



**AFRICA** NEW LIFE  
TEAM TRIP GUIDE

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# WELCOME

## WELCOME

Thank you for being a part of a Team Trip with Africa New Life Ministries. We hope this Trip Guide serves you well as you prepare for a journey to Rwanda!

Trips to Rwanda with Africa New Life allow friends and partners to actively participate in the vision and life of community transformation.

This is accomplished by:

- Introducing teams to the ministry in Rwanda
- Giving teams the opportunity to serve with two hands: Sharing the Gospel and Acts of Compassion
- Helping teams serve and bless the people in Rwanda in a way that our staff could not otherwise facilitate
- Allowing team members to see the needs and the hope of Rwanda's people
- Providing a platform for God to work in people's lives

If God is calling you to join a team trip to Rwanda, get ready. You're in for a fantastic experience!

## ACTIVITIES

What each trip will look like depends on the team composition as well as collaboration between the team leader and Africa New Life Ministries staff in the U.S. and Rwanda. Below are some of the activities that most teams will participate in:

- Attend church in one of the Africa New Life communities
- Visit a Genocide Memorial, commonly, the Nyamata Memorial or the Kigali Genocide Memorial
- Work with the children at the [Dream Tutoring Program](#)
- Visit the [Women's Vocational Training Center](#)
- Participate in Home Visits - this is an opportunity for sponsors to meet their sponsored child
- Visit communities where Africa New Life works
- Interact with a ministry or community specific to the sending church

Each team traveling to Rwanda typically visits many of our communities while on the ground. Teams wishing to focus on a particular community are able to do so through some strategic planning with our Rwandan staff.

## ORIENTATION

All teams will participate in an orientation meeting when they arrive in Rwanda. An Africa New Life Rwandan staff member will introduce the ministry, review cultural expectations, cultural sensitivity, policies on sponsorship, and other pertinent details.

## DEVOTIONS

We encourage teams to participate in team devotions daily. This may include reading Scripture, prayer, praise and worship, etc. Devotions are an important part of your trip and a critical part of your day. We want to make sure every team is seeking the face of the Lord, both before they leave, and while in Rwanda.

## VISITING MY SPONSORED CHILD

While in Rwanda you will have the chance to visit your sponsored child, extenuating circumstances excluded. Extenuating circumstances are very rare, but may be a boarding school with no visitation policy or the child is out of the country during school break. Home Visits are commonly the highlight of a team member's trip. We encourage you to [learn more](#) about what you can expect during the visit.

When visiting a sponsored child, it is culturally appropriate to bring a gift to their home. A Food Pack will be lined up by Africa New Life and is included in your trip cost. We are **not able** to hold gifts made through our online store for personal delivery.

Any gift will be cherished by the child, and it is your presence that means the most! But remember, you are not just bringing a gift or greetings - you are in ministry - you are there to proclaim the Gospel! 1 Timothy 1:12 says, "I thank Christ Jesus our Lord, who has given me strength, that he considered me trustworthy, appointing me to his service."

### A Food Pack:

A \$50 gift of food supplies. This gift will be purchased by Rwandan colleagues before your team arrives. The \$50 typically buys rice or corn-flour, sugar, cooking oil, and soap for the sponsored child's family. We stretch the funds as far as possible in the market. This gift blesses the whole family, not just your sponsored child. Depending on the size of the family, provisions can last many weeks.

The Food Pack gift is included in each team member's trip cost.

### Gift From America:

A sponsor may bring items from the U.S. that are age and gender appropriate for their sponsored child.

- We ask that these items fit in small bag or backpack - please no duffel bags for just one child!
- Appropriate items include: pictures of your family, sports equipment, map of the world, solar lamp, rainboots or sturdy flip flops, clothes (modest for girls please), school supplies (pens, calculator, composition notebook, pencil pouch), flashcards, card games, jump ropes, stickers, tennis balls, Hot Wheels, Yoyos, dolls, etc.
  - Rwandan colleagues are not able to find out the clothing or shoe size for your child. You may write a letter to ask, or do a best guess based on age and pictures.
- Older students may enjoy a book to help with English acquisition, a dictionary or thesaurus, a study bible, devotional, or college/business preparation materials
- Inappropriate items include: shampoo, toiletries, cosmetics such as nail polish or perfume, medicine, vitamins, electronics, candy, or money.
- It is not an expectation to bring a gift for every family member. If you chose to bring something for the family, perhaps fabric or a scarf for Mother figure and a button up shirt or gloves for Father figure.
  - Rwandan colleagues are not able to give you each family member in the home. You may write a letter and ask who lives in the home with your sponsored child.

# ACCOMMODATION AND MEALS

## ACCOMMODATION

While serving with Africa New Life Ministries, most teams will be staying at the Africa New Life Guest House in Kigali City. You will be very comfortable with your accommodation. The Guest House staff's mission is to make you feel safe and content so you can focus on the work you are in Rwanda to do. While at the Guest House, please conserve electricity and water whenever possible. Keep your spaces tidy out of respect for other visitors. Here is what you can expect at the Guest House:

