

# **Rise Up Belize!**

**Advancement through Education**

## **Handbook for Volunteers**

**Rise Up Belize!**  
**Advancement through Education**  
**Volunteer Manual**

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## **I. Rise up Belize! Advancement through Education**

### **Mission Statement**

Rise Up Belize! Advancement through Education initiates, supports and promotes educational activities that benefit the children and adults of Belize, Central America. Our mission is to provide Belizeans with resources that support their individual or communal goals of “rising up” into the healthy, successful lives that they imagine for themselves and their families. We accomplish this through free professional developments workshops for teachers in math, science and language arts. Our mission is also accomplished through the academic scholarships and free education camps we provide for Belizean children as well as community education programs in health, environmental ethics and life skills.

**Rise Up Belize! is a 501 (c) 3. Our Tax ID# is 42-1666771.**

## II. Responsibilities

### A) Preparing for the Service Trip

#### 1. **Passports**

A valid passport is required to travel in Belize (<http://travel.state.gov/passport>). It takes approximately eight weeks to receive a passport after you have filed your application and photo. The cost is approximately \$80.00.

#### 2. **Vaccinations**

A variety of vaccinations may be required prior to entering Belize. Please check with your doctor or a tropical medicine clinic. Medical professional should have the best information about required vaccinations and medications.

#### 3. **Luggage**

Pack lightly. You will be carrying your own luggage and transporting resource materials for the programs that you are volunteering in, *plus* transporting a box of books or other materials to be donated to the schools. The packing list (see Appendix) is a useful guideline. Plan on bringing only *one* carry-on to transport all of your personal affects. Depending on the airline's rules about luggage, Rise Up Belize will use one of your luggage allotments to transport items for our workshops.

#### 4. **Telephones**

It's a good idea to check with your cell phone provider regarding whether your cell phone coverage can be expanded to allow you to make calls to the U.S. from Belize. You can also purchase phone cards in Belize that are relatively inexpensive and work well. Phone cards are most easily purchased from a kiosk at the Belize Airport when you arrive. If you are staying with a host family, do not ask to use their phone to call the United States. If you are working at a school, please do not request that the school staff allow you to use the phone for any personal calls to the United States.

## **B) Commitments and Expectations**

### **1. Rise Up Belize Meetings**

- 1.1. Meetings will start on time, be approximately one to two hours in length and will end on time. Please be prompt out of respect to everyone.
- 1.2. Meetings dates will be provided at the first group meeting.
- 1.3. Volunteers are allowed to miss one meeting for any reason. Please notify your team leader that you expect to miss a meeting. Missing more than one meeting will result in dismissal from the program.

### **2. Curriculum Planning and Standards: Professional Development Workshops**

*Rise Up Belize provides free professional development workshops for first through sixth grade teachers in Belize, Central America. These three-day intensives take place in Belize in various school settings and have been certified so Belizean teachers receive continuing education credits.*

- 2.1. Curriculum for each professional development workshop or summer camp program is planned and executed as a team. If you have difficulty working with your team or team leader please complete The Work worksheet included as an attachment in your binder. Or see: [http / TheWork.org](http://TheWork.org).
- 2.2. Each volunteer and every team will be given assignments to complete between the general meetings that all volunteers attend. It is vital to follow through with your commitment and be prepared for these general meetings. In order to accomplish this, you will have to meet with your group members regularly.

- 2.3. Your team is required to purchase all the materials necessary to complete your workshop or arrange for those materials to be donated to Rise Up Belize. You have a budget of \$250 for all materials. Use the Rise Up Belize Reimbursements Form and follow all instructions carefully in order to be reimbursed. Please note: reimbursements may take 60 days.
- 2.4. Your team leader is your first contact regarding questions, problems, or concerns, unless those concerns can be addressed through The Work worksheet.
- 2.5. Follow Rise Up Belize workshop guidelines when developing your workshop and its curriculum. All workshops and curriculum must adhere to our standards of using Multiple Intelligences, Bloom's Taxonomy and of respecting that the majority of Belizean schools are Catholic-based public schools.
- 2.6. For programs with established curriculum please adhere to that curriculum as it is, while adding only a few details or activities that will enhance the concepts presented. This will ensure that the existing Belizean government approval of continuing education units for Belizean teachers remains intact.
- 2.7. The Belizean style of teaching is directive. Often referred to as "chalk and talk" it emphasizes lecture and note-taking. Courses are textbook-based and students sit in standard rows (although a few teachers, inspired by Rise Up Belize! facilitators, are beginning to employ group work,).
- 2.8. Teachers in Belize have extremely limited resources. Tasks like the ability to make photocopies, are extremely limited. Teachers pay for most classroom materials out of pocket and are not reimbursed.
- 2.9. Belizean teachers are dedicated, eager and excited about learning new things that will help their students. The professional development workshop that you create for them should inspire their active participation. Thoughtfully consider and employ the following:

