



## ILAC MEDICAL TEAM GUIDEBOOK

Creighton  
UNIVERSITY  
Global Engagement Office  
Institute for Latin American Concern





## Welcome to ILAC/Institute for Latin American Concern!

We are so glad that you have chosen to join us in the Dominican Republic through ILAC! You are joining the ILAC Catholic, Jesuit mission tradition in which, for over 45 years, students and professionals have given their time and talents to rural Dominicans and in return have received immeasurable love, hospitality, and acceptance from Dominican host families.

As you embark on this journey, we encourage you to open your minds and hearts and learn to live in solidarity. For Rev. Peter-Hans Kolvenbach, S.J., Former Superior General of the Society of Jesus, solidarity means letting “the gritty reality of the world” into our lives. Our students should “learn to feel it, think about it critically, respond to its suffering, and engage it constructively. They should learn to perceive, think, judge, choose, and act for the rights of others, especially the disadvantaged and the oppressed.” The whole person – heart, mind, and conscience – is engaged in and by the world of the poor.

To this end, we invite you to be open to the new reality you will encounter. Take advantage of this immersion to reflect, grow, change and discern.

The following guidebook has been created for you to assist with many of the common questions, logistics and situations that you may encounter. Please read it well.

We look forward to sharing this journey with you!

Sincerely,  
The Creighton ILAC Staff

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The Institute for Latin American Concern (ILAC) Office would like to give special thanks to the Encuentro Dominicano Program, for authorizing the adaption of the Encuentro Dominicano Guidebook. Other sources of information include booklets published by the International Student Exchange Program, the University of Nebraska Lincoln Office of International Affairs, Pacific Lutheran University, and Arizona State University International Programs. ¡Muchas gracias!

*Students should first be familiar with the necessary study abroad documents from Creighton’s Division of Global Engagement as this guidebook is an extension of those documents and includes information specific to the ILAC program.*

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# IMPORTANT CONTACT INFORMATION

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## PREPARING YOURSELF – BEFORE YOU GO

### THE DOMINICAN REPUBLIC

Program participants are encouraged to familiarize themselves with the history, politics and culture of the Dominican Republic prior to the start of the program. Please see the [reading list](#) in the Appendix section of this guide.

### COMMUNICATION AND PHONES

The main way participants communicate with family and friends back home is through device applications including Skype, FaceTime, and WhatsApp, during their free time at the ILAC Center. There is WIFI available at the ILAC Center in Santiago.

### PASSPORTS AND VISAS

Passports are required for all travelers from the United States to the Dominican Republic. If you have a passport, check the expiration date and make sure that it is valid for at least six months after you plan to return to the United States. Make sure that your passport, even though valid, has at least 4 empty pages. For detailed information on obtaining or renewing your passport, visit [this link](#).

*Take extra copies of your passport and passport photos with you in case your passport is lost or stolen. Keep the copies separate from your original passport. If your passport is lost or stolen, notify the ILAC Director and then the local authorities as well as the U.S. Embassy immediately. Traveling with your Passport: **Never pack your passport in your checked luggage.** While traveling, keep your passport with you at all times. **Once you have arrived, your passport will be stored in a safe at the ILAC Center in Santiago.***

Take extra copies of all documents with you in case you lose any of them and have to replace them. For the same reason, make at least two photocopies of all your documents - passport, driver's license, health insurance card and policy, etc. Carry one set of copies in a place separate from the documents themselves and leave another set of copies at home with your family.

If you are NOT a US citizen, you must check with the Dominican embassy for [travel rules](#) or call 202-332-6280.

Your visa for travel to the Dominican Republic is included in your plane ticket. If you stay longer than 30 days, you will need to pay an exit fee of \$2,500.00 DOP (About \$50.00 USD). This needs to be paid in cash.

### BOOKING FLIGHTS

You will be flying in to **Santiago de los Caballeros (STI)**. We recommend booking one of the following flights based in your airline and travel preferences:

- American Airlines: **AA 2365 from Miami International**
- United: **UA 1624 from Newark Liberty International**
- Delta: **DL 432 from JFK International**
- JetBlue: **JBU 237 from JFK International**

**You must confirm your flight information with the ILAC/Creighton office two weeks before your arrival to ensure airport pickup.** If you do NOT provide your flight information two weeks before your arrival, we cannot guarantee pickup upon your arrival to STI and you may be responsible for your own transportation to ILAC.