- 18 modest, but comfortable bedrooms
  - Most travelers share a room with someone from their team. We do our absolute best to get couples their own room and keep families together. If your team is traveling in a high capacity time, then we cannot guarantee couples will be given their own room. Rooms may need to be divided into men's and women's quarters.
- Beds with full linens
- Mosquito nets above every bed
- 16 bathrooms with running water, flushing toilets, hand soap, and toilet paper
  - Most bedrooms have a bathroom inside. If not inside, the bathroom will be just around the corner
- Bath towels
- Hot water (not unlimited) for bathing
- Laundry soap and washtub in each bathroom for laundering clothes
- On site laundry done for you at a small fee per item
- Electricity - 220 voltage outlets
- Adaptor strips in each bedroom for plug to plug changes (not a power convertor)
- Access to refrigerator for medication
- Refrigerator with bottled water safe for drinking and brushing teeth
- Internet with limited bandwidth and range
- Communal resting and dining spaces
- Full time on-site hospitality staff
- Night guardsman

## MEALS

Most teams eat their meals (breakfast, lunch, and dinner) at our Guest House. We have trained cooks who are able to safely prepare food for the western stomach. Many dinners involve traditional African foods like rice, beans, a meat dish, and potatoes served with fresh fruit and veggies. Hot lunches tend to be more diverse including Mexican or Italian food. Depending on the day's itinerary, teams may pack sack lunches to take with them.

Each morning the Guest House will have coffee and hot water available for you to help yourself before breakfast is prepared. If you are an early riser then you may want to bring along some instant coffee or tea in case the coffee is not yet brewed.

Additionally, many teams will dine out at local restaurants for a couple meals. There is a wide variety of restaurants found in Kigali: Indian, Thai, Mexican, Italian, and of course many local flavors abound! Eating out is a great way to learn more about the evolving city culture in Kigali. The locations where you will eat out with Africa New Life are places where we have taken teams before and had a positive experience. Please keep reading to learn how you can stay healthy while traveling.

## STAYING HEALTHY

While you are in Rwanda there are a few guidelines that can increase your chances of feeling safe and healthy throughout the trip.

- Only bottled or filtered water is considered safe for drinking. Other safe alternatives include soda or drinks made with boiled water such as coffee or tea.
- Elements like elevation, temperature, and activity level require you to drink a minimum of 64 ounces of water each day.
- Do not use tap water for brushing your teeth. Use filtered or bottled water.
- If your stomach starts to feel upset by the food, consider a tummy soother (like yogurt or probiotics), which will provide local bacteria to help your body process new foods.

While traveling, you are exposing your body to new foods and thus new bacteria may upset your system. Depending on your gut health, you may be sensitive to new foods. Therefore, we recommend you bring medication, just in case. [See what medication we recommend you pack.](#) And remember, trust your gut to protect your gut! If you are unsure about a food you have been offered, you are better off politely declining. You may graciously explain your sensitive stomach cannot handle new foods.

## PACKING

We have put together an extensive [Packing List](#) to help you prepare. The days are warm in Rwanda and the evenings cool down. Layers and breathable fabrics are great choices!

One way that we can demonstrate cultural sensitivity is by dressing respectfully. In Rwanda, a modest Westernized way of dressing is acceptable.

On the plane, you will need access to your passport and our [Emergency Contact Sheet](#).

**Men** will need to wear pants each day. Adult men do not wear shorts in Rwanda, although it is okay for young male visitors, below high-school age, to wear them. Jeans are fine culturally, they just might be a little warm. Adult men may wear shorts at the Guest House. Casual cotton t-shirts are ok to wear. Tops that are breathable are best. Bring comfortable tennis shoes or sandals to wear each day. Hats are OK. Flip flops are great for at the Guest House.

If you choose to work out or go for a run in the neighborhood, you are welcome to wear shorts.

Church is a more formal occasion, so men should wear slacks and a button-down shirt. Please make sure your sleepwear is appropriate for mixed company.

**Women** in Rwanda dress conservatively. Long shirts and leggings, shorts or skirts above the knee, or yoga pants are not appropriate. These would be viewed as immodest. Skirts that hit the knee, pants, or capris are the best choice for day to day wear. Jeans are fine culturally, they just might be a little warm. Casual cotton t-shirts are ok to wear. Tops that are breathable are best. Please no halter tops, tube tops, or low-cut blouses. Bring comfortable tennis shoes or sandals to wear each day. Hats are OK. Flip flops are great for at the Guest House.

If you choose to work out or go for a run in the neighborhood, please wear running capris or pants instead of shorts.

Church is a more formal occasion, so a dress/skirt or a slacks/blouse attire is best. Please make sure that your sleepwear is appropriate for mixed company.

## REQUIRED READING

## GETTING STARTED

## EXPECTATIONS OF TEAM TRIP MEMBERS

Team members are expected to live and breathe these two principles in preparation for their trip and while in Rwanda:

1. Flexibility: Let “this is Africa” rule your mind. Your schedule, your activities and your budget will all change. Expect these changes and roll with them.
2. Service: The reason for your trip is to serve! Remember, you may be asked to do things that don’t always come naturally. Embrace the challenge and dive in!

## TEAM BELIEFS

Team members must respect Africa New Life Ministry’s Statement of Faith:

1. We believe the Bible to be the inspired and the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His present rule as Head of the Church, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class difference.

## REQUIRED READING

Africa New Life asks that you read this book in its entirety before arriving in Rwanda:

[\*When Helping Hurts: How to Alleviate Poverty without Hurting the Poor and Yourself\*](#), by Steve Corbett and Brian Fikkert

*When Helping Hurts* has been foundational to the way our ministry approaches the philosophy of team trips. After reading this book, we hope that you find yourself challenged by the content and excited for the relationships that you will develop on your upcoming trip to Rwanda.

