

AFRICAN
VISION of HOPE

MISSION TRIP PACKET

 Ending Extreme Poverty,
One Child at a Time



Dear Team Member,

Thank you for taking a huge step in a truly life-changing experience! This trip promises to show God at work in your world and how you can take the baton to the next generation.

Keeping yourself vulnerable and open to crossing borders, entering into a territory of cultural and economic poverty, changes your heart and your perspective on your world. It is pure and undefiled religion to visit orphans and widows in their affliction (James 1:27).

I know you will come home from this trip with a passion and a desire to help the widows and orphans of Zambia! Use this packet as your guide to becoming an advocate for the orphans and widows Christ promised would be with us always.

I look forward to serving with you!



Judi Bertels
President/CEO



Our Mission

African Vision of Hope is a Christian organization committed to bringing immediate and lasting solutions to children and families living in extreme poverty. We confront the root causes of poverty by providing opportunities to be educated, grow up healthy, develop leadership and economic skills and learn about God's love.

Who are we?

We are servant leaders and partners with the poor, our donors, staff and volunteers in this ministry. We suffer alongside those we serve and work to give them an active voice and provide listening ears so they are active partners in solving problems. We value and respect the dignity and culture of these relationships as we work towards a common goal.

People matter to God and they matter to us. We believe children are a heritage and a blessing from God. We believe each child should have a family and be encouraged and loved.

We ensure children living in extreme poverty will:

- Grow up safe and healthy
- Receive a Christ-centered education
- Learn critical life skills
- Find restoration in Christ



Should I go?

This is a question each potential team member should wrestle with. Ask God to reveal to your heart why you have this interest and desire. Some key things to remember about a mission trip with African Vision of Hope:

- A mission trip is not an “experience.” Theme parks and vacations better serve those needs.
- A mission trip is not a retreat. It is true, the pace of life and hustle of your normal day-to-day will change. But your time in Zambia will be very busy – it is a working trip.
- A mission trip is not a place to “work on” any issues you may be experiencing in life.



This trip will be an opportunity for you to serve. You will be living the days in Zambia as a servant, giving your best to the people you serve. You need to be in good mental, physical, and spiritual condition. This is a time of pouring out; if you're finding yourself in a season of “empty,” then this trip will be impossible.

Additionally, consider the reminder from Christ's half-brother James, “Not many of you should become teachers, my fellow believers, because you know that we who teach will be judged more strictly.” - James 3:1

Preparing Your Heart & Engaging

"Then Joshua said to the people, 'Consecrate yourselves, for tomorrow the Lord will do wonders among you.'" - Joshua 3:5

Here are a few things to think about and do as you prepare.

1. ENGAGE WITH THE LORD

Spend regular time with the Lord in His Word and in prayer. Our biggest goal for this trip is to glorify God in our personal devotion to him and in our public obedience to His call to make disciples of all nations.

- Here's a list of books you can read before the trip to help you prepare:
 - *Kisses From Katie* by Katie Davis
 - *Radical* by David Platt
 - *The Boy Who Harnessed The Wind* by William Kamkwamba
 - *Too Small To Ignore* by Wes Stafford
 - *Unfinished* by Richard Sterns
 - *Walking With The Poor* by Bryant Myers
 - *The Garden Of The Burning Sand* by Crobin Addison
 - *28 Stories Of AIDS in Africa* by Stephanie Nolen
 - *Both Feet In* by Bud Fray

2. ENGAGE WITH THE TEAM

Recognize you play a significant role in this trip. Each team member is valuable and has a place on this team! Commit to getting to know the team during meetings or outside of them. It is helpful to form relationships and bonds before you leave.

Trip Costs

The cost is **\$1,750**** for your time on the ground in Zambia.

- Your trip cost is based on 7 nights, 8 days on the ground (subject to change based on trip).
- This cost includes:
 - Lodging, transportation & meals* while on mission field (*meals in airports, on airlines, or in transport while in Zambia are not included. Plan on covering these costs separately.)
 - International Mission Trip Insurance
 - African Vision of Hope T-shirt

A \$500 non-refundable deposit + Mission Trip Application forms are required to secure your spot.** This is deducted from your total cost.

- You must submit both deposit & Mission Trip Application **three months before** your trip.

****Any expenses paid via a card will incur a 3% card processing fee.**

WHAT OTHER COSTS ARE NOT INCLUDED IN THE \$1,750?

- **AIRFARE:** YOUR ROUND-TRIP AIRLINE FEES **MUST BE PAID AT THE TIME OF BOOKING.**
 - Fares vary. We will provide an estimate once the deposit & packet are received.
 - **FLIGHTS WILL NOT BE BOOKED UNTIL THOSE FUNDS HAVE BEEN RECEIVED.**
- **Baggage Fees:** You will be taking two 50-pound suitcases, one for personal items, one with supplies desperately needed in Zambia.
- **Background Check: \$29** - once the deposit and Mission Trip Application are received, a link will be emailed to you to complete the Background Check.
 - Completed and clear Background Check is required to secure your spot.
- **VISA:** You will receive once you arrive in Zambia. Currently, the VISA is free.
- **Spending money while in Zambia***:** While in Zambia, we may make random stops for a soda or go to the market to buy local jewelry, fabrics, decorations and more. Please use personal discretion for souvenirs (you will need cash as Zambia is a cash culture). Zambia's currency is the Kwacha, so USD will need to be converted prior to trip.
 - These funds will be given to you in Zambia.
 - *****MUST BE RECEIVED IN THE AFRICAN VISION OF HOPE OFFICE 30 DAYS BEFORE DEPARTURE.**
- Hotel accommodations travel to or from Zambia
- Food while traveling to and from Zambia
- Calling or WIFI plans
- Passport fees
- Antimalarial medication, immunizations (recommended by the CDC), or any other medications
- Any medical care needed while traveling to or in Zambia
- **MEDICAL EMERGENCY FUNDS:** SEE MEDICAL EMERGENCY & INSURANCE SECTION.