## PACKING

Organize your bags well in advance and remember to pack lightly – there is no longer a free checked bag for international travel. Remember, this is your chance to learn to live simply!

**The bottom line in dressing in the Dominican Republic is to look neat, well-groomed and professional. You will quickly find that Dominicans dress as a sign of respect for others.**

**Clothing-General:** All participants should consider packing moisture wicking and quick dry clothing and socks.

Long pants are recommended. Light colors and light materials are best since the sun is intense in the D.R. and dark colored clothes attract mosquitoes. Clothes that wrinkle easily are not recommended. Refer to [Travel Clothing 101](#).

**At the ILAC CENTER:** Shorts (for both men and women) and skirts must be at least knee-length. Running shorts should be worn exclusively for exercising, never in the buildings. Please change clothing after exercise prior to meals or other activities. Even during exercise, use conservative clothing. Men should keep their shirts on, women should have full shirts on over sports bras. Tops must be worn over sports bras when exercising. Sleeveless tops are okay, but short-shorts, spaghetti straps, backless or sheer tops are not appropriate at ILAC, especially Monday-Friday, 8-5 p.m. These items are appropriate for sleeping in the dorms.

### For ILAC:

- Jeans/pants for daily wear 2
- Shorts (**knee length** or longer) and/or capris 2
- Shirts 1-3
- Blouses, nicer shirts, collared shirts 2-3
- Pants or dresses 1
- Tennis shoes 1 pair
- Sandals (with straps are recommended- Chacos/Texas/Keens) 1 pair
- Tank tops (to work out/sleeping/at ILAC-NOT spaghetti straps) 2
- Athletic shorts (to work out/sleeping/at ILAC) 1

### For nightlife in Santiago:

- Nice shoes (for dancing/going out) 1 pair
- Dress shirts/Dresses (for dancing/going out) 1

### Etc.

- Sweatshirt and Sweater 1
- Socks (long and short) and underwear 7-10
- Pajamas/Sleepwear/Sweat pants 1
- Cross-body purse/fanny pack 1

### Additional Items

- Passport & License (or other form of ID)
- Flashlight/headlamp
- Reusable water bottle
- Journal
- Feminine Hygiene Products
- Alarm Clock (battery operated)
- Prescription Medicines
- Baseball or sun hat
- Credit/Debit card
- Hand Sanitizer
- Bug Repellent (with 30+% DEET)
- Rain jacket

**Optional Packing Items** – Some can be purchased in the DR, but may be expensive

- Sunglasses
- Watch
- Sunblock (SPF 30 or stronger)
- Plastic bags/Trash bags
- Laundry Detergent (can be purchased in
- DR)
- Dramamine
- Laundry Bag
- Camera
- Spare Batteries

**\*\*There are many donated scrubs from S-XL at ILAC that you may use during your stay. However, you may also bring your own.**

## LUGGAGE

Mark all luggage - inside and out - with your name and address. If you have an itinerary, put a copy inside each bag. Keep a list of what is in each bag and carry the list with your other documents. Check with your airline for baggage and weight restriction rules.

**Checked Luggage:** Mark your bags in some distinctive way so they are easy to spot. You might use a fluorescent tag, a colorful bow, a bright piece of tape on the side. Always count your bags to make sure you have them all with you. 50 lbs is the limit for most airlines flying to the DR.

**Carry-On Luggage:** You are allowed one carry-on suitcase and one personal item such as a purse or book bag. See your airline's baggage policy for more information. Carry at least one change of clothes, some toiletries, your medications, contacts or glasses, and this guidebook in your carry-on, in case your checked luggage does not arrive at the same time you do.

## PREPARING YOUR FINANCES

**Cash:** Do not exchange U.S. money for Dominican pesos before you leave. There is a money-exchange house near the ILAC center, so you can easily exchange money once you arrive.

**Exchange rate:** The exchange rate should be approximately 50 pesos to one dollar. An easy way to calculate how much things approximately cost in the D.R. is to think that 500 pesos is equal to about \$10.00 U.S. dollars.

**Credit/Debit Cards:** Take a major credit or debit card (or both). VISA is one of the most widely accepted credit cards worldwide.

*You should notify your credit card company and bank that you will be traveling, so that they can expect international charges. Check with your bank to determine international withdrawal fees. Some students take a second credit card (kept in a separate location from the primary card) to use in cases of emergency.*

**ATM Machines:** There are many ATM machines around Santiago. This is generally the most convenient way to access your money.