## NEXT STEPS

### APPLICATION

Each person who wishes to participate in a team trip must apply. Applications are completed online. Contact [missions@africanewlife.org](mailto:missions@africanewlife.org) to begin the process. Our application asks you to submit the following information:

- General Personal Information
- Passport Copy, if you have a current copy
- Emergency Contact Information
- Two Character References
- Formal Background Check
- Photo Consent Form
- Financial Agreement Form
- Release of Liability
  - Parental Waiver & Release for minors
- \$350 Non-refundable Trip Deposit\*



- Credit Card Information

\*If you are asked not to participate on the trip immediately after the application review, Africa New Life will refund any monetary contribution that you have personally given to Africa New Life, once our costs are covered. Any gifts already given by supporters of your trip will be forfeited and given to where the ministry needs it most. Please see our [Financial Policies](#) to learn why raised support is non-refundable.

Initial deposits and applications are due at least three months before departure. The team leader may set a deadline as early as 12 months before the trip date.

Applications will be reviewed by the Team Trip Leader and U.S. staff members. If any concern arises, the applicant will be interviewed by our U.S. staff to determine their eligibility for the trip. As part of the application you will be asked to submit the names of two people who can act as character references on your behalf. Africa New Life may or may not contact these references, depending on the individual.

## **BACKGROUND CHECK**

Africa New Life requires all team trip participants to undergo a background check as part of the application process, prior to their trip to Rwanda. The background check is performed to ensure the safety and security of the numerous children our ministry cares for throughout Rwanda. The background check is done through Protect My Ministry, a trusted organization with whom Africa New Life partners. To learn more about their organization, [click here](#).

Africa New Life will review the results of your background check and be in contact with you should any issues arise that may prevent your participation on the team. If this is the case, we will refund any monetary contribution that you have personally given to Africa New Life, once our costs are covered. Any gifts already given by supporters of your trip will be forfeited and given to where the ministry needs it most. Please see our [Financial Policies](#) to learn why raised support is non-refundable.

Please note, for returning travelers this step is still required. The background check expires annually. Those under the age of 18 are exempt from this step.

## **PASSPORT**

A passport is required to travel to Rwanda and must be valid for 6 months after the date of your return to the U.S. at the completion of your trip. For example, if your return to America is on January 15, your passport must not expire until after June 15. During busy times, passport applications can take up many months to process! Make sure you stay on top of your application process.

**If you have never had a passport**, you can get an application at your local post office or download it [here](#). You will need to take the unsigned application to a post office or acceptance office and sign under the eye of an agent. Then submit your application at the post office, acceptance office, or mail it in with the following:

1. Previous U.S. passport or certified birth certificate
2. Two 2x2 passport photos (you can get these taken at most drug stores, a post office, or Costco)
3. Passport application fee

**If you need to renew your passport**, you can get an application at your local post office or download it [here](#). You will then send in your application with your previous passport. They will return both to you.

### **If you need to get a passport within less than 2 weeks and:**

- **Have not yet applied:** please call the National Passport Information Center (1-877-487-2778) to schedule an appointment and submit your application at a passport agency. A complete list of Passport Agencies can be found [here](#).
- **Have already applied:** please contact the [National Passport Information Center](#) to speak with a Customer Service Representative. The number is 1-877-487-2778.

Please Note: Once you have applied for your passport, it is important to keep abreast on the process. You can [track the progress online](#). If you do not see the process progressing in a timely manner, call the office at 1-877-487-2778.

## VISA

Those traveling with a U.S. passport will need an entry visa to visit Rwanda. The visa is purchased for \$30 upon arrival in Rwanda. This is not an expense included in your trip cost. Those entering by air travel will purchase their visa at the Kigali International Airport when going through customs. The visa is valid for 30 days. There is no prior application needed before arrival. The visa will cost \$30 USD. Be prepared to pay this cost in cash or with a card upon arrival. Cash should be minted 2006 or newer, in denominations of twenty dollar bills or higher. No traveler's checks will be accepted.

Canadian citizens are also required to have a visa to enter Rwanda. The application process is completed before travel through the Rwandan Embassy located in Ontario, Canada. Be mindful that the application process may take several weeks. You will need a letter of invitation from the Africa New Life offices. [Find out more here](#).

Passports issued by other countries may require visas for entrance to Rwanda. Please be aware of your nationality's requirements.

## HEALTH AND IMMUNIZATIONS

We recommend all team members first consult their primary care physician before receiving any vaccinations. Your physician or travel clinician will be able to give you all information for what is required and recommended for travel to Rwanda.

There are no required vaccinations to enter the nation of Rwanda. Previously Rwanda required everyone entering the country to have the Yellow Fever immunization. You may read the current vaccination policy [HERE](#).

[The Centers for Disease Control](#) recommends the following shots/immunizations:

- Up to date on routine vaccinations such as measles, tetanus, polio, etc.
- Yellow Fever
- Typhoid
- Hepatitis A & Hepatitis B
- Malaria medicine

Everyone going on a trip should take an anti-malarial medication. Africa New Life recommends one of the two listed below. For further details on these medications and their side effects, please connect with a travel clinician or your physician.

- Malarone: a daily pill, most common possible side effects include nausea and headaches. Dosage begins 2 days before travel and continues 7 days after return.
- Doxycycline: a daily pill, most common possible side effects include nausea and increased sensitivity to sun. Dosage begins 2 days before travel and continues 30 days after return.

