

Short-term Orientation Manual
Revised March 2014



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Welcome to the team

Thank you for giving your time, energy and resources to join with us to help the orphans of West Africa. We are glad you are coming and our experience tells us that you will never be the same again.

For those we serve, your choice to touch their lives with your gifts and talents means the world. The people and children you meet and the things you teach make a lasting difference. You are indeed part of a team transforming the world!

Rebecca Pratt
President and Co-founder

Preparing yourself for Africa

Preparing our bodies for field service is a requirement to make sure that we can be productive and healthy on the field--physically, spiritually and emotionally.

Begin as soon as you know you are going to travel overseas. The longer on this routine, the healthier you will be.

Visa requirements for Liberia & Benin

The Benin or Liberian Embassy in Washington, D.C processes visa applications - You will need to include the following:

- Passport valid for at least six months after your return
- Two passport-sized photos
- Visa application, completed in duplicate
- Flight itinerary
- Self-addressed overnight/registered mail envelope (for passport return)

You will need to submit your International Certificate of Vaccination (yellow fever) Form; you **must** carry it in your passport, or you may be denied entry to Liberia or Benin without it.

Visa Application Form on the following website:

- Benin Visa Application Form:
<http://www.beninembassy.us/assets/3.-visa-application-form.pdf>
- Liberia Visa Application Form:
http://www.liberianembassyus.org/uploads/PDFFiles/merged_announcedVisaform.pdf

Travel insurance

Orphan Relief and Rescue requires that you purchase travel insurance for the entire duration of your trip. Coverage must, at minimum, cover up to \$50,000 for medical evacuation. Talent Trust, a Christian travel insurance agency (<http://www.talent-trust.com>) offers a 20% discount to Orphan Relief and Rescue groups.

Preparing yourself physically

- Consult your doctor before going overseas, particularly if you have a health condition, and make sure all of your childhood immunizations are up to date.
- There are some required immunizations and preventative medications that you need to get before traveling to Africa. Make an appointment at a travel clinic for a consultation with a medical professional to discuss your health and immunization needs before traveling to Africa. You should plan a visit to the Travel clinic at least 4 – 6 weeks prior to your scheduled departure date.
- When you have all the required immunizations, you will be given a yellow card to keep a record of those immunizations. Keep your Yellow Card handy, as this will go with you to Africa. (Most African countries will not let you in without it.)
- Begin exercising for at least 30 minutes, three times a week. This will help you build stamina. Don't underestimate the effects of a hot, wet African climate!
- You may consider starting a daily multivitamin as well. Consult your doctor or another medical professional for advice.
- Drink lots of water. This will prepare you for drinking a lot in Africa, but this is also how your body detoxifies itself naturally. While in Africa, you should always have a water bottle with you, and drink constantly throughout the day. This can't be over stressed: *water is your key to good health!*
- Make sure you are getting plenty of sleep at night, and try to establish a routine of going to bed and waking up at the same times each day. You will likely get a deeper, more restful sleep.

Preparing yourself spiritually and emotionally

- First and foremost, expect to grow. While you are going with hopes and plans, there are great things in store for you personally.
- Take time for personal renewal on a daily basis (e.g. meditating, reading, prayer, journaling, walking--*be creative!*) Once you arrive in Africa, this becomes even more important. Get used to the idea of digesting the day's events, successes and challenges because this will help you with the culture shock and

overwhelming needs you will encounter. If you're not sure where to start, the book of Ephesians (in the *Bible*) is a great place to start.

- We each need to have a teachable heart when preparing for the field, as well as when we are on the field. Being teachable means that we are constantly learning, that we meet each encounter, each person, with a clean slate. Prepare to learn from Africa and Africans, as well as to share your experience and knowledge.
- Leave your personal issues at the airport: if we are distracted or burdened, we will have a hard time being present others. If you feel prompted to deal with something, be quick to deal with it.
- Practice keeping short accounts with others: when we have offended someone or have been offended, practice resolving these things directly, in love, and moving on. Communication eases and often prevents conflict.
- Relying on your community or personal support group will help you prepare and debrief from the trip. If you feel comfortable, ask people to commit to pray you while you are traveling.