- 2.9.1. Treat your workshop as a classroom. How would you teach your students these concepts? During the training Belizean teachers are your students and should be doing the lessons themselves. They should be actively engaged, not listening to lectures.
- 2.9.2. Focus on teaching Belizean teachers strategies and methods for teaching using the Multiple Intelligences theory. We want to give them alternatives to rote memorization.
- 2.9.3. Provide an interactive workbook for each Belizean teacher to use during all three days of the workshop. Begin with a review activity so teachers can measure what they learned in our previous workshops and how well they have applied what they learned. The workbook should also include lesson objectives and plans, activities, handouts, blank worksheets and space for teachers to take notes. At the end of the interactive workbook, include an action plan for how teachers will support each other throughout the year to ensure that they are incorporating the new things they have learned.
- 2.9.4. Submit two copies of your workshop curriculum to Rise Up Belize.
- 2.9.5. Create an agenda to give to the teachers. Include the objectives for each session in your agenda. Each lesson you teach in the workshop must include a lesson plan. This lesson plan is for you to work with. It is not for the Belizean teachers. Your objective should include the points you want to make with the teachers. What is it that you want the teachers to understand about teaching this lesson? You will submit the agenda and lesson plans.

- 2.9.6. Include a lesson that reviews the Bloom's Taxonomy and the theory of Multiple Intelligences. (Belizean teachers have been taught these theories in our previous workshops although new teachers may be present at your workshop who have no familiarity with Bloom's or MI).
- 2.9.7. Teach strategies and lessons that pertain to the higher levels of thinking on Bloom's taxonomy.
- 2.9.8. Bring posters to post on the walls of your workshop space that clarify Bloom's Taxonomy and the theory of Multiple Intelligences. This supports visual learners and allows others to easily reference the material as needed.
- 2.9.9. Emphasize Bloom's Taxonomy throughout the curriculum of the professional development workshop.
- 2.9.10. Daily lessons in the summer academic camp should nurture the higher levels of learning from Bloom's Taxonomy and include strategies for multiple intelligences.

## 2.10. Cooperative Learning Structures

- 2.10.1. Cooperative Learning Structures are also referred to as "Active participation". These are environments where all students are accountable for learning.
- 2.10.2. Facilitate Cooperative Learning Structures by setting up your classroom in unexpected groups. Separate teachers when they arrive so they are not sitting with friends or with teachers from the school where they work.
- 2.10.3. Include the following structures as well as others you are comfortable with: *Numbered Heads Together; Think-Pair-Share; Round Robin and Mix-Pair-Discuss*. Kagan Cooperative Structures are a great resource.

- 2.10.4. Explain that Cooperative Learning is a great strategy for classroom management.
- 2.10.5. Every professional development workshop for teachers should include a session on developing an action plan that teachers can use to support each other throughout the year. This encourages them to practice what they have learned from Rise Up Belize volunteers.

## 2.11. Classroom Management

- 2.11.1. Classroom management is one of the chief concerns of Belizean teachers. Your workshop must include a session on classroom management and throughout the workshop you should reinforce tips on how to best manage a classroom.
- 2.11.2. Teach what you have learned and what works for you in your American classroom. You may brainstorm other ideas with volunteers in our program over the next few months and then add these tips to your session.
- 2.11.3. Include all classroom management techniques in your manual.
- 2.11.4. Model classroom management techniques while you are conducting your workshop. Throughout the workshop, provide teachers with the opportunity to brainstorm how the strategies you are teaching can be transferred to other subject areas. Give the teachers opportunities to share their ideas during the training. Include raffles throughout the workshop to keep the teachers active and engaged.
- 2.11.5. You will be facilitating a professional development workshop for teachers of first through eighth grades who will all be in your classroom at the same time. Summer camp teachers will be teaching fourth through eighth grade students.