Larium is a weekly anti-malarial medication that has neuropsychiatric effects. Larium can cause vivid nightmares, hallucinations, and dreaming. It is not recommended.

Lastly, Africa New Life recommends purchasing Imodium and requesting a prescription for an antibiotic in case you get traveler's diarrhea. Some travelers may choose to take a probiotic supplement throughout their trip to improve their gut health. A probiotic may help prevent an upset digestive system. A probiotic supplement can be found in most major drugstores or supermarkets.

**TIP:** Your primary care physician should be able to administer most of the recommended vaccinations, and it is common for many of these shots/prescriptions to be covered by your health care plan. We recommend you call in advance of your appointment to verify they have the vaccinations on hand. For example, an office may not have a polio booster on hand, but could order it for your appointment.

It is common for a physician's office to not administer the Yellow Fever vaccination, since it is a live-virus vaccination. It is most commonly obtained at a travel clinic. There are travel clinics in nearly every city. You can find more information on travel clinics in your area through the [Centers for Disease Control and Prevention](#).

## **TRIP MEDICAL INSURANCE**

Africa New Life requires all travelers going to Rwanda to carry Trip Medical Insurance. Most health care plans do not extend their coverage to overseas travel. It is recommended you contact your primary health care provider to find out what coverage follows you on this trip. The U.S. office facilitates the purchase of trip medical insurance unless the traveler specifically requests to purchase their own plan. If you are traveling with an Africa New Life team, this is included in your trip cost.

Once insurance is purchased on your behalf, you will be sent an email with the insurance card. You will also be sent the coverage outline. It is up to the traveler and team leader to read through the plan details.

We work with [International Volunteer Card](#) and we purchase the Plus Plan. [Click here to view the complete description of coverage.](#)

If a trip member seeks medical attention while in Rwanda, Africa New Life will cover the expenses at that time. Upon return to the U.S., the Team Trip Department will email the trip member all necessary forms for Africa New Life's reimbursement through the insurance provider. It is the trip member's responsibility to complete and mail in the required forms in a timely manner to ensure Africa New Life's reimbursement, otherwise the trip member will incur the cost of treatment.

If a team member requires medical attention, they will be assessed by physicians who are good friends or partners with the ministry. These medical professionals can help refer to a local hospital if deemed necessary.

## **TRIP CANCELLATION INSURANCE**

Africa New Life encourages team members to purchase trip cancellation insurance. There are plan options to pay for trip cancellation insurance which would cover the trip costs (including a plane ticket) should someone have to back out of the trip for an unexpected emergency. This insurance does not cover a change in schedule or heart. If you would like to purchase this type of insurance then please contact the Team Trip Department. Read here for more information on our [Trip Cancellation Policy](#).

## **U.S TRAVEL REGISTRATION**

Each team member must register their trip with the U.S. government by [visiting here](#). This alerts the U.S. embassy in Kigali, Rwanda when you enter and depart the country. Also on this website you may learn more about the Smart Traveler Enrollment Program (STEP). STEP is a free service that keeps U.S. citizens up-to-date on safety conditions and travel notices in your destination country.

The online registration will ask you to provide at least one complete address and/or phone number where the U.S. Embassy can reach you in case of an emergency. For this input, you may use the location of the New Life Guest House and the phone number of the Guest House Manager (information below). If you plan to leave your phone activated (not advisable that a traveler does this), then you are welcome to put in your personal phone number.

### **Registration Inputs:**

Phone: 250-732-109-586

Address Line 1: KK 29 Ave, KK 27 Ave

Address Line 2: Kagarama, Kicukiro

City: Kigali

Country: Rwanda

\*There are no formal zip codes in Rwanda, so you may skip this field. You should be able to continue onto the next registration page with this field blank.

\*\*You may fill in the Province with "Kigali"

# FINANCIAL POLICIES

## FINANCIAL EXPECTATIONS

Africa New Life requires a \$350 deposit and information from one credit card to be submitted with the application to secure a spot on the team. Africa New Life will not process your application or purchase your airfare until both the deposit and credit card information are received. Initial deposits and applications are due at least three months before departure. The team leader may set a deadline as early as 12 months before the trip date. **Please note that deposits for team trips are non-refundable**, but will be accounted for when settling the total trip cost.

The cost of airfare must be reimbursed to Africa New Life. **The due date for all trip funds is 2 weeks before you depart.** If the trip balance is not paid in full by the due date, Africa New Life will run your given credit card for the remainder amount. You will be notified via email of the expected charge. Furthermore, if for any reason all funds are not received by your departure date, Africa New Life reserves the right to cancel your airline ticket.

## TRIP COST

Base Trip Cost: \$1,350 + Airfare, per person

This cost reflects an 8 day, 8 night trip with Africa New Life. For variations of trip length, the cost will change +/- \$75 per day as adjusted from the 8 days. This trip cost will only be applied to teams greater than 4 people and serving more than 4 days. Trips that do not meet these requirements will have a custom built trip budget.

### Items Included in the Base Cost:

- 8 days and 8 nights serving with Africa New Life
- Meals and Lodging at New Life Guest House
- Team Transportation in Rwanda
- Trip Medical Insurance
- U.S. and Rwandan Facilitation
- 1 Food Pack gift for your Sponsored Child
- \$50 toward Mission Activity Funds - put toward trip goals

### Each trip is unique and the following items may increase or decrease the trip cost for team members:

- Number of days in country (+/- \$75 per day) from an 8 day trip
- Reduced U.S. Facilitation for immediate family members traveling together
- Added Excursions (participating in a safari, staying at a lodge, or visiting the mountain gorillas)
- Additional Mission Activity Funds, as required for trip goals
- Additional Food Packs for multiple Sponsored Children (\$50 per child)

Other costs to anticipate include a \$30 visa fee paid upon entering Rwanda, meals during air travel and any personal souvenirs. Given these variables and your team's goals for the trip, Africa New Life will create a budget that is tailored to each team member.

