

# MISSION TRIP

## JULY 2019



COME, SEE, AND SERVE!



# PARTICIPANT PREPARATIONS PACKET

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For updates and additional documents go to

[www.northrise.org/impact-participant](http://www.northrise.org/impact-participant)

If you have not yet registered online or have any questions after reviewing the materials please contact [Kelly Shaw](#) 602-330-6274.

## PREPARATION CHECKLIST

- Register for Impact Ndola and pay the \$275 deposit per person before Mar. 1.
- Secure travel documentation (passport, visa, immunization record, etc).
- Book your flights to and from Zambia
- Send a copy of your passport and flight itinerary to Northrise by May 1st
- Meet with your primary care physician to discuss recommended immunizations and medications for traveling to Zambia. Update your immunization record card and pack it with your passport and visa for your flights.
- Make your final payments for the service trip and safari to Northrise.
- Prepare mentally, physically, and spiritually.

Read the entire Participant Preparation Packet and ask questions if not sure about some aspect of the preparation for our trip.

Plan well – 5 minutes of planning can save you 5 hours of valuable time in the future.

Prepare your heart, soul, mind and body — materials will be provided through your local church to help guide some of the spiritual preparation for the trip. You will want to be knowledgeable about the culture, environment and how you will be serving by participating in all the ministry/project team meetings.

Eating right, exercise and adequate rest leading up to the trip will help your body adjust faster to the challenges of long travel and a new environment.

Follow the guidelines provided by Northrise University and your Team Leader.

## BOOKING YOUR FLIGHTS

You are required to book your own flights to and from Zambia. Due to the number of different itineraries required for such a unique trip, 75 participants coming from different cities and states across the country, we require participants to book their own travel arrangements from the United States to Zambia and back home.

### Some things to keep in mind when booking your flights:

- Make Ndola your final destination, arriving on Sunday July 7.
- For your trip home you have three options:
  1. (Recommended for 1st time visitors) **Livingstone excursion at Victoria Falls and a safari to Botswana.** Book your return home flight on Monday July 15 from Livingstone airport. Northrise will book your in-country travel on Saturday July 13 from Ndola to Livingstone.
  2. **South Luangwa Safari.** Book your return home flight on Monday July 15 from Lusaka airport. Northrise will book your in-country travel on Saturday July 13 from Ndola to South Luangwa.
  3. While we encourage you to include the safari experience as a valuable time for debriefing and experiencing Africa we

understand that some are just not able. If needed you can book your return flight on Saturday July 13 from Ndola.

- Send your flight itinerary to Kelly Shaw as soon as you have it. We need that information to arrange your transportation to and from the airport in Ndola.
- Northrise University is arranging all of the travel logistics for our week in Ndola as well as our safari experience. This requires that we get your itinerary no later than May 1st.
- Reports show that the best time to book an international flight is 3 months prior to your trip. Do not delay as the African international flights fill up quickly.
- Travel agents can assist and we recommend a friend of Northrise, [Sharel Felger](#) from LUXE, (949) 336-1000 x 1601.

## DOCUMENTATION REQUIRED

Read all of the current requirements on the [U.S. State Travel Department](#) and the [Embassy of Zambia](#) websites.

**Passport and Visa** - All travelers must have a passport and a Zambia business multiple entry visa. Please review the requirements and check your passport!

[Instructions, cover letter, & application p. 8](#)

**Passport** must be active, not expire before Feb. 2020, and have at least 3 blank pages.

**A Zambian Business Multiple Entry Visa** is required. You will mail your passport to Washington D.C, see page 8 of this packet for instructions. Do not delay sending in your application so that you get your passport back in hand before the trip. This can take up to 6 weeks.

- **FRAUD WARNING:** Do not use online visa application sites as these are frauds.
- It is a good idea to leave photocopies of your passport, visa, travel plans, credit cards, insurance and other information at home with someone you trust, who you can easily contact.
- You should also keep a soft copy of these items with you or easily accessible to you. Ex. Scan copies and e-mail to yourself.
- You will also need to send a copy of the personal information page of your passport to Northrise.

**Travel Insurance** - International emergency medical travel insurance is mandatory, per Northrise University Initiative. Policies may be purchased on your own, provided by your church (check with your mission pastor) or register for our group policy. Contact us about our group policy. Prices vary, but are very affordable.