## 2.12. Workshop Materials

- 2.12.1. Remember that we are working in a third world country. Resources for teachers are limited. Most teachers *do not* have overheads, computers, TVs or DVD players. Access to copy machines is limited and costs are prohibitive. Prepare accordingly. Adapt your lessons so that the only materials needed are those that are easily accessible for Belizeans.
- 2.12.2. Belizean teachers rely on textbooks and paper. They do not have a significant amount of art supplies available.
- 2.12.3. Each professional development workshop is given a budget of \$250 per location to purchase all supplies you will need and materials that will be left as gifts for the school. Raffle prizes for the teachers must be included in your budget.
- 2.12.4. You will need to make copies of your workshop materials for all teachers in your workshop and take them with you to Belize. Take the original template of the workshop with you on the plane.
- 2.12.5. Any materials you use for the workshop must journey with you from the United States. Please do not ask the administrators for materials while teaching.
- 2.12.6. And remember, Rise Up Belize will use one of your suitcase allotments to ship educational materials to Belize.

## 3. Summer Camp Curriculum Planning and Standards

*Rise Up Belize provides a free, five-day (Monday through Friday) summer or Spring Break camp for elementary school children in Belize, Central America. The program provides children with an opportunity to boost their academic and life skills.*

- 3.1. Summer Camp curriculum must be completed and submitted to Joey Garcia and another designated RUB staff member for approval by May 1st. Camp begins in July. Please follow the standards specified in the “Curriculum Planning and Standards: Professional Development Workshops for Teachers” section of this Handbook when creating your curriculum.
- 3.2. All materials used for summer camp activities must come with you from the United States. Materials must either be donated or paid for via your allotted budget (this varies per location and number of children so please ask a RUB staff person to specify your amount). Please do not borrow materials in Belize and do not plan to do so.
- 3.3. Students who complete (attend five full days of the academic camp) receive a backpack with school supplies to take home on their final day. The backpacks cannot go home with students prior to Friday. Students who attend the camp for less than five days may take home the notebook they used. The extra backpacks are to be given to your site supervisor. It is essential that you respect this rule. Rise Up Belize is invested in teaching students the importance of a commitment to education. If you reward a child for not meeting their responsibilities you devalue this lesson and negatively impact their chances of future success.
- 3.4. If a student misses the first day but attends the second, they will receive materials to work with during the camp but they do not receive a backpack. (Yes, we repeated this to be certain it is understood).
- 3.5. Academic camp instructors must begin classes on time and take attendance daily for the same reasons it is done daily in a U.S. classroom—the safety of students entrusted to our care.
- 3.6. Academic camp instructors must provide nutritious snacks for their pupils. Snacks must be purchased with your site budget, please plan accordingly.

- 3.7. If a student needs to leave camp early they must have a note from a parent (just like in the U.S.). And no, they do not receive a backpack.
- 3.8. Academic Camp curriculum must include math, English, computer skills (where applicable), P.E. /dance, religion/ values and geography or science. Art projects should be integrated into the academic curriculum.
- 3.9. Once the curriculum is approved for the academic camp you may not change it without explicit permission from Joey Garcia and your site supervisor.
- 3.10. Provide students with classroom norms and be certain to provide excellent classroom management.

#### **4. Professional Growth Hours**

- 4.1. American teachers can earn professional growth hours towards their teaching credentials (category 4 in the credential guidelines). It is your responsibility to keep record of the number of hours you have volunteered and have it signed off as appropriate.

#### **5. Fundraising and Donations**

*Rise Up Belize! programs are funded by direct donations that are solicited by our volunteers and board members. As a RUB volunteer you are required to raise money to support the organization. The funds you raise support all RUB programs, including our high school scholarship program, not just the site where you are working.*

- 5.1. One simple, low-key method of fundraising is to write letters to your family and friends requesting their financial support of the volunteer work you are embarking on in Belize. Sample letters are included in the Appendix. Each volunteer is required to raise a minimum of \$700.
- 5.2. RUB volunteers also pitch to ensure that Rise Up Belize fundraisers are a success. These events generally occur once in Spring and once in Winter.

- 5.3. You may also wish to organize your own fundraiser. Please email Joey Garcia and RUB's Director of Fundraising, Carrie Sage, with a proposal that includes the following:
  - 5.3.1. A comprehensive description of the concept
  - 5.3.2. The targeted amount that you plan to raise and a specific plan of how you will implement it.
  - 5.3.3. The target audience.
  - 5.3.4. Your resources for insurance coverage.
  - 5.3.5. Date, time, location, main organizers and their phone numbers.
- 5.4. If you are unable to raise the required \$700 donation please plan to compensate with a donation from your own financial resources.
- 5.5. The deadline to submit the required \$700 is \_\_\_\_\_.

