

1040i



Devoted to Giving Life

IMPACT CÔTE D'IVOIRE VIII ORIENTATION MANUAL

WELCOME

CONGRATULATIONS and welcome to the **IMPACT** team! The information contained in this manual is intended to prepare you for your upcoming trip with The 1040 Initiative. It is very difficult, even impossible, for 1040i to convey everything you will experience during this trip. Some of your experiences will be unique to you as an individual. However, we will try our best to guide you along the way and provide you with the information you need to get ready for a trip of a lifetime.

☞ An excellent source of information for travel tips and advice prior to your trip includes reading travel books and consulting with individuals who have been on prior 1040i teams. We recommend you read a book written by Sarah A. Lanier called "Foreign to Familiar: A Guide to Understanding Hot and Cold Climate Cultures". (available on Amazon)

There are many things that you will need to do before leaving the country. This manual will tell you what you need and you will receive emails reminding you of specific deadlines for some of the information required. Let us encourage you to check your email as they are often time sensitive and respond in an expeditious manner.

TEAM MEMBER POLICY

As a team member, you are representing 1040i, therefore everything you say and do is a reflection on how our organization is perceived in the host country. Any negativity or culturally insensitive behaviors could impact 1040i and its' future in this country.

There are significant negative cultural implications to the smoking of tobacco products and the use of alcohol in the host country. Therefore, **no** cigarettes or e-cigarettes are allowed in the presence of any Nationals. Alcohol use either in Doropo or the city of arrival/departure is forbidden.

EXPENSES

\$3250* - Airfare, traveler's insurance, transportation, lodging and food while in country.

\$110 – Passport or renewal if needed. Your passport must be valid for at least 6 months after the project dates. (September 2018)

\$200 – Visa for Ivory Coast, pictures and postage

\$200 – Yellow Fever & Meningitis immunization and card (Required)

\$100 - \$300 – Additional immunizations for traveling to Cote d'Ivoire (optional)

\$100 - \$150 - Snacks/Food for lunches each day

EXPENSES CONT...

Personal Spending: Most people send between \$100-\$200 per person for souvenirs, etc. This is entirely up to you. You might want some for the occasional "special needs" that come up. We will have an envelope of local currency waiting for you when you arrive into the Ivory Coast based on the dollar amount you send and the current exchange rate.

*Cost may increase depending on airfare rates. Team members will be notified as soon as possible if a change in fee occurs.

PASSPORT

If you do not have your passport, it is advised that you move immediately to acquire it. You will need your passport in order to obtain your visa for Cote d'Ivoire. A lot of local Post Offices have a passport office and take care of your picture, application, etc. all in one place. (We will let you know more details about the Visa at a later date)

In order to obtain a visa for entry into the country, we have to have a letter of invitation from Côte d'Ivoire. We cannot ask for a letter of invitation until we have everyone's passport information. Your passport must be valid for at least **6 months before it** expires when making the trip. Your Visa application will be emailed to you along with the letter of invitation and other details to help you when applying.

SHIPMENT OF CONTAINER

We have already shipped a container for this project. Each person will be asked to utilize at least one of your checked bags for an ice chest of meat for meals or for additional supplies that were not ready in time to ship on the container.

VISAS

(After plane tickets have been purchased) - You will need two passport size pictures to go with your Visa application. You will also need an airline itinerary, yellow fever vaccine and a letter of invitation from Cote d'Ivoire to accompany your visa application. We will send you the information necessary for Visa in November or December.

AIRLINE TICKETS

The purchase of your airline ticket and travel insurance is included in the \$3,250 fee paid to 1040i. If you wish to alter the dates of your travel to layover in another country, please contact by August 31st.

MEDICAL HISTORY

If anything has changed in regards to your Medical History, please update Sabrina as soon as possible. This information is kept confidential.

WAIVER OF RESPONSIBILITY

Your Waiver of Responsibility form should already be notarized, in the event information changes, please contact us for a new form and have it signed and notarized 2 months prior to departure of

1040i staff. If your spouse is going on the trip with you, they cannot be your emergency contact or the person liable on the In the Event of Death waiver.