**Planning your Budget:** Your housing, most meals and program transportation costs have been paid for by your group's fundraising. You will want to plan for additional spending money while in the Dominican Republic.

**Expenses:**

Item	Average Cost (in USD)
Souvenirs	Varies
Snacks	\$.50 - \$2.00 per
Evening Dining Out	\$15-\$20 per

**Medical Costs:** Volunteers are responsible for their own medical costs. Expect to pay \$40-\$60 in cash for each medical visit, plus the cost of transportation, labs, and prescriptions (as needed). **AVERAGE MEDICAL VISIT COST: \$70 USD**

**\*\*Emergency Funds:** It is important to be able to access emergency funds if you need to seek medical attention. Think about bringing an extra credit card so that you can access money in the case of an emergency.

**Hand-Carrying Medications**

Please see [Appendix VI](#) for information about shipping medications and supplies. **It is not recommended to hand-carry medication or supplies.**

## THE DAY OF DEPARTURE

For international flights, arrive at least two hours prior to departure to navigate airport security.

### SAFETY TIPS

- Do not carry money and important documents all in one place.
- Never pack essential documents, valuables or medicine (anything you could not do without) in your checked luggage. Put them in your carry-on bag.
- Take only the credit/debit cards you will use.
- Keep a separate list of cards, numbers, and emergency replacement procedures for credit cards, passports and visas, identification and insurance cards. Ensure someone at home has a copy.
- Do not watch other people's luggage in the airport or leave your bags or articles unattended.
- Do not check bags for anyone else or carry gifts/packages for anyone you do not know very well.
- Avoid suspicious, abandoned packages in the airport and elsewhere and report them to security personnel.
- Watch for suspicious behavior and do not be shy about reporting it.

### TRAVEL DELAYS OR MISSED CONNECTIONS

In the event your flight is delayed more than two hours or you miss your connections, please contact your group leader and be sure the ILAC Center is informed of the change. You should email or call someone from the [ILAC Staff](#) to let us know of your delay/change in plans. **ILAC needs to know when to send a driver to pick you up from the airport.**

### ARRIVING

The ILAC Center will send transportation for you. Look for a sign that says "Misión ILAC." When arriving to the Dominican Republic, you will be required to pass through immigration and customs. Your tourist visa fee is included in your cost of flight and won't need to be paid at the immigration and customs counter.

### GETTING YOUR LUGGAGE

After proceeding through customs, you will pick up your luggage from the baggage claim. It will then be x-rayed. Have your baggage claim tickets handy in case airport attendants ask to see them.

Should your luggage not be there, go to the baggage claim service desk. Do NOT leave the airport without first providing ILAC's phone number and address so that the airline can deliver your luggage directly to ILAC once they do arrive, usually within the next few days.

ILAC  
Kilometro 7.5, Carretera Santiago/Licey  
Licey al Medio, Santiago de los Caballeros, RD  
Phone: 809-736-0774

## LIFE AT ILAC

### ACCOMODATIONS

During your time at the ILAC Center, most students will stay in single-sex dorm rooms (25-30 people per room). Most professionals stay in small houses that room 2-4 people. Participants will be provided with a mosquito net and linens such as bed sheets and a towel. Each room has a shared bathroom with showers.



### COMMUNITY LIVING

The ILAC Center serves as the temporary “home” of ILAC participants during their time in the Dominican Republic. However, participants must understand that at all times they should consider themselves guests in the Center, city, country and culture. The Center is also home for various other non-Creighton programs, and acts as a retreat and conference center as well. Participants should be respectful of the fact that they are not the only ones using the space at the Center.

Because the space is used at different times for different groups, there are some rules established by the Center that include times when the Center must remain quiet, restrictions on using certain spaces at certain times, meal time regulations, etc. **Quiet hours are from 11 PM to 7 AM daily.**

### ELECTRICITY

Electricity in the D.R. is not very reliable. However, it is pretty consistent in the ILAC Center because of generators. If needed, electricity is cut during the late evening and early morning hours. Electrical outlets are the same in the D.R. as they are in the U.S. so you do not need to purchase a converter.

