



## **TEAM LEADER - PATH Ministries STM Systems & Team Planning Outlines**

**PURPOSE:** To assist and compliment the staff of PATH Ministries, (PATH) the operations of Otino Waa (OTW) in Lira, Uganda and the short term mission (STM) teams that wish to join in projects.

The following outlines and systems have been developed to assist all STM teams with their complete preparation to go to OTW in northern Uganda. The outlines are a *suggested* means of ensuring of individuals and teams. It is specific to PATH and OTW, but can be used with any other STM effort.

(Permission is granted to use any portion of these documents to assist in the planning of STM events that will bring honor to God, reinforcement to the host organization and success to the plans of the team.)

### **HOW DO YOU START?**

Generally, a small group of interested people have been directed in some way by the Lord. They have learned of a need or of an existing program and have been prompted to act in some way. Many have never been very far out of the USA, but feel that the Lord is directing them.

A leader or leaders must determine the next steps to be taken. A small group, informal meeting might be necessary to elect the leaders. The leaders must then gather all information necessary to guide the many steps that will be necessary in the coming months, including the application process with PATH. You must be aware that the commitment of leadership is a tremendous one. DO NOT undertake this unless you are fully committed to the process and are willing to spend countless hours in planning, preparation and ready to live, eat and sleep with the leadership role. It would be wise to share this responsibility with a spouse, a close friend or another couple.

It is suggested that at least one (or more) introductory meetings are needed to find the base group for the team. The introductory meeting should be prior to the PATH Date Request process and very general in content, but specific enough to answer most questions. **(IMPORTANT-general interest and the first meetings must take place at least seven (7) months in advance of the proposed STM dates.)** You can ask for commitments at this time. Some will drop out at this time once the proposed dates, projects or costs are mentioned. (SEE – **Agendas.**)

The first official meeting should take place very soon- within two weeks and coincide with the submission and return of the **PATH Date Request Form** so that the information dispensed will be more detailed. This gathering of interested people will be ready to hear more details and most will be ready to commit. You will ask for final commitments at this meeting.

### **HOW DO YOU PLAN?**

Many, many details are necessary. This system will guide you through the process.

Access to a computer is a necessity, as well as a working knowledge of Word and Excel software, although Excel is just a great option. Email contact with the team members and PATH administration is an absolute necessity. Copying and printing of multitudes of information will be required as well as access to the internet. Some of what is included in this system (video & slides) will require a computer and projector.

Pre planning of each meeting will be necessary, as the outlines will not always meet the needs of each team

General guidelines for a successful STM include the following:

**PATH REQUIREMENTS**

Time tables, deadlines  
Applications / Forms / Pastoral Endorsement

**COMMUNICATION**

**LEADERSHIP & TEAM POSITIONS**

Leadership requirements  
Team positions & descriptions

**MEETINGS**

Preliminary meeting(s)  
Meeting frequency/ supplies/ requirements  
Agendas  
Ice breakers  
Re-entry meetings

**ACCOUNTING & COSTS**

Estimated costs  
Accounting principals  
Deposits and refunds  
Air fare & travel considerations  
All \$ considerations  
Equity in projects (\$)  
Meeting supplies

**STUDY & PREP**

Devotionals & study materials  
Journaling  
Conflict resolution  
Homework  
Prayer partners

**SUPPORT**

Sponsorship/support/fund raising

**PROJECTS**

Sample outlines  
Early identification  
Flexibility

**PATH / UGANDA**

Uganda history & culture  
OTW expectations  
Video & slides  
Orphan stories  
Orphan sponsorship process  
Dress code  
PATH overview  
Homework / workbook / research assignments

**HEALTH**

Immunizations

**TRAVEL**

Travel agent?

Best ticket price  
VISA and Passports  
Weather  
Luggage management  
Under age guardianship  
Photography/video  
Safety & security  
Flight survival  
Packing tips

## CANCELLATIONS

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### PATH REQUIREMENTS

**(\*) = requirements**

**(\*)STM Date Request Form**

**(\*)PATH Ministries STM Application Forms**

**(\*)TIMING – 7 months** – Team leader designated, intro meetings, **STM Date Request** completed, multiple team meetings scheduled during 6 months.