Trip Payment Schedule **

- 3 months (or more) out - Application + \$500 Deposit + Background Check,
- Airfare due at booking
- 2 months out – Half of the \$1750 trip cost due
- 45 days out – Final Payment due
- 30 days out – Spending money to convert to Kwacha

**Any expenses paid via a card will incur a 3% card processing fee.

RAISING FUNDS

We encourage you to raise funds for your trip. You can do this by writing letters and sending to your family, friends, and church to ask for support. We would be happy to help you with samples of letters, etc.

Per IRS guidelines, please do not promote the fundraiser as African Vision Of Hope events, but as a fundraiser to raise money for your Mission Trip.

Donations can be sent to our office: **17 Professional Park Drive, Maryville, IL 62062**, or through our website: **africanvisionofhope.org**.** Please make sure any donations given for your trip have your name and Mission Trip month/year attached. If you do not go for any reason, your team leader will work with you on future dates.

**Any donations paid via a card will incur a 3% card processing fee.

**If a check is written to African Vision of Hope, this donation will be tax-deductible.

IMPORTANT: IF FOR ANY REASON YOU CANNOT GO ON THE TRIP, YOUR MISSION TRIP DONATIONS ARE NOT REFUNDABLE.

Medical Emergency & Insurance Information

African Vision of Hope will purchase **International Medical Insurance** covering emergency medical situations.

If an injury or medical emergency arises where insurance is needed:

- Mission team member impacted is required to create a claim by notifying the international missionary insurance company provided to them.
 - It is recommended to file a claim even if injury is not severe due to unknown or underlying symptoms/issues arising after the fact or even after return to the USA.
 - Even after return to the USA, coverage remains in effect for 1 year, as long as initial claim was filed appropriately.
- All rendered services will be paid by the mission team member **at the time of service** in cash or credit card (if accepted).
 - Be sure to keep & submit all receipts related to incident.
- Eligible expenses will be submitted for reimbursement upon return by the impacted mission team member.
- Coverage includes evacuation back to the USA, if needed.

IN CASE OF A MEDICAL EMERGENCY, ALL MISSION TRIP TEAM MEMBERS **MUST** HAVE AN ACTIVE **CREDIT CARD** (VISA OR MASTERCARD, NOT AMERICAN EXPRESS) AND **\$100 USD CASH** DURING THEIR TRIP FOR EMERGENCIES.

IMPORTANT! Participants listed in a high-risk category by the CDC are advised to not participate without a doctor's clearance.

Cancellation Policy

Mission Trip donations are **not refundable** if you must cancel your trip, for any reason. All funds donated towards your trip by other sources will **not** be refunded to said sources or to you.

All cancellation fees will be used to support African Vision of Hope programs and mission.

Purchased airline tickets are not refundable.

If African Vision of Hope is forced to cancel a mission trip due to a national disaster or pandemic (i.e. coronavirus), you will be eligible for a refund of funds personally donated, **less a \$500 fee** per participant for incurred expenses by African Vision of Hope.

All mission trip funds **are not** transferable to another person.

If you cancel your mission trip, your reserved spot does not automatically transfer to future mission trips. African Vision of Hope reserves the right to decline future eligibility for mission trip attendance. Depending on each situation and circumstance, African Vision of Hope will work with you to plan a future trip, if eligible.

Travel Details

Please note: In order for there to be a mission trip opportunity, there must be a trip leader and a minimum of 4 team members.

BEFORE YOU DEPART

- Vaccinations/Immunizations: Please check with your doctor & the CDC for recommendations.
- Check with your doctor for any medications/medical supplies you may need for yourself such as: EpiPen for allergies, Inhalers/medications for asthma, Diabetic supplies, or any other medicines/supplies not found in a common first aid kit.
- Get your antimalarial medication prescription filled well in advance to avoid out of stock issues closer to departure date. Malaria can be deadly.
<https://www.cdc.gov/malaria/travelers/index.html>
- African Vision of Hope requires International Mission Trip Insurance for trip participants through iTravel IQ.
- Make sure your passport has at least 6 months left on the expiration date from the date you will be departing Zambia.
- Exact dates will be given at the time of booking.

BEFORE THE AIRPORT

- Check-in for your flight 24 hours before departure via the airline's website & confirm your seat.
- Verify all checked baggage size and weight restrictions and any fees on your airline's website.

AT THE AIRPORT

- Arrive at the airport at least 2.5 hours before your flight. If you arrive later, you could miss your flight or lose your seat on the plane.
- Wear your African Vision of Hope t-shirt so your team and staff in the mission field will recognize you.
- Contact your trip coordinator if you are flying through another city and have questions.