### LAUNDRY FACILITIES

Free laundry machines are available at the Center, but you are responsible for your own detergent. ILAC staff use these facilities for ILAC purposes M-F from 8 AM to 5 PM. Please do not use the washers and driers during this time. ILAC participants share the facilities with all the other guests at the ILAC Center. So, please be respectful of the limited washers and driers and change your clothes out when the cycle finishes. Also, please do not wash or dry your tennis shoes in the machines.

## MEAL TIMES

**Meals at the ILAC Center are: 8 AM Breakfast, 12:30 PM Lunch, and 6 PM Supper unless otherwise noted.** If you will not be at a meal, please tell your group leader who will then inform the cooks. The cooks begin preparing the next meal soon after the last meal (i.e. supper preparations will begin by 2 PM). Please be mindful that the cooks will prepare enough food for all members of the group and **MUST** be notified if people are not going to eat.

## SAFETY AND SECURITY

The ILAC Center has security guards that work 24 hours, 7 days a week. However, participants still need to take precautions such as locking doors and being aware of any unfamiliar visitors.

## PHOTOGRAPHS

Sharing photos with your family back home is a great way to help them relate to your experience. Remember to be respectful in situations when it may or may not be appropriate to shoot photos. Always ask people for permission to take their picture and respect their answer if they say no. **Please do not take photos of patients without prior permission.**

## DONATIONS

Do **NOT** give gifts or donations to patients or employees of ILAC. It is extremely important to not set a precedent of gift-giving. This will cause an uncomfortable situation for future ILAC participants.

## ILAC SURGERY CENTER

### COOPERADORES

All ILAC programs are made possible because of the work of the "Cooperadores de Salud", men and women selected by their own rural communities to receive ongoing health care training and education at the ILAC Center. Cooperadores are integral links to the local campos, as they are responsible for screening patients for the various ILAC medical programs. The Cooperadores Program represents a permanent commitment to health care and education in the Dominican Republic.

### WAREHOUSE AREA

Please never take supplies that are in another team's dedicated area without permission from the other team and from an ILAC/CESI-staff member, with an agreement that you will be replacing the supply prior to that team's next mission. **ILAC appreciates the teams keeping their hold-over supplies to a minimum from year to year.** It is best if you can use what you need each year and only keep what you know will still be good and useful to the future year's mission. Space is limited and an over-packed warehouse is a safety issue.

### SHARED EQUIPMENT

Many groups and individual donors have contributed to the construction and the equipping of the ILAC Surgery Center. Because there is not a dedicated biomedical person to care and maintain equipment, it is important for groups to report and set aside non-functioning equipment for ILAC Staff to determine whether to repair or dispose of the equipment. Much of the durable medical equipment is intended for shared use between all med-surgery teams.

Some equipment/supplies belong to a particular team and are not for shared use. This special equipment is usually well-labeled with the team's name and is either stored in that team's area in the warehouse or in the equipment storage area in the main hall of the surgical center. If your team needs to use equipment that belongs to another team, you must first coordinate with ILAC staff to contact the owners of the equipment to ask permission.

### REMOVING EQUIPMENT FROM THE ILAC MISSION

Some teams operate outside of the ILAC Surgery Center but have ILAC coordinate some aspect of their trip. Please be conscientious that ILAC and its staff take the care of the equipment that has been donated to the surgery center very seriously. Any request to borrow or use equipment that has been donated to the ILAC surgery center outside of ILAC must be authorized by ILAC/CESI staff. This is true even if it was your team that donated the piece of equipment in question.

## STAYING HEALTHY: WHAT DO I NEED TO KNOW?

### TRAVEL INSURANCE

Travel insurance is encouraged for participants, and required for Creighton students and staff/faculty. More information provided by ILAC Office during the paperwork process.

### PROTECTING YOURSELF

*It is important that participants keep the DR ILAC Director, DR Program Coordinator, and/or your group's leader informed of any health related issues or concerns throughout the ILAC Program.*

The best plan for staying healthy is prevention. Food at the ILAC Center and in the campos is clean and safe. Eating street food is one of the most common ways people get sick and is not recommended. Tap water is unsafe to drink and should be avoided. Bottled water and bottled beverages such as soda are safe. Processed ice is also safe.

Participants should review guidelines related to health information as specified by the Center for [Disease Control \(CDC\)](#), as well as those provided by the US State Department through its consular information. Make an appointment with your doctor to discuss or obtain the required vaccinations. Overall, be certain that your "regular" vaccinations, such as tetanus, diphtheria, polio, measles, and maybe flu (ask your doctor) are up to date. Be aware that some immunizations need to be started months in advance of your departure.