## **6. Team Leaders: Responsibilities and Expectations**

- 6.1. Keep your team on track and following through with commitments per the timeline that follows:
  - 6.1.1. November – December: Rise Up Belize holds information meetings for teachers, psychologists, high school students and college students interested in serving in Belize during the following summer.
  - 6.1.2. January: Selected participants are notified and Rise Up Belize holds mandatory orientation meetings.
  - 6.1.3. February: Teachers create and send fundraising letters to their friends, family and co-workers.
  - 6.1.4. February – May: volunteers meet regularly at mandatory sessions to design the curriculum for their programs. Volunteers may also attend the Spring fundraiser.

- 6.1.5. February – May: Volunteers also attend mandatory general sessions to learn about the culture of Belize or other pertinent topics.
- 6.1.6. June – July: Volunteers are in Belize providing service.
- 6.1.7. August: Volunteers turn in brief stories about their experiences and a CD with photos from their program.
- 6.2. Encourage your team to follow through on their fundraising responsibility and the requirement that each team member raise a minimum of \$700.
- 6.3. Collect and turn in all required forms for your team.
- 6.4. Stay within your specified budget when purchasing materials for the training.
- 6.5. Communicate any issues or concerns to the RUB staff member assigned to your program.
- 6.6. Fully accept your role as the person who is in charge of your team.
- 6.7. Please refrain from drinking alcohol and ensure that your team does the same while they are in service for RUB in Belize. Any hint of a volunteer's involvement in illegal activities must be immediately reported to Joey Garcia and your designated RUB staff member and plans made for that individual's expulsion from the team. Illegal activities must also be reported to the country's authorities.
- 6.8. Please do not initiate or agree to a pen pal program and do not allow your team to do so either. Pen pal programs are unsuccessful in Belize and tend to create discontent on both the American and the Belizean side. American children prefer to email and few Belizean children have this capability. Letters to Belize are slow to arrive, postage is expensive and poverty may mean that Belizean children ask for or receive gifts that cause controversy among their peers. All of this reflects negatively on RUB.

- 6.9. After returning from the workshop, provide the RUB staff member assigned to your program with a CD of the ten best photos from your program (professional development workshop or summer camp). Please include captions that identify participants.

## **7. Conflict Resolution**

- 7.1. If you find yourself in disagreement with others for any reason, please fill out a worksheet for The Work™ and follow the provided instructions (the Appendix and online at [TheWork.org](http://TheWork.org)). We thank you in advance for your willingness to divest yourself of difficulties before they become a problem for the group or group leaders.

### III. On Location in Belize

#### A) At the Belize Airport

1. After passing through the passport check, immediately secure a cart and wait by the luggage dispenser for your luggage and boxes to appear. It is important to be vigilant, luggage and boxes can easily and quickly be taken without your permission. For this reason be certain to use the lavatory on the plane or before you get into the customs line so you are present to collect your luggage.
2. Once you secure your luggage and the boxes, push the cart to the next customs station for the inspection of your luggage and boxes. Please tell the officer that you are bringing school supplies for a teacher education workshop and provide the name of the location. Explain that you are an American volunteer with Rise Up Belize. Please do not flirt or make inappropriate jokes.
3. You will be asked the cost of the materials that you are bringing. Your cost per box should never be more than \$125. This can easily be estimated since you are limited to \$250 for supplies for each location.
4. Please bring a small amount of packing tape to repackage your boxes once they have been opened in customs. This is vital for those who are transporting the boxes to areas like Caye Caulker where the boxes are tossed (literally) on to water taxis.
5. After your customs clearance is provided proceed outside to your ground transportation. While waiting you may wish to go to the kiosk and purchase a phone card. Do Not Leave Your Boxes Unattended or in the company of people you do not know personally and well. Doing so will put Rise Up Belize and you personally at risk.
6. To reach your final destination, follow the instructions provided to you by your team leader. The instructions vary depending on what area of Belize you are assigned to work

## **B) Host Families and Communities**

In certain communities where Rise Up Belize volunteers serve, you may be housed with a local family. Please be conscious of the fact that their financial situation may be different than the circumstances appear. The same is true with local customs.

