

# **TEAM MEMBER TRIP CHECKLIST**



This checklist is to help you prepare for your trip to Africa. Please note that this list **does not** replace the necessity for you to review all documentation and to ask questions. Contact Village Care at [info@villagecare.com](mailto:info@villagecare.com) anytime you require more information.

## **Four months prior to departure**

- If you do not have your passport, start the passport process now. Visit your local post office or go to [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html) for information on how to obtain your passport.
- Start your fundraising now if you haven't started it already. If you need information or ideas on how to do this, email [info@villagecare.com](mailto:info@villagecare.com) and ask for our Fundraising Information packet.

## **Three months prior to departure**

- \$300 (non-refundable) deposit is due to Village Care.
- Send all required documents to the VCI office at:
  - 3240 Professional Drive, Auburn, CA 95602
  - **Team Member Application**
  - **Team Member Agreement**
  - **Medical Treatment and Liability Release Form**
  - **Copy of photo page of your passport (if available)**
- If you have not started the passport process, apply for one now. Ensure you will have enough time to obtain the necessary visa as well, if needed (VCI Logistics will advise you on the necessity). Contact both the passport office and the embassy (for your visa) for actual processing times so you can determine whether you will need to expedite the processing of either or both.
- Schedule an appointment with your local travel or health clinic regarding your immunizations – get your first shots started now!

## **Two months prior to departure**

- \$1900 payment is due to Village Care. Late payments will incur a \$50 fee.
- Insure all signed documents required by VCI have been submitted: **Application, Medical Treatment and Liability Release Form, and Team Member Agreement**. Keep one copy of each for your reference.
- Review all written materials received for trip preparation, specifically, this checklist and the **Village Care Impact Team member Guide**.
- As soon as your immunizations are completed, obtain visa (if necessary) for country or countries you will visit. This can be done at the embassy or through a visa service such as Travel

Document Services (<http://www.traveldocs.com/visas.htm>). Service organizations will provide you with information on the requirements for obtaining the necessary visa. VCI Logistics will advise on the need for your particular team.

### **30 days prior to departure**

- Final payment (airfare cost) is due to Village Care. Late payments will incur a \$50 fee.
- Continue reviewing all written materials received for trip preparation:

#### **Checklist**

#### **Trip Preparation Guide**

#### **VC Impact Team Member Guide**

#### **Outcomes and Practices List**

#### **Basic Home Health Care Guide**

#### **Team Member Agreement (copy)**

#### **Swahili Phrases and Language**

- Purchase travel insurance as soon as you receive your flight itinerary from VCI; send copy of the cover page showing policy number to VCI office via email or US Mail.

### **2 weeks prior to departure**

- If not done, submit proof of travel insurance or other travel/overseas health insurance coverage to Village Care

### **1 week prior to departure**

- Begin packing, referring to the **“Packing List for VCI Travelers“**
- Attach VCI-supplied luggage tags to each of your carry-on bags and any checked bags
- Ensure you have your passport, visa (if necessary) and updated immunization card
- Provide your bank/credit card provider with the dates and countries in which you may be using your credit or debit card so they do not freeze your account due to overseas activity
- Print and pack your trip itinerary
- Provide family or close friends with copies of the following: passport, banking/credit card information, flight itinerary, trip itinerary and Emergency Phone Numbers List
- Review your Team Member Agreement and all pertinent orientation materials
- Arrange for transportation to and from the airport for your trip

### **Day of departure**

- Arrive at the airport at least two to three hours prior to departure time with all necessary documents in hand, including your team leaders phone number.
- Wear your VCI nametag throughout your travels to identify yourself as a VCI Team Member and provide opportunities for discussion about Village Care and the work you will be doing in Africa. This will also help connecting team members find you at the airport.
- Be sure you have your **airline tickets, passport, visa and updated immunization card** with you when you leave for the airport!