**6 months** – **STM Applications** received, Pastoral endorsement received, projects identified, **(\*) PATH Liability Release** received

**1 month** – in country \$ sent to PATH office

**(\*)COMMUNICATION** It is required that communications with the team leader be set up prior to the first meeting of the team. (**see PATH Requirements**) There will be forms and applications that will be sent to the US Operations Manager in Bend, Oregon. All forms can be emailed or downloaded from the PATH web site, [www.pathministries.net](http://www.pathministries.net) The team leader must be identified as well as the number of team members and the dates that are being considered or have been approved.

### LEADERSHIP & TEAM POSITIONS . (See Team Prep / Positions).

Leader(s) - Mature Christian who is willing to spend a tremendous amount of time in prep.. A cheerleader. A counselor. A visionary. Flexible and willing to devote hundreds of hours. Has a thorough working knowledge of this document and PATH Ministries, so as to act as a representative to the team.

Co-leader(s)- Mature Christian who can take over at any point as leader.

Organizes devotion and prayer time. Can tag team anything with the leader(s).

Treasurer – Ability to understand accounting, statements & reporting to team & church.

Devotion leader – Lead & delegate devotions during the trip.

Study leader – Leads study & homework assigns (see **Homework**)

Luggage leader – Sets up control of all aspects of travel/luggage options including inventory/storage/losses

First Aid- prepares basic kit (**see HEALTH / First Aid**) for team to deal with minor issues w/o involving PATH staff.

Fund Raising leader - One who has ideas and enthusiasm and is a leader. More than one member would be appropriate.

Lodging leader - Assists leader(s) with all lodging needs and organization.

NOTE: team leader(s) will have to be diligent with all communications. It will be necessary to repeat instructions on many occasions. It is safe to assume that only about 20% of what you say will actually be retained, which is frustrating, but true. Plan on repeating all instructions at least twice,

including all email and then repeat again as it seems appropriate to your team. Life has a way of distracting us all and STM planning will include some level of misunderstanding.

## **MEETINGS**

A minimum of six months planning is suggested – eight to nine formal meetings, one every 3 weeks or so – **mandatory** attendance of six or seven. Approx. two hours allowed for each meeting.

Information Meetings – Allows time for introduction to plans and estimates and gives opportunity for commitment and non refundable deposits. Two information meetings might be needed to find the base group for the team. The first meeting should be **prior** to the **PATH Date Request** process and very general in content, but specific enough to answer most questions. Some will drop out at this time once the proposed dates, projects or costs are mentioned. Remember, a **maximum of 10 team members**, eight is ideal. Provide a sign up sheet. (see **Team Leader / sign up forms**)

Agendas – (see **Agendas**). Should provide printed copy to all at each meeting and follow timing closely.

Meeting frequency/ supplies/ requirements – Approx. every 3 weeks for 6 months. (possibly 2 week interval for last couple of meetings.) Provide a binder for each member and print handouts on 3 hole paper. Consider how to divide the meeting supply costs.

Ice Breakers – (see **Team Leader / Ice breaker** doc.) The first 2-4 meetings should include some form of group activity that allows knowledge of personalities, character, talents, interests, etc.. Do not take more than 10-15% of your total time.

Re-entry - Schedule at least 2 of these meetings. One could be on the way home at a layover or waiting for the next flight. (see **Re-entry** docs.) The other should be back home. Determine: Reflections, photo sharing, group sharing (at church), personal plans to share, what to do differently next time, etc. (see **Re-entry Questions**)

**Meeting materials** As the leader of the team you need to consider the misc. meeting, project and team supplies that might be required. From this list determine what your team might need and include it in the team cost accounting.

Binder

3 hole, printable paper

Study book (**see Homework**)

Snacks & drinks

Printer supplies (team leader's?)

Cost & fees related to Ugandan visa

First Aid supplies

Laptop, projector, screen

Phone time (leaders)

Projects (?)

Fund raising costs

Transportation (before & after)

Lodging (“ “)

Luggage tags (**see Luggage Management.**)

Currency exchange fees

Non refundable deposit

**ACCOUNTING & COSTS** – An accurate accounting is essential to both the team and the home church or organization. All funds must be known, tracked and accounted for. It is strongly suggested that the treasurer be comfortable with general accounting principals and able to use software to track activity. Reports should be created for each team member’s progress and for the church or organization that will be the collection point for tax purposes for the supporters. **All** checks should be (1)collected by the team members, (2)passed to the team treasurer for recording and then (3) presented to the church or organizations treasurer for holding in what ever manner is appropriate or required. It is highly suggested that the above process be practiced in order for all accounting to be proper. A missed step requires research and wasted time. An Excel spreadsheet is provided within this system that is pre-set with all formulas needed to accurately account for each team member as well as the team total. (**see Accounting**) It is not possible to state the exact cost of a STM trip to Uganda. Many variables are to be considered. The point of origin, the required layovers or preferences for sightseeing, coming or going, the desire to “R&R” in Uganda, the total number of days in country and the number of team members.