1. Please provide a nice gift for your host family. This cost should be included in your budget. Ask an RUB staff member for suggestions but do not bring anything that is negatively affected by heat.
2. Do not use your host family's home telephone to call your family or friends. You may purchase a phone card at the airport when you arrive and use a pay phone on the street at times convenient to your program.
3. Please be conscious of your water usage, especially on the island where clean water is rationed and expensive. If you need to wash your clothes please use the laundermat on the island. The cost is minimal, approximately \$5 per bag.
4. Please do not ask to borrow anything from your host family or from a Belizean teacher. If you forgot an item please do without until you can speak to an RUB staff member and be directed to a store where you can purchase that item.
5. Host families provide breakfast only. Please be respectful and consume the food you are provided. Also, breakfast is the only meal that your host family is responsible for. Do not ask for additional food and do not purchase food to be placed in the family refrigerator. You may place a bottle of water in the fridge or freezer. You may wish to use a Sharpie to write your name on the bottle.

### **C) Your Position as an Ambassador of RUB**

1. While you are in Belize as a volunteer with Rise Up Belize please be aware that you are our representative in the country. Everything you do and say reflects on our organization and on our relationships with school administrators, diocesan employees and community members. We trust your discretion and ability to enjoy the people of Belize while also understanding that we are operating in a foreign country through a California non-profit. It only takes one person to start a rumor that races through a village to ruins reputations.
2. Please do not make any promises on behalf of RUB. Direct all interested parties to Joey Garcia.

# **APPENDIX: Mandatory Forms**

## Teacher Agreement Contract

I understand and agree that:

1. I will attend all meetings and that missing meetings could result in my dismissal from the team.
2. I will be prepared for meetings and that I will follow through with tasks assigned by the team leader.
3. I will be a team player and follow the advice and direction of my team leader and, if conflict arises, I will use The Work <sup>TM</sup>.
4. My housing may be arranged with a local family or I may be lodged at a hotel. However, if my accommodations are not to my liking, other arrangements will not be provided or reimbursed.
5. My meals and within Belize transportation are covered by Rise Up Belize while I am serving as a volunteer.
6. I will refrain from alcoholic beverages while I am serving as a Rise Up Belize volunteer and that Rise Up Belize does not reimburse alcoholic beverages.
7. I am responsible for purchasing my own airline ticket by the deadline required by my team leader and according to the dates stipulated by my team leaders and Rise Up Belize does not reimburse my airline ticket.
8. In my role as a volunteer, I am serving as a Rise Up Belize ambassador and will conduct myself accordingly in Belize.

My signature below is provided freely and with the understanding that it expresses my consent regarding this contract and all other applicable Rise Up Belize rules and expectations.

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Signature

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Date

## Sample Biographies

**Mary Howard** is a long-time educator and world traveler. She currently teaches 8-10 year olds who have language disorders and serves as department chair at her elementary school. Her teaching experience ranges from preschool to 6<sup>th</sup> grade. Over the years she has taught children with hearing impairments, second language students, students with learning disabilities and general education students. Mary has also been a mentor for other teachers in her district, presenting workshops on language arts and differentiation. She is a National Board certified teachers, joining a select group of teachers in the United States who have shown excellence in their specific fields through a year of intensive study, writing and reflection. Mary has lived in southern Africa where she and her husband were Peace Corps volunteers. She values experiences in other cultures and diversity in her classroom. Mary is married and has two grown daughters, one of whom is autistic. Mary's hobbies include dancing, singing, hiking and sewing.

**Phyllis Williamson** is a licensed, clinical psychologist in Sacramento, Calif. Dr. Williamson has over 25 years of experience providing clinical services and program development with children and adults with neurological impairment, psychiatric disorders and developmental disabilities. In her private practice, she conducts diagnostic evaluations, provides individual and family therapy, and consults with schools regarding students with behavioral and emotional problems. She also teaches college-level psychology courses and provides a variety of workshops to parents, care providers and teachers addressing such topics as effective parenting, classroom management and basic behavioral management principles.

**HOLD HARMLESS AGREEMENT**  
**Page 1 of 4**  
**RISE UP BELIZE! SERVICE TRIP**

**DATES** \_\_\_\_\_

**Read carefully before signing Assumption of Risks and Release Forms.**

The Rise Up Belize! Advancement through Education Belize Service Trip is a voluntary, activity. As a condition to participation in this program, the volunteer participant must agree to ASSUME ALL THE RISKS OF INJURY, LOSS OF PROPERTY, DETAINMENT, KIDNAPPING, IMPRISONMENT OR DEATH involved in this activity and agree to RELEASE Rise Up Belize! Advancement through Education and its employees, agents and representatives and the trip coordinators, directors and hosts from liability for NEGLIGENCE in the conduct of this trip.