The representatives of the Creighton University ILAC Office have the right to adapt procedures related to health and wellness given circumstances that might arise with participants in the Dominican Republic. This is consistent with the standards of conduct in the risk and responsibilities form signed by all participants.

### PRESCRIPTIONS AND MEDICATIONS

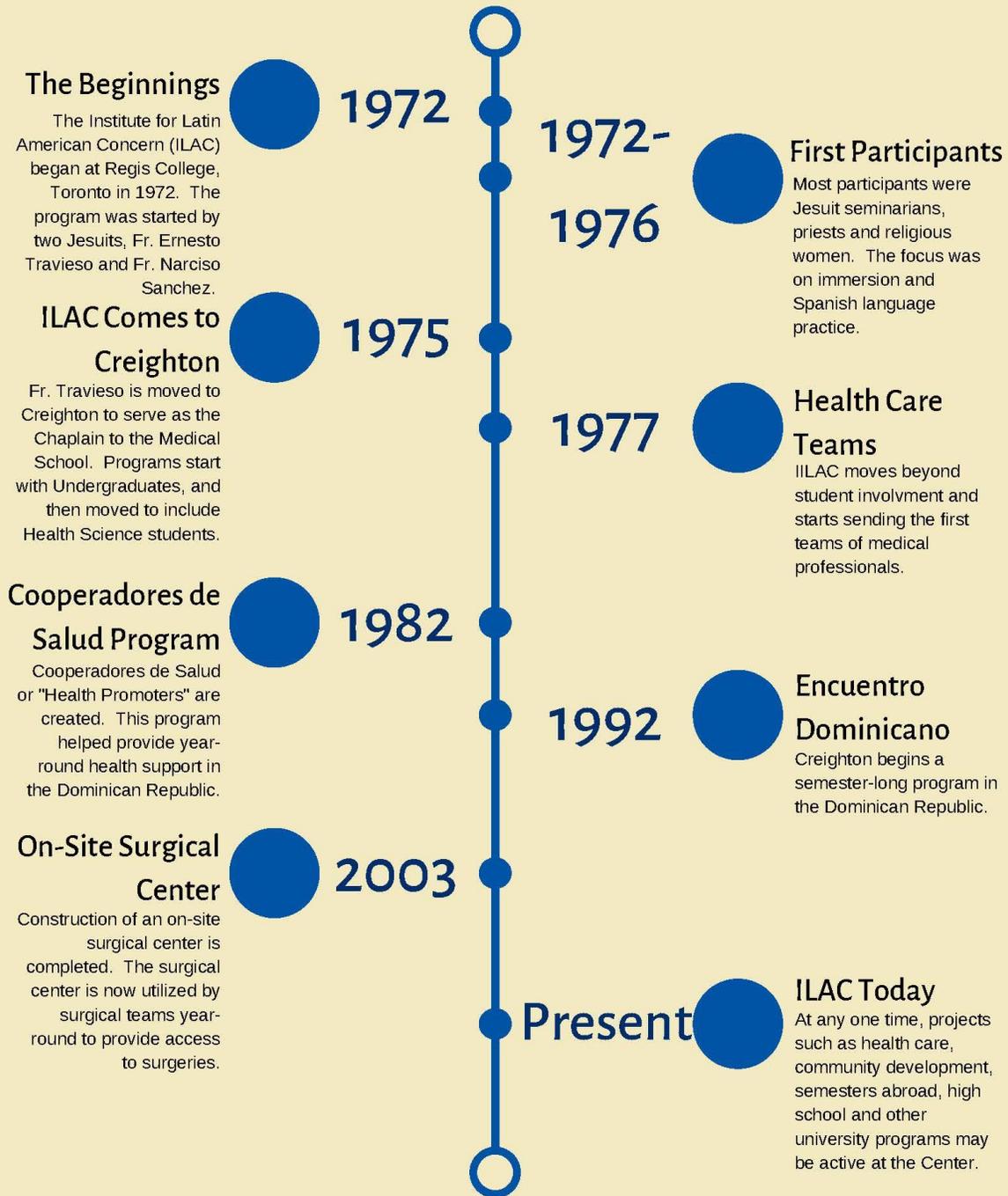
It is extremely important to get all prescriptions that you will need during your time in the D.R. filled in advance if you have any chronic health conditions (for example, diabetes, heart problems, depression, allergies, etc.). Take enough medication with you to last the entire time you will be away. If you give yourself shots (insulin, allergy shots, "Epi-pens"), carry a letter from your physician which justifies your possession of needles and/or syringes.

