

Group Leader Expectations

1. **Communication.** The Group Leader should ideally be the only point of contact for the Mayan Families Volunteer Coordinator. All communications about the group's trip should be primarily between the Group Leader and the Volunteer Coordinator. If there are multiple people working on arrangements for your group, their tasks should either be clearly partitioned (i.e. one person is in charge of logistics while another is in charge of projects) or all parties should be included on all emails to and from the Volunteer Coordinator in order to avoid confusion and miscommunication.
2. **Group Package.** If the group is paying the Group Package price, the Group Leader will make all aspects of the Group Package clear to the individual members of the group.
3. **Sponsors.** The Group Leader will send the Volunteer Coordinator a list of sponsors within the group and/or a list of students/families the group would like to visit.
4. **Projects.** The Group Leader will discuss and confirm group projects with the Volunteer Coordinator. Projects must be confirmed at least a month in advance of arrival. This includes specific amounts (e.g. how many stoves the group will donate).
5. **Schedule.** The Group Leader will work with the Volunteer Coordinator to plan and approve the group's schedule.
6. **Airport Transportation and Flights.** The Group Leader should make it clear to the individual group members that we prefer that the entire group arrives and departs on the same day and roughly the same time (preferably on the same flight). Although we realize that this is not always possible, it is logistically much easier on our end if groups try to abide by this request. For groups that are paying the Group Package, the Group Leader must communicate to them that the airport transportation included in the package is with the assumption that all members of the group arrive and leave on the same day, necessitating only one transportation each way. Any transportation for individuals who arrive or depart separately from the rest of the group will incur additional fees for those individuals. The Group Leader is responsible for gathering all of the flight information from the individual group members and sending it to the Volunteer Coordinator.
7. **Dietary Needs.** The Group Leader is responsible for compiling a list of any dietary restrictions, allergies, and relevant medical needs of all of the group members and sending it to the Volunteer Coordinator.
8. **Payment.** The Group Leader is responsible for discussing the payment amount, method, and deadline with the Volunteer Coordinator. They are also responsible for communicating these things to the individual group members. Mayan Families must receive all payments prior to the group's arrival in Guatemala, apart from additional purchases made during the trip.