## EXCHANGING AND BRINGING MONEY

Each team member should bring some cash with them on the trip. These funds will be used for items like souvenirs. It is important to go prepared with currency that is easy to exchange and will provide the best exchange rate. Bills in denominations of \$50 and \$100 are best and they must be minted 2006 or newer; crisp with no tears or folds. Most exchange booths will not accept any denomination below a \$20.

An appropriate amount to bring depends on your anticipated level of spending. Bringing \$150 is a common choice among team members. Below are price estimates for local items to give you an idea:

- 6" woven basket: ~\$4
- 9" woven basket: ~\$7
- Bolt/Piece of fabric (6 yards): ~\$12-\$20
- Set of 3 woven serving trays: ~\$20
- Paper bead necklace: ~\$5
- Metal and glass necklace: ~\$15-\$30
- Wooden nativity set: ~\$35
- Wooden animal carvings: ~\$5-\$20
- Custom skirt or shirt: ~\$20-\$30
- Apron or oven mitts: ~\$5-\$15
- Salad Tongs: ~\$8

Call your bank and credit card companies before leaving to notify them of international activity on the card. Only a small few shops in Rwanda accept credit cards, but they may be useful in international airports.

## RAISING FINANCIAL SUPPORT

Many people decide to raise financial support for their trip by reaching out to friends and family. The primary way that people fund raise is through support letters and sharing online. This communication shares about the trip, the team, and gives specifics about how people can help through prayer, supplies, and financial support. Feel free to review our [Sample Support Letter](#). Please do not copy the letter, but use it as a guide for how your letter could look. If you choose to raise support, we encourage you to enter this process prayerfully.

All gifts are tax-deductible due to Africa New Life Ministry's status as a 501(c)(3) nonprofit organization. Donors who give funds directly to the ministry, will be sent a Year-End Giving Statement in the coming January to acknowledge their gifts during the previous calendar year.

If there are surplus funds after covering your trip cost, we are unable to return monies given by the team participant (you) or the 3rd party donor. All donations made towards your trip expenses will be recorded for your trip, but are not restricted solely to your trip. Surplus funds will be used in support of ministry programs.

## SUPPORT LETTERS

Support letters should include the following to make giving more accessible to the donor and easier for the Africa New Life office to process:

1. [Support Letter](#)
2. [Response Device](#) - a slip of paper that the donor should include with their gift that indicates the gift is for your trip to Rwanda
3. Response envelope stamped and addressed in this manner:
  - Africa New Life Ministries
  - Attn: Team Trips
  - 7405 SW Tech Center Dr. #144

- o Portland, OR 97223

4. It is also advisable to place your name on the back of the giving envelope:

## **GIVING ONLINE**

Instructions for giving online are outlined below.

1. Go to [www.africanewlife.org](http://www.africanewlife.org)
2. Click the **GIVE NOW** button found at the top of the page
3. Select team member name under **Mission Team Members** on the bottom right of the webpage
4. Enter in an amount, click **Add Donation to Cart** and proceed through transaction
5. The donor will receive an email receipt for their gift.

## **SUPPORT TRACKING**

Once per week a report will be generated from the U.S. office and sent to your given email detailing your funds received. This report will include the names of your donors so that you may update and thank them. Names will not be included if the donor chooses to remain anonymous. If you have questions about these reports or wish not to receive them, please contact the U.S. office.

## **SUBMITTING PERSONAL FUNDS**

If you are looking to submit personal funds to Africa New Life, there are 3 methods of payment.

1. You may mail in a check to the address below:
  - o Africa New Life Ministries
  - o Attn: Team Trips
  - o 7405 SW Tech Center Dr. #144
  - o Portland, OR 97223
2. You may call in and set up an Electronic Funds Transfer (EFT):
  - o Call into our office: 503-906-1590, Mon.-Fri. from 8:30 AM - 5:00 PM PST. Please have your banking information (routing and account numbers) ready to present.
3. You may call in and pay with a debit or credit card.

## **TAX-DEDUCTIBLE EXPENSES**

Although you cannot deduct the value of your services given to Africa New Life Ministries, you may be able to deduct some amounts you pay out-of-pocket while serving with the ministry. To qualify for a deduction, the out-of-pocket expenses must be:

- Unreimbursed,
- Directly connected with the services you are providing to Africa New Life,
- Expenses you had only because of the services you gave, and
- Not personal, living, or family expenses (such as entertainment and sightseeing).

If you travel to serve Africa New Life Ministries on a team trip, your travel expenses may be deductible. Deductible travel expenses may include:

- Air, rail, and bus transportation,
- Out-of-pocket expenses for your car,
- Taxi fares or other costs of transportation between the airport or station and your hotel,
- Lodging costs, and

- The cost of meals.

To substantiate your donation for the IRS you will need to keep adequate records such as receipts and expense logs. You do not need to submit these receipts to Africa New Life.

The IRS requires that, if you incur any single expense (such as an airline ticket) of \$250 or more, you must receive an acknowledgement to confirm no goods or services were provided by Africa New Life in exchange for your contribution and service. This letter serves as aforementioned acknowledgement. For reference, Africa New Life's tax identification number is 48-1291935.