IMMUNIZATIONS - You need several immunizations for travel to Cote d'Ivoire. The easiest way to determine what you will need and how much they will cost will be to contact your local Health Department or Traveling Nurses Association. **Yellow Fever (good for 10 years) and meningococcal (good for 3 years) are the two that are required.** However, it is recommended that you update your childhood vaccines and consider the following: typhoid, hepatitis A & B (hepatitis A & B are a series of shots and take a couple of months to complete), an adult polio booster and tetanus. You will need to obtain a Yellow International Health Card, when you get your yellow fever shot. At the Health Department, they are about \$3.00. Your yellow fever immunizations should be recorded on this card. You will be required to show this card upon entrance into Cote d'Ivoire.

WHAT TO BRING BELOW IS A SUGGESTED LIST OF BASIC ITEMS TO PACK.

- Anti-malaria drug of choice: doxycycline 100 mg per day. You will need to start this 2 days before you leave and for 4 weeks upon your return to the states. This medication does require a prescription from your doctor.
- Chap stick
- Lotion - the weather will be extremely dry
- Pepto-Bismol - to sooth stomach before eating
- 2 rolls of toilet paper (per person)
- Toiletries - soap, shampoo (pack in Ziploc bags for protection).
- Hand sanitizer (liquid and/or wipes) - key to prevent sickness is to prevent germs going into the mouth
- Water bottle - size depends on your consumption. You will need to drink a lot. We would suggest you bring a Hydroflask.
- Insect repellant with DEET - dusk to dawn is when the mosquitoes bite who carry malaria
- Flashlight or headlamp
- Small battery fan (optional) - bring your own batteries
- Sun screen – Sunglasses
- Slacks (Men), skirt (women) in case of attending an important event
- Good walking shoes

IN YOUR CARRY-ON

- At least 2 changes of clothes
- All your personal medications including your anti-malaria medications
- Passport & yellow card
- Water bottle

Should your luggage not make it to Abidjan, we will not be able to wait for it. We will share clothes if we have to.

BAGGAGE ALLOWANCE

Tickets booked through us will allow for 2 checked bags unless otherwise mentioned. For updated information about baggage allowances, check with your airlines prior to departure. Please verify your own reservation online and confirm the baggage allowance so there are no issues at the airport. The allowance can be different on the return home so check on that policy as well. When checking in at the airport let them know that your final destination is Abidjan (ABJ) and make sure your bags are checked all the way through to your final destination. Keep baggage tags receipts handy, you will need these to get out of the airport in Abidjan. Please keep in mind that you may be asked to use 2 of your 3 checked bags to carry supplies for the project. Since we are not shipping a container this year, everyone will be asked to bring supplies in their suitcase.

LUGGAGE TAGS

The address and phone number to put on your name tags for your luggage is the following:

Your name

7/8 Euphrates, Riviera III

Abidjan 06, Cote d'Ivoire

Tel: (225)04.78.09.74

DEBARKMENT CARD

You will be required to fill out a debarkment card upon entering the country. We will send this information ahead of time so you will know how to fill this out.

TRAVEL TIPS

Before you leave:

- Make copies of your passport, credit cards, driver's license, vaccination certification, and airline tickets. Leave them with someone you trust who has an active e-mail or fax machine. This will help you replace your documents in case they are lost or stolen.
- Register your trip with the US Department of State. In the event something happens in country the US will know you are there. (www.travel.state.gov)
- Photocopy your travel arrangements and leave them with a friend or relative, so you can be reached in case of an emergency.

EMERGENCY CONTACT PERSON & NUMBER IN COUNTRY

Amiezi Paul - 001.225.05.61.22.22

Mike Cousineau - 1-877-412-8685 (this is a toll free number and is to be used only for emergency contact)

TRAVEL & MEDICAL INSURANCE

Your travel & medical insurance will be included and purchased with your airline ticket. In the event something should happen to you and you need to be medically evacuated this insurance is very important.

ARRIVAL INTO ABIDJAN

Fortunately, there will be team members who have experienced this situation. When you deplane, you will follow the crowd to the police check control. There will be a health inspector who will want to see your yellow health card. Show it to him. His main concern is your yellow fever shot. From there you will go to the Customs window where you will need your passport along with the disembarkation card (We will be sending an example in a separate email) to present to the police. Do not give your passport to anyone who might approach you to offer help. Once you go through the doors, move left toward the carousels, grab a cart and pick up your luggage.