You must send us your travel insurance details and emergency contact information.

**Traveling with children** - There is extensive legal documentation required for traveling with minors to Zambia through South Africa as well as requirements for Northrise. Please contact Kelly Shaw if you're traveling with children.

## **IMMUNIZATIONS/MEDICATIONS**

The US Travel Department recommends several additional immunizations for travel to Africa. We suggest you discuss those immunizations with your health care provider or a travel clinic such as [Passport Health](#), to determine a plan.

Do not neglect to consider all of the countries that you will pass through, changing planes or layovers. Many countries have requirements based on the country from which you arrive even if you don't leave the airport.

Additionally, visit the [Center for Disease Control's website](#) for more information. Refer to this information when you schedule an appointment with your health care provider. Many times, doctor's offices have to order certain shots, so be sure to discuss your travel plans while making the appointment.

Allow several weeks before the trip to get your shots so they will become fully effective in your system. Try to schedule around the middle of June at the latest. There will be a cost involved, and some shots are very expensive. Discuss with your provider the best shots for you.

**Malaria** - Malaria is prevalent in Zambia. 85% of our students have been exposed to and have suffered from Malaria. Malaria is spread by the bite of an infected mosquito. Malaria is easily prevented and treated with access to the proper medication. It is recommended that travelers discuss with their healthcare providers a plan to prevent Malaria. Most often, a course of Malarone is taken before, during and after a trip to prevent contracting Malaria. As always, talk with your health care provider about your options.

Deet-infused clothing and sprays are also available at outdoor stores like REI. While these items are not necessary, you may want to invest in additional preventative measures.

We are traveling during the dry season in Zambia, and there are very few mosquitoes. However, it doesn't hurt to be prepared.

**Other** - Ask your primary care doctor about any other medications including antibiotics they would recommend. Many physicians prescribe z-pack or c-pack antibiotics for international travelers.

## WHILE IN ZAMBIA

Northrise University will provide food and bottled water throughout the week in Ndola. You will enjoy a breakfast and dinner buffet each day. Lunch will be provided at your project location, likely a simple sack-lunch with a sandwich and fruit. Plan to pack any extra snack food you would like during the trip.

**Eating Local Food** - Avoid eating fresh fruits and vegetables that have been washed with local water, unless they can be peeled. Avoid dairy. If you become sick from something that you eat, antacid tablets are great to carry with you. Travelers have been known to occasionally take them before they eat food they're not sure about and then again after if their stomach is upset.

**Drinking Local Water** - It is recommended that you only drink bottled water while you are in Zambia. Use bottled water for brushing your teeth as well. While the water in Zambia is generally clean and filtered, there are many waterborne illnesses that can make you very sick. It is easy to purchase bottled water in Zambia.

We will provide bottled water daily at lunch and each day the Protea Hotel will provide bottled water in your room and at your meals.

**Hotel** - We will stay at the Protea Hotel near the Northrise University main campus. The Protea is a safe, clean hotel and is a comfortable place to rest after a long day serving the people of Ndola. Sheets, pillows and towels are provided (not toiletries).

**Clothing** - Plan to dress conservatively and comfortably. Zambians tend to dress more conservatively, so plan appropriately. July is winter in Zambia; the weather normally ranges from 50s to 70s this time of year. Dress for the team to which you have been assigned, check with your team leader. Everyone should pack at least one business casual outfit, khakis or a long skirt with a nice shirt. Bring at least one good pair of shoes

for walking around during the day in Ndola. We will be visiting a rural area, including the Northrise Farm.

Pack LIGHTLY. Limit yourself to ONE suitcase (50 lb.) per traveler. It will be easier on you and the local African airlines have tighter restrictions than the intercontinental airlines!

Laundry services are available in Ndola and Livingstone for a cost if you really need them. You may also bring 1 carry-on or a personal item. Do not exceed the baggage or weight limit. Please refer to the Packing List enclosed for more information.

**Spending Money** - All of your major expenses (food, lodging, travel) are covered while you are in Ndola. Some extra money would be good for souvenirs and incidentals.

We will arrange a time to exchange funds at Northrise when you arrive.

Bring additional spending money for the Livingstone portion of your trip. VISA cards are widely supported in Ndola along with a few other international cards. American Express is not widely accepted.

