



**DATE:**

**TO:** All Volunteers

**FROM:** Gilberto Agustin, MD  
Medical Director

**RE:** Guidelines for Medical Mission Volunteers

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Thank you very much for your great interest in volunteering for this medical mission. In order to develop a wholesome working relationship among volunteers and hospital staff and to facilitate communications, the following Guidelines for Volunteers were developed:

1. In order to avail for the discounted rates for the hotel accommodations, volunteer must commit to work for the entire duration of the mission, 8:00 a.m. to 5:30 p.m., from \_\_\_\_\_ . Volunteers may be assigned up to three to four persons to a room with the room rate equally shared by the occupants. Private room accommodation may be requested and will be the sole responsibility of the volunteer. Volunteers must reconfirm hotel reservation and date of arrival unless confirmed by MSMT.
2. To avail of the use of the organization's tax-exempt, volunteer must commit to work for the entire duration of the mission as above. A certificate of service will be issued to each volunteer.
3. There will be a designated team leader for each department of the medical mission. It will be the responsibility of the team leader to keep the department covered at all times. Lunch break will be limited to 45 minutes. Other breaks will be at the discretion of the team leader.
4. Communications will be through the team leaders. Line of communication will be through:
  - a. Mission Director
  - b. Mission Coordinator
  - c. Team Leaders
5. There will be 2-way radios available for the Mission Coordinator and Logistics/Supplies coordinator to facilitate communications among the departments.
6. Each team leader is required to attend a debriefing that will be held 7:00 a.m. start of day, or 8:00 p.m. at the end of each day. Report of the day's activities, problem areas, recommendations and suggestions to improve the mission activities will be discussed. Volunteers are encouraged to attend.
7. All volunteers are requested to attend the mandatory meeting/orientation as scheduled by MSMT.