**WARNING**

While traveling to and within countries like Belize, the traveler may encounter unusual diseases, climate and atmospheric conditions, food and water conditions and limited sanitation. Modes of conveyance, public and private, will often be below the standard used in the United States. Political unrest can result in violence and terrorist incidents. All precautions will be taken to insure the adults' safety, but it is difficult to project what adults will undergo or what situations they might encounter.

It is your responsibility to learn about and/or inquire about any concerns that you might have at any time regarding the trip before signing the agreement.

**HOLD HARMLESS AGREEMENT**  
**Page 2 of 4**  
**PARTICIPANT/VOLUNTEER**  
**ASSUMPTION OF RISKS AND RELEASE**  
**BELIZE SERVICE TRIP**

**Dates** \_\_\_\_\_

I have read the above WARNING, which is incorporated herein by reference, and I understand that the Rise Up Belize! Advancement through Education Service Trip involves the RISKS OF INJURY, LOSS OF PROPERTY, DETAINMENT, IMPRISONMENT, KIDNAPPING OR DEATH. I also understand that by permitting myself \_\_\_\_\_ to participate in the program, I am subject to the possibility of injury, loss of property, detainment, imprisonment, kidnapping or death as outlined in the WARNING above.

In consideration of Rise Up Belize! Advancement through Education permitting me to participate in this program and to engage in all activities related to it, I hereby agree to assume all of the risks of injury, loss of property, detainment, imprisonment, kidnapping or death of myself associated with it as outlined in the WARNING above. I agree to RELEASE Rise Up Belize! Advancement through Education, its employees, agents, representatives and volunteers from any liability resulting from any negligence that may arise in connection with this program. I agree that the terms hereof shall serve as an ASSUMPTION OF RISKS AND RELEASE for my heirs, estate, executor, administrator, assignees and for all members of my family. I further agree that if any part of this ASSUMPTION OF RISKS AND RELEASE is held void, the remainder shall continue in full force and effect.

By signing this ASSUMPTION OF RISKS AND RELEASE, I acknowledge that I have read its contents and warning, that I understand its contents and warning and that I agree to its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

**HOLD HARMLESS AGREEMENT**  
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**RISE UP BELIZE! SERVICE TRIP**

**DATES** \_\_\_\_\_

I have read and understand the materials for the Rise Up Belize! Advancement through Education Belize Service Trip. I understand that if, for any reason, the trip is cancelled or I am unable to participate, that Rise Up Belize! Advancement through Education is not responsible for any costs incurred, including the cost of the airline ticket. All donations made to the program remain with the program.

If my behavior requires that I return home *prior to the established return date*, I agree to be responsible for the cost of my own transportation. Any bills incurred by me during the trip (including medical and related transportation) are my full and complete responsibility.

I, \_\_\_\_\_, am of sound mind and body, and I am legally responsible for myself. While I participate in the Rise Up Belize! Advancement through Education Belize Service Trip, I authorize any agent of Rise Up Belize! Advancement through Education to act on my behalf in any emergency that may arise. I make this agreement with the clear understanding that a reasonable effort will be made to contact my spouse/partner before hospitalization. I am responsible for medical costs on behalf of myself during the trip.

My insurance group is: \_\_\_\_\_

My policy number is: \_\_\_\_\_

I am allergic to: \_\_\_\_\_

Any important medical information is included here:

\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

**HOLD HARMLESS AGREEMENT**

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**NOTARIZED AUTHORIZATION TO TRAVEL  
RISE UP BELIZE! SERVICE TRIP**

**DATES** \_\_\_\_\_

I \_\_\_\_\_ hereby authorize my ability to travel in the country of Belize with representatives of Rise Up Belize! Advancement through Education, Sacramento, California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF CALIFORNIA )

COUNTY OF )

On \_\_\_\_\_ before me,  
Notary Public, personally appeared,  
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person (s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_ (SEAL)

# Many Thanks

For your generous contribution to Rise Up Belize! Advancement Through Education (Tax ID# 42-1666771). Your support provides free professional development workshops for Belizean primary school teachers, free summer camps for Belizean children and high school scholarships. In a country like Belize where education is tuition-based and few can afford the fees, your donation is the difference between poverty and the opportunity to rise up into something better.



