



2018 FRIENDS AND FAMILY

VOLUNTEER INFORMATION PACKET

Thanks for becoming an ASAP volunteer! We are looking forward to another fantastic trip and are excited to have you along as part of the team. In this document you will find general information that will be useful as you begin preparing for the trip in June, including a packing list, sample fundraising letter, key Swahili phrases, application for a Tanzanian Visa, Emergency Contact Form, and a Volunteer Agreement & Liability Waiver you are required to sign prior to departure. We recommend reviewing this information as soon as possible, so you have time to prepare without worrying about last minute details before departure. If you have any questions, please contact us at Info@AfricaSchoolAssistanceProject.org.

Required prior to departure

You will need:

- **A valid passport** (NOT within 6 months of expiration)
- **A tourist visa for Tanzania** (you can get this in advance from the Tanzanian Embassy in D.C. or you can get it at the airport upon arrival in Tanzania, as long as you have \$100 USD in bills no larger than \$20 demoninations)
- **Medical evacuation insurance** (ASAP requires that everyone have medical evacuation insurance in case of emergency. This can be a policy of your choosing but we must be able to get you home with little hassle or “red tape.” Be sure to check into policies that are reputable and reliable for East Africa. We recommend MedJet Assist -- about \$100 per person -- but you can find lots of different options on www.Squaremouth.com, an online aggregator of travel insurance. ASAP carries evacuation insurance for the group to transport you from our campsite to a first-rate regional medical facility – Nairobi or Dar es Salaam – but your medical evacuation insurance should cover your transport home or to a European medical facility in case you need prolonged care. Please provide your coverage information to your trip leader prior to departure in June.)
- **Up-to-date vaccinations** and prophylactic malaria medicine are recommended. Check out www.cdc.gov/travel/destinations for current health information about travel to Tanzania and make an appointment with your doctor or the travel clinic of your choice (**Rose/Global Travel Health 303-468-6986** or **Denver Health Travel Clinic 303-602-3520**) for complete information on immunizations.
- **A completed Emergency Contact Form**
- **A signed ASAP Volunteer Agreement**
- **A signed ASAP Liability Waiver**
- **Fully paid fee** of \$1,000 plus donation of \$1,500 per person
- **Copies of travel documents** (passports, emergency contact information) must be provided to your group leader before departure.



What to bring

We recommend you pack your essential items as carry-on. You will need minimal clothes and will never need fancy clothes. Just like in Colorado, plan to bring layers of clothing – lightweight pants, t-shirts, fleece, etc. There will be little chance to wear shorts and be advised it is considered culturally inappropriate for girls. For the same reason, please no tank tops. A packing list is attached below.

Bring some spending cash in USD but plan to withdraw cash from ATMs as it is quicker and less expensive to withdraw Tanzanian Shillings from the bank than to convert US Dollars at a bank teller. ATMs are available in the big cities but not in most remote areas.

Leave most of your electronics at home. Not only will the experience be a better one if you are unplugged but cell phone coverage in the village is spotty, though phones can be used while traveling and in major cities if you have an international calling/texting plan (recommended). The trip leader will have calling and texting capabilities at all times, in case of emergency. These numbers will be provided to you prior to departure for you to share with friends and family. Cameras are a must though those with rechargeable batteries can be a challenge. You may want to consider a second battery if you plan to take lots of pictures. Cameras that rely on disposable batteries work well but remember to bring extra batteries.

Visa Application

If you choose, you can send your passport to the Tanzanian Embassy in Washington, DC for visa processing in advance of your trip. Please consult the Embassy's website (<http://tanzaniaembassy-us.org>), but be prepared that you will need the following:

1. Your passport
2. The visa application included in this packet, completed and signed
3. 2 passport photos (must be recent)
4. A check for \$100.00 made out to the Embassy of the Republic of Tanzania
5. A copy of the driver's license of the person whose check you are attaching
6. A notarized letter for minors, signed by parents, authorizing minors to travel to Tanzania with the Africa School Assistance Project

Food and water

The food in Tanzania is delicious -- mostly derived from locally grown produce and meat prepared with lots of local spices (think cinnamon, curry, cloves, etc). The area is semi-tropical so there is plenty of fruit as well. Vegetarians are easily and happily accommodated. Volunteers are provided three meals a day, bottled water, soft drinks and beer – local water is to be avoided.

Climate and geography

Tanzania is equatorial Africa however June is early winter there. Temperatures are in the 80's during the day and 60's at night. It is the end of the rainy season but there is still a chance of some light rain.



