

Adopt One Village – Information Packet

**Adopt One Village
Mission Trip**

Information Packet

June 30, 2017 – July 10, 2017

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The Story

Emmanuel Anim-Sackey left his village of YAW TENKORANG, Ghana in search of a better life. He achieved success as a U.S. postal worker in West Orange, NJ. But he longed to help support the village he left behind. So he founded Adopt One Village, a nonprofit organization that provides U.S. donations to this desperately poor village. For his efforts, Emmanuel was recognized as West Orange Citizen of the Year in January 2009. Later, he was recognized as Humanitarian of the Year by the U.S. Postal Service at a ceremony in Washington DC. Emmanuel is grateful for the recognition but he knows there is so much more to do in his beautiful home village.

The main school is called Alfuni JSS and is located about 3-miles from Abetifi-Kwahu. It lacks basic amenities, including drinking water, electricity and restrooms. Most of the school's materials are outdated and do not adequately prepare students to help their village and their country to succeed in the 21st century. The teachers and students are in need of training, school supplies, computers, and a consistent curriculum.

In addition to deteriorating schools, the people of YAW TENKORANG and the surrounding areas face shortages in healthcare providers, basic medical supplies and equipment. These shortages contribute to the fast rate at which the people get sick and die. As a nation, the life expectancy in Ghana is approximately 57-years old (20-years below the U.S.) The infant mortality rate is 10 times greater than the United States. Mothers are 60 times more likely to die during child birth in Ghana (approximately 4,000 deaths a year). Additionally, Ghana has only 1/20th the number of doctors per capita compared to the U.S. (U.S. 1:375; Ghana 1:7700).

The Life Christian Church has embraced our member, Emmanuel's cause, and will expand the depth and reach of this worthy effort to significantly change the lives of our brothers and sisters in Ghana.

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Mission Trip Details

Dates

- ✱ June 30 – July 10
- ✱ We will meet at church offices at 747 Northfield Avenue, West Orange at 2pm on June 30th and travel together by bus to JFK. Please have someone drop you off as we cannot leave cars in the parking lot for the duration of the trip.
- ✱ We will depart JFK on the evening of June 30th, arriving into Accra, Ghana on the morning of July 1st. The return flight leaves Accra in the morning of July 10th arriving into JFK the afternoon of July 10th.
- ✱ We will travel together by bus back to the Church offices where you can be picked up around 7pm.

What Are We Doing?

- ✱ We will share the love of Jesus Christ by addressing and supporting the physical, educational, spiritual and emotional needs of the YAW TENKORANG village. Specifically, the team will:
 - ◆ Distribute the goods from the Adopt One Village warehouse including educational supplies
 - ◆ Research the educational needs of the students and teachers
 - ◆ Conduct a Vacation Bible School for the Children
 - ◆ Paint and outfit the medical clinic

Cost of Trip (Paid to Adopt One Village)

Items	Amount (\$)
Airfare	1530.00
Lodging/Food	515
Transport to and from JFK	50
Transport in Ghana	250
Hotel in Accra	160
Miscellaneous (including projects, tips, party for kids, water, extra meals)	560
Total	\$3,065

Personal Costs

Items	Amount (\$)
Ghana Visa	50
Visa Photos	10
Other (Spending, Gifts, etc)	100
Yellow Fever Shot, Malaria Pills, other immunizations	Based on health care provider

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Pre-Trip Schedule

April 1	1st Payment Due – Cost of Airfare
June 1	2 nd Payment Due – final payment
TBA	Team Planning Meeting and Spiritual Prep
TBA	Team Planning Meeting and Spiritual Prep
June 30 th – July 10 th	Mission Trip

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Checklist of Things You Need for the Trip

The following list will help you prepare for the trip to Ghana. Also, see Appendix A for additional information.