"This is the best three days of workshop in my teaching career. Please come every year for follow up workshops. Thank you so very much! *Marian Elijo, Teacher*

"This was a fun-filled workshop. I have gathered a lot of ideas, strategies in classroom management, and how to integrate science and math in other subject areas. I plan to share these ideas and information with my other colleagues and use what I have learned to become a better teacher to my students of different abilities and learning styles." *Jane Lewis, Teacher*

"Thank you for your kindness and generosity. It's nice that you support our education." *Mercedes, student*

"Thank you for donating things for our summer camp. I know that you care about us and we have had a lot of fun. I loved the summer camp. When is the next one?" *Monica Barrera, student*

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Amount Donated \_\_\_\_\_

## Fundraising Letter Drive

Our letter drive is a wonderful way to introduce your family and friends to how your summer will be spent creating positive change in our world. We think you will discover, as we have, that a letter drive results in a lot of enthusiasm from family and friends who realize that their donation has a double impact—it supports you and improves the lives of children and teachers in Belize.

Here's how to launch a successful letter drive:

1. Format a letter using the sample that follows as a guide. Write from the heart about why you chose to become involved with Rise Up Belize. And be certain to include our tax ID# 42-1666771.
2. Flip through your address book or holiday card list. Don't forget your dentist, hairdresser etc. I also place them in the mailboxes of colleagues and administrators at work.
3. Place a self-addressed, stamped envelope inside.
4. Send your letter out toward the end of the month so it's close to the time recipients will be paying bills.
5. Keep a record of checks received on the spreadsheet that will be emailed to you. E-mail a copy of that spreadsheet to the RUB treasurer. Make copies of all checks received and attach the copies to a print out of the spreadsheet. Turn this document into your team leader.
6. Send thank you cards or a gratitude letter to your donors incorporating the IRS donation receipt requirements. An example is provided in the Appendix.
7. Your goal is to raise \$700.00 from your personal fundraising efforts. If you are unable to raise the required \$700.00 donation please plan to compensate with a donation from your own financial resources.

## Instructions for Doing The Work (page 1 of 4)

Do you really want to know the truth? Investigate each of your statements using the four questions and the turnaround below. Leave out any statement beginning with “but,” “because,” or “and”. Take only one negative judgment at a time through the process of inquiry. Often you will have several negative judgments about one person. Take each judgment separately through the inquiry process. The Work is a meditation. It’s about awareness; it’s not about trying to change your mind. Let the mind ask the questions, then contemplate. Take your time, go inside, and wait for the deeper answers to surface.

### The Four Questions

1. Is it true?
2. Can you absolutely know that it’s true?
3. How do you react, what happens, when you believe that thought?
4. Who would you be without the thought?

Here is an expansion of how the four questions apply to the statement “Paul should understand me.”

1. Is it true? Is it true that he should understand you? Be still. Wait for the heart’s response.
2. Can you absolutely know that it’s true? Ultimately, can you really know what he should or shouldn’t understand? Can you absolutely know what is in his best interest to understand?
3. How do you react, what happens, when you believe that thought? What happens when you believe “Paul should understand me” and he doesn’t? Do you experience anger, stress, frustration? How do you treat Paul? Do you give him “the look”? Do you try to change him in any way? How do these reactions feel? How do you treat yourself? Does that thought bring stress or peace into your life? Be still as you listen.
4. Who would you be without the thought? Close your eyes. Picture yourself in the presence of Paul. Now imagine looking at Paul, just for a moment, without the thought “I want him to understand.” What do you see? What would your life look like without that thought?

## Instructions for Doing The Work (page 2 of 4)

### The Turnaround

Next, turn your statement around. The turnarounds are an opportunity to experience the opposite of what you believe to be true. You may find several turnarounds.

For example, "Paul should understand me" turns around to:

- Paul shouldn't understand me.
- I should understand me.
- I should understand Paul.

Let yourself fully experience the turnarounds. For each one, find at least three genuine, specific examples in your life where the turnaround is true. This is not about blaming yourself or feeling guilty. It's about discovering alternatives that can bring you peace.

### The Turnaround for Number 6

The turnaround for statement number 6 is a little different:

"I don't ever want to experience an argument with Paul again" turns around to:  
"I am willing to experience an argument with Paul again," and  
"I look forward to experiencing an argument with Paul again."

Number 6 is about welcoming all your thoughts and experiences with open arms, as it shows you where you are still at war with reality. If you feel any resistance to a thought, your Work is not done. When you can honestly look forward to experiences that have been uncomfortable, there is no longer anything to fear in life: you see everything as a gift that can bring you self-realization.

For information on how to do The Work, go to [www.thework.com](http://www.thework.com)

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## Instructions for Doing The Work (page 3 of 4)

### Judge-Your-Neighbor Worksheet

Judge your neighbor • Write it down • Ask four questions • Turn it around

Fill in the blanks below, writing about someone (dead or alive) you haven't yet forgiven 100 percent. Use short, simple sentences. Don't censor yourself—try to fully experience the anger or pain as if the situation were occurring right now. Take this opportunity to express your judgments on paper.