**An estimate of costs might look like this:**

Airfare- (international)	\$2400
Airfare – (domestic)	200-500
Lodging – (en-route)	150-200 (pp/night)
Meals – (en-route)	15-30 (pp/meal)
In country (UG)	68-75 (pp/day, all inclusive)
Immunizations/RX	500-800 (depending on need)
Passport	100
UG Visa	65
Meeting materials	<u>20</u>

\$3195 - 4880 (+ projects)

The treasurer will be responsible for knowing exchange rates for layovers and UG shillings. A crash course on current \$ for all countries would be good. If possible, it is generally more cost effective to exchange US for other currency **before** the departure. This can be collected from each team member according to need and done at your local bank for a single fee. UG shillings are not readily available in the US and will require an exchange in country. However, UK pounds or Euro’s are available. PATH staff will assist in this, but please do not expect the staff to be your “bank” if you run short. The treasurer should be the keeper of the funds until needed. On the return, exchange UG shillings back to US funds in Kampala **before** departure and in your layover airport as you pass back through. If the team is in agreement, a simple option in UG would be to donate all misc. shillings to some project or cause within PATH. Discuss this prior to the trip.

Team members should determine how much they will spend on souvenirs prior to departure and request time in Kampala to shop. A great option is located behind Kampala Pentecostal Church where 20-30 shops sell items that interest tourists.

## **STUDY & PREP**

It cannot be emphasized enough that preparation for a STM is critical to success. If a STM team knows little about Uganda, PATH Ministries or a good missionary mindset, it directly effects the outcome of the trip and the burden placed on the hosting missionaries.

If you spend time to research the purchase of short term items, such a car or camera, it stands to reason that the depth of research should match the importance of God's kingdom.

Each meeting should include time with a good STM study guide and pertinent wisdom from the Word. One good book that has been successful with other PATH/UG bound teams is "**Before You Pack Your Bag, Prepare Your Heart**" by Cindy Judge.

([http://www.worldvisionresources.com/product\\_info.php?products\\_id=214](http://www.worldvisionresources.com/product_info.php?products_id=214)) (\$6-7).

There are 12 chapters that can be divided into 2 chapt. each meeting during the 6 month prep period.

A good **historical background of Uganda** is essential to the best understanding of the present condition of the country. This would include current social, economic and political issues. (See **Homework**)

A study of PATH Ministries history and current projects is also important. Much of this can be gathered from the web site, [www.pathministries.net](http://www.pathministries.net) and from the US Office (541-318-3494, [PATHUSA@bendbroadband.com](mailto:PATHUSA@bendbroadband.com) . (see **PATH History**)

**Journaling** is an important tool to be used during STM experiences. Those that currently practice this or have in the past, can be great encouragers and guides to those who have not. The information gathered can be an amazing accounting of details that would otherwise forever be lost. As a leader, you should make every effort to promote journaling and be the example. If for no other reason, the recounting of details to your sponsors and supporters is worth it. (see **Journaling**).

**Conflict resolution** is something that is seldom addressed. We all hope for the best, but the enemy has other agendas. Take the time to study this issue. (see **Conflict Resolution**).

**Homework assignments** should be part of the preparation for each team member. Each meeting should include time to share the findings. (see **Homework**)

**Prayer time** has to be an important addition of each meeting. Be sure to maximize the bonding that can take place with the team as they become comfortable with each other. Forming prayer partners that are retained during the term of the team can be very effective. Each team member should designate a family member, friend or home group to commit to praying at a specific time of day during the course of the STM trip. Reminder cards can be printed and distributed. (see **Support / prayer reminders**)

## **SUPPORT**

Each team will need to determine the basic cost and how funds will be raised. The basic cost should be at least *estimated* for the first and second info meetings. This can only be an estimate at this point. The cost of projects will require the same. Err on the side of an over-estimate, even as much as 15%. Broad suggestions of support and personal funding can be mentioned but no detail discussion is needed at this time. Beginning at the first formal meeting and every one thereafter, discussion on fundraising and personal finances should be encouraged. A plan should be agreed on during the first and second meetings and continued thereafter. The treasurer should be ready to report on the team progress by the third meeting and print individual statements thereafter.