Policies that apply to you

During your time overseas with Orphan Relief and Rescue, you are required to abide by certain key policies, specifically related to protecting the children we serve. Please read the policies below and feel free to ask any questions you might have. For more information and detail, you may ask for a copy of ORR's Employee Handbook.

Child Protection Policy

Orphan Relief and Rescue believes in the innate value of every child, specifically that each child is a unique and irreplaceable creation of God, regardless of race, culture, gender, age, disability, religion, or political persuasion. ORR believes strongly that every child should be protected, nurtured, and loved; advocated for, not exploited; and respected and valued as human beings.

Orphan Relief and Rescue opposes all forms of child abuse, including physical, sexual, verbal, mental and emotional, and neglect.

All board members, staff, volunteers, and guests of ORR are expected to abide strictly by this policy. Any contravention of this policy will result in disciplinary action, including possible dismissal and initiation of legal action where applicable.

Where one feels that local cultural norms infringe on this policy, particularly in the

children we work with, one should consult with the ORR Team Leader to develop an appropriate response.

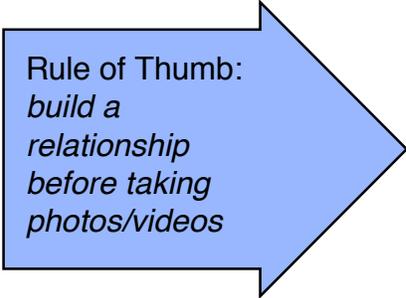
Communication and Media Use

All ORR communications, internal and public, irrespective of the medium (print, electronic, video, etc.), should portray the dignity and inherent value of the individual child and the community. One way to do this is to include the first name of children portrayed, both to identify each as an individual and to enhance continuity as each child grows and thrives with ORR's programs. Last names should not be used to protect the children from potential predators.

Communications should not reveal the specific location of a child unless necessary, and then only without express consent from the child and his or her guardian.

Communications should never identify by name or location any child that has been abused.

Photos or video footage should not be taken around any orphanage or children's home without the express consent of the person in charge, nor without explaining the intended use of such communications. ORR staff and visitors taking photos and video footage should at all times respect the privacy and dignity of the children, caretakers, and community they are portraying. Capturing media should come after building a relationship, not before.



Rule of Thumb:
*build a
relationship
before taking
photos/videos*

Communications portraying children should, as much as possible, be constrained to children that have benefited from ORR's programs, except where those communications represent the general nature of the community or country, beyond the orphanage setting.

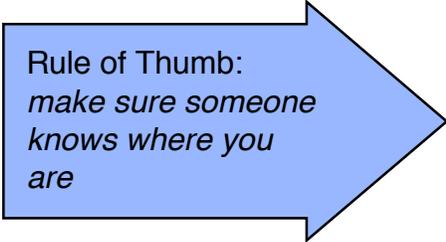
Please consult with the ORR Team Leader before taking photos of children or orphanages for purposes other than for personal use.

Safety Precautions in Project Countries

Dire circumstances often create potentially dangerous situations, and so our work will often lead us into areas in which we must take precautions and be wise. These guidelines are not designed to limit or frighten you, but to make every team member responsible for the safety of themselves and of the whole team.

Some general circumstances to be avoided: traveling in unfamiliar areas or alone, particularly at night; large crowds, particularly in a crisis or mob situation (e.g. political rally, sports match, traffic accident); exposure of valuables or cash.

All field staff should carry with them and be available by mobile phone at all times. If you expect to be out of range, advise the ORR Team Leader in advance. Continued unavailability by phone will be treated as disregard for your own safety and your team.



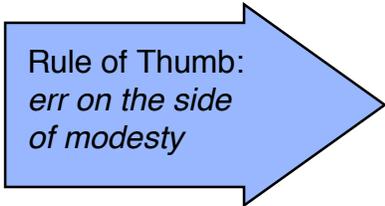
Rule of Thumb:
*make sure someone
knows where you
are*

Female staff are asked not to drive or walk alone at night except when absolutely necessary, and only after informing the ORR Team Leader.

