

HERE AND HOME, inc.
HANDBOOK FOR TEACHING MISSION TRIPS TO
AFRICA (Adapted from ShareHim International Campaign Handbook)

GENERAL INFORMATION

Mission Statement

Here and Home, Inc. facilitates the participation of African academic professionals in the Diaspora and others in support of African higher education institutions through short-term teaching assignments, research collaboration, and professional development workshops.

Vision Statement

In recognition of divinely endowed talents in young people and their hunger for knowledge, Here and Home will develop one of the most effective partnerships with sub-Saharan African universities to fill the gap in teaching personnel through short-term volunteer services of the African diaspora and friends of Africa.

Our Values:

Passion for service to make a contribution where the impact will be felt the most.

Power of knowledge to equip the next generation of Africans in their search for personal and professional excellence.

Potential of partnership to expand resources and exchange ideas.

Teaching Mission Trips to Africa

Teaching mission trips in Africa are made possible by individuals and organizations who are compelled to support higher education institutions involved in training future leaders for the development of the continent.

We thank our sponsors, donors who support this ministry and teachers who donate their time. If you feel called to support Here and Home, inc. financially, you can make a tax-deductible contribution by sending send a check to:

Here and Home, inc.
42 Main Street, Suite 4
Leominster, MA 01453

The purpose of this handbook is to clarify expectations of parties involved and to help participants in this mission to make adequate preparations before they travel.

Role of Here and Home and Host Institution

Here and Home, Inc. (HHI) will contact Colleges and Universities in Africa to identify the need of teachers for their summer classes. Before the end of January, HHI will have all information relative to courses to be taught such as name, dates, course description, and number of students expected in the class.

Host institutions will provide accommodation and meals for teachers. HHI will get details of what is available in the guest rooms and if teachers will eat in the College or University cafeteria, or if the guest house has cooking facility for teachers to prepare their own meals.

Host institutions will arrange to pick up and drop teachers from and to the airport.

Role Here and Home and Teachers

Here and Home will:

- a) look for teachers with qualification in the subject and with at least five years of teaching experience.
- b) provide the course description, and expected number of students to the instructors.
- c) continue to be a channel of communication between host institutions and the instructor until the departure date.
- d) provide information relative to availability of teaching equipments such as video projectors, laptops, etc.
- e) purchase a round trip airline ticket in collaboration with teachers in terms of appropriate dates
- f) communicate with host institutions the teacher's arrival date and arrange their pick up from their airport.

Role of Teachers

1. Be prepared to teach large class (effort will be made to limit it to 50 students). Teaching assistant may be available for large classes.
2. Respect the course description and grading policy provided by the institution
3. Contact the head of academic department for other guidelines relative to your course syllabus.
4. If you can (not required), participate in the fundraising for airline ticket.
5. Plan to arrive a day or two before class starts and to return a day or two after giving final exam and submitting final grades. Keep in mind that a stay of more than 30 days may be a little more expensive.
6. Make the booking early using the direct and cheapest route. Fares increase as the departure dates nears. Arrange with the HHI treasurer, Obed Rutebuka on how to purchase the ticket. His email is orutebuka@llu.edu
7. Obtain visas (cost to be reimbursed by Here and Home, inc.) and vaccinations required for the countries you plan to visit
8. Participate in worship services and other student activities.

PLANNING YOUR TRAVEL

Obtaining a Passport

Many countries require your passport to be valid at least six months beyond your arrival date. If you need a new passport, apply immediately, since the process takes several weeks. In the US, rush delivery is available for a fee.

Visa Requirements

Many countries require arriving visitors to have a visa (permit to enter the country). Some countries allow visitors to purchase the visa upon arrival at the airport, while others require that a visa be placed in your passport by the country's embassy or consulate prior to arrival. The requirements for obtaining a visa vary widely from country to country. **Be sure you know the visa requirements of the country.**

To obtain a visa from an embassy or consulate, you'll likely have to submit multiple copies of an application form along with a few passport-style photos and pay a fee. Some countries also require a letter of invitation from an organization within that country. If so, Here and Home, inc. will help secure the letter. Country-specific visa requirements for US travelers can be found at travel.state.gov or www.traveldocs.com, or by calling the country's embassy or consulate directly.

Remember, you may need more than one visa. If you plan to leave the airport in a second country while en route to or returning from your host country, you may also need a visa for that country.

Applying for a Visa

Because some visas take several weeks to process, **apply for your visa at least two months before departure.**

Visa applications can be obtained from the embassy website's consular page. In some cases the necessary application must be obtained directly from the embassy.