ON THE PLANE

- Complete the customs declaration form, and keep your passport and invitation letter handy.
- If asked if you have prescription drugs, the question refers to prescription drugs for a medical ministry team, not other personal medications.
- If asked what you brought in your luggage, say "My personal belongings."

ARRIVING IN ZAMBIA

- Upon arrival at Lusaka International Airport, you will go through customs, where you will have your passport stamped.
- The African Vision of Hope team leader will talk you through how to answer questions.
- Be prepared to show the "Invitation Letter" sent to you by your team leader. The agent may or may not ask if you have an invitation letter. You will only need to present the letter if they request it.
- You will tell the agent, "I am visiting on holiday." When asked for the address where you will be staying, write:

African Vision of Hope

Plot 2259 CL/3

Ibex Hill

Off Twins Palms Road

- Put your completed declarations form inside your passport and hand it to the customs officer.
- Next, you will be met outside the airport by one of our staff who will drive the team to the Mission House. There you will meet other field staff who will care for you the rest of the trip.
 - Our Mission House is safe (protected by a locked gate) and functional. It has running water, a kitchen, bathrooms, and bedrooms.



Security & Safety Statement

We know there are inherent risks associated with travel outside the U.S. We do everything we can to make the trip experience impactful, and all we can reasonably do to keep each participant safe. Although the inherent nature of travel to a foreign country makes it impossible to guarantee anyone's safety, know that mitigating risk is our top priority.

We are in constant contact with our team on the ground in Zambia, and we monitor trusted websites tracking any challenges related to travel within Zambia. Our in-country staff, who work every day in the areas where you will visit, keep us apprised of any concerns related to specific areas of operation.

In the event these risks become too high, African Vision of Hope will cancel or postpone a trip to protect the safety of our team members, volunteers, and our in-country staff.

While you are on your trip, you will find we have behavior protocols in place. Although some of these may feel restrictive, they are necessary to reduce the inherent risk of travel in the specific country you will be visiting. As always, our intent is to provide a great trip experience for each of you. Please familiarize yourself with these protocols before you leave for your trip.

Gifts & Donations

While it feels instinctual to want to give material things to those with such great need, it can be very damaging and may even cost a child their education or endanger their life. Also, giving any individual gifts can hurt feelings, damage relationships, and put you in an uncomfortable situation.

- **DO NOT GIVE OUT YOUR PERSONAL INFORMATION:**
i.e. phone number, email, address, Facebook, Instagram.
- **NO GIFTS, CASH OR DONATIONS** of any kind are to be given to anyone in Zambia. This is a strict policy, if you have any questions please ask your U.S. team leader.
- All gifts and donations **must be processed** through our corporate office in Zambia.
 - **DO NOT DELIVER ANY PERSONAL GIFTS OR DONATIONS NOT PROCESSED THROUGH OUR CORPORATE OFFICE.**

Behavior Protocol

The following general security behavior protocols are in place to reduce risk to you or your group while you are traveling to African Vision of Hope in Zambia.

1. NEVER GO OFF THE FACILITY WITHOUT A U.S. MISSION TEAM LEAD

“Facilities” include where you are staying overnight, the schools and transportation provided, therefore:

- Do not leave your compound/school or Mission House without permission from the U.S. lead.
- Always travel as a group of 2 or more.
- Do not walk around the selected community by yourself or wander off from your team.
- You are never to be alone with someone of the opposite sex, no matter the age.

Violating these protocols puts you, the team, and our staff at additional risk and are prohibited.

2. DO NOT BE CONSPICUOUS WITH YOUR PROPERTY

Any display of foreign wealth (which may be just a few dollars or even costume jewelry) presents a target for crime, therefore:

- Do not wear expensive jewelry.
- Do not carry large amounts of cash with you as we travel around Lusaka.
- Do not make cash visible.
- Do not display electronic hand-held devices such as cell phones and tablets.
- Do not leave valuables unattended.
- Keep your passports secure, kept in your room at the Mission House.

3. UNDERSTAND CULTURAL DIFFERENCES

Although our culture may be very open to certain practices and behaviors, in the areas where we work, those same practices can be afflicted with gang culture. In areas where gang activities and social unrest influence our work, African Vision of Hope staff and volunteers are often accepted by controlling powers because we have identified ourselves as Christians with a particular purpose benefiting families and communities, including their own. However, in these cultures, Christians are often identified by not smoking and not consuming alcohol. Therefore, do not smoke and do not consume alcohol.

4. AVOID PERSONAL INTERACTIONS WITHOUT PROPER INSTRUCTIONS

Local church and community leaders understand the social contexts of their environment. They have invited African Vision of Hope’s national staff, who are in turn hosting North American visitors. They value the cross-cultural interaction with our volunteers and are eager to introduce us to the community members involved in our shared work. However, our presence often causes curiosity among others not associated with the ministry. Therefore:

- Do not initiate social contact with staff or other people.
- Always work through your in-country host to interpret unexpected interactions.
- Ask in-country staff hosts to initiate any desired introductions.
- Never be alone with a student or staff member.

If you sponsor a child through African Vision of Hope, let your team leader know, and we will do our best to make it possible for you to meet them. You will not be allowed to visit the child in their home, but you will meet them at an African Vision of Hope school. Please be aware that when you meet your sponsored child, other children will be watching too. We do not want to make other children feel less valued, so please keep this in mind.

Only build relationships in the context of your entire team. Team members must travel in groups of three and never be alone with the opposite sex, including students and staff. See the Intimacy Rules Agreement in the signature pages below.