The percentage of support to be raised by each member should be determined before the first formal meeting. Each team will have different circumstances. Some teams will have

direct assistance from their home church. A general guideline might look something like this.

Church/organization assistance	– 20%
Fund raising events	- 20%
Family/friends support	- 50%
Personal funds	- 10%

It is strongly suggested that personal funds not be the main percentage. Allow the Lord to direct your efforts to enlist the help of others. Some people will never go on a STM trip, but are just waiting for the opportunity to have some “ownership” in an effort that has family or friendship connections.

It is extremely important to have the following conditions agreed upon.

1. % of personal funds.
2. Deadlines for specific funds ( air fare, in country costs, layovers, projects, team costs, fund raising costs, Visa, etc.).
3. Who will participate in fund raising events.
4. Forfeiture, cancellations, refunds and non-refunds.
5. Participation in support letters & responses.
6. Projects determined before support is requested.
7. Equity (\$/ team member) in projects.

(See **Support**)

### **(\*)PROJECTS**

One of the most challenging aspects of team planning is the designation of what projects will be done. Depending on the talents and interests of the team, these projects can consist of a variety of things. Determining what the projects will be and how they will be done by the team will take a number of weeks in the initial meeting process.

Team applications (PATH Application), including the information gathered from resumes, experiences and training, will have a great deal to do with how the talents and efforts of the team can best be used. The US PATH office will ask for team information concerning the projects, i.e., exact descriptions, timing, supplies and goals.

At present, there are **two approaches to determining projects**. Both of which must conform to standards, conditions and supervision by PATH staff in both the US and Uganda.

1. The PATH Applications are reviewed by PATH administration. At least **4 months in advance** the resumes, experiences, training, certifications, licenses, education and hobbies are determined and specific projects are suggested and agreed upon via email or hard copy. In the same manner a team may make suggestions from the same criteria and form plans to be reviewed by PATH administration. At least **2 months prior** to team arrival, all plans and supplies must be determined and accounted for. Each team will be responsible for either bringing the supplies needed or **forwarding funds one month in advance** for in-country purchase.

2. At least **4 months in advance**, a team requests a project that is appropriate for their abilities and **funding is forwarded at least one month in advance**. A team plan for all duties and positions will be required.

Some important things to consider about projects:

\*Make every effort to bring EVERYTHING that you need for your project. This would include most tools and hardware. Access to supplies can be difficult to impossible. Hand tool quality in Uganda is appalling.

\*Heat and humidity can have a tremendous effect on your energy. Anyone who is overweight will have difficulty and should **not** consider strenuous activity.

\*Remain flexible with team plans. The best plans can easily fall prey to an “African Diversion”.

\*Make every effort to complete your project(s), unless it can be continued by the next team.

\*Prepare a project to be “self-sufficient”. Little or no supervision on the part of PATH staff or employees. Anything less than this creates burdens on the host.

\*Organize your team with project leaders to carry out the details, needed supplies and schedule for all aspects of your STM.

\*Be sure that there is equity in all parts of your projects.

Agreement on what, when and how and who.

A minimum amount of project funding responsibility from each team member.

Plan “B” in mind in case the weather or supplies do not cooperate.

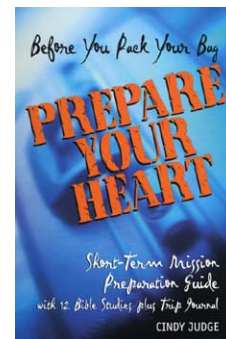
### **PATH / UGANDA PREPARATION**

Good preparation for a STM to Uganda should include a short study on the country itself and a brief study of the history of PATH. (**see PATH History**) Much of this can be in the form of homework assignments that a team member can report to the whole team during a meeting. The following items were prepared to assist you:

Uganda history & culture (see Homework)

Workbook [http://www.worldvisionresources.com/product\\_info.php?products\\_id=214](http://www.worldvisionresources.com/product_info.php?products_id=214)

**“Before You Pack Your Bag, Prepare Your Heart”**



Video & slides (see Videos – on CD) There are various video presentations and slides to use during your meetings. (**see sample Agendas**)

Orphan stories (see - Orphan Stories) The slides of the orphans can be used at various meetings to introduce you to a typical orphan at OTW.