Africa New Life Ministries assumes all travelers, regardless of age or skill set, contribute toward the relational work of the ministry in Rwanda. As with any tax matter, you should consult a qualified tax professional to determine how the tax regulations apply to your circumstance. IRS Publication 526 *Charitable Contributions* contains additional information about deducting out-of-pocket expenses.

Please note: If you have given funds directly to Africa New Life for the cost of this trip, you will be sent a Year-End Giving Statement in the coming January to acknowledge those gifts for the previous calendar year.

## **GIFTS IN KIND**

If you or a third party gives a significant gift of material items (it's worth amounting to more than \$250) toward the ministry or trip; please inform the U.S. Office. We may be able to prepare a Gift in Kind receipt to acknowledge this gift.

# U.S. TEAM TRIP POLICIES

## **TRIP CANCELLATION POLICY**

Our cancellation policy has been created to protect the ministry and encourage cancelled team members to travel at a later date. We wish for those who must cancel a trip now to travel with Africa New Life at a future date.

In the event the traveler cancels the trip, funds that are given to Africa New Life by the traveler cannot be refunded. The traveler is responsible for any incurred fees as a result of the cancellation. Once Africa New Life's costs are covered, Africa New Life will hold the individual's trip funds, with the exception of the non-refundable deposit, for a replacement trip the must take place within the next calendar year from your original trip dates. For example, a trip cancelled in October 2017 can be taken through October 2018. We will work with you to schedule this follow up trip.

If Africa New Life must call off the trip for any reason (e.g. national safety concerns, widespread illness, or natural disaster) we will refund back to you the monetary contributions that you personally have given for on the ground costs. Africa New Life is not able to offer a refund for costs that have already been incurred when a trip is cancelled (e.g. airfare). For example, we cannot recuperate insurance or airfare purchases and thus we cannot offer the refund to you. Funds that are given to Africa New Life for trip costs on behalf of the traveler (i.e. raised support) cannot be refunded in any situation due to audit regulations. Africa New Life recommends that you purchase Trip Cancellation Insurance, which would cover the trip costs (plan dependent) should an emergency prevent the trip from occurring. Ideally, we will attempt to re-schedule your team's trip within the next calendar year.

Once airfare is purchased by the Africa New Life office, if the trip is cancelled at any time by any party, the traveler will be responsible to pay the cancellation fee and/or the full cost of the ticket. If the ticket reimbursement is not received by Africa New Life within 30 days of trip cancellation, the given credit card will be charged for the outstanding balance. You will be notified via email that we will be charging your card.

Africa New Life **highly recommends** each team member buy the refundable airfare if it is offered with your flight. However, refundable airfare may not always be offered. Airlines will not refund money for a cancelled trip, regardless of the reason for cancellation, and we want to help you avoid this financial loss. In the instance where refundable fare was not offered, you would still be responsible to reimburse Africa New Life for the cost of the ticket.

## **TEAM MEETINGS**

Team meetings are an essential part of preparing for your trip to Rwanda. When you commit to a trip, you are also committing to team meeting attendance. Meetings foster team unity and allow each person the chance to receive important information. Teams may also engage in team-building activities and group service opportunities. Whether you participate in additional activities is the decision of your team leader.

Please expect anywhere from 2-7 team meetings before trip departure. The team leader and trip timeline will determine the appropriate number of meetings for your team.

## **MINORS ON TEAMS**

Anyone under the age of 14 may only travel to Rwanda with a parent. Anyone between the ages of 15-18 may only travel to Rwanda with a parent, guardian, or qualified youth leader. The accompanying adult will assume responsibility for the minor's behavior and safety. The accompanying adult must be approved by all legal guardians of the minor in question. This adult must be willing to leave the trip to accompany the minor home if any behavior or safety concerns warrant the return. This presumed responsibility includes the financial repercussions of the child's behavior (including property damage, flights, medical, or otherwise).

Africa New Life is not able to match minors with appropriate guardians. Therefore, minors who wish to travel without their parents must work with their family to fund a suitable guardian.

All minors must sign a Youth Contract that outlines Africa New Life's expectations. Minors must also have a parent or guardian sign a [Parental Waiver & Release of Liability](#).

We believe that children of all ages can have a tremendous impact when traveling to Rwanda. We see most guardians take child above the age of 10. It is important that children are mature, flexible, and capable of handling, seeing, and processing poverty. It is up to the discretion of the parents to determine the appropriate age for their child to travel to Rwanda.

# RWANDAN TEAM TRIP POLICIES

## **PERSONAL CONDUCT**

Your team will be assigned a Missions Office while in Rwanda. This is a man or woman who will spend the week with you. They oversee your hospitality and safety in country. Please respect this individual by informing them and your team leader of your whereabouts should you need to leave the group for any reason. If you leave without informing it causes stress for our colleagues.

Team members are asked to never be alone with a person of the opposite gender in Rwanda, Rwandans or otherwise. Africa New Life seeks to be above reproach in any way with perceptions about romantic relationships. But most important, we want each person to feel safe on this trip.

Rwandan men, in particular, can be very charming and it is easy for American women to develop a strong connection. While rare, some men have the motivation to acquire an American visa and see an opportunity. As teammates, please be aware of private conversations and/or vulnerable situations where you can step in and alleviate any possibility of confusion or miscommunication. This type of accountability is healthy and should be demonstrated by all team members.



