetables unless you know how they were washed
- Avoid local food outside the hotel unless cleared by your trip leader
- Stay hydrated — heat and exertion make dehydration a real risk
- Use DEET-based insect repellent (30–50%) and reapply throughout the day
- Wear long pants, socks, and closed-toe shoes to protect against insect bites and scrapes

Physical Exertion

Our trips involve meaningful physical work. Please be prepared for:

- Working outdoors in hot and humid conditions
- Walking on uneven terrain and up hills
- Extended periods of standing, carrying, and manual labor

If you have physical limitations or health concerns that may affect your participation, please let your trip leader know before the trip so we can plan accommodations together.

Flexibility & Mindset

Field experience is dynamic. Come prepared for the unexpected: delayed flights, rain, upset stomachs, plan changes, and moments that don't go as scripted. Flexibility and patience are not just helpful — they're part of what we're modeling for the communities we serve.

Our timeliness, patience, and grace with one another and our hosts is itself a form of witness. Please come with open hands and a flexible spirit.

Accommodations

- Hotels are clean, safe, and air-conditioned
- Room assignments: 1, 2, or 3 participants per room
- Breakfast and most evening meals are provided at the hotel
- Conference room space available for group meetings
- Swimming pool available
- Wireless internet available
- Laundry service available at your own expense

Money

- All meals are included in your trip cost (except travel days)
- US dollars are accepted widely; bring clean, unmarked bills without tears
- Most retailers do not accept \$50 or \$100 bills — bring small denominations
- Exchanging USD to local currency is usually not required, but your trip leader will advise if needed
- The best place to exchange currency is at the US airport before departure
- Bring a small amount of cash for snacks, soft drinks, souvenirs, or personal expenses

Security

The areas where we work are generally safe during daytime hours, but good habits matter everywhere.

- Leave valuable jewelry and unnecessary electronics at home
- Do not carry valuables openly in public, especially smartphones
- Do not leave the hotel without notifying your trip leader
- Do not leave the worksite or group without notifying your trip leader
- Travel in pairs or groups at all times — never alone
- Walk away from conflict; be polite and de-escalate

 Review the Field Standards & Conduct Policy for complete security and conduct requirements, including rules around independent excursions and communication with minors.

What to Wear

Please dress modestly throughout the trip. Avoid clothing that may be considered revealing or inappropriate in the communities we visit. When in doubt, ask your trip leader.

Workdays (in villages): Long pants or capris, t-shirts, socks, and closed-toe shoes. No shorts or sandals.

Evenings: Shorts, t-shirts, and sandals are fine when out for dinner.

Church services: Men: long pants and a nice shirt. Women: pants with a blouse, or a dress.

Nylon or moisture-wicking fabrics are recommended — they're cooler and easy to wash and dry overnight.

Cultural Preparation

Specific cultural briefings for your destination will be provided before departure. Please come ready to listen, learn, and follow the lead of your local hosts.

Review the Social Media and Photo guidelines in the Field Standards & Conduct Policy before your trip. How we represent the communities we serve matters deeply.

Participant Acknowledgment

I confirm that I have read the One ATTA Time Trip Preparation Guide and understand what is required of me before, during, and after my trip. I have also received and will review the Packing List, Waiver & Release of Liability, and Field Standards & Conduct Policy.

Participant Full Name (Print)	Trip / Destination
Signature	Date