You may be required to list the name and address of a contact within the destination country. Here and Home will provide that information to you. Unless instructed otherwise, you should request a tourist visa.

PLANNING FOR YOUR STAY

Learning About Your Destination

It's important to learn about the history, culture, and background of the people you will work with during the summer program. A good method is to obtain a travel guidebook,

such as one of the Lonely Planet series, and study the cultural and historical sections. Learn as much as possible from those you come in contact with.

Climate and Weather

For a general idea of the climate to expect in your destination country, visit www.climate-zone.com. For international weather forecasts and current conditions, visit weather.yahoo.com or www.intellicast.com.

Things to Pack

As you pack, keep in mind your airline's baggage weight allowance. In addition to clothing, toiletries, and personal medications, you may wish to include:

1. Sunscreen
2. Insect repellent
3. Hand soap
4. Emergency toilet paper
5. Small flashlight
6. Bag of powdered laundry soap
7. Antibacterial gel for hand washing
8. Dual-voltage travel iron
9. Dual-voltage hair dryer
10. Snacks, such as dried fruit and nuts, granola bars, wheat crackers, etc.
11. First Aid supplies (bandages, antibacterial cream, aspirin, etc.)
12. Charcoal tablets, Imodium, and Cipro (See the Health and Safety section below.)

Meals

The College or University will provide meals for you during your stay. Here and Home, Inc. will provide details of meal arrangement before departure. Normal arrangements include special meals prepared by the College or University cafeteria or providing cooking facility and food in the guest house.

Money and Credit Cards

Currency exchange rates can be found at www.xe.com/ucc/full.shtml. Be aware that the rate you actually receive will normally be a bit worse than shown on the website. Ask for advice from your contact person at the institution before exchanging large amounts of money. The local church organization may be able to change for you at a favorable rate.

Banks normally provide better exchange rates than hotels. You'll always receive the best rate when changing clean, recently printed large bills. In fact, you'll be unable to change worn, old, or low denomination bills in many countries. The exchange rate for cash is normally better than for Travelers Checks, which sometimes can only be changed at banks for a fee.

Credit cards are accepted in most major foreign cities, and ATMs are available at many banks. If you do bring a credit card, be sure to inform the issuing bank about your travel plans. Otherwise they may deactivate your card to prevent fraud.

It is safer to use a money belt rather than a purse or wallet. You should protect your return airline tickets and passport as if they were cash.

Internet Access and Phone Calls

Email is an easy way to maintain contact with family and friends while traveling. Many Colleges and Universities have internet available to students, faculty and staff in the computer labs. Check with head of your department for the use of campus internet in the computer lab or using your own computer.

Internet access at local “internet cafés” and some hotels is surprisingly widespread in most African countries, though connections can be very slow. If you don’t have a web-based email account, you can create a free account with Yahoo at mail.yahoo.com or with Google at gmail.com. If you must use your own computer, you’ll need to either have the internet café attendant connect your computer to their network, or contract with an internet service provider, such as iPass, that has dialup access numbers in your host country. To contact iPass, call 650-232-4100.

Many internet cafes also provide international telephone service. The per-minute rates are low—often cheaper than any other calling method—though the connections are not always solid. A more reliable, though more expensive option is to buy a local prepaid calling card.

You may also be able to use a calling card provided by your home long distance carrier, however this method can be quite expensive. For toll-free international access numbers for the major US phone companies, see the following websites.

AT&T www.usa.att.com/traveler/access_numbers/view.jsp

Verizon www2.verizon.com/longdistance/pdf/plan_callcard_wallet.pdf

Appropriate Conduct

Here and Home considers it a privilege to be invited to work in Colleges and Universities in Africa. Participants in teaching mission trips are expected to respect the people and their cultures. As professionals we should have a conduct that represents Christ, His Church and our professions.

HEALTH AND SAFETY

Vaccinations and Anti malarial Drugs

Remember that it is possible to contract a disease during a short trip. It is wiser to be cautious and think preventatively. Consult your physician or local public health department about which vaccinations to receive before traveling. Recommendations can be found at www.tripprep.com and www.cdc.gov/travel. Note that vaccinations may be less expensive at your public health department than at a physician’s office. Also, note that several African countries require visitors to provide proof of Yellow Fever vaccination.

