

## Getting Ready To Go

### 'Preparation Checklist'

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#### Flights

- ✓ It's a good idea to arrange all your flights well in advance of your departure date. In most case scenarios the later you leave your booking the more expensive it is likely to be.
- ✓ If you think you might want to stay in Africa for longer once you have finished your placement it may be worth considering purchasing an open ended ticket. Most airline operators offer these at discounted rates.
- ✓ If the flight you have booked incurs a stopover anywhere please ensure you have booked a place to stay. Sub Saharan Volunteers & Adventures only advises volunteers on appropriate flights but does not hold the responsibility of accommodating you.



#### Visas

- ✓ Ensure your passport has 6 months validity remaining on it after your intended departure date from your placement country. If you don't there is a good chance you may run into problems with the immigration over there.
- ✓ Visas can be obtained from a consulate or embassy in your country. The best way is to purchase your visa by sending your passport and documentation to the consulate/immigration well in advance of your departure date. All visas are easily extendable once you are in your placement country.
- ✓ Alternatively you can purchase your visa upon arrival in your placement country. Ensure you have the correct money and currency for payment at immigration.
- ✓ When you are applying for your visa whether it be in your home country or upon arrival in your placement country ensure on the visa form you write 'tourism' 'tourist' 'vacation' as purpose of visit. The reason we say this is because African Immigration do not understand the concept of 'Volunteer Work'. As soon as they see you have written 'Work' they automatically refer you to get a work permit and as you are not earning money is unnecessary.

- ✓ Stated below are the consulates/embassies in a country near you.



**Kenya High Commission**  
45 Portland Place, London,  
England, United Kingdom  
W1B 1AS  
Tel: 020 7636 2371  
E-mail: [click here](#)

**Tanzania High Commission**  
3 Stratford Place, London  
England, United Kingdom  
W1C 1AS  
Tel: 020 7569 1470  
E-Mail: [click here](#)

**High Commission of the Republic of Malawi**  
70 Winton Road, London  
England, United Kingdom  
N2 0TX  
Tel: 020 8455 5624  
Email: [click here](#)

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**Embassy of the Republic of Kenya**  
2249 R Street, NW  
Washington D.C.  
20008, U.S.A.  
Tel: (202) 387-6101  
E-mail: [click here](#)

**Tanzania High Commission**  
2139 R Street NW  
Washington D.C.  
20008, U.S.A.  
Tel: (202) 884-1080  
Email: [click here](#)

**Malawi Embassy**  
2048 Massachusetts Avenue, NW  
Washington D.C.  
20008, U.S.A.  
Tel: (202) 721-0274  
Email: [click here](#)



**Kenya High Commission**

415 Laurier Avenue East  
Ottawa, Ontario  
K1N 6R4  
Canada  
Tel: (613) 563-1773(6)(8)  
Email: [click here](#)

**The Tanzania High Commission**

50 Range Road  
Ottawa, Ontario  
K1N 8J4  
Canada  
Tel: (613) 232-1509  
Email: [click here](#)

**High Commission of the Republic of Malawi**

2048 Massachusetts Avenue, NW  
Washington D.C.  
20008, U.S.A.  
Tel: (202) 721-0274  
Email: [click here](#)

*\*The high commission to Canada was closed in 2005 and cases are referred to Washington.*

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**Kenya High Commission**

GPO BOX 1990  
Canberra ACT 2601  
Australia  
Tel: 02 6247 4788  
Email: [click here](#)

**Tanzania High Commission**

23 Barrack Street  
Perth WA 6000  
Australia  
Tel: 08 9221 0033  
Email: [click here](#)

**Malawi Embassy**

Takanawa Kaisei Building 7F 3-4-1  
Minato-Ku, Tokyo  
Japan  
Tel: (+81-3) 34493010  
Email: [click here](#)

\*Note – Currently Australian citizens do not require a visa for travel to Malawi

*\*For all other country consulate/embassy addresses please [click here](#)*



## Travel Insurance

- ✓ When participating in any Sub Saharan Volunteers & Adventures project overseas it is a requirement that you take out good, comprehensive travel insurance that will cover you in the event of a medical emergency, loss of baggage and everything else you insured yourself for, this is imperative.
- ✓ Volunteers from the UK we recommend Endsleigh travel insurance. For more info please visit their website at [www.endsleigh.co.uk](http://www.endsleigh.co.uk) or call them on 0800 028 3571.
- ✓ Volunteers from the USA we recommend STA Travel who offer a great deal on travel insurance. For more info please visit their website at [www.statravel.com](http://www.statravel.com) or call them on 1-800-781-4040.
- ✓ Volunteers from Canada we recommend Bon Voyage Travel Insurance. For more info please visit their website at [www.travelcuts.com](http://www.travelcuts.com) or call them on 1-866-246-9762.
- ✓ Volunteers from Australia we recommend 1 Cover. For more info please visit their website at [www.1cover.com.au](http://www.1cover.com.au) or call them on 1300 132 21.



## Vaccinations

As you may well be aware, there are a few health concerns that accompany travel to a developing country. Although currently the countries we send volunteers too don't require any evidence of immunisations it is strongly advisable you adhere to our and your doctor's recommendations.