Dress code (see – PATH info)

PATH overview/history (see web site- [www.pathministries.net](http://www.pathministries.net) & **PATH History**)

OTW expectations – You will be arriving at Otino Waa (OTW) around 8 am each day, after being transported to the site via “Rosie” (bus) or other PATH vehicles. Breakfast will be at the hotel and lunch will be at OTW around 1:00 pm. Unless you have provided your own meal, you will be expected to eat with the children and moms, at a home. The normal lunch menu is posho (corn meal) and beans. You should bring your own water or drink. Lunch is one hour and is a great opportunity to interact with the kids and moms. Be prepared to ask all of the questions and keep the conversations going. It will be necessary to prompt the kids and moms to ask you questions. They will be shy about carrying on most conversations. Please do not make any promises or statements that would not be in agreement with PATH/OTW policies or place unnecessary burden on the directors or staff. When in doubt – ask first.

Orphan sponsorship process At some point, either before or most likely, after your STM trip, there will be questions or interest in the sponsorship process. That process is as follows:

From the OTW brochure or the web site – contact info and preferences are noted. That info is sent to the PATH treasurer and then to the Child Care Coordinator who assigns a child and sends a bio, picture and orphan communication info back to the sponsor. The sponsor is added to the PATH master list and communication to the sponsor, from PATH, is done via email or hard copy. The sponsor is sent a receipt each month, acknowledging the monthly sponsorship.

### **HEALTH (see Health docs)**

Under the best of circumstances, a STM trip will challenge everyone in some form. Precautions should be carefully planned to meet physical, spiritual and mental difficulties. **Immunizations** may have to be planned over a series of weeks before departure and after re-entry. **(See HEALTH / Immunizations)** The cost of full immunization can easily exceed \$700-800/pp. That fact alone calls for planning.

**Heat and humidity** will have an effect on just about everyone, but most especially those who are overweight. If there is anyone on the team that fits this description, they should avoid projects that would keep them in the sun. **(see Weather, below)**

**Travelers diarrhea (TD)** is usually slight and does not require treatment. One the other hand, it can also be severe and keep you from functioning normally. If severe symptoms are experienced more than three days, medication will be necessary. It is advised that a prescription for TD be obtained before departure, just in case.

**Jet lag** will affect all. This seems to be much more prevalent going from east to west, so the reentry planning should include at least two days to recover before going back to your normal routine. **(see Flight Survival)**

A **First Aid Leader** should be appointed to carry a basic first aid kit that would assist with any foreseen health problems or minor injuries. This frees the PATH staff and directors from finding Band-Aids and aspirin and directs team members to only one familiar source. **(see HEALTH / First Aid)**

Prescription drugs that are taken on a regular basis should be carried in extra amounts and a copy of the written prescription kept with your important papers. Those who are physically or emotionally dependant on prescription drugs to function normally need to carefully consider the impact on the team and the hosts in Uganda. It would be wise to

inform the leader and the host, of the possible effects of travel, weather, sleeping conditions or food, that would have an adverse effect on their health.

## **TRAVEL**

Travel arrangements can be one of the most challenging parts of the pre-trip planning. The following outline will assist you in the process.

**Travel agent?** It is a fact that the internet has opened up tremendous possibilities to travel arrangements. Unfortunately, when it comes to group rates and general planning for group travelers, the internet sites fall short. It is generally not possible to book more than three to six reservations on any of the current sites. Therefore, a travel agent is a wise choice. Many times they will have access to group rates that are not available to the rest of us. The agent does not need to specialize in group travel, so your neighborhood agent can probably help you. There is always an advantage in being able to see and speak to someone face to face. PATH has recently made contact with local agents that assist with it's arrangements. You may contact the Bend,, OR office if you would like to use the same. (541-318-3494)

**Best ticket price?** The cost of air travel will likely be the major expense in you team budget. International flights seem to book up rapidly, faster than you might imagine. As your departure date draws near, the price of the ticket will rise dramatically at about the three to four week period before departure. A real example from July of 2007:

### **INTERNATIONAL FLIGHT FROM Seattle to Entebbe**

8-9 mo advance = base / generally absolute lowest \$	
6 mo	- 8% above base
4 mo	- 26% “ “
2 mo	- 44% “ “
1 mo	- 66% “ “

The average ticket price increased by \$145/mo after 9 mo. advance period.