PACKING LIST

Suggestions: Try not to bring much cotton clothing. Once wet, cotton takes a long time to dry! Try wicking materials and ployprop materials. These recommendations are for your time with ASAP only. Other excursions you may take may require different/additional clothing.

Clothing:

- heavy walking/hiking shoes for working at school site
- a second pair of lightweight shoes, something to change into after work hours (**no sandals as you will get lots of bug bites, and bug bites are to be avoided in Tanzania!)
- underwear/socks
- long pants (recommended: 2 pair of lightweight material like hiking pants, 1 pair jeans or leggings for travel)
- short sleeve t-shirts (4)
- long sleeve shirts (2)
- 1 sweatshirt or warm first layer
- 1 fleece jacket
- sun hat
- rain jacket
- sunglasses (optional)
- work gloves
- PJ's

Misc:

- toiletries
- suntan lotion
- bug repellent
- headlamp & extra batteries (this is important! it gets very dark in Tanzania at night)
- camping towel
- biodegradable soap
- power bars/cliff bars (optional, the food is fantastic!)
- body wet wipes for cleaning up (optional, can be found at REI or camping stores)
- hand sanitizer
- camera
- 3 pronged electrical outlet converter and/or adaptor
- batteries (if needed for cameras, etc)
- binoculars (optional, for safari)
- pens/journal (optional)
- books/playing cards
- one plastic garbage bag (for dirty laundry)
- original copies of prescriptions (if any)
- copies of passport/vaccinations

***Medications, etc:***

Prescription antibiotics (1 full dose in case of stomach issues or infection -- Cipro is typical but see your doctor – please fill the prescription prior to departure)

Malaria meds (recommended but not required)

Benadryl spray/rub on (or whatever you like for bug bites, optional)

Dramamine (if desired)

Any prescription drugs regularly taken

Trip leader will have a Basic First Aid Kit with the following:

Acetaminophen/Ibuprofen

Antihistamine medication (like Benadryl)

Bandage materials/splints

Antibacterial ointment

Antifungal cream

Hydrocortisone cream

Burn cream

Loperamide (Imodium)

Pepto-Bismol

Rehydration Salts

Epi pens, in case of dramatic allergic reaction

Ophthalmological antibiotic drops (in case of eye infection)

AFRICA SCHOOL



ASSISTANCE PROJECT

{SAMPLE FUNDRAISING LETTER}



Mbasseny Primary School, built by ASAP 2008

Dear XXXXX,

As you may know, I am traveling to Tanzania this summer to build a school with The Africa School Assistance Project (ASAP). I am writing to ask for your support.

Founded in 2008, ASAP builds schools in rural East African villages and each summer leads groups of American volunteers to work on the school projects. ASAP believes that Africans, especially girls, must be educated if they are to build a peaceful and sustainable future for themselves. Why? Because education, more so than any other sector of development, seeds dramatic improvement in poverty reduction, gender parity, health outcomes, child immunization, AIDS prevention, environmental protection and wildlife conservation.

ASAP has built schools for over 2,500 children and, with academic performance soaring at the schools, is making a meaningful difference for the future of these children. And, ASAP projects meet rigorous standards for sustainability and they only approve projects deemed appropriate and ethical for local culture.

As an ASAP volunteer, I will travel to a village in June for a week of hard work to help the locals build a primary school and expand a secondary school. Please help me meet my goal of raising \$XXX for our school. Could you make a contribution to help change the lives of young children in a Tanzanian village? Any contribution will help and all contributions are tax-deductible. You can also visit www.AfricaSchoolAssistanceProject.org to find out more about the projects.

To make a contribution:

Go to www.AfricaSchoolAssistanceProject.org and click 'Donate.' Or, checks (preferred) can be made out to Africa School Assistance Project and can be given to me or mailed to:

191 University Boulevard, #285
Denver, CO 80206

**Please indicate on the check or website donation page that your donation is for me.

Thank you in advance for helping me meet my goal. These schools will improve access to education for thousands of rural African children, and change their lives forever.

(Your name here)



Swahili Key Phrases:

(Pronunciation Tip: stress is always on the 2nd to last syllable in any Swahili word. ex: habari = ha-BAR-ee)

Swahili Greetings:

| | |
|-------------------------|---------------------------------|
| Habari? | How are you? |
| Habari za asabuhi | How are you this morning? |
| Habari za mchana | How are you this afternoon? |
| Habari za jioni | How are you this evening? |
| response: nzuri | Fine |
| | salaama |
| | peaceful/well |
| Jambo | Hello! |
| response: jambo | Hello! |
| Mambo | What's up or a casual greeting |
| response: poa | cool! |
| Pole (or Pole Sana) | I am sorry (I am very sorry). |
| Asante (or Asante Sana) | Thank you (thank you very much) |
| Rafiki! | My friends! |