PLEASE DO NOT BE OVERLY FRIENDLY TO THE PEOPLE WANTING TO HELP YOU WITH YOUR LUGGAGE. Many will try to speak to you in English. There are many pick-pockets and con-artists. Make sure you keep your passport, important documents and money secured and safe. This will probably be one of the most stressful moments of the entire trip. It will resemble mayhem. You will be tired and exhausted from your flight. Try your best to breathe slowly, stay calm and know that you will get out of that situation soon.

Once you collect your luggage, you will need to show your baggage tag receipts to security to compare them with what is on your luggage. From there you will approach custom agents at the x-ray machines. Once you clear customs, you will proceed out of the "secured" area and into the mob. Many will want to try to help you. Do not speak to them. Just say, "non merci". Mike will have people there to help you once you get out into the lobby. We will go to the vehicles and load up the luggage. Everyone will need to be vigilant and watch that nothing is stolen while we load up the luggage. Once the luggage is loaded, we will get in the vehicles and make the 30 minute trip to our guest house. We will have something for you to eat. We will have a debriefing time, let you unwind, shower, get ready for bed.

LIVING CONDITIONS

FOOD & SNACKS - We will be providing a good breakfast and supper. We will be asking different team members to help with the preparation and clean-up of both meals.

The project is of the nature that we will not be able to prepare noon meals. So, it is suggested that you bring some snack foods with you. Crackers, candy bars, peanut butter crackers, beef jerky, etc. make great snacks. We will be drinking lots of **room temperature water**. It will be pure and safe. We do try to provide cool water, but there is no guarantee.

SLEEPING CONDITIONS - We have one house available for some of the women. Some will still have to sleep in tents. Couples will be given the option to sleep in a tent with their spouse. If you have a keen desire to sleep in a house, please inform Sabrina immediately. The lodging arrangements will be made before you arrive. There are NO beds. Everyone will be sleeping on the floor either with air mattress or cot. There is no furniture in the houses. We will have chairs to sit on and tables to eat from. Consider this project like a camping trip, in Africa.

COMMUNICATON - Once we are on site, we will try and post a blog update on our Facebook page each evening recapping the day's events. Be sure to have your friends and family like us on Facebook www.facebook.com/1040i and share our status updates.

We will have access to a couple of Ivorian cell phones along with airtime cards for you to purchase. We will not be able to receive any incoming calls on the phones. Most people have been able to pick up a tower signal from Doropo and were able to call and/or text on their cell phones, i.e. ATT. If you choose this method, make sure you ask your carrier for details. Some carriers do have international packages for this country, therefore you are charged a very expensive per minute rate. Some found it cheaper to buy the Ivorian phones and buy minutes in country. If you choose to use Ivorian phones, be sure to include additional funds in your spending money to cover cost of phone and credits (minutes).

TRAVELING DOWN COUNTRY - Plans are to travel up country the morning after the team arrives. Make sure your passports are accessible during the travel as well as your water bottle/Hydroflask and bandana for dust with you for the drive. It is not uncommon to stop at checkpoints and be asked to show your passport. We will be getting up before the sun, packing up, loading vehicles, eating something for breakfast and begin the 14+ hour journey toward Doropo. We will have each of you assigned to a vehicle to facilitate the task. It will be a very long day. The team typically stops for lunch. However, you may want to pack some of your snacks for the trip up country. You will likely not arrive in Doropo before sunset. There will be food available when you arrive, but again it will likely be late.

LIFE AT BASE CAMP AND THINGS, YOU MIGHT FIND USEFUL

- 110 volt plugs are available for charging equipment and electronics, however, keep in mind we are often dependent upon a generator to run them.
- There are four showers (2 indoor, 2 outdoor) available for use. However, hot water is very limited. Short showers are necessary to accommodate a team of over 100 including our Ivorian team members.
- There are only four bathrooms with toilets. Do anything you can do outside of the bathroom, i.e. brush teeth, hair, shave. Please be considerate of the people standing in line behind you needing to use the facilities.
- Laundry is done every day. Pack light. Did we mention to pack light? Make sure to put your name in your clothes before you leave.