**1. Who angers, confuses, saddens, or disappoints you, and why? What is it about them that you don't like?**

I am \_\_\_\_\_ at \_\_\_\_\_ because \_\_\_\_\_

(Example: I am *angry* at *Paul* because *he doesn't listen to me. He doesn't appreciate me. He argues with everything I say.*)

**2. How do you want them to change? What do you want them to do?**

I want \_\_\_\_\_ to \_\_\_\_\_

(Example: I want *Paul* to *see that he is wrong*. I want *him* to *apologize*.)

**3. What is it that they should or shouldn't do, be, think, or feel? What advice could you offer?**

\_\_\_\_\_ should/shouldn't \_\_\_\_\_

(Example: *Paul* should *take better care of himself*. He shouldn't *argue with me*.)

**4. What do they need to do in order for you to be happy?**

I need \_\_\_\_\_

(Example: I need *Paul* to *hear me*. I need *Paul* to *respect me*.)

**5. What do you think of them? Make a list.**

\_\_\_\_\_ is \_\_\_\_\_

(Example: *Paul* is *unfair, arrogant, loud, dishonest, way out of line, and unconscious*.)

**6. What is it that you don't want to experience with that person again?**

I don't ever want to \_\_\_\_\_

(Example: I don't ever want to *feel unappreciated by Paul again*. I don't ever want to *see him smoking and ruining his health again*.)

## Instructions for Doing The Work (page 4 of 4)

### The Four Questions

1. Is it true?
2. Can you absolutely know that it's true?
3. How do you react, what happens, when you believe that thought?
4. Who would you be without the thought?

**Turn the thought around** (original thought: *Paul doesn't listen to me.*)

a) to the opposite (*Paul does listen to me.*)

b) to the self (*I don't listen to me.*)

c) to the other (*I don't listen to Paul.*)

**And find three genuine, specific examples of how each turnaround is true in your life.**

**For information on how to do The Work, go to [www.thework.com](http://www.thework.com)**

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## ***RISE UP FOR BELIZE!***

Dear

I am excited about the opportunity to serve on a team of individuals who will be traveling to Belize this summer to be of service. I will be traveling with two groups of teachers who will be conducting educational workshops for Belizean teachers and children. We will be sharing teaching strategies and emphasizing higher-level thinking skills in math, science, language arts and reading. I am traveling with "Rise Up Belize! Advancement through Education" a non-profit that has answered the call to help Belizeans rise up out of poverty and into a better life for themselves and their children. As their mission statement states:



*ethics and life skills.*

*Rise Up Belize! initiates, supports and promotes educational activities that benefit the children and adults of Belize, Central America.*

*Our mission is to provide Belizeans with resources that support their individual or communal goals of "rising up" into the healthy, successful lives that they imagine for themselves and their families. We accomplish this through academic scholarships and teacher training programs as well as community education programs in health, environmental*

These are critical times in the life of young Belizeans. Many suffer because of extreme poverty, HIV/ AIDS and domestic violence. UNICEF reports that 48.3 percent of the country's population is under 18 and nearly 50 percent of these children do not complete primary school. Our mission is to support Belizeans in making the changes necessary to become whole and healthy individuals. Since Belize is a country of only 370, 000 people, we believe that we can make a real difference!

You can help, too! We are asking for your support. Join us in the challenge of looking outside of our own community and ourselves. With the donations provided, we will fund the workshops for the Belizean teachers, purchase art and school supplies for students, and provide scholarships so students can attend high school.

Please fill out the enclosed form and return it to me in the self-addressed envelope with your donation. Any amount – no matter how small – will be appreciated and useful. (Make sure to keep a copy for yourself. It's 100% tax-deductible!)

Gratefully yours,

© Rise Up Belize/Joey Garcia 2010

## **I want to help too!**

**I'm enclosing a check payable to "Rise Up Belize" to support the people of Belize.**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Amount Enclosed \_\_\_\_\_

**Please use the envelope to send your donation to Rise Up Belize!**

**Thank you for your help!**

-----  
Cut on the above line and keep the copy below for your records.

## **I want to help too!**

**I'm enclosing a check payable to "Rise Up Belize" to support the people of Belize.**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Amount Enclosed \_\_\_\_\_

**Please use the envelope to send your donation to Rise Up Belize!**

**Thank you for your help!**