Africa New Life also expects the following demonstrated behavior from all team members:

- No use or possession of illegal drugs
- No abuse or distribution of prescription drugs
- No use or possession of weapons
- No viewing or possession of pornography
- No theft or long-term borrowing
- No profanity, gossip, slander, or dark humor
- Do not be alone with a single child in closed room

## DISCIPLINE

Africa New Life leaders in Rwanda and Missions Officers expect team members to adhere to the policies outlined in the Team Trip Guide. Remember, just because you can do something does not mean that you should.

Any team member can be asked to leave Rwanda at his/her own expense by the team leader or Africa New Life staff under the following circumstances:

- Team member does not adhere to moral or ethical standards of Africa New Life
- Team member knowingly disobeys the rules Africa New Life has set for team trips
- Team member violates Rwandan law
- Team member knowingly abuses a fellow teammate, a sponsored child or family, or Africa New Life staff

## CHILD SPONSORSHIP

**Africa New Life does not allow team members to select children for sponsorship while on the ground in Rwanda.** Only children who are registered through the Africa New Life office will be available for sponsorship on the ground. We want to respect the hundreds of waiting children by not allowing a child to jump the queue.

A team trip member may sponsor a child who is already selected for Hope Visits or team advocacy. The Africa New Life Rwandan staff will send a sponsorship form to the U.S. office to begin the sponsorship process. Home visits cannot be guaranteed for children sponsored while in country because the team agenda is set before arrival in Rwanda. A team member who sponsors a child while in country should contact the Sponsorship Department in Portland, Oregon upon their arrival home: [children@africanewlife.org](mailto:children@africanewlife.org) or call 503-906-1590.

The above policy also applies to our [Dream Kids Ministry](#). Their one-year program is slightly different than regular sponsorship and it must be completed successfully before they are eligible for full-time sponsorship. If you wish to sponsor a Dream Kid please contact the Sponsorship Department in the U.S. office. The kids are available to sponsor during the first week of July. If a team member takes a Dream Kid to our staff to try and get them sponsored, the child may lose the opportunity to be sponsored. Registered children in our programs are aware of this policy.

## TEAM HOME VISITS

The Team Trip Department will compile a list of children the team intends to visit while in country. This list is based on team members only. It is the team member's responsibility to notify the Africa New Life office if there are any other children that you desire to visit (e.g. on behalf of a friend or family member). These home visits outside of your personally sponsored kids are not guaranteed and must be submitted 60 days prior to departure. There will be no additions to the list once the team has landed in Rwanda.

## **GUEST HOUSE**

Dream Kids, local Rwandese, and sponsored children and their families, **may not visit or stay overnight** at the New Life Guest House.

Exceptions to this rule must fall into one of the below categories:

- Paying patrons of the New Life Guest House
- Team Leader and Rwandan Team Facilitator pre-approved guests for team related activities
- Africa New Life Rwandan staff

## **GIVING WHILE IN RWANDA**

Many people you meet in Rwanda will be extremely poor. As a Westerner, you are perceived as being wealthy; compared to many, you are. We ask that you do not give financial handouts on this trip. Africa New Life staff in Rwanda work very hard to create sustainable methods of poverty alleviation, and we do not want to undermine these efforts. Additionally, it is difficult for a foreigner to accurately assess economic conditions on first glance. Having a deeper cultural and community understanding is necessary to truly help.

Please do not make promises or say that you will try to help someone. In Rwandan culture your "maybe" or "I will try" are perceived as a guarantee. If you need to say "no," please say it firmly but politely. Instead, you may offer to pray for someone and then discuss the situation with an Africa New Life employee who works in Rwanda.

Team trips will not personally give out mass gifts (shoes, shirts, toothbrushes, etc.). If desired, teams may purchase/collect these items and leave them for Africa New Life staff in Rwanda to distribute as needed in the community. These are very generous gifts and we want to distribute them well.

Neither our staff in Rwanda, nor in the U.S., may accept any kind of gift (cash or otherwise), from team trip members while in country or once the team has returned to the U.S. It is common for team trip members to communicate a desire to help one of our staff; our Rwandan co-workers can lose their job if they receive personal or professional assistance from you. Please respect these standards of employment with Africa New Life.

## **COMMUNICATION**

### **GUIDELINES:**

Please do not give out your personal contact information to those you meet in Rwanda. This is for your protection! Team members are asked not to give out their e-mail addresses, phone numbers or accept Rwandan friends on Facebook. Contact information is often shared or left vulnerable and may expose you to unwelcome solicitations.

### **WITH SPONSORED CHILDREN:**

Sponsored and registered children of the Sponsorship Program sign an agreement that prohibits them from communicating directly with donors outside the scope of Africa New Life until they complete the program. They understand that they can be expelled from the program for initiating communication in this fashion. This policy is in place to protect the child while they are under our care as maturing young adults. It is essential that you, as a sponsor and role model, follow the above guidelines for communication as well.

### **WITH AFRICA NEW LIFE STAFF IN RWANDA:**

If you have a specific person with whom you would like to stay in contact as a friend, please ask your team leader and use discretion before taking initiative.

Our Rwandan colleagues can lose their job if they appeal for money or assistance from any visitor. By providing direct access (via e-mail, phone or Facebook), this appeal becomes more accessible.