**Phone Service** - Many cellphone carriers will offer service in Africa. Phone calls are possible with an international plan, but are usually very expensive! Same goes for data usage on your phone, downloading a single e-mail can be very expensive. Be sure to discuss this with your cellular provider and consider all options before using it in Zambia.

The Zambian phone country code is 260; international access code while in Zambia is 00. If you have questions, don't hesitate to ask. It would be good to set up a Skype account beforehand. This is the best way to call internationally for free. [www.skype.com](http://www.skype.com)

**Internet** - Northrise University and the Protea Hotel are equipped with internet. However, it is not guaranteed. Power outages and other infrastructure issues make internet service unreliable.



**Electric Power** - Electric power is 230 V running at 50 Hz. Most modern electronics will be “dual voltage” meaning that they will work in Zambian plugs with a simple converter plug.

## **FAST FACTS ABOUT ZAMBIA - MONEY**

The local currency is the Kwacha. The current exchange rate fluctuates, go to XE Conversion for current rates: <http://www.xe.com/ucc/convert.cgi>

USDs are widely accepted in Zambia as well, although you will get a better exchange rate paying in Kwacha. Many ATM's will work with American banks, and will distribute Kwacha. If you bring American currency, bring newer (large president faces), small bills. \$1, \$5, \$20s. Money can be exchanged at the bank, or exchanged at Northrise University for a better rate.

VISA cards are widely supported in Ndola along with a few other international cards. American Express is NOT widely accepted. ATM's are available and can draw money out in Kwacha.

## **SAFETY AND HEALTH**

Zambia is a very stable and safe country with a crime rate that is substantially lower than the US. Zambia has a democratic government, and is very friendly to visitors.

There are no travel warnings for Zambia at this time. We will keep watch of the warnings carefully. We will update you at [www.northrise.org/impact-participant](http://www.northrise.org/impact-participant)

As with all travel abroad, travelers can take simple precautions to protect themselves and their valuables. Visit the [US State Department Travel website](#) for current information about traveling to Zambia and register your trip details with their [Smart Traveling Enrollment Program \(STEP\)](#).

## **BEHAVIORAL GUIDELINES/ EXPECTATIONS**

- “We are Northrise” represents life-changing relationships. As you prepare to come and see what God is doing in Africa be prepared to meet amazing people and begin relationships that will change your life forever! We encourage you to reach out to those you don't yet know such as NU staff and students, travelers from outside your immediate group, volunteers serving on other projects.
- Northrise University meets the needs and solves the problems of their community. If you hear of or see a need and want to respond please contact a Northrise staff leader before you respond — do not give out money or purchase items. Allow Northrise the opportunity to be the source of the blessing so that when you leave they will know where they can go for help and continue to see God at work in their city.
- Northrise University students are not allowed to ask for donations. If you want to support a student please give to the [ONE STUDENT Scholarship Program](#). The program is designed in the best way to contribute to the success and transformation of the student and they must do their part as required by the university.
- Northrise University staff members alone give gifts to students and those we serve. Your team leaders are bringing gifts for those we serve, — do not bring any gifts to hand out. You may be inclined to bring coins, dollar bills, candy, clothes, etc — these gestures tend to hurt more than help. If you have a specific donation you want to provide please contact Kelly Shaw prior to the trip to coordinate the gift through Northrise.
- Northrise University staff, students and other people you will meet are not allowed to propose or enter into any business relationships with you.

## PACKING LIST

### USE THIS AS A GUIDE FOR WHAT TO BRING

#### **Clothing:**

It will be winter (mild) in Zambia during July, average temperatures range from the 50s to 70s. Zambian culture is generally more conservative than American culture.

- For travel days, pack comfortably for 24-30 hours of air travel.
- Shorts are acceptable for the times around the hotel and university. Please make sure they are conservative (not too short or with revealing holes).
- Bring at least one good, comfortable pair of shoes for walking around during the day in Ndola and during travel.
- Light coat or sweater for the morning and evenings.
- We will deliver an Impact Ndola 2019 t-shirt to you before the trip. Please pack it with you. We are shipping the same shirts to the university for the students and staff participating.