Basic Questions:

| | |
|----------------------------|------------------------|
| Q: Jina lako nani? | What is your name? |
| A: Jina langu ni--David | My name is-- David |
| Q: Unatoka wapi? | Where are you from? |
| A: Ninatoka Merakani | I'm from America |
| Q: Una Umri Gani | How old are you? |
| A: Nina iaka kumi na mbili | I have 12 years |
| Q: Choo iko wapi | Where is the bathroom? |
| Q: Una-semaje? | How do you say? |

Important Words:

| | |
|----------------------|--|
| Asante | Thank you |
| Tafadali | Please |
| Pole sana ("po-lay") | Very sorry |
| Kwa heri | Goodbye |
| tuta-onana | See you later |
| Lala salaama | Sleep well (going to sleep) |
| Usiku mwema | Good night (saying to goodbye to someone in the evening) |
| Hakuna Shida | No problem |
| Pole pole | slowly |
| Shikamoo | A respectful greeting to an elder or person of authority |
| Response: Marahaba | proper response to "Shikamoo" |

**Numbers:**

| | |
|----|-------|
| 1 | moja |
| 2 | mbili |
| 3 | tatu |
| 4 | nne |
| 5 | tano |
| 6 | sita |
| 7 | saba |
| 8 | nane |
| 9 | tisa |
| 10 | kumi |

Useful Nouns:

| | |
|-------------|------------|
| maji | water |
| baridi | cold |
| chakula | food |
| chai | tea |
| kahawa | coffee |
| shule | school |
| nyumba | house |
| gari | car |
| hema | tent |
| kemra | camera |
| betri | battery |
| pesa | money |
| mbwa | dog |
| paka | cat |
| nyoka | snake |
| mbu | mosquito |
| punda | donkey |
| ngombe | cow |
| mbuzi | goat |
| kuku | chicken |
| ndege | bird |
| samaki | fish |
| tembo | elephant |
| simba | lion |
| twiga | giraffe |
| punda milia | zebra |
| pumba | warthog |
| nyumbu | wildebeest |
| kima | monkey |
| faru | rhino |



THE EMBASSY OF THE UNITED REPUBLIC OF TANZANIA

1232 22nd St. NW, Washington DC, 20037
Tel. (202) 939-6125 and (202) 884-1080 Fax (202) 797-7408

FOR OFFICIAL USE ONLY

GRR NO. _____
VISA NO. _____
Ref. NO. _____

VISA APPLICATION FORM

(Visa Regulations on the next page)

2 Passport Size
Photograph
Size: 2x2
Do not paste or
staple

1. Surname or Family Name (Mr./Mrs./Miss/Ms/Dr./Prof.) _____
First Names in Full _____
Former or Maiden Name (if different from above) _____
 2. Date of Birth (DD/MM/YY) _____ Sex (M/F) _____
 3. Place of Birth _____ Country of Birth _____
Current Nationality (State if Dual Nationality) _____
Nationality at Birth _____
 4. Marital Status (Mark): Single Married Divorced Widowed Legally Separated.
 5. Passport No _____ Date Issued _____ Valid Until _____
Issued At _____ Issuing Authority _____
 6. Profession/Occupation _____
Employer Address: _____
 7. Current Address _____
Tel. _____ Fax _____ E-mail _____
 8. Name of Travel Agent/Tour Operator _____
 9. Contact Person(s) in Tanzania _____
Address _____
 10. Date of Entry _____ Depature Date _____
Duration of Stay _____ (Max. 90 Days)
 - Type of Visa Requested** **Travel Visa** **Transit Visa**
 - 11. Purpose of visit**
- | | | |
|---|--|--|
| <input type="checkbox"/> Leisure, Holiday <input type="checkbox"/> Visiting friends, relatives <input type="checkbox"/> Mission <input type="checkbox"/> Meeting, Conference | <input type="checkbox"/> Other Business <input type="checkbox"/> Study <input type="checkbox"/> Transit <input type="checkbox"/> Health Treatment | <input type="checkbox"/> Various Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Same day visitor |
|---|--|--|
12. Requested Number of Entries: Single Double Multiple.
 13. In Case Of Transit: Do you have an Entry Permit for the Final Country of Destination? No Yes Valid Until:
 14. Budget Available For Your Stay _____
 15. I Hereby Declare That The Information Stated Above Is True And Correct :