Be aware that for international flights, you will have about three to four weeks to confirm your reservations once you plans are set with the agent. Domestic flights normally require booking within 24 hours of holding seats. At these points, full ticket payment will be needed for each traveler. Carefully consider that SOME of the tickets can be cancelled, with penalties, up to a specified date. SOME tickets are non-refundable, but can be used at another time, with penalties. Be sure to carefully check your itinerary BEFORE making payments. (“You didn’t tell me we were spending an extra night in London!”).

Be aware that few flights go in and out of Entebbe, Uganda. **Your arrival and departure dates will be driven by the airline schedule, so check that first, before reporting to the team or making application for STM dates with PATH.**

**Travel insurance?** Yout travel agent will be able to direct you to the insurance options, but in general you have these choices:

Trip Cancellation, Baggage, Medical, Dental, Emergency Evacuation, 24 Hour Traveler Assistance, Baggage Delay, Travel Delay, and Accidental Death Coverages.

It is up to individual team members to determine what is desired. “Group rates” do not apply. Some pre-existing health conditions require insurance purchase immediately.

**VISA and Passports** A valid US passport is required for travel to Uganda. Currently, that can be obtained from the local post office and is about \$100. It takes four to six weeks to process. For existing passports, the expiration date must be six weeks prior to your return date. A passport is the universally accepted form of ID at all airports. There is no need to take your drivers license or birth certificate. It would be wise to carry a copy of your passport and birth certificate with you in a safe place.

A Visa from the Ugandan Embassy in Wash. D. C. is necessary to enter the country. You must send your passport, an application, the fee and photos to that location: <http://ugandaemb.org/visa.html> It takes two to three weeks to process and the current fee is \$50, via cashiers check or money order- only. The web site calls for Express Mail, but Fed Ex or UPS will work just as well and can easily be tracked. Be sure to send a pre-paid return envelope and follow all instructions.

The team leader can gather all the required items and send as one package, with a cover letter stating the general intentions of the team while in UG. It will be returned as one package. (Note that the visa will be indicated by a stamp on one of the blank pages of the passport. No other paperwork is needed.)

**Weather** Uganda is directly on the equator and therefore has a consistent temperature that averages 79' year round. Days can be quite hot and humid, depending on the season. There is a rainy season from March to June and September to November. December and January are generally hot and dry. Evenings can be in the 60's and 70's. Mornings can be cool for a short time. Humidity ranges from 75-90% (Weather can be a **homework** assignment for someone to report on.)

**Luggage management** It would be wise to take as many precautions as possible to safeguard the luggage (**see TRAVEL NOTES /Luggage Management**). There is currently a 50 lb. limit on all national and international flights. You are allowed two checked bags and one carry on, on most carriers. (Check current rules) There has historically been a problem with lost luggage in the Heathrow (London) "Bermuda Triangle" and you should expect at least some of your luggage items to be temporarily lost. Precautions can be taken to minimize this.

**(\*)Under age guardianship** If a team member is under the age of 18 and not traveling with a parent, it would be wise to provide documentation of temporary guardianship. A form for this is provided. ( **see TRAVEL NOTES / Guardianship**)

**Photography/video** Do you have a team member who is good at photography or video? Guidelines for what to bring back to share with others might be in order and discussed prior to departure. The tremendous task of organizing and downsizing the presentation is better done by one or two people rather than by committee. The US Operations Manager is always eager to see and get copies of what your team has done for possible use in future PATH presentations, reports or the web site. The final team report, in the form of a video presentation, could easily be used as a report back to the individual supporters of the team as well as the home church. Be aware that photography in UG is prohibited near military buildings or at the airport. First seek permission before photographing people.

**Safety & security** Presently, Uganda is enjoying a tentative peace with the rebels who have ravaged the north. Negotiations and peace talks are continuing. The two million refugees have begun to return to their communities and travel is safe over all of the roads. The location of Otino Waa has historically been free from any rebel activity and the town of Lira has only been briefly attacked twice. Both times, government troops pushed back the rebels. Bob & Carol Higgins (directors) have a close ear to the ground and will be the first ones to say if travel is not safe. No teams have ever been in danger, even during the worst of the conflict. (See **TRAVEL NOTES / Passport Security**)

**Flight survival** You will have a minimum of 18 hours of flight time- one way. It would be wise to prepare to make the best of this time. (see **TRAVEL NOTES / Flight Survival**)

**(\*)Transportation in-country** All travel with PATH will be done in PATH vehicles. This can range from a five passenger Land Cruiser to the twenty six passenger bus (“Rosie”). All roads in Uganda are in very poor condition and you will find that travel can be physically demanding. Expect to be bounced, twisted, layered with red dust and sometimes fearful of the traffic conditions facing you. Travel times will more than double, compared to what we are used to in the US. Luggage for an average team can also be a challenge as it will, many times, take up precious seating in the bus. The men should assist the PATH driver with all luggage issues.