Consult with the ORR Team Leader on other local issues and dangers upon arrival, such as ocean undercurrents, political upheaval, etc.

Dress code

Team members are asked to dress modestly and professionally, according to the generally accepted practices of the culture in which they are working. Standards will necessarily be higher when in public than privately among the team, and during work hours than during leisure hours. More specific expectations and boundaries may be laid down by your ORR Team Leader or U.S. Supervisor, if necessary; however, if in doubt, please ask in advance and err on the side of modesty.



Rule of Thumb:
*err on the side
of modesty*

Country Profile: LIBERIA

At A Glance

Liberia is Africa's oldest republic and was founded by freed American slaves in 1847. A violent fourteen-year civil war destroyed nearly everything, leaving infrastructure in shambles and families devastated and hopeless. Prior to the war, Liberia was a beautiful vacation destination for wealthy tourists, but in the aftermath is classified as one of the continent's least developed countries. More than 90% of Liberians live on less than \$2 a day and just 68% of the population has access to safe drinking water. Educational opportunities and accessible healthcare are both scarce; only 61% the population is literate and the country has the third highest infant mortality rate in the world.



The Need

Before the war there were only 10 orphanages in Liberia, today they number over 100. While the country is making great strides to recover from war, electricity and running water are still scarce, and the daily struggle to provide food remains a reality for most Liberian families.

The Response

Orphan Relief and Rescue approaches programs in Liberia holistically and focuses in three specific areas:

1. Orphan Relief and Rescue works in Liberia to identify children in the most vulnerable scenarios who are at risk of abuse, neglect, and suffering.
2. We partner with orphanage directors in country to assist them in creating homes that are loving, healthy, and self-sufficient, and work directly with the Ministry of Children and Social Protection to close down negligent, abusive, and corrupt orphanage directors.
3. Our Greater Opportunity program works to mentor and provide educational opportunities to children aging out of orphanage homes in order to enable them succeed as adults.

Quick Facts

Capital City: Monrovia

Size: 38,250 square miles; slightly larger than Tennessee

Population: 4.29 million

Average Life Expectancy: 57 years

Median Age: 18.2 years

Official Language: English

Religion: 40% Christian, 40% indigenous beliefs, 20% Muslim

Climate: Hot tropical climate with heavy rain during the summer. *Monrovia has the highest annual rainfall of any capital city, with approximately 200 inches of rain falling annually – that's seventeen feet of rain!*

Government: Republic

Country Profile: BENIN

Daily Life

Despite being one of Africa's most stable democracies, Benin is one of the poorest countries in the world and remains underdeveloped. Similar to many West African nations, Benin was heavily affected by the trans-Atlantic slave trade and Colonialism and in many ways is still working to repair their culture, economy, and identity. Historically, the country has deep roots in the Voodoo religion, and it is still very much a part of the culture today. Poverty is a daily struggle for many with 51.6% of the population living on less than \$1 per day. Overall the education infrastructure is lacking, national literacy is below 40%, and it is not uncommon for girls to be denied an education.



The Need & Response

Children who are orphaned and abandoned in Benin face a desperate situation. Culturally orphans are viewed as the lowest class of society with no legal rights or protection, and when placed in foster care or in the homes of relatives they are considered domestic servants or slaves. It is not uncommon for orphans to suffer abuse or death due to their status.

Additionally, orphaned children are at an extremely high risk of child trafficking. With the highest number of children trafficked in Africa today, the US State Department estimates that over 40,000 children are trafficked each year in and through Benin.

Orphan Relief and Rescue founded an Orphanage Safe Home in Benin for 60 children who were either rescued from trafficking, were at extremely high risk of being trafficked or enduring a life of domestic servitude. The children are thriving in the home, and are growing in their knowledge of God and in their relationship with Him.