<p>Travel Documents</p> <ul style="list-style-type: none">✦ Valid Passport✦ Ghana Visa✦ Airline Tickets✦ Proof of Yellow Fever vaccination card✦ Travel Interruption Insurance✦ SOS Insurance Card <p>Medical Supplies</p> <ul style="list-style-type: none">✦ Cold Remedy / Antihistamines✦ Antibiotic cream✦ Band-Aids✦ Mosquito Repellant (strong)✦ Sunscreen✦ Solarcaine✦ Chapstick✦ Anti-Diarrhea medicine✦ Laxatives✦ Aspirin / Ibuprofene✦ Eyedrops✦ Contact Lens Solution✦ Dramamine (for motion sickness)✦ Melatonin (for sleep)✦ Cipro (talk to your Dr. for an antibiotic to bring along if needed)✦ Any Prescriptions/Medications Be sure to bring enough to cover an extra 2-3 days beyond your trip✦ Malaria Pills, as needed <p>Food / Snack Items</p> <ul style="list-style-type: none">✦ Protein Bars✦ Granola Bars✦ Dried Fruit✦ Nuts / Trail Mix	<p>Personal Items</p> <ul style="list-style-type: none">✦ Long Pants (bring shorts)✦ Long / Short Sleeve Shirts✦ T-Shirts✦ Shoes (1 pr closed toe sturdy for work site)✦ Socks / Underwear✦ Hat / Cap (for sun)✦ Sweater / Light coat (for night)✦ Bathing Suit✦ Pajamas✦ Towel✦ Shower Sandals✦ Toiletries✦ Work / Gardening Gloves <p>For Woman</p> <ul style="list-style-type: none">✦ Long skirt (for church / family visit)✦ Women should be somewhat covered – t-shirts are okay, but not sleeveless; pants and skirts should fall below the knee <p>Miscellaneous</p> <ul style="list-style-type: none">✦ Bible / Journal / Pens✦ Flashlight✦ Backpack / Daypack✦ Sunglasses✦ Electric Plug shape converter (they don't convert the power, but make the plug fit)✦ Electric currency converter (only needed if you are bringing an appliance that does not automatically convert)✦ Hair Blower✦ Razor / Shavers✦ Camera and film and battery charger✦ Playing cards✦ Books / magazines (esp for plane / airport)✦ PHONE – for int'l trips check with your local phone company to determine requirements.
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Gifts

Gifts are an excellent way to demonstrate to someone that you care for them. Gift ideas will be provided during planning meetings.

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Team Planning and Spiritual Preparation

Training

During our team planning sessions we will prepare all teacher training sessions and assign duties to those participating in the trip. We will also provide basic medical training and basic evangelism training for participants.

Books & Websites

Prior to leaving, it's important to obtain an understanding of the culture, history, political and spiritual dimension of the people you are going to serve. Websites, books and travel guides are excellent sources of information. We will also utilize time during the planning meetings to cover these topics. One website to research:

www.state.gov/ - this is the U.S. State Department website; it is useful to search country information

Language

Spending a little time to learn a few words in the local language of those we are serving goes a long way to breaking down barriers and enduring ourselves to those we seek to serve. It demonstrates that we care enough to try to learn their language and are trying to fit into their environment. We will cover this during the planning meetings and training sessions.

Spiritual Preparation

In our global mission vision statement we aspire to the following attributes:

- ✳ To be empowered by the Holy Spirit in all we do
- ✳ To model servant-hood to each person we serve
- ✳ To reflect the holiness of God in all areas of our life

As we ready ourselves to go on the trip it's important that the team meet to prepare themselves spiritually for the mission trip. We need to center ourselves on God and on his goals and purposes for this mission trip. As with anything we do, we should always make prayer the focal point of our time together. Please set aside time for yourself to pray and have daily devotional time. During our Team Planning Meetings, we will spend time in prayer around this trip as well as discuss and practice the message of the Gospel.

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Raising Financial Resources

Raising Financial Resources

Each team member is responsible for raising their own support. A letter should be sent to family and friends to ask for their assistance and for their prayer support. Funds raised for the trip will only go towards budgeted items and will not be utilized to reimburse team members for personal items (e.g. souvenirs). We also ask that you do not ask TLCC members for donations as everyone in TLCC will have an opportunity to contribute to the project, as well as not to put a TLCC member in an awkward position of having multiple requests and not being able to assist everyone. See Appendix B for an example of a fund raising letter.

The IRS has provided guidelines for donations to ensure deductibility. As a general rule donations to individuals are not deductible. To ensure that gifts are deductible the donor must release control of the gift to the nonprofit organization (Adopt One Village). As such:

- ✳ Check should be made out to Adopt One Village
- ◆ DO NOT place any other information on the "pay to the order" line
- ✳ Donors should attach a separate note indicating the team member and mission trip that the gift is being given to support.