5. PHOTOGRAPHY, OTHER THAN PERSONAL USE, IS PROHIBITED.

Any and all photographs and/or videos you make may only be for personal use. You must have written permission from African Vision of Hope to use photographs and/or videos of any and all African Vision of Hope owned, leased, or occupied properties, any and all individuals on such properties, and any and all individuals otherwise associated with African Vision of Hope for commercial broadcasting, advertising, marketing or publishing in any medium.

Commercial use of images is prohibited, including but not limited to: retail items or materials intended for sale (books, calendars, postcards, place-mats, screen-savers, personal or commercial letterhead, promotional materials, and copies/use of the image itself), packaging or promotion of products intended for sale, and advertising materials and/or campaigns in any medium intended to generate funds for individual or entity other than African Vision of Hope.

As you pack for your trip...

IMPORTANT THINGS TO REMEMBER

- Airlines allow **two** 50lb suitcases, a personal item, and a carry-on (purse or laptop bag). The personal item should not be a book bag but rather a large laptop case or a large purse. We suggest putting your book bag in your luggage and taking a small carry-on luggage and a large purse or business-type briefcase. **Check airline websites for baggage limitations & restrictions.**
 - **Put important personal items in your carry-on**, such as:
 - Any electronics and cameras
 - Medication
 - A complete change of clothes
 - Bible and pens
 - Anything you might need for the first 24-48 hours
 - Leak-proof water bottle
- **Luggage Ribbons:** We suggest that your group tie matching ribbons (large enough to spot 15 feet away) on each piece of luggage. This will assist in the identification of luggage if and when we have to retrieve pieces from the airport.
- **Make copies of your important documents** (passport, tickets, etc.) and keep in your checked luggage. Also, consider giving copies to family members in case of an emergency.
- **Use small bottles to pack toiletries.** (Travel-size toothpaste; other items in small containers)
- **No clothing with peace signs, ghosts, witches, or skulls.** Please use good discretion.
- **Comfortable, CLOSED-TOE shoes** needed for walking long distances & over uneven surfaces.
- **WOMEN** - Do not wear shorts or any clothing above the knee at any time (in Mission House, at African Vision of Hope schools, etc.) **Please dress modestly.**

Packing Checklist

- Address list and list of important contacts and phone numbers
- Passport (and a copy of it)
- Invitation letter from African Vision of Hope
- Copies of insurance
- Tickets and flight itinerary
- Insect repellent
- Money for traveling to and from Zambia, including:
 - *Medical Emergency **MUST HAVE:** \$150+ USD + credit card
 - *Reminder: spending money for use in Zambia (Kwacha) will be wired ahead of time
- Bible
- Notebooks, paper, pens, pencils (for journaling)
- Hat or visor
- Water bottle with your name on it
- Sunscreen (important)
- Chap Stick (very important because it is very windy and dry)
- 1 towel and 1 washcloth (this will not be provided)
- Camera (Please see Photo Release Statement)
- Jacket or sweatshirt (May - August)
- 2 large trash bags (39 Gallon size)
- 25 heavy-duty paper plates and napkins
- 10 gallon-size zip-lock bags
- 3 Tide pods
- Tissues
- Hand sanitizer or wipes (wipes are best; women need wipes for airports & daily travel as most times there is no toilet paper)
- Power converter (if you need to charge cameras or phone)
- Protein or snack bars
- Individual single drink mix packets to add to water
- Breakfast food (if you don't like eggs, as we make these daily)
- Antimalarial meds, antibiotics, anti-diarrhea medicine, your medications, etc.
- Contact solution, eye glasses, etc.
- Soap, shampoo, or whatever toiletries you may need

What You Will Be Doing

We will build the trip itinerary around the skills that each team member brings, so you can best use your God-given gifts!

Below are areas of impact we will be working in:

- Medical team
 - Weigh and measure children
- Trade skills
 - Sewing and Empowerment
 - Carpentry and Welding
 - Farming
- Training and leadership
- Maintenance and repair
- Photography and journalism
- Music
- Sports and recreation
- Children and youth Bible studies
- Counseling



Culture

The time spent in Zambia is primarily about building relationships. With that said, it is very important to understand their culture and to be sensitive to it. Zambia's are laid back and will spend a lot of quality time with you.

- Students/children may not look you in the eye when you speak to them. This is their culture. They are treating you with respect when they do this.
- Women dress modestly and have a quiet strength about them. A Zambian man may not greet a foreign woman with a hug or handshake unless the woman shows permission to do so.
- Men are leaders. They develop their leadership status by what they do and how well they eat. Zambia is a male-dominated culture. Respect their ways, whether you agree or not. Women should dress modestly, and men should watch their body language so as not to show dominance or authority.
- Zambia's in general are very polite and proper. Watch how you speak so that you don't convey aggression or arrogance. Body language communicates more than we realize - seek to communicate what is in your heart with your face and your actions.

At all times, modesty must be observed. In many cultures around the world, the concept of "modesty" is much more modest than the typical American conception of it. Failure to recognize such cultural differences jeopardizes ministry effectiveness and team focus. Trip participants must not conduct themselves nor dress in any way that calls ungodly attention to self and distracts from ministry goals. It is necessary to pack accordingly.