If you have a chronic health condition, wear a tag or bracelet identifying that condition, be sure that your group leader knows where your medication is, and keep emergency instructions for administering the medication in an easy-to-see place with the medication, in case you are unable to tell someone else what you need. If you use electronic equipment to monitor a health condition be sure you have plenty of batteries.

**Always pack medications in a carry-on bag, not in your checked luggage, which may get lost or separated from you. ALWAYS KEEP MEDICATIONS IN THE ORIGINAL CONTAINER, with the prescription information on the container.**

# HISTORICAL OVERVIEW OF ILAC

## History and Philosophy



## APPENDIX II: SUGGESTED READING LIST

### DOMINICAN HISTORY

*Why the Cocks Fight: Dominicans, Haitians, and the Struggle for Hispaniola*- Michele Wucker

*Sugar and Power in the Dominican Republic: Eisenhower, Kennedy and the Trujillos*- Michael R. Hall

*The Dictator Next Door: The Good Neighbor Policy and the Trujillo Regime in the Dominican Republic, 1930-1945*- Eric Paul Roorda

### SOCIAL JUSTICE EDUCATION

*The Bottom Billion: Why the Poorest Countries are Failing and What Can Be Done About It*- Paul Collier

*The White Man's Burden: Why the West's Efforts to Aid the Rest Have Done SO Much Ill and So Little Good*- William Easterly

*Mountains Beyond Mountains: The Quest of Dr. Paul Farmer, A Man Who Would Cure the World*- Tracy Kidder

*Half the Sky: Turning Oppression into Opportunity for Women Worldwide*- Nicholas D. Kristof and Sheryl WuDunn

### DOMINICAN FICTION

*In the Time of the Butterflies*- Julia Alvarez

*The Farming of Bones*- Edwidge Danticat

*The Feast of the Goat*- Mario Vargas Llosa

*The Brief, Wondrous Life of Oscar Wao*- Junot Diaz

### SPRITITUAL DEVELOPMENT

*The Alchemist*- Paulo Coelho

*The Jesuit Guide to (Almost) Everything: A Spirituality for Real Life*- James Martin

*The Call to Discernment in Troubled Times*- Dean Brackley

## APPENDIX III: EMERGENCY PROCEDURES

Please proceed down the list of Contact Numbers until you are able to communicate with someone.

1. Margarita Dubocq, ILAC Director, Santiago (DR): 809-736-0095 (office) or 829-333-6164 (mobile)
2. Jacquie Marte, Program Coordinator (DR): 809-490-7994(mobile)
3. Jenna Breiner, Program Coordinator (DR): 829-290-4782 (mobile)
4. Jill Muegge, ILAC Director, Omaha (U.S): 402-280-4185 (office) or 402-253-6093 (mobile)
5. Katie Kaufman, Program Coordinator (U.S.): 402-280-3179 (office)
6. ILAC/CESI office: 809-736-0774
  - a. Radalme Peña, Executive Director, CESI (DR): 809-841-0108 (mobile)

**Notify your group leader immediately in the following situations:**

- Injury, serious illness, or emotional problem occurs.
- Any form of harassment or discrimination takes place.
- Exposure to infectious diseases, including **needle stick/scalpel incident, dog bite**, and exposure to **suspected TB patient**.

**Remember these three steps when a blood and body exposure procedure occurs:**

1. STOP current activity. Evaluation and treatment should start within one hour.
2. CLEANSE with soap and water. Flush eyes with water after any splash.
3. REPORT to On-site Director/Coordinator.

**Needle Stick/Exposure situations:** *Do not let the patient leave.* We need their information and a blood sample from them. We will take the blood to a lab in Santiago to test for HIV, Hep B, Hep C, and Syphilis. Results are usually returned in less than 24 hours. Programs coordinated through the Creighton ILAC office have access to an anti-retroviral drug. The exposed person will be directed on how to take the anti-retroviral medication until the lab results are back. If the exposed person does not wish to take the anti-retroviral medication, we will request they sign a waiver and release to that effect.