#### **Pack appropriately for your project:**

**Pastor's & Women's Conference:** Business-casual (Most of the men and women will be wearing their very best)

**Men:** Khakis and a collared shirt

**Women:** khakis/skirt and nice shirt (most of the Zambians wear floor-length cotton dresses)

**Children's Ministry:** Wear comfortable clothes, and something you don't mind getting dirty. Schools are in remote areas, and dirt is a reality. Wear closed-toed shoes during these days. Jeans and a t-shirt are appropriate.

**Medical Team:** Wear medically appropriate attire, such as a lab coat, scrubs or other uniform.

**Build Team:** Jeans and work clothes are preferred. If you want to bring a tool belt, feel free.

#### **Travel Documentation Items:**

- Passport with Zambian Multi-entry Visa
- Passport holder (neck) or money belt
- Copy of itinerary
- Copy of Passport (store separately from your actual passport)
- Insurance ID Card and Shot records (keep with passport)
- List of allergies, medical conditions, health problems, etc. (Keep with passport)
- Immunization record

#### **Personal Care Items:**

- Basic hygiene items (toothbrush, toothpaste, shampoo, etc...)
- Hand towel or washcloth
- Hand wipes
- Anti-Bacterial hand gel
- Prescriptions (keep in original bottle, and bring in carry-on) and vitamins
- Contacts/solution
- Sunscreen
- Antacids/Anti-diarrhea medicine
- Sleep aids
- Tylenol/Advil
- Hat for outdoor activities
- Optional Miscellaneous Items:
  - Flashlight
  - Batteries
  - Camera
  - Chargers for phone, camera, etc...



- Travel adapters for chargers
- Insect/Mosquito Repellent
- Plastic Grocery Bags (dirty items, shoes, etc...)
- Bible, journal, pen, devotional
- Notes or materials for Ministry Project

other such items

- A sweater or light coat
- Note: antihistamines like Benadryl, are considered an illegal substance in Zambia and are subject to drug possession/trafficking laws.

### **In Carry-On Luggage:**

- Follow TSA rules, particularly regarding liquids and batteries
- Your passport and travel information
- Extra shirt or change of clothes (Good idea in case luggage is delayed)
- Hand wipes, or Gel
- Book
- Ear plugs
- iPod or music device and headphones
- Passport with Visa, flight itinerary
- Extra glasses
- Cash for snacks at airports
- Camera
- All medicines/prescriptions
- Snacks (granola bars, dried fruit, nuts, pop tarts, protein bars, candy, etc...)
- Mints or gum
- Toothbrush, mouthwash, deodorant and

### **PREPARING FOR YOUR INTERCONTINENTAL FLIGHTS**

The effects of international travel are different for everyone. It's good to try to sleep on the flight at the same time you would sleep in your destination country (bring earplugs). This helps to prevent jet-lag. Intercontinental flights generally provide personal TVs and entertainment during the flight. Bring a good pair of comfortable headphones for movies or music or bring a book to read. You will be in a plane for 8-12 hours at a time.



## VISA APPLICATION PROCESS - 2018

The following items/documents are required to request a visa to Zambia.

1. **Valid Passport** - ensure that your passport is valid for at least six (6) months beyond your intended stay in Zambia and Passport **MUST BE SIGNED**. Your passport must have a minimum of 2 blank pages with the words "VISA" or "ENTRIES"
2. **Two (2) recent color Passport-size photos (2" x 2")**. Applicant must **SIGN the back of each photo**
3. **Visa Application Form** (attached) must be submitted in duplicate (two copies). **Staple one photo (be sure to SIGN the back of each photo) to each application form** (one photocopy of an original application form will be accepted).

Application Form recommended entries in "underlined quotes":

Line 12.(a) Type of Visa Requested: "Business"

Line 12.(b) Entry requested: "Multiple"

Line 13. Final Destination of Journey in Zambia: "Ndola"

Line 13. Full Residential Address in Zambia: "30029 Kitwe-Ndola Dual Carriage Highway, P.O. Box 240271, Ndola, Copperbelt 10101"

Line 16. If traveling on business, please list names and addresses of persons to be visited in Zambia: "Northrise University, Ndola, Copperbelt, Zambia"

Line 17. If visiting relatives or friends, please list names and Residential addresses of persons to be visited in Zambia: "Dr. Moffat Zimba and the staff of Northrise University"