FEMALES AT CAMP

- There are things that are helpful to know if you are female and in a foreign country. Here are some helpful things provided by women who have "been there, done that".
- You won't want to bring your best clothes.
- On Sunday, the people wear their best clothes, so please bring something nicer to wear on Sunday. A skirt and modest top or a dress, not pants. Make sure the skirt is past your knee, preferably to mid-calf.
- Modest dress is important. No shorts, spaghetti straps or revealing neck lines. Capri pants or scrubs are great. Along with long t-shirts or scrub tops. If you wear skirts the African sun will shine right through light cloth and the skirt will be very revealing. Bring a slip. The skirts must be below the knee.

- Pack tissue or toilet paper in your carry on (for the long drive and putty breaks)
- Baby power is a wonderful freshener.
- Bring your own feminine hygiene products.

WISE WORDS FROM PREVIOUS TEAM MEMBERS

- The best prevention for malaria is not getting bit. In the evening, it's good to wear pants to keep your legs covered.
- Long sleeve shirt or jacket in case we have a cool evening. It happens even in Africa.
- Pack light. The transport vehicles are overloaded and anything we can do to reduce the load will make the trip easier and faster.
- A lot of people leave their clothes, shoes, towels etc. in Doropo for the Ivorians when they leave. Consider this when you pack
- (Optional) Carry a multi-use tool. Pack it in your checked bag or TSA will have a new toy. Switch it to your day pack in country.
- (Optional) - Buy a cheap organizer for your tent. It's can be hard to keep everything together when it's all on the floor.
- Put your name on everything! Hats, flashlights, etc.
- Label your clothes before you leave. Remember it's like camp and when you are trying to find your socks among 100 other people this will make it a lot easier.
- (Optional) Some people get prescriptions from their doctor for various things, i.e. Ambien, Phenergan, Cipro
- Pace yourself, drink lots of water, start & finish strong.
- Don't forget why you are there, everything else is secondary.
- Remember: It's Not About Me!

CULTURAL TIPS

Remember that you are a guest in the country you are visiting. Please be considerate and respectful of the customs and culture of the country that you are in even if they are not your own or you do not understand them or agree with them. Your words and actions may impact your experience, as well as the way future people traveling with The 1040 Initiative will be treated.

You may, very understandably, experience culture shock. You may be experiencing how it feels to be in the minority for the first time. You will hear a strange language, see new sights, hear new sounds, smell different smells, eat different foods, and feel frightened and powerless at times. Don't panic. This sensation will lessen with each passing day.

Attitude is everything! Try to overlook the less-than-pleasant parts of the country that you are in and focus on the many good aspects of the country. You will have a more pleasant experience this way.

When sharing your thoughts and feelings with people in the country you are serving in remember that communicating cross culturally is a wonderful, albeit challenging, adventure.

Keep in mind that **many words can possibly be misinterpreted** by others. Speak carefully, and avoid idioms that can easily be misunderstood. Humor often does not translate well. The safest stance is to avoid those subjects with potential for controversy regardless of what country you are in: sex, religion, politics and money.

When discussing possible concerns or help, please do not say, "We will see," or "I'll see what I can do about it." In their culture that means "yes" you will do whatever it is your discussing. They will not forget the conversation so be mindful of your dialog.

Do **not** talk about them "coming to the states". Your intentions may be good, but culturally they believe you will send for them and they do ask us about it on follow up trips. No matter how close you get to an Ivorian do **not** talk to them about what life would be like for them in the states or that they could live with you or that you will help them. This all means you WILL do it!!

To help avoid misunderstandings, think before you speak. Before asking questions, put yourself in the other person's shoes. How would you like being asked that same question by an international traveler visiting the U.S.?

Patience is a virtue, particularly when dealing with any culture different from the one we have come from. Because different countries have different operation procedures, be very careful to avoid losing your temper if you are feeling impatient or frustrated. This could cause difficulty for you, as well as The 1040 Initiative team.

Good manners are the same in any country. Treat people politely and chances are they will do the same. "Thank you" is a phrase you cannot use enough.

If there is a question about whether or not something is okay...Ask. What might be a polite gesture in North America could be culturally offensive elsewhere. I.e. Carrying water for women, hugging male to female.