**Yellow Fever** - This is a requirement for entry into some countries so inform your doctor of all your travel plans. However, we suggest that you take the time to research and discuss with your physician before deciding to take it because the vaccine is active rather than passive.

**Typhoid** - The typhoid inoculation is offered in three ways: 2 shots given 4 weeks apart, one shot, or four tablets taken orally (one pill every other day for 6 days).

**Hepatitis A** - This inoculation is only good for three months and becomes less effective over time. Therefore, it should be taken about a week before entrance to your host country.

**Hepatitis B** - Recommended if you might be exposed to blood, have sexual contact with the local population, are staying longer than 6 months or might be exposed through medical treatment.

**Tetanus and Diphtheria** - The T/D vaccine is good for 10 years. Therefore, if a booster has not been taken in the last 10 years, one should be administered.

**Polio** - The polio vaccine is good for 3 years. Therefore, if a booster has not been taken in the past three years, one should be administered.

**Meningococcal Meningitis** - Prices may vary greatly depending on the frequency with which the hospital/clinic administers it, so please check around to get the cheapest price.

**Measles/Mumps/Rubella** - The CDC recommends that if you were born after 1957 you repeat the MMR vaccine.



## What You Need To Pack

Many of the items you see below can also be purchased in your host country so don't panic if you are approaching your weight allowance or can't fit those extra pair of shoes in your bag. Most toiletries are available in local supermarkets however they might prove to be slightly more expensive as they have to be imported. Any insect repellents and mild medication is best brought from home as sometimes they tend to be scarce and difficult to get hold of.

### Documentation

- ✓ Valid passport with at least 6 months remaining upon departure from your host country (it's good to keep a photocopy of this documentation)
- ✓ Kenyan visa and a photocopy
- ✓ Other identification including Driving License, ID Card, Age of Majority Card
- ✓ Travel insurance details and a photocopy
- ✓ Vaccination booklet (usually given when you receive your immunisations)
- ✓ Details of any medication you are taking
- ✓ Documentation of any illness/allergies which may require treatment

### Clothing

- ✓ Cool, comfortable T-shirts
- ✓ Socks and underwear
- ✓ Shorts/Skirts (ensure they fall below the knee line making them socially acceptable)
- ✓ Hiking trousers (comfortable, light-weight, fast-drying)
- ✓ Long sleeve shirts (for evening, light colours are a good idea)
- ✓ Comfortable shoes (hiking boots, running shoes, flip flops)
- ✓ Warm jumpers/hoodies (evenings, especially in the wet season when it gets cool at night)
- ✓ Something comfortable to sleep in (temperature will range from uncomfortably hot to cool at night, depending on your placement and the time of year)
- ✓ Rain gear (possibly Gore-Tex, depending on the season of travel)
- ✓ Baseball cap/sun hat/bandana (protection from the sun)

Keep in mind that days are usually hot and humid so lightweight clothes are most easily manageable. In most cases volunteers will be required to wash their clothes by hand. It is therefore advisable that you don't bring heavy clothes as they are harder to wash and take a lot longer to dry.

## **Other Essentials**

- ✓ Mosquito net
- ✓ Insect repellent
- ✓ First aid kit
- ✓ Suntan lotion
- ✓ Lip protection (SPF 15+)
- ✓ Sun Glasses
- ✓ Sleeping bag
- ✓ Extra travel pillow
- ✓ Light weight towel
- ✓ Toiletries incl. Soap, Shampoo, Toothbrush
- ✓ Travel alarm clock
- ✓ Torch/headlight, we strongly recommend this especially a headlight. It makes it easier to see what you are doing at night especially if you are based in a rural place.
- ✓ Binoculars
- ✓ Camera + extra memory cards/film

## **Medical Kit**

Many of the below can be found in local chemists but prices can be higher and you may not be at all familiar with the product. We strongly advise purchasing before you depart.

- ✓ Prescription medication (in original containers)
- ✓ Painkillers (Ibuprofen, Paracetamol)
- ✓ Antihistamine (Benadryl)
- ✓ Antibiotics & Antifungal ointments
- ✓ Oral rehydration salt packs (Gastrolyte)
- ✓ Bandages & Plasters
- ✓ Needles, syringes, with physician letter (ask your travel doctor)
- ✓ Antibacterial hand sanitizer (Purell)
- ✓ Condoms
- ✓ EpiPen/Anakit (for life-threatening allergies)
- ✓ Vitamins
- ✓ Needles/Syringes (A letter from your doctor needs to accompany this)
- ✓ Antacid



## What We Need From You

The information listed below is everything we need from you as a volunteer before you head off on your adventure of a lifetime.

1. A Passport sized photo (you can upload this on the booking form)
2. A signed copy of our terms and conditions
3. A copy of your CV/Resume
4. All of your flight details
5. A copy of your travel insurance
6. Parent/Guardian contact information (in case of an emergency)
7. Details of any medication you are taking

*\*You will be required to submit this information when we send the information pack on receipt of your project payment.*



**~You Can Make A Difference~**

**Sub Saharan Volunteers & Adventures**

[www.subsaharanadventure.com](http://www.subsaharanadventure.com)

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