Signature of Applicant _____ Date _____



Emergency Contact Information

| | |
|------------------------------|--|
| Student | |
| Address | |
| Student Email | |
| Home Phone # | |
| Student Cell Phone # | |
| Passport Number | |
| Parent or Guardian #1 | |
| Address (if different) | |
| Email | |
| Cell Phone # | |
| Parent or Guardian #2 | |
| Address (if different) | |
| Email | |
| Cell Phone # | |
| Other Emergency Contact | |
| Cell Phone # | |
| Allergies/Medical Conditions | |



ASSUMPTION OF RISK, WAIVER, AND RELEASE

June 2018

In order to participate in an Africa School Assistance Project (ASAP) work project in Tanzania or other countries in Africa, the undersigned (or parent or guardian if volunteer is under eighteen years of age) agrees, appreciates, and acknowledges that:

1. The risk of injury from participating in the travel to, from and within Africa and volunteer activities associated with school building in rural Africa, is significant. These risks include, but are not limited to, acts of God and risks of injury, disability, death, hunger, water-borne and other infectious disease, terrorism, political and religious civil disorder and strife, war, abduction, kidnapping, extortion, theft, assault, and other crime. Medical care and treatment in Tanzania is substandard and obtaining adequate medical care in the case of emergency is difficult and may be delayed or unavailable.
2. The undersigned acknowledges the mandatory requirements of consular notification set forth by the United States Department of State, Bureau of Consular Affairs (*see* <http://travel.state.gov/>), and affirm that I/we have read all travel advisories and risks of travel to my destination published by the United States Department of State.
3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, PRESENT OR FUTURE, DIRECT OR CONSEQUENTIAL, REGARDLESS OF WHETHER PHYSICAL, PSYCHOLOGICAL, SOCIAL, ECONOMIC OR OTHERWISE, INCLUDING ALL RISKS OF TREATMENT, HOSPITALIZATION AND OTHER CARE RENDERED TO ME IN THE EVENT OF MY ILLNESS OR INJURY, AND ALL RISKS OF EMERGENT CIRCUMSTANCES IN CONNECTION WITH MY PARTICIPATION IN AN ASAP WORK PROJECT, EVEN IF ARISING FROM THE NEGLIGENCE OF ASAP, ITS AGENTS, OR OTHERS.
4. I represent to ASAP that I have obtained travel insurance with coverage for medical evacuation. I willingly agree that if I observe any unusual circumstance or significant hazard during my participation in any ASAP related project, including travel to and from Africa, I will remove myself from participation from the ASAP program and immediately will bring such condition or hazard to the attention of the nearest ASAP representative.
5. I, FOR MYSELF AND ON BEHALF OF MY HEIRS, ASSIGNS, PERSONAL REPRESENTATIVE AND NEXT OF KIN, HEREBY RELEASE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD ASAP AND ITS DIRECTORS, OFFICERS, EMPLOYEES, OFFICIALS, VOLUNTEERS AND AGENTS, OTHER PARTICIPANTS (“RELEASEES”) HARMLESS WITH RESPECT TO ANY LIABILITY, CLAIM, DAMAGES, CAUSES OF ACTION, COST, LOSS, OR EXPENSE, OF WHATSOEVER NATURE (INCLUDING MEDICAL EXPENSES AND ATTORNEY’S FEES) ARISING FROM, INCURRED, SUFFERED, OR ASSOCIATED WITH MY PARTICIPATION IN AN ASAP WORK MISSION TO AFRICA, EVEN IF SUCH CLAIMS ARISE FROM THE NEGLIGENCE OF THE RELEASEES.
6. I certify that I have had a recent physical examination and have been cleared by a physician for travel activities and for the hard physical labor that may be involved in with construction projects in rural Africa.



7. I certify that I have obtained all necessary vaccinations and prophylactic medicines as prescribed by a qualified international travel physician for travel in Tanzania and any other country that is part of my travel itinerary.
8. I further certify that I will be covered by travel and health insurance sufficient to cover the costs of any medical treatment for injuries that I may sustain while participating in ASAP activities in Africa.
9. I authorize the use of photography, video, and data collected during the camp to be used by ASAP in its promotional materials.
10. I realize that good behavior is expected and that I can be sent home for bad behavior as determined in the sole discretion of ASAP, without a refund. If I need to be sent home, ALL COSTS WILL BE COVERED BY MY PARENTS OR GUARDIANS.
11. I understand and agree that ASAP shall have no liability or responsibility for me for non-ASAP sponsored programs before or after the sponsored ASAP volunteer program, such as tourist trips to other destinations.

I HAVE READ THIS ASSUMPTION OF RISK, WAIVER and RELEASE AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND SIGN IT VOLUNTARILY WITHOUT RISK OF INDUCEMENT.