The success of your trip will rely in large part on keeping your expectations realistic. You are traveling in a foreign country, not in the U.S. Things we take for granted in the U.S. may not be easily accessible in the country you are visiting. There are bound to be differences in customs, accommodations, food, traffic, air quality, toilets, the list goes on and on. Keep an open mind and a flexible attitude. You'll be back in the U.S. soon enough, and then you'll realize that you miss things about the country you were in.

- Talk to Mike before giving out your personal contact information. This could potentially create more problems than it helps.
- Carry hand sanitizer, but consider the offensive if using after every contact
- Everyone loves photos but remember the Ivorians are people not a side show. Be considerate you are a guest. Ask permission before taking pictures.
- Please do not throw candy, food, etc. from any vehicle! It is culturally insulting and extremely dangerous. We don't want someone hit by a car trying to retrieve a bonbon.
- Presenting items with left hand, waving or handshaking is culturally offensive.
- A gift that is offered should be accepted with gratitude. A Lobi saying is "you are never too poor to give or rich to receive." You will insult them by rejecting the gift, i.e. Your gift isn't worth taking.
- TeeBaBoo is Jula, the trade language in Africa, for "white man". You will hear the children yell it. They are speaking about you.
- If someone presents their wrist instead of an open hand shake they are saying that their hand is unclean. Shake their wrist.

RETURNING HOME

BACK IN ABIDJAN

You will spend a day back in Abidjan before heading back to the states. There may be an opportunity for shopping while you are there. Remember this when deciding how much spending money you will need.

This is a great time to debrief with other team members especially those who may have been working on a different project than you.

TEAM MEMBER FUNDRAISING POLICY

Individual team members are encouraged to send support letters to raise monetary support for their trip. Support gifts should be sent to 1040i. Your trip coordinator will obtain updates for your support gifts and will keep you informed as to how much has come in. These amounts will be made available to you to pay for trip related expenses such as airfare and on-ground expenses. There are some instances in which support received exceeds total reasonable trip expenses. In this instance, the team member can either choose to have 1040i maintain these funds for their future project trips or they may choose to allow the funds to be used to offset other project costs. Under no circumstances will excess funds be distributed back to the team member, as that would be in violation of the IRS guidelines.

SHARING YOUR EXPERIENCE

If this is your first trip, odds are you will be completely overwhelmed by your experience and will find it very difficult to share your time in Africa with those who have not gone before. Several people have found it helpful to journal their time in Cote d'Ivoire and use that as a guide to share with their family and friends.

A previous team member shares his time in Africa this way. He chose to take their family devotion times each night to read his journal to them and then expound on what else may have happened. He usually shows them some pictures along with it. It has been more meaningful to them instead of trying to tell them all about it in one sitting. They have had some awesome teaching moments through this.

TIME LINE OF EVENTS

Below is a timeline of events that need to happen or that will need to take place prior to departure.

August - passport application complete or renewal if necessary.

August 31st - Contact Sabrina for change of itinerary. Otherwise, change fees are min. \$200 plus applicable fare charges.

September 1st - First installment of \$1084 is due.

October 1st - Second installment of \$1083 is due.

November 1st – Third and final installment of \$1083 is due.

September thru December - Immunizations will need to be done by October. Keep in mind that Hepatitis A & B are a 3 shot series and have to be done one month apart. You will need at least two of the three prior to leaving.

November/December - Apply for Visa. Specific information will be emailed to you. November 15th

- Any spending money you wish to have in-country is due to 1040i. **METHOD OF PAYMENT**

Mail check to:

1040i

PO Box 721765

Norman, OK 73070

Credit card payments:

Go to the donation page on our website, www.1040i.org, and make your payment there. You can put your name in comment line so we will know it is for your expenses. You will also need to add 3% to your payment amount to cover the credit card fees.

Checking or Savings:

You can also pay directly from your checking account with no additional fees.

SPECIAL CIRCUMSTANCE:

If you are selected for the team and decide you are no longer able to be on the team after you have made a payment, you will receive a refund on the funds you have paid minus a \$100 administration fee plus any other expenses already incurred i.e. reservations, food, etc. If this decision is made after airline tickets are purchased you will have to work through the travel agent to figure out if you qualify for a refund.