



## TRIP VOLUNTEER CHECKLIST

[threestrandsteams.org](http://threestrandsteams.org)

This is a checklist provided to assist you with getting all of your documents completed in a timely order. Please do not hesitate to call our travel facilitator at anytime.

1. PASSPORT – You must possess an up to date US passport that is valid for at least **6 months** from the date of planned travel and enough space for an entry and exit visa stamp. Three Strands needs your passport number and date of issue and date of expiration emailed to us.
  - a. US Passport Service - <https://travel.state.gov/content/passports/en/passports/forms.html>
  - b. Travel Document Systems– if you are applying for a Central African Visa - <https://www.traveldocs.com/>
2. VISA – you do not need a visa for Haiti, but you will need a visa for the Central African Republic. You can get expert help from Travel Document Systems in Washington, DC - <https://www.traveldocs.com/>
3. TRAVEL INSURANCE – you must **submit a copy** of your travel insurance card. Three Strands works with Faith Adventures. It is best if you purchase the \$43.00 Plus Plan as it has higher coverage and allows you to do multiple trips in one year. <https://www.faithventures.com/purchase/> . Insurance must include evacuation coverage.
4. VOLUNTEER AGREEMENT – this is a two page document that must be completed, signed, and in Three Strands’ possession before you can work with us abroad. A new agreement is necessary for each trip.
5. IMMUNIZATIONS – you want to work with your primary care provider to be sure you are up to date with all current vaccines for your age group. Yellow Fever is required to enter into the Central African Republic. You must carry your Yellow Fever Certificate with you. Check the Center For Disease Control’s website for current immunization recommendations. <http://wwwnc.cdc.gov/travel>.
6. MALARIA PROPHYLAXIS – work with your primary care provider to determine which drug is best for you to prevent malaria. <http://wwwnc.cdc.gov/travel>
7. AIRFARE – Team members will be responsible to purchase their own airline tickets. The team leader will supply you with airline and travel date info. It is important that you be on the same flight, with the team leaving from a gateway city (ie.. Atlanta, Miami, Chicago, etc).
8. LUGGAGE – in order to keep shipping costs to a minimum, Three Strands asks each team member to try and donate most of their luggage space for medical supplies, medications, and team food. We find that most people are able to “live” out of their carryon and backpack. Check with the airline for luggage allowance and costs based upon your frequent flyer status.
9. IN COUNTRY HOUSING, TRAVEL, and MEALS – If you are going to Haiti, you will need to submit \$800 to Three Strands 60 days prior to departure which will cover: airport handling, transportation, three meals per day, bottled water, a bunk, and electricity/internet (if the generator is working). Payments can be made via website **three-strands.org** under Donations – Haiti in-country Expenses. Put your name in Other comments.
10. IN COUNTRY HOUSING, TRAVEL, and MEALS – If you are going to Bangui (Africa) you will need to submit \$400 to Three Strands 90 days prior to departure which will cover: airport handling, transportation, three meals per day, bottled water, a bunk, and electricity/internet (if the generator is working). Payments can be made on website **three-strands.org** under Donations – C.A.R. in-country Expenses. Put your name in other comments .
11. AIRPORT FEE for each person - Haiti entry fee \$10. C.A.R. airport exit fee is \$20.

Respectfully submitted,

Signature of Volunteer

*Three Strands Administration*

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