All donations to Adopt One Village are tax deductible. In order to receive a tax deduction, the IRS requires donors to release to Adopt One Village the control of how their donations are spent. This means all contributions raised for mission trips must be payable to Adopt One Village in order to receive a tax deduction.

Mission Trip Application Forms

There are 3 forms that are required to be completed by each member of the team.

- ✳ Trip Application (Appendix C)
- ✳ Emergency Contact Information (Appendix D)
- ✳ Background Check Consent Form (Appendix E)

These forms should be completed as soon as possible. The leader(s) should make a copy for their records and provide the original to Adopt One Village. Adopt One Village will take care of the background check. Any issues discovered during the application process will be communicated by a member of Adopt One Village to the mission team leader(s) and the applicant.

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Post Trip Debriefing (readjusting to daily life)

A mission trip can be described as a mountain top experience, where God works in incredible ways in the lives of those you serve, as well as in your own life. The process of returning from such an incredible experience to the routines of daily life is a major adjustment. In many cases there is a natural letdown. Prior to returning from the trip, it's important to address the Post Trip "Blues" so that you are adequately prepared for re-entry into daily life. Hopefully these tips will be of help to you:

- 1) Take time to pray and thank God for the trip.
- 2) Prior to your return, ensure that you take time to debrief among team members. Share experiences, complete the Trip Assessment Form and discuss the potential next steps.
- 3) Prior to leaving on the mission trip, schedule the first 2 days of your return with fun activities.
- 4) Exercise during the first few days of your return.
- 5) Go out to dinner with family, friends or with a team member within the first day or two of your return.
- 6) Don't expect those who didn't go on the trip to have the same level of excitement that you have. You were just on a mountain top, your friends and family and co-workers are still in the valley. Reduce your expectations prior to returning.

If you have other helpful hints, please share with your team members so that everyone can re-enter daily life with minimal "Blues".

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Appendix A: Travel Documents - Information and Timing / Vaccinations and Medications

Keeping on schedule for documents is important to avoid extra rush fees or missing the trip because you don't have the required documentation or immunizations.

Passport

- ✦ If you do not have a current U.S. passport apply for one ASAP.
- ✦ If you have a valid passport, please check it to insure
 - ◆ It is valid for at least 6 months after departure (necessary to obtain visa)
 - ◆ It has enough clean/empty pages for Visas and stamps

Where to apply for a passport

- ✦ Passports can be processed through your local post office. The usual time to obtain one is 6 weeks. Please begin this process for obtaining, renewing or adding pages as soon as possible. Passports can also be obtained via <http://travel.state.gov/>
- ✦ To add pages to your passport go to <http://travel.state.gov/>. On the home page is a link for adding pages. All forms and information are available on this site. Be careful of other sites that are processing agencies and have added fees. This is the official government information site. If you are not a U.S. citizen or will travel on a non – U.S. passport please inform one of the team leaders immediately so we can verify if any other visas/documents are needed.

Visa

- ✦ Ghana requires visitors to obtain a Visa. You will need:
 - ◆ A valid passport , valid at least 6 months after departure, with a few empty pages
 - ◆ Proof of Yellow Fever vaccination
 - ◆ A copy of your flight details
 - ◆ 4 passports photos
 - ◆ 4 Copies of Visa application (<http://www.ghanaembassy.org>)
 - ◆ \$50 (cash or money order)
 - ◆ Adopt One Village will arrange for Visa Applications to be dropped off at:
NY Consulate – General
19 East 47th Street
NY, NY 10017
(212) 832-1300
<http://www.ghanaconsulatenewyork.org/>

Travel Warnings

- ✦ Consular Information (Government travel Information and Travel Warnings):
http://travel.state.gov/travel/warnings_consular.html

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Travel Insurance

- ✦ Optional Travel Insurance On-line Brochure:

<http://www.travelguard.com>

Coverage could include:

- Travel Arrangement Protection
- Medical Protection
- Baggage Protection

Questions or concerns regarding Travel Guard's exclusions/inclusions should be directed to their toll-free number: 1-800-826-1300.

Customs

- ✦ U.S. Customs Know Before You Go! On-Line Brochure:

<http://www.customs.ustreas.gov/xp/cgov/travel/vacation/kbyg>

Vaccinations and Medications

Timing is an important factor for vaccinations. Certain vaccinations (e.g. Yellow Fever) are required prior to applying for a visa for Ghana. It is advisable to speak with your general physician to decide which of the recommended shots and timing is best for you.