Largely driven by impoverished circumstances, many parents in Benin are unable to feed or educate their children and are faced with the harsh reality of selling a child in hopes of a better life. In collaboration with local government officials, Orphan Relief and Rescue has created our Anti-Trafficking Initiative, a program that has successfully prevented over 250 children from being sold into slavery. This program enables families to ensure the health and educational needs of their children are being met and provide additional micro financing loans that starts them on a path to self-sufficiency. To date, over 150 families have received micro loans that fund small businesses.

Quick Facts

Capital City: Porto-Novo

Size: 43,483 square miles; slightly smaller than Pennsylvania

Population: 10 million

Average Life Expectancy: 59 years

Median Age: 17.3 years

Official Language: French **Religion:** 42.8% Christian, 24.4% Muslim, 17.3% Vodun, 15.5% Other

Climate: Tropical, hot and humid in the south and semi-arid in the north

Government: Multi-party Democratic

What to bring

PRESCRIPTION FOR ANTIMALARIAL PILLS:

Options: Malarone, Lariam or Doxycycline (***we recommend Malarone***)

Malarone 95% effective and you take it everyday, but is more expensive than the others.

Lariam is 80% effective and you take it once a week,

Doxycycline is 60% effective and you take it every day (*this is an antibiotic*)

FYI Lariam potential side effects: increased headaches (especially if prone to headaches), bad dreams and/or hallucinations.

Make sure you read the instructions on when to start and end your medication.

You are begin the medication prior leaving, while traveling and post travel - the length of time are difference for each drug

KEY DOCUMENTS:

- Passport & Visa (keep a photocopy of both separate from your original copy)
- Yellow Card Immunization Record
- One Credit Card (if you get stuck in Europe)
- Spending Money (for souvenirs, eating out, etc.)
- Tickets & Itinerary
- Phone numbers of emergency contacts
- Medical Insurance & Travel Insurance

CLOTHING:

Weather is hot (*90 degrees and humid*), so you will mostly need light clothing for hot weather. The evenings sometimes have a cooler breeze, if it rains. Everything dusty, so bring clothing you don't mind could get ruined.

Ladies

- Bring capris or light pants (*only to be worn inside the orphanage safe home*)
- At least 3 to 4 below the knee skirts with a slip (*culturally offensive to see above the knee or shape of a women's legs*)
- Tank tops need to be at least 1 inch thick (*no spaghetti straps because culturally offensive*)

Men bring lightweight pants & couple collared shirts

Everyone:

- One light jacket (*evenings or for cold airplane*)
- 1-2 Long Sleeved cotton shirts in the evening (*to keep the mosquitos off*)
- Swim suit (*no bikinis, unless have a shirt to cover your body*)
- Socks (*3 or 4 pair*)
- Tennis shoes
- 1 pair of Sturdy sandals (*don't recommend walking around in flip flops*)
- Flip flops (*shower shoes*)

TOILETRIES & EXTRAS:

- **NO MOSQUITO NET NEEDED** – this is provided
- 2-20 European outlets (*will need an adapter to plug in any electronics*)
- Pillow
- Twin bedding is provided, but if you prefer your own set feel free to bring it.
There will be a fan in the room. Light blanket if you are cold blooded.
- 2 light towels (*because takes awhile for things to dry – quick drying towel is ideal*)
- Washcloths
- Small flashlight
- Sunglasses
- Small Bible (*if have one*)
- Journal
- Lots of underwear
- Water bottle
- Ear plugs
- Sunscreen (30+)
- Hat
- Mosquito repellent (*your preference – recommend taking Garlic and Vit-B complex while on the trip to help deter mosquitos, but does NOT repel them*)
- Triple antibiotic anointment
- Hydrocortisone or Anti-itch cream
- Pepto-Bismol (*pill form*)
- Anti-bacterial gel (*hand sanitizer*)
- Sleep aid to help with jet lag
- Ziploc bags (*help to keep things from spilling in your bag*)
- Tylenol/Ibuprofen
- Personal toiletries (*toothpaste, shampoo, soap, etc.*)
- Protein bars/ beef jerky/nuts (*at least enough for 1 bar/or jerky snack a day*)