4. **Photocopy of Passport page containing personal details**
5. **Cover Letter** from applicant stating why you want to visit Zambia and what you plan to do there (Sample attached, please contact Kelly Shaw for editable template)
6. **Invitation Letter** from Northrise University - Kelly Shaw to provide to each applicant
7. **Invitation Letter** from NUI - Kelly Shaw to provide to each applicant
8. **Photocopy of return air ticket or confirmed ticket booking and itinerary**
9. **Visa Fee**. Multiple Entry Visa Fee = \$80.00. Money Order or Cashier's Check ONLY payable to the "Embassy of the Republic of Zambia". [Expedited Service is available for an additional \$40.00.]
10. **Return Envelope**. Include a prepaid self-addressed envelope with your application materials that is large enough to contain your passport for the Embassy to return your passport stamped with the entry-visa.

Send all the above items 1-10 (passport, pictures, documents, envelope and fees) to:

The Embassy of the Republic of Zambia  
Attention: Visa Processing Department  
2200 R Street NW  
Washington, DC 20008

Embassy Phone: (202) 234-4111

Embassy Website: [www.zambiaembassy.org](http://www.zambiaembassy.org)



## **SAMPLE COVER LETTER**

Your Full Name

Your Address: 123 Sample St City, ST ZIP USA

Friday, January 25, 2019

The Embassy of the Republic of Zambia  
Attention: Visa Processing Department  
2200 R Street NW  
Washington, DC 20008

To Whom It May Concern:

I am writing this letter to request a visa for entry into Zambia. I have been invited to participate in the Impact Ndola 2019 trip, sponsored by Northrise University in Ndola from July 7-13, 2019. I am very much looking forward to this trip and serving the people of Zambia alongside the students and staff of Northrise University. This will be my first trip to Zambia, and I am very excited to come visit. I will be staying at the Protea Hotel in Ndola, and will be hosted as a guest of Northrise University. At the end of the trip, I plan to experience the beauty of Zambia at Livingstone and Victoria Falls.

Since I am a long-term supporter of Northrise University, I am requesting a multiple entry visa on this application. I hope to return to Zambia again in the near future.

Enclosed you will find all of my documents as well as payment for a multiple entry visa.

Sincerely,

*Your Signature*

Your Name



# EMBASSY OF THE REPUBLIC OF ZAMBIA

2200 R Street NW  
Washington, DC 20008  
E-mail: [consular@zambiaembassy.org](mailto:consular@zambiaembassy.org)

Telephone: (202) 234-4009  
(202) 265-0123  
[www.zambiaembassy.org](http://www.zambiaembassy.org)

## VISA APPLICATION FORM

1. Surname:		2. First Name:		Middle Name:			
3. Date of Birth:		Place of Birth:		4. Nationality:			
5. Profession:		Business Telephone No. ( )		6. Nationality of Parents at time of Birth:			
7. Passport No. Date of Issue:		8. Place of Issue: Date of Expiration:					
9. If accompanied by your spouse or children, give the following particulars: <b>(Note: Every applicant fills out an individual form)</b>							
Full Name (s)		Date & Place of Birth		Relationship			
10. Present Address:							
Telephone No.		( )		Email:			
11. Permanent Address:							
Telephone No.		( )		Email:			
12. (a) Type of Visa Requested: Tourist ( ) Business ( ) Church Business ( ) Visitor ( ) Diplomatic ( ) Official ( ) Student ( ) Volunteer ( ) Courtesy ( ) Transit ( )							
(b) Entry requested: Single ( ) Double ( ) Multiple ( )							
(c) Date of entry into Zambia: _____							
(d) Length of Stay in Zambia: _____							
13. Final Destination of Journey in Zambia:			Address in Zambia:				
14. Expected Departure Date from Zambia:			Next Destination from Zambia:				
15. Duration and Particulars of any previous residence or visits in Zambia:							
16. If traveling on business, please list names and addresses of persons to be visited in Zambia:							
17. If visiting relatives or friends, please list names and addresses of persons to be visited in Zambia:							
18. Signature of Applicant: _____ Date: _____							
<b>For official use only:</b>							
Date	Tag#	Visa fee	Rush Fee	Payment	Visa #	Receipt#	Notations