



Steps to Departure - Malawi

As you prepare to embark on your volunteer experience, please be sure to complete the following steps. For additional information or guidance at any time, please contact Kara Dunn, Volunteer Program Manager, at kara@villagevolunteers.org.

After submitting your \$100 USD deposit:

- You now have access to our Travel Preparation and Cultural Documents which will help you prepare for your Volunteer Program. To access these documents, go to www.villagevolunteers.org, select **My Village** from the navigation bar, and log in.
- Make sure that you have a valid passport that does not expire six months from the date of your return flight. If you must apply for a new passport, ensure that you will have enough time to obtain the necessary visa as well. Contact both the passport office and the embassy (for a visa) for actual processing times so you can determine whether you will need to expedite the processing of either or both. (Refer to the *Travel Considerations* document for guidance.)
- After logging into My Village, begin reviewing the Village Volunteers orientation materials, specifically the *Travel Considerations*, *Health Guide*, *Packing Guide*, and *Etiquette in Malawi* documents.
- Read the [Frequently Asked Questions](#), particularly those that apply to the country of your Volunteer Program. They contain a wealth of information about what you can expect when volunteering.
- Check out our [Sustainable Village Library](#) - a resource for both volunteers and villagers which contains options and information for volunteer projects.
- Become a VV Fan on [Facebook](#) and ask questions of alumni volunteers.
- If you would like us to connect you with a former volunteer with experience in the village you will be visiting, please let us know.

Next Steps:

- ☐ **Book your flights and notify VV.**

Because all Village Volunteers programs are customized, you are free to select your exact arrival and departure dates.

When making your travel arrangements, be sure to reference our *Making Your Travel Arrangements* document. This document includes important guidelines regarding the time of day when you should arrive and depart.

If you'd like, check out the Student Universe website for flights!

<http://www.studentuniverse.com/travel/villagevolunteers>

Student Universe is an airfare website that provides flight discounts and rewards for students, faculty and youth ages 16-25. If you fall into any of these categories, we recommend searching for flights through Student Universe to find discounts. The nice thing about using SU, is that 20% of the service charge you pay for your flight goes back to Village Volunteers and into our tree-planting & carbon credit projects.

After making your flight arrangements, please forward your flight itinerary to Kara, our Volunteer Program Manager.

After we receive your flight information, we will send you an invoice for your Volunteer Program fee.

☐ **Obtain your passport and visa.**

☐ **Optional: Begin fundraising and/or donation collection.**

(Refer to *Fundraising for Your Volunteer Program* and the *Donation Procurement Letter* documents.) If you receive donations from friends, family or your community, ensure that all checks are made out in USD to Village Volunteers and that your name is on the memo line so we will know to credit your invoice.

☐ **Consult a travel physician for immunizations and medical requirements.**

Village Volunteers cannot give advice regarding immunizations or other travel medications. You must consult a travel physician for this information.

Another useful resource for tips on how to stay healthy during your Volunteer Program is the Center for Disease Control and Prevention.

☐ **Submit your final payment.**

Please submit your final payment in USD by check, draft or money order, made payable to Village Volunteers. Payments should be mailed 3 weeks prior to your departure to:

Village Volunteers
5100 S Dawson St, Suite 202
Seattle, WA 98118
USA

☐ **Submit your proof of travel health insurance.**

Travel health insurance is mandatory, and proof of coverage is required before departure. Please provide proof of coverage by email 3 weeks prior to your departure.

For examples of companies that offer travel health insurance policies, visit our FAQ page.

☐ **Submit your required volunteer paperwork.**

Please carefully review, sign, and submit the forms listed below which can be found in the Travel Preparation Documents page of the country in which you will be volunteering. These forms must be received in our office 3 weeks prior to your departure from your home country.

1. Volunteer Waiver
2. Volunteer Conduct Standards Form
3. Parental Consent Form (for volunteers 18-years-old and younger)

☐ **Update your Emergency Contact List.**

From the “My Village” volunteer page, you can enter/edit your emergency contact list.

☐ **Register with your home country embassy.**

☐ **Carefully read *The Model Volunteer*.**

Please be sure you have thoroughly read and understand *The Volunteer Model* document.

☐ **Contact your bank.**

Provide your bank/credit card provider with the dates and countries that you may be using your credit/debit card so they do not freeze your account due to overseas activity.

☐ **Print and pack your Village Volunteers Itinerary and Contact Information.**

☐ **Provide family or close friends with copies of the following:**

Passport, banking information, Village Volunteers Itinerary and Contact Information.

☐ **Review the *Arrive Guide* and *Safety Guide* documents.**

☐ **Submit your Pre-Departure Survey (optional).**

Finally, prior to your departure, we ask that you take a few moments to complete and submit the Pre-Departure Survey found in the *Travel Preparation Documents* page.

☐ **Confirm your flight information with the airline(s).**

Stay in touch!

We are always available to answer any of your questions as you prepare. Feel free to contact us at any time. We are available once you have arrived in your volunteer country, as well.