Some vaccinations may be covered by health insurance if given by your primary care physician and not a travel clinic. Most doctors do not stock certain vaccines, so when calling to set up your appointment inform them what you are coming in for. Check pricing on vaccines. It can vary widely.

Another resource for information is: www.cdc.gov/travel/

Mandatory vaccinations – check with the country embassy, CDC or your physician.

- ◆ Yellow fever is required. It is active and valid for 10 years. Documentation that you have had this vaccine is needed to process your visa application.

Recommended vaccinations –

- ◆ **Tetanus * strongly recommended** –
- ◆ Meningitis
- ◆ Measles
- ◆ Typhoid
- ◆ Hepatitis A – must be taken **4 weeks before travel** to provide protection
- ◆ Hepatitis B – to be fully protective requires **three shots given 6 weeks apart**
- ◆ Polio

Medications:

- ◆ **Malaria pills are * strongly recommended** (There are different Malaria medications available)
- ◆ Cipro or other antibiotic to bring in case needed (discuss with your physician)
- ◆ **Any medications you usually take – be sure to bring an extra 2-3 days beyond your trip**

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Boosters:

For those who have had some of these vaccines before, these are the guidelines for Boosters (or re-vaccination)

- ✦ Meningitis: every 3 years
- ✦ Measles: needed once as adult, then good for life
- ✦ Typhoid: shot is valid for 2 years
 - ◆ Pills are valid for 5 years
- ✦ Hepatitis A: If you've had 1 shot booster needed in 1 year
 - ◆ If you've had 2 shots valid for 15 years
- ✦ Hepatitis B: There are 3 shots in this series : After you've had all three it's valid for life
- ✦ Polio: needed once as adult, then good for life
- ✦ Yellow Fever: Valid for 10 years (carry yellow card proof of shot, sometimes requested)
- ✦ Malaria Pills: Need to be taken on each trip

See your personal physician for any specific needs or questions

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Appendix B: Sample Support Letter

Adopt One Village June 30 – July 10, 2016

Dear Family Member or Friend,

I am traveling to Ghana this July with a team from Adopt One Village, Inc. to help the people of YAW TENKORANG, a poor and impoverished village located in one of the highest habitable points in the country. Emmanuel Anim-Sackey who is from that village started an organization to help his village. For his efforts, Emmanuel was recognized as West Orange Citizen of the Year in January 2009. Later, he was recognized as Humanitarian of the Year by the U.S. Postal Service, who he works for, at a ceremony in Washington DC.

The team will be bringing educational supplies for the school in the village and will be conducting teacher training while there. These books/curriculum will sustain the village's needs for years to come. The team will also distribute supplies, bicycles for traveling to school, medical supplies, clothing and other personal items that have been donated by hundreds of generous people (we will be shipping two containers to Ghana packed with these items). Additionally, the team will be painting and outfitting the largest medical clinic in the area which AOV was able to build thanks to generous support from its donors.

While this is an exciting trip, it also is an expensive trip which I can't fully afford to fund out of my pocket. The total cost for the trip is \$3,065 (this does not include the costs for immunizations, malaria pills, clothes for the trip, water bottle with filter system, and other trip necessities). Based on what I can afford to put towards the trip myself, I need to raise _____ from family and friends. Any additional funds I raise in excess of _____ will go to support the projects we will be working on. Any financial help that you can give me to offset the costs of this trip would be much appreciated. If you choose to help:

- ✱ Please make your check out to Adopt One Village.
 - ◆ Please do not write anything on the memo line.
 - ◆ DO NOT place any other information on the "pay to the order" line
- ✱ Please attach a note indicating that you wish the gift to go to support me.
- ✱ As a nonprofit, all donations to Adopt One Village are tax deductible. Please check with your company/business to see if they offer matching funds.

Please send your donation to me and I will pass it along to Adopt One Village. If you can't help this time, I ask that you please commit to praying for me and the team, especially for our safety, the protection of our families while we are away, that our efforts to help the people of YAW TENKORANG would be invaluable and that many Ghanaian lives would be positively impacted by our presence. For more information, please visit www.adoptonevillage.com.

Thank you,