Malaria is a potentially fatal disease that is endemic in many warm parts of the world. Country-specific information is available at the websites listed above or from your local public health department. If malaria is a risk in the country you are going, see your physician about a prescription for a prophylactic drug such as Larium or Malarone. Remember to take these drugs with food.

Please take your anti malarial drugs as prescribed. The risk of potential side effects is far less than the risk you face if you contract malaria. Of course, the best defense against malaria is to avoid mosquito bites. Bring repellent and use it liberally, especially at dawn and dusk.

Food, Water, and Upset Stomach

Food that is cooked or peeled is normally safe. Beware of salads, fruit juices mixed with unpurified water, and ice cream that may have thawed and been refrozen. Assume all tap water is unsafe, including ice in drinks. Drink only purified water or prepackaged drinks. Bottled water can be purchased in most countries.

Even if you are careful, upset stomach is still likely at some point during your travel. Remember to keep drinking plenty of fluids. Foods like bananas, rice, and apples, and natural remedies like charcoal can often help. Imodium or similar medications can stop diarrhea temporarily, though a complete course of an antibiotic such as Cipro is generally a more effective treatment. Consult your physician about these and other remedies before leaving home.

Sickness and Emergencies

In case of sickness or accident, seek treatment locally and save any medical expense receipts for insurance reimbursement. If you become more than mildly ill, alert the head of the department at the host institution and Here and Home, inc. at (978) 660 8846 or email Issumael Nzamutuma at issumael.nzamutuma@gmail.com.

Here and Home, Inc. purchases Short-Term Travel Insurance from Adventist Risk Management for all participants age 84 or under who participate in the program. Obed Rutebuka, our treasurer, will mail you the certificate before you travel. Remember to carry the certificate with you.

The length of coverage is 30-32 days. It is possible to extend your coverage in advance. If you need to do so, contact HHI Treasurer. Also, if you should need to file a claim, contact Adventist Risk Management for the forms.

Below is a summary of the coverage and plan limits. If you desire additional coverage, feel free to make other outside arrangements as needed.

Coverage Plan Limit (USD) – PLAN A, CLASS I

Accidental Death & Dismemberment \$ 5,000

Basic Medical (Excludes Pre-existing Conditions) \$140,000

Personal Affects / Baggage \$1,500 (\$25 deductible)

Emergency Evacuation / Repatriation: 100% of the Covered Expenses

Trip Cancellation \$1000 per Policy Term.

Loss or Theft of Valuables

As you travel, be especially careful to guard your valuables at all times. When flying or traveling by bus, carry valuable items with you rather than in your checked luggage. In case of loss or theft of valuables, you should attempt to obtain a police report of the incident. If this is not possible, collect signed statements verifying the loss from responsible witnesses. The report or statements will help prove the loss for insurance reimbursement purposes. If the loss is significant, contact Here and Home, Inc. immediately.

Safety

Perhaps the greatest potential risk you will face in many countries is being struck by a vehicle. Be extremely careful when crossing the street. Also, we discourage making any side-trips without prior consultation with the school authorities. As in all countries, some areas are safer than others and accurate information is essential.

Risk is an inherent part of travel, and ensuring absolute safety under all circumstances is simply not possible. Before you travel, do not forget to sign a Release, Indemnity and Assumption of Risk Agreement form Here and Home, Inc. will send you.

PLANNING FOR YOUR TEACHING

Patience and Flexibility

Before you travel, ask the Lord for an extra dose of patience and flexibility. In many parts of Africa, the concepts of preparation and scheduling have very different meanings than you may be accustomed to. Also, realize that people in African cultures don't expect the kind of clockwork perfection you may prefer. In fact, in their country, their way will often work better than your way. At times you may simply need to stop, take a deep breath, and remember that you are in the Lord's work and the results belong to Him.

SIGHTSEEING

Some schools may arrange a one-day trip for you to see some important sights of the country before you return home or you may arrange your own. If you arrange your own, host institutions will provide you with details of who to contact and safety information.

EVALUATIONS

Student Evaluation

Here and Home will arrange with the administration to have students evaluate your course during the last week of the course. Results of the evaluation will be analyzed by HHI and shared only with you unless you want it otherwise. The evaluation form is attached.

Your experience

We would like to know your experience at this mission trip by completing a short survey that will be emailed to you by HHI when you return.

The purpose of these evaluations is to help us improve the service we provide to our institutions and to students on the continent of Africa.

[THANK YOU FOR YOUR PARTICIPATION](#)

APPENDICES

1. Student Evaluation Form
2. Release, Indemnity and Assumption of Risk Agreement Form