Zambia is a landlocked country in southern central Africa. It has a population of about 19 million with 1.3 million orphaned children. It is bordered by Angola, Zaire, Tanzania, Malawi, Mozambique, Zimbabwe, Botswana, and Namibia. Zambia has more than 70 different tribes that all have different dialects and different cultural and spiritual traditions. Many of the rural areas still retain their indigenous and traditional customs and values.

Zambia's currency is the kwacha. The staple food of Zambia is nshima, which is made with white corn meal. Most Zambians eat this at every meal, and for many, that is their meal. They usually eat with their right hand. The nshima may be served with cabbage, beans or soy and lots of salt. Zambians drink tea several times a day, and it is similar to a chi tea with lots of sugar.

Witchcraft, Wizards, voodoo and black magic are an everyday part of life in Zambia. Many times, it is intermingled with Christianity. Africans take this very seriously as they know that the battle is against evil and not flesh and blood.

Language Tips - Zambian Words

While in Zambia you will hear two primary local dialects, Chinyangja (Nyanja for short) and Bemba. Here are a few words in Nyanja to familiarize yourself with.

Greetings/Courteous Questions

Muli bwanji - "How are you"
Nili bwino - "I am good"

Ndiwe ndani - "What is your name"
Na ma years zangati - "how old are you" (for children/youth)
Muli nabana bangati - "how many children"

Zikomo - "Thank you"
Yeo - "welcome"

Muyenda bwino - "Travel well"
Musale bwino - "Remain well"

Directional (primarily to use with children)

Nkalani Zii - "please keep quiet"
Leka - "stop"
Choka apa - "move"

Bwelanyi pa fupi - "come near"
Bwela kuno - "come hear"

Nikokondai mutima wanga once -
"I love you with all my heart"

Additional Words

Chizungu - "English"
Kamba Chizungu - "Speak English"
Emelela - "Stand up"

Mazungu - "one white person"
Mazungu - "white people"
Muzanga - "friend"

Zingati - "how much"
Wadula - "too much"

Niza bwela - "I am coming"
Mange mange - "soon"

When greeting anyone in Zambia there is the traditional handshake and hug. The handshake is with the right hand as the left hand is considered unclean for several reasons. It is impolite to start a conversation without first asking how someone is doing and how their family is doing.

Zambians will not understand many idioms, colloquialism and slang (i.e., "I have a frog in my throat", "get your ducks in a row", "sick as a dog", "rub someone the wrong way", "out of the blue" and so on). They will take everything you say literally. Speak slowly and think before you speak. They use the Kings English, which is a very proper format of language.

Weather

In Zambia, there are two main seasons:

1. Rainy Season (December through March)

- Warm
- Rainy

2. Dry Season (April through October)

- Winter (May/June to August)
 - Cool and dry - High 70's and Low 50's
 - You will need a heavy sweatshirt or light jacket. Sweatpants and t-shirts are best for sleeping.
- Summer (September - November)
 - Hot and dry
 - Women: **NO** shorts or any clothing above the knees. You can wear skirts, dresses, capris, and pants (yoga pants are not appropriate). Nothing sleeveless.

Food

- Expect to eat plenty of Nshima (SHEE-muh), beans, cabbage and vegetables, and chicken.
- *Nshima is made from white maize flour.
- We'll eat healthy meals that we cook at the Mission House.
- Be prepared to help with the meals, washing dishes, and preparing lunches for the next day.
- We only drink bottled water or filtered water at the Mission House.

Your Stay

- You will be staying at the African Vision of Hope Mission House in Lusaka, Zambia.
- The total trip time with travel is 10 days.
 - On the ground in Zambia 8 days and 7 nights.
 - Additional days may be added at an additional expense.



Mental/Physical Demands

African Vision of Hope asks each participant to personally acknowledge and evaluate their own mental and physical health.

- You will need the ability to withstand the demands of the trip.
- Participants should expect to experience:
 - Long days (at times up to 15 hours) that are mentally and physically draining.
 - Walking long-distance and in difficult conditions (rocks, mud, and wet roads).
 - Long hours between eating meals.
 - Participating in all "team chores" such as cooking meals, cleaning the Mission House, and preparing for the next day.

Final Thoughts & Summary Sheet

1. REMEMBER WHY YOU ARE GOING

Upon seeing a group of Americans, people may immediately assume you've arrived to give handouts or "fix something." You are there to learn, to serve, and be a witness for Christ.

2. RECOGNIZE YOU'RE IN A DIFFERENT CULTURE

If you were visiting a community and saw people drinking river water, you might understandably be shocked, worried, and want to jump into action by passing out water filters. What you might not see is the broken-down well nearby—a clean water source abandoned due to a lack of maintenance or expertise. It's important not to solve these third-world problems immediately. Remember, African Vision of Hope has long partnered with the community and has a more complete understanding of their situation. Ultimately, God is in control.

3. EXPECT TO BE CHANGED

Take time to honestly evaluate what you want to get out of the trip (and what you're willing to put into it). What do you expect to learn, see, and do? Then, recognize your experience may differ. Without flexibility, culture shock can easily end up sucking the joy out of your visit. Your only plan is to be in HIS plan.

4. DON'T GO EMPTY HANDED

Journal every day! You are encouraged to bring back one specific story and share it with others. When we are impacted powerfully, it's easy to make promises about how our lives will never be the same. But the demands of our busy schedules often take over, and it's easy to return to normalcy by the time our jet-lag has ended. Commit to being intentional and give yourself visual reminders (like a picture on the fridge), pray daily for the people you met, get involved in the local ministry, and share your experience. Then, when asked what you were doing out of the country, you'll have more to talk about.