POSSIBLE GIFTS:

- Wind up flashlights (*not battery operated*)
- Children's book or sweet kids movies in French (nothing scary, about magic, or Voodoo - do not bring Disney's *the Princess and the Frog*)
- Nail polish and manicure stuff
- Deflated soccer balls with a pump
- Games for the kids in French (*like playing cards, Go Fish, Old Maid*)
- Frisbee's and yard type games
- Kid pencils and stickers

Fundraising

To fund a project, we sometimes ask team members to raise a certain amount for a project they want to be involved in. Some cannot raise anything towards a project--it's hard enough just raising enough funds to be able to come on the trip. Others are able to raise thousands. There are no prizes or pressure – whatever you can do just makes a difference in the lives of those we serve. The more we raise, the more we do. Money has never been the criterion for you to make an impact in these children's lives. It is all in what you feel compelled to do.

Ideas for raising money

Promise Auction – Ask people to offer their services--for example, cook a meal, a handyman for a day, babysit for an evening, etc. We have found that approaching local businesses for things to auction also works well. Hairdressers, restaurants, football tickets or signed football all provide things to auction. Advertise an evening when the church and community are invited and someone auctions the promises and gift certificates, and the money for the services comes to Orphan Relief and Rescue for an orphanage project. Other things to auction could include:

- A night's stay at a local hotel
- Spa packages, gift baskets, etc.
- A date night at the movies
- Dinner at a local restaurant

Sponsored events – Get pledges for you to swim, bike, run or walk 5 miles, etc.

Fashion show using local retailers – Ask your local fashion retailers to lend the clothes and book a venue. Ask friends to model the clothes and charge an entry fee. The retailer gives a good commission on items sold, and it's free advertising for them!

Sharing the vision – Just tell about those we are going to help. People like to give when they have personal contact.

Company Matching – Companies have charitable funds they use to sponsor or match their employees' charitable work. They also like articles and pictures for company magazines. They may also just make a donation.

Local Media – Contact your local newspaper and tell them what you are doing. They love pictures and articles of local people with a story of visiting and helping orphans. Your experience is of interest to local radio and news, so just contact them!

Boat Trips – Some have hired a large boat on a local river and invite a couple of hundred people to a party.

Schools – Schools love to know what you are doing. They can do a coin drive. They also love presentations.

Churches – If you are able to share the vision with related and local churches, they may get behind you.

Local Fire Station – Ask your local fire station if they will do a sponsored car wash.

Movie night – invite your friends to see a mission video and get them to bring a donation.

Church House Groups lunch – meet together for lunch and take an offering for the project after the presentation.

Yard or eBay sale – a good opportunity to clear out stuff!

Local Shops – Wal-Mart, Lowe's and others often give donations of money or items for charity auctions. Just go in and ask!

When fundraising, always keep the end in mind!

Returning Home

After the trip is all said and done, many folks struggle to re-adjust to normal life. What you experience may be profound and change your worldview significantly. This takes time to process.

The things you see may put life in perspective, particularly the contrast of our affluent lifestyle with the poverty and simplicity of African life. Some struggle with guilt or want

to say that others should feel guilty. These are natural feelings, but you shouldn't feel guilty. Remind yourself that others haven't seen what you have. Give yourself time to digest the many experiences of your trip before making big decisions.

Your perspectives may change, but treat your new perspective as a fresh start, an opportunity to live out God's potential for you.

You will likely be forever changed, and you will always be a part of the Orphan Relief and Rescue family, so please stay in contact. We also encourage you to stay involved, in whatever way you decide. Remember that God's priorities for you have to do with *being*, not *doing*.

Further Reading

When Helping Hurts

Steve Corbett and Brian Fikkert

Moody Publishers

African Friends and Money Matters

David E. Maranz

SIL International

Re-Entry: Making the transition from missions to life at home

Peter Jordan

YWAM Publishing