**\*Creighton Staff and Leaders have specific procedure information regarding exposure incidents**

**Registering with the U.S. Embassy**

In preparation for your departure, we encourage you to enroll in the [Smart Travelers Enrollment Program \(STEP\)](#). By enrolling with the U.S. Department of State you will be registered with the U.S. Embassy in Santo Domingo. By registering, you are notified of any weather or political emergencies in the country and will be on their list of Americans in-country for your dates of travel.

## APPENDIX IV: CODE OF CONDUCT

ILAC participants will be expected to live consistently with the Creighton University Code of Conduct and the ILAC Code of Conduct. Further, participants will be reminded that all actions while in the Dominican Republic are direct reflections upon the ILAC/CESI Center, Creighton University, and the United States of America. They are ambassadors of all three realities.

Choosing to become an ILAC participant, whether as a student, faculty, staff, or professional obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement.

### CREIGHTON CODE OF CONDUCT

- No illicit or illegal drugs in the ILAC/CESI Center or in the Campos.
- No alcohol in the ILAC/CESI Center or in the Campos.
- No drunkenness in the Dominican Republic.
- No intimate relationships during ILAC Programs. Unmarried couples will room apart at ILAC/CESI Center.
- No riding motorcycles, mopeds, motor bikes, bicycles or four wheelers.
- No riding in the back of pickup trucks.
- No travel to Haiti or Cuba during ILAC Program.
- No inappropriate dress, e.g. short shorts, bare midriffs, "spaghetti-strapped" tops, see-through clothes, bikinis in campo, etc.
- No receiving body piercing or tattoos while in the Dominican Republic
- No smoking/vaping in the ILAC/CESI Center or Campos. Smokers please consult with ILAC Staff for appropriate smoking areas.
- No phone calls in the Campos unless it is an EMERGENCY.
- Limited use of ILAC Center phones. Phone cards are available for purchase when calling home. Most "smart" devices will work with ILAC wifi to use apps like Skype, MagicJack, Whatsapp or Facetime to call home. In case of emergency, notify ILAC staff.

***For Creighton Students: All code violations or alleged violations will be reported to and handled by the Creighton Office of Community Standards and Wellbeing.***

***For Non-Creighton Students: All code violations or alleged violations will be reported to and handled by the respective school authorities.***

## APPENDIX VI: SHIPPING MEDICAL SUPPLIES

### SHIPPING CONTAINERS

Twice per year, Creighton University ILAC Office facilitates the packing and shipping of a container from Creighton University to the ILAC Center in Santiago. Shipping months are shown below. For specific dates, contact [ilac@creighton.edu](mailto:ilac@creighton.edu)

- February (est. arrival to ILAC: April/May)
- July (est. arrival to ILAC: September/October)

To include items on these shipments, program leaders may ship donations and supplies to Creighton University during the designated supply collection times. **Specific instructions regarding the shipping address and shipping deadline dates will be provided to all program leaders via e-mail. For questions, contact [ilac@creighton.edu](mailto:ilac@creighton.edu)**

ALL boxes must be clearly labeled with an itemized inventory, measurements of Height, Length and Width in inches and program name on the outside of the box (i.e. Creighton PT).

All medical/surgical programs are charged by the percentage of equipment/supply volume placed on the container. Invoices will be sent to medical/surgical programs following the shipment date.

### HAND CARRIED MEDICATION AND SUPPLIES

We advise against hand-carrying medicine and supplies to the Dominican Republic unless necessary due to possible complications and delays at the airport customs screening. We recommend shipping supplies and medicine ahead of time on the shipping containers organized by Creighton University ILAC Office to ensure proper compliance with Dominican Republic customs and import policies.

If you or any of your program participants will be bringing medicine or supplies to the Dominican Republic in airline luggage you **MUST** create a detailed inventory list with the following information for each item:

- Name of Item (in English AND Spanish)
- Lot Number (if available)
- Expiration Date
- Commercial Value

This list must be e-mailed **BEFORE** travel to [ilac@creighton.edu](mailto:ilac@creighton.edu), and the participant must bring a copy of this inventory in his/her luggage.

Creighton ILAC can provide you with a customs letter in both English and Spanish confirming that the items you are carrying are donated goods and not intended for resale. Please request this letter by e-mailing [ilac@creighton.edu](mailto:ilac@creighton.edu).

**Improper documentation may result in delay of release of up to 4-6 days.**