Mission Trip Application Checklist

Please note, African Vision of Hope will **not** hold your spot on a mission trip until you complete and submit **all** required documentation and monetary requirements. Mission trip spots fill quickly - please practice due diligence and complete the application in a timely manner.

Complete the following to finalize your Mission Trip Application:

- Complete, sign, and return trip agreement forms (pages 17-25) to your trip leader
- Complete short interview with an AVOH Staff Member (We will contact you!)
- Go to africanvisionofhope.itraveliq.com/trips
 - Select the trip you will be attending and register with the website
 - Create a profile, filling out your personal and medical information
 - Upload a photocopy of current passport (**must be 6 months before expiration from time of departure**)
- Submit \$500 Deposit
- Complete Background Check
- The trip leader will be in contact with you to start working through details
- Please note: You will receive an email once you return, asking for your feedback and to write a review of the ministry on the Great Nonprofits website.



Mission Trip Application Form (Part 1)

PLEASE PRINT

*By completing this application, you acknowledge you have read and agree to the guidelines, policies, and information provided in the Mission Trip Packet.

Today's Date: _____ Date of Trip: _____

Exact Name (as shown on passport): _____

Date of Birth: _____ Age Requirement: 18 or older (unless prior approval)

Address: _____

Mobile Phone: _____ Work Phone: _____

E-mail: _____ T-Shirt Size: _____

Passport Number: _____

Date of Issue: _____ Date of Expiration: _____

Emergency Contact Information

Name: _____ Relation: _____

Phone: _____ E-mail: _____

African Vision of Hope Team Member Application

17 Professional Park Drive

Maryville, IL 62062

Contact: Judi Bertels

618.288.7695 | info@africanvisionofhope.org



Mission Trip Application Form (Part 2)

By signing below, you are responsible for the full cost of your trip. This includes, but is not limited to: shots, passport fees, visa, insurance, airline tickets, in-country transportation, lodging, food, and drinks.

Furthermore, by signing below, you are agreeing to become a representative of the children we serve by finding them sponsors and/or by finding monthly Hope Legacy donors. This commitment is vital! We are not in the mission trip business; we are in ministry and called to serve and help the least of these.

You also agree to:

- Pay the required deposit with your mission trip application and pay the rest of your mission trip fees per the schedule your leader provides, while understanding mission trip monies are all non-refundable and will be used to help toward the mission should you not be able to go on your trip.
- Cooperate at all times with a team leader concerning my responsibilities for the mission trip, and to help prepare for this mission trip by attending meetings and helping with preparations.
- Comply with the African Vision of Hope Mission Trip Behavior Protocol.
- Comply with all policies of this mission trip in Zambia and understand that alcoholic beverages, illegal drug, and tobacco products usage is not permitted on the ground in Zambia.
- Comply with the photography guidelines and understand any all photographs and/or videotape you take are for your personal use only and not to be used to raise money for any individual, including yourself, absent written consent from African Vision of Hope.
- Provide African Vision of Hope with copies of any and all photographs and/or videotape taken through the duration of the mission trip for the organization's use.

Signature: _____ **Date:** _____



Liability Release Covenant Form

WHEREAS, the undersigned will be going to different countries and working on mission projects which are sponsored in whole or in part by African Vision of Hope, a non-profit organization.

WHEREAS, the undersigned desires to release and hold harmless African Vision of Hope, its Directors and officers from any and all claims, present and future, known or unknown, in any matter arising out of the undersigned specifically assumes all risk involved in travel and work on the projects.

NOW, THEREFORE, in consideration of the undersigned working on projects sponsored by African Vision of Hope, the undersigned hereby releases and discharges African Vision of Hope, its Directors and officers from claims, present and future, known or unknown, in any matter arising out of the undersigned specifically assumes all risk involved in travel and work on the projects.

The undersigned hereby grants full permission to the organization to use any photographs, videotapes, recordings, or other records or documents of the mission trip and to do so without notice or compensation to the undersigned. The undersigned acknowledges that the organization has made available applications for mission insurance.

The undersigned will never institute any action or suit at law or in equity against African Vision of Hope, its Directors and officers, nor institute prosecute or in any way aid in the institution or prosecution of any claim, demand, action or cause of action for damages, cost, loss of service, expenses or compensation for or on account of any damage, loss, or injury either to person or property, or both, whether developed or undeveloped, resulting or to result, known or unknown, past or present or future, arising out of the undersigned working with African Vision of Hope projects.