**(\*)Lodging in-country** It will be necessary for Bob & Carol to make all in-country lodging arrangements, including any time spent in Murchison or Jinja. At present there are no accommodations for lodging STM teams at OTW. While projects are being conducted, all teams will stay in Lira, the closest town, about six miles away. The accommodations are good, considering African standards. You should expect that all lodging will not have a “star” rating, as you would find in the US. The lodging will be clean, but very basic. All of Uganda experiences power shortages and Lira is no exception. The power in the north is regulated with “rolling blackouts” that can occur at any time of the day.

**Packing tips** Most of us do not travel to a third world country very often and some tips on what to pack might be useful. (see **TRAVEL NOTES / Packing Tips**) Some team members will insist on taking eight pairs of shoes. Others will get by on what can be stuffed into a day pack. There is surely a happy medium that will benefit both the team and PATH as you will probably be taking project supplies or requested items for Bob & Carol. It might be wise to take half as many clothes and twice as much money as you think you will need.

## **DEPOSITS & CANCELLATIONS**

A cancellation policy for your team should be determined before the first formal meeting. It should be written and discussed. A NON-REFUNDABLE deposit (suggest \$300) should be required and collected by the 2<sup>nd</sup> meeting, that will cover any costs related to airfare changes/cancellations. The airline policy concerning any non refundable tickets should be in writing. A schedule of specific dates concerning deposits, project funding, airfare, cancellation deadlines, in-country expenses and other travel costs should be discussed and written. An example would be similar to this, **prior to departure**:

- 7 MONTHS – (First info meeting) – state policy concerning deposits, funding & deadlines
- 6 MONTHS - (First formal meeting) - non refundable deposit
- 5 MONTHS – Airfare, deposit 1/3 of project cost
- 3 MONTHS – deposit 1/3 of project cost
- 1 MONTH - deposit remainder of project cost, all in-country costs

**THE TIME LINE OF EVERYTHING (\*) = PATH Requirements**

- (\*)7-8 MONTHS – Review all PATH forms and requirements
  - Team leader(s) determined
  - First and second info meetings
  - Estimate of costs determined
  - Determine extent of home church/organization support (\$)
  - Schedule dates of all meetings
  - Make contact with PATH Operations Manager  
(541-318-3494) [PATHUSA@bendbroadband.com](mailto:PATHUSA@bendbroadband.com)
  - Submit PATH **STM Date Request Form** [www.pathministries.net](http://www.pathministries.net)
  - Gather all meeting supplies
  
- (\*)6 MONTHS - First formal meeting – (once every three weeks thereafter)
  - Research airfare
  - Non refundable deposit
  - Submit **PATH Ministries STM Application Form** [www.pathministries.net](http://www.pathministries.net)
  
- (\*)5 MONTHS - Compile list of potential supporters
  - Guardianship forms complete
  - Schedule of immunizations
  - Book airfare
  - 1/3 project cost
  - Submit Faith Statements & Personal Resumes PATH (US)
  - Submit all pastoral endorsement letters to PATH (US)
- 4 MONTHS- First Hep A/B immunizations (International Cert. of Vaccination)
  - Obtain trip insurance (?)(for pre-existing health problems)
  
- (\*)3 MONTHS - Passport applications
  - Send all support letters
  - 1/3 project cost
  
- 2 MONTHS- Finish all immunizations
  - Ugandan visa applications
  - (\*)**PATH Liability release**
  
- (\*)1 MONTH - Obtain all Rx meds for typhoid / malaria
  - Forward all in-country funding
  - Forward all project funding (balance)
  - Introduction of team to home church/org
  - Obtain trip insurance (?)(basic)

2 WEEKS - Currency for layover-UK or NL (?)  
Last team meeting

1 WEEK - Luggage meeting

DAY OF DEPARTURE- Prayer

2 WEEKS AFTER- Re-entry meeting  
Report and thank you letters to supporters

2-3 MONTHS AFTER – last Hep A/B immunization (?)