Participant Signature

Participant Printed Name

Age

Date

Address

Telephone

Email



ASSUMPTION OF RISK, WAIVER, AND RELEASE, continued

FOR PARTICIPANT UNDER AGE 18 AT TIME OF PARTICIPATION

I, as parent/guardian with legal responsibility for this participant, having read the foregoing agreement, on behalf of my child, agree to all terms of the agreement as if fully set forth herein, and do consent and agree to his/her assumption of risk, waiver and release as provided above, and for myself, my heirs, assigns and next of kin, I release and agree to indemnify the Releasees from any and all liabilities, losses, damages, claims and causes of action (including medical expenses and attorney fees) incident to my minor child's involvement or participation in the activities as provided above, even if arising from the negligence of Releasees. I understand every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I authorize Susan Bachar, or other ASAP volunteer or agent, to call an ambulance or transport my child to the nearest medical care facility and secure emergency medical treatment, including hospitalization, injections, anesthesia or surgery. In the event of injury to my child, all medical costs will be paid by me. I accept that this participant may be sent home at my expense for bad behavior with no refund.

Parent/Guardian Signature

Printed Name

Date

Address

Telephone

Email

Secondary Contact: _____
Name and Telephone Number



VOLUNTEER AGREEMENT

June 2018

As an ASAP volunteer going to Tanzania to help build a school, I commit to the following:

1. Working with and respecting other members of the team;
2. Working with and respecting the culture of the people who live in Africa;
3. Respecting the beliefs and practices of the people who live in Africa. I understand that it is inappropriate to impose any of my own cultural values and beliefs on the people in Africa and will not attempt to convert or convince anyone of my belief system;
4. Physically engaging in the actual labor while working to encourage others;
5. Ensuring that at least one adult member of the team knows where I am at all times;
6. I will not give any personal items, money or other resources to any individuals in the community. Any gifts will be given through the group to the entire village with guidance from the African leaders;
7. Paying for all of my own expenses outside of what is included in the trip cost;
8. Raising funds to support the building of the school, a minimum of \$1,500 per person.
9. Ensuring that the team leader has information about my blood type, any health conditions and special health needs that I have;
10. Having private medical coverage (travel insurance) or adequate resources to cover any emergency health needs including medical evacuation while traveling;
11. Agreeing that I will conduct myself in a responsible, respectful and safe way. This includes the prohibition of alcohol or drug consumption or engaging in sexual activity of any kind. If my behavior is deemed inappropriate in any way, I can be sent home at the discretion of my chaperones.
12. Paying for my own travel should it become necessary to leave early and agreeing there will be no reimbursement for expenses of any kind;
13. Signing and following the liability release from ASAP;
14. Going with the goal of learning, building a school, having fun and developing relationships with my team members and with the people who live in Africa.

Name: _____ Date: _____

Signature: _____



Volunteer Trip Cancellation Policy For Risks or Threats

June 2018

Issue:

The Africa School Assistance Project (ASAP) is committed to safety. Therefore, ASAP closely monitors developing risks in the regions in which ASAP works and sends volunteers, the surrounding areas and or other locations associated with our itinerary (collectively the “Work Area”). Such risks include, but are not limited to, civil unrest, acts of god, terrorism, and health risks.

Definition of Risk:

ASAP will rely upon either or both of the following two criteria to determine if there is a potential significant risk to the health and safety of our volunteers and/ or employees travel and or continued work:

1. If the U.S. Department of State (State) or the Center for Disease Control & Prevention (CDC) issues a travel advisory or travel warning in the Work Area that advises against travel, or;
2. If in ASAP’s sole and absolute discretion there is a credible threat regarding travel to or through the Work Area.

Cancellation Policy:

If in ASAP’s sole and absolute discretion there are credible threats to our volunteers or activities in the Work Area, then ASAP may cancel all or a portion of the trip subject to the refund policy. The decision to cancel will be made by the ASAP Executive Director, in consultation with members of the Executive Committee of the ASAP Board of Directors and ASAP’s insurance carriers.

Refund Policy:

If ASAP must cancel a trip, ASAP will make commercially reasonable efforts to refund all or a portion of the trip fees to volunteers to the extent that funds have not been paid to contractors or others. At a minimum, ASAP expects it will be able to do the following:

1. Before March 1, 2018: Refund 100% of trip fees.
2. Between March 1 – May 1, 2018: Refund approximately 75% of trip fees, or more. This would include all fees not already paid to contractors or fees we can get refunded.
3. After May 1, 2018: Refund any fees not already paid to contractors or fees we can get refunded.

This refund policy only applies to trips cancelled by ASAP under the Volunteer Trip Cancellation Policy for Risks or Threats.