Date this the _____ day, of _____ 20_____

Signature: _____ Witness: _____

Print Name: _____ Print Name: _____



Medical Information Release Form

- | | Yes | No |
|---|-------|-------|
| 1. Are you under medical treatment now?
If yes, please explain: _____ | _____ | _____ |
| 2. Have you ever been hospitalized for any surgical operations or serious illness within the last 5 years?
If yes, please explain: _____ | _____ | _____ |
| 3. Are you currently taking any medication(s), including non-prescription medication?
If yes, what medication(s)? _____ | _____ | _____ |
| 4. Please list your blood type: _____ | | |
| 5. Ever had a serious injury?
If yes, please explain: _____ | _____ | _____ |
| 6. Please list any food allergies you may have: _____
_____ | | |
| 7. Are you allergic to or have you had any reactions to the following? | | |

	Yes	No		Yes	No		Yes	No
Aspirin	<input type="checkbox"/>	<input type="checkbox"/>	Sulfa drugs	<input type="checkbox"/>	<input type="checkbox"/>	Any metals	<input type="checkbox"/>	<input type="checkbox"/>
Codeine	<input type="checkbox"/>	<input type="checkbox"/>	Sedatives	<input type="checkbox"/>	<input type="checkbox"/>	Iodine	<input type="checkbox"/>	<input type="checkbox"/>
Penicillin	<input type="checkbox"/>	<input type="checkbox"/>	Local anesthetics	<input type="checkbox"/>	<input type="checkbox"/>	Cat scan contrast	<input type="checkbox"/>	<input type="checkbox"/>
Erythromycin	<input type="checkbox"/>	<input type="checkbox"/>	Barbiturates	<input type="checkbox"/>	<input type="checkbox"/>	Latex rubber	<input type="checkbox"/>	<input type="checkbox"/>
Tetracycline	<input type="checkbox"/>	<input type="checkbox"/>						

Please list any additional items you are allergic to or have had any reactions to:

Medical Authorization and Release

I acknowledge I have been advised to take antimalarial medication while in Zambia. I have also reviewed the CDC's guidelines about malaria and other immunizations recommended while traveling to Zambia.

Initials: _____

I certify I have read and understand the above information to the best of my knowledge. In case of an emergency, I authorize permission to a licensed physician to hospitalize or anesthetize me or perform surgery on me. I understand every effort will be made to inform my emergency contact before these actions are taken. I understand medical treatments may require direct payment by me. I agree to be responsible for payment of all services rendered on my behalf or my dependents.

Print name of patient (or parent/guardian if minor)

Signature of patient (or parent/guardian if minor)

Primary Physician Name: _____ **Phone:** _____



Video/Photo Release Form

PARTICIPANT NAME & AGE (PRINT): _____

In consideration of my willingness to participate in the Program, I hereby authorize and grant African Vision of Hope (AVOH), its representatives, agents, licensees, subsidiaries, affiliates, assigns, officers, directors, shareholders, employees, contractors, subcontractors, clients, and vendors (collectively "AVOH Parties") a worldwide right to record, photograph, copyright, use, re-use, and publish my image, voice, testimonial, property, likeness, and performance on film, tape, publications or otherwise exploit for use in the Program, or parts thereof, made through any medium, conventional or digital, and in any media now or hereafter known ("Footage") or in the promotion of the Program or otherwise. I acknowledge the Program and Footage is owned by AVOH, or jointly by one or more AVOH Parties, and may be edited, modified, composite, or distorted in character or form at AVOH's discretion. I understand I have no rights to or economic benefit to be derived from the Program or Footage. I understand AVOH and the Organization (AVOH's client) may use the Program or Footage for any purpose, related to the Program or otherwise, and I agree not to attempt to limit use or distribution of the Program or Footage. The Program and Footage may be used for any lawful purpose, including illustration, publicity, promotion, art, advertising, trade, or any other purpose whatsoever, with or without my name or other information identifying me or any of my property. This authorization is perpetual in nature and will not expire. I release and discharge AVOH Parties from any and all claims for damages for libel, defamation, infringement of the right of publicity, invasion of privacy, portrayal in a false light, artists or moral rights, or any other claim, including but not limited to personal injury or property damage, in connection with the filming, production, or use of the Program or Footage. I agree to indemnify and hold harmless AVOH Parties from and against all claims, losses, expenses, obligations, and liabilities of every kind including reasonable attorney's fees arising out of the inaccuracy or breach of any provision of this waiver and release ("Release"). I waive any and all equitable and injunctive rights concerning the Program or Footage. I have the right, capacity, and authority to enter into this Release and my performance and the rights I have granted under this Release don't conflict with or violate any other commitment, understanding, contract, or obligation. This Release is not subject to any guild, union, or other collective bargaining agreement. This Release is governed by and shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois, USA, and I hereby submit to the personal jurisdiction of the courts in Madison County, Illinois, USA. This Release represents the entire understanding of the parties and may not be amended unless mutually agreed to by both parties in writing. If a verbal translation of this Release was made, as the Translator, I certify an accurate translation was made to the Participant and/or Participant's Guardian, and the Participant and/or Participant's Guardian indicated he/she understood the terms of this Release and had the opportunity to ask questions. I am of legal age (or I am the Parent or legal Guardian of the Participant) and have read and understood the terms of this Release. This Release shall be binding upon me and my heirs, legal representatives, and assigns.

Participant's Signature: _____ **Date:** _____

Address, email, phone #: _____

Personal Characteristics (male/female, hair/eye color): _____

Parent / Legal Guardian: _____ **Date:** _____



Photography/Video Agreement Form

PHOTOGRAPHY & VIDEO, OTHER THAN PERSONAL USE, IS PROHIBITED.

Any and all photographs and/or videos you make may only be for personal use. You must have written permission from African Vision of Hope to use photographs and/or videos of any and all African Vision of Hope owned, leased or occupied properties, any and all individuals on such properties, and any and all individuals otherwise associated with African Vision of Hope for commercial broadcasting, advertising, marketing or publishing in any medium.

Commercial use of images is prohibited, including but not limited to:

- Retail items or materials intended for sale (books, calendars, postcards, placemats, screen-savers, personal or commercial letterhead, promotional materials, and copies/use of the image itself)
- Packaging or promotion of products intended for sale, and advertising materials and/or campaigns in any medium intended to generate funds for individual or entity other than African Vision of Hope.

By signing below, you agree to comply with the photography and video guidelines and understand any all photographs and/or videos you take are for your personal use only and not to be used to raise money for any individual, including yourself, absent written consent from African Vision of Hope. You are also agreeing to provide African Vision of Hope with copies of any and all photographs and/or videos taken through the duration of the mission trip for the organization's use.

Signature: _____ **Date:** _____



Guidelines for Working with Children Form

1. In accordance with our Commitment to Child Protection, African Vision of Hope **requires a background check** for all adult visitors to Zambia who will be interacting with children. This includes:
 - a. Meeting any sponsored children, yours or someone else's.
 - b. Includes visits to any African Vision of Hope project in Zambia.
 - c. Each adult will be responsible for **completing and paying for the background check separately**. A weblink to our trusted partner, Protect-My-Ministry, will be provided to you.
2. You will schedule ALL sponsored child visits through the African Vision of Hope United States office prior to trip departure.
3. You are responsible for all expenses incurred during any special visits with children not at African Vision of Hope campuses on your schedule.
4. Overnight stays with any child is **strictly prohibited!**
5. An African Vision of Hope representative will accompany you at all times during your visit or interview with a child. You will not, at any time, meet with a child **without the presence of an African Vision of Hope appointed staff member**.
6. You must show respect for all staff, children, students, and families you meet. You must not engage in any behavior which could reasonably be interpreted as unwelcome, or sexual in any manner.
7. You **will not** give any personal contact information to any children or students, and should not ask for personal records of a child. You agree to comply with the regular correspondence process and channel all communication through the ministry. You should not, under any circumstances, pursue or respond to communication with sponsored children or a student through Facebook or other social networking.
8. All gifts intended for a sponsored child or students will be in accordance with African Vision of Hope's policies. You will not give cash directly to any of the students, staff members or families.
9. You are responsible for reading and understanding these rules. If African Vision of Hope reasonably believes you have broken any of these rules, whether deliberately or inadvertently, African Vision of Hope may cancel a visit.

Signature: _____

Date: _____

Gifts, Donations, & Personal Info Agreement

While it feels instinctual to want to give material things to those with such great need, it can be very damaging and may even cost a child their education or endanger their life. Also, giving any individual gifts can hurt feelings, damage relationships, and put you in an uncomfortable situation. Therefore, the following policies are in place:

- **NO GIFTS, CASH, OR DONATIONS** of any kind are to be given to anyone in Zambia, before, during or after any Mission Trip with African Vision of Hope. This is a strict policy. If you have any questions, please ask your U.S. team leader.
- All gifts and donations **must be processed** through our corporate office.
 - **DO NOT DELIVER ANY PERSONAL GIFTS OR DONATIONS NOT PROCESSED THROUGH OUR CORPORATE OFFICE.**

Likewise, for your own protection, as well as the protection of African Vision of Hope staff, students, and partners on the ground in Zambia, the following policies are in force and full effect before, during, and after any Mission Trip you take with African Vision of Hope.

- **DO NOT give out ANY of your personal information nor ask for any Zambian's personal information. Doing so can jeopardize their education or employment.**
 - This includes, but is not limited to:
 - phone number(s)
 - email
 - address(s)
 - Facebook
 - Instagram
 - WhatsApp
 - Any other form of communication channel

By signing below, you agree to comply with this **Gifts, Donations and Personal Information Policy and Guidelines**. Your signature below indicates you understand these policies are in full force and effect before, during, and after any trip taken with African Vision of Hope or to any African Vision of Hope property or anywhere African Vision of Hope personnel are located.

Signature: _____ **Date:** _____

Intimacy Rules Agreement

Before you depart on this short-term mission trip, remember to keep in mind the goal of the trip. You are committing to become an advocate for the orphans and widows and the goals are to raise awareness for sponsorship, create change for the children, and start a movement to rally supporters.

Any kind of relationship outside the boundaries of a team relationship while on a short-term mission trip diverts you from the work you are to do and distracts you from what God has called you to do. "Special" or "Intimate" relationships often wreck the witness of the entire mission to the community where you are serving. Intimacy is characterized by close familiarity or friendship, physical closeness or body language, spending too much time alone, an intimate act, especially of a sexual nature. All of these things ruin the team dynamics.

Short-term trip experiences are intense and they lack the proper development needed to make solid relationships. Although God could introduce you to your future mate while on this trip, in all likelihood, it is the intensity of the experience fueling a need for closeness and bonding.

By signing below, you agree to:

1. Avoid exclusive relationships and to only build relationships within the context of the entire team.
2. Steer clear of every potentially questionable intimate situation with another person, regardless of their nationality.
3. Seek the African Vision of Hope mission team leader's counsel immediately if something develops and talk to him/her about things honestly and openly.
4. If God is directing this short-term relationship, resolve to wait until after you have fulfilled your commitment overseas and have returned to your home before you pursue it on your own time.
5. Never involve one of our staff or other team members in your plans to pursue an intimate relationship.

Signature: _____

Date: _____

AFRICAN
VISION of HOPE



Educate  Equip  Empower

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