Once you are back home, it is essential to communicate through our U.S. staff rather than directly with any one of our Rwandan colleagues about projects. This is for your benefit! Our Rwandan colleagues are accustomed to a regular flow of communication with U.S. staff members. This means if you seek answers or desire to move forward with a project, you will have 100% more success if you work through a U.S. staff member.

## AIRFARE

### BOOKING

Air travel to Rwanda from America takes over one full day. Africa New Life will facilitate the purchase of airfare for you. Airfare cannot be purchased without a deposit and full application received. All airfare purchased will need to be pre-approved by you or the team leader before it is purchased on your behalf. Africa New Life books teams on the same flight patterns whenever possible. We find that flying with your team helps to build unity and friendship.

The ticket will be purchased on the Africa New Life office's credit line, not the travelers. After airfare has been purchased, it will be included in the total trip cost. Once airfare is purchased by the Africa New Life office, if the trip is cancelled at any time by any party, the traveler will be responsible to pay the cancellation fee and/or the full cost of the ticket. If the ticket reimbursement is not received by Africa New Life within 30 days of trip cancellation, the given credit card will be charged for the outstanding balance. You will be notified via email that we are charging your card.

The name you submit on your application will be the one used to book your ticket. Please be sure that what you submit matches your travel documents (passport). They must match identically according to Transportation Security Administration (TSA) regulations.

The price of the ticket is entirely subject to the dates of travel and the airline used. Africa New Life will work to get you the best price that we can, within reason. We cannot change trip dates drastically once a team has been set on the calendar (e.g. if your team is arriving on the 20th, we cannot book you separately to arrive on the 17th because it has a lower fare you will need to travel with the team). We work with a variety of airlines and cannot tell you in advance with which you will be flying.

Africa New Life works with a travel agency to facilitate the purchase of your ticket. We are not able to shop around online for your individual ticket. The agency that we work with is unable to use personal mileage programs for the purchase. This is because most airlines work solely with the earner of these miles to cash them in for tickets. If you would like to use your earned miles, please read I Booked My Own Ticket.

If you have restrictions or specific travel needs, it is critical that you reach out to the Team Trip Department immediately. Africa New Life's default will be to place you on the same flight pattern as your team. Once a reservation is made, it will be at the traveler's expense to make any alterations.

### TYPE OF TICKET

There are typically two types of airfare offered by the major airlines for international flights. One is refundable and the other is non-refundable. **Whenever possible, Africa New Life Ministries recommends that you select the refundable option.**

**REFUNDABLE:** These tickets typically cost more to purchase up-front. The price increase (~ \$50-\$300) pays for the ability to cancel the ticket and receive a refund, minus a cancellation fee. The cancellation fee (~\$300) will be reduced from the refund at the time of cancellation. The rest of the ticket price will

be refunded to the purchaser. As the purchaser is Africa New Life, we will always try to pass along the refund to you when possible. Learn more about our [Trip Cancellation Policy](#).

In order to qualify for the partial refund, the ticket cancellation or alteration must be processed by the airline more than 24 hours before the intended date and time of departure. After this time-frame, no alterations can be made to the ticket. Once you have begun your trip, no change can be made mid-travel without a potential cost.

**NON-REFUNDABLE:** These tickets are typically cheaper. However, in the event that you must cancel the ticket, the purchaser will not receive any funds back from the airline. If the ticket cancellation request is processed by the airline more than 24 hours before the intended date and time of departure, the value of the ticket can be transferred and used within 1 year from the booking date by the original traveler. At the time of re-booking there will be a change fee of roughly \$300, for which the traveler is responsible. It will be the traveler's responsibility to track and use the value of this ticket by the expiration date. Most airlines allow you to use the value of the ticket on any of their partner airlines, domestic or international. You may contact the airline to determine the terms and conditions around the cancelled ticket.

## POST-PURCHASE

Once a ticket is purchased, you will be sent an E-ticket to your email. Please look at the ticket IMMEDIATELY to note if there are any errors on the ticket (e.g. name spelling does not match your passport). There is a 24 hour window to cancel or alter the ticket without any fees. This 24 hour window begins immediately after purchase. If an error is found within this grace-window, we can cancel and re-book to fix the error. Any changes made to the ticket after 24 hours may result in a change or cancellation fee.

Do not be worried if there is more than one team member on your E-ticket this simply means you were booked at the same time. You can find your confirmation number at the bottom of the ticket next to your name or under "Trip Locator."

Print out the E-ticket and bring it with you to the airport. It serves as a reference for schedules as well as baggage limits when you check in.

You may also visit the airline website and enter your personal information. For example, you may enter in your frequent flyer number or pick your preferred seats. You are welcome to join a frequent flyer program post ticket purchase. Read on the airline's website to find out if this is a program that you would like to join. We highly recommend holding onto all boarding passes during travel. Your boarding passes serve as proof of travel when redeeming frequent flyer miles. Your reservation number and e-ticket are not enough.

## TRIP INTERRUPTIONS

As with any airline travel, there is a risk of trip interruption. If your tickets were booked by Africa New Life Ministries and you encounter trouble with airfare, please call or email an Africa New Life staff person ASAP. Find the information on our Emergency Contact Sheet. We will be able to work with the travel agency to help sort out the problem. In most instances, the resolution is solely determined by the check-in desks at the airport, so we encourage strong self-advocacy! We are unable to book new tickets once the itinerary begins, but we want to help as we can!

Before departure, please double check your flight is still on time and running. This can be done by calling the airline or going on their website. Make sure to use your flight confirmation code to get exact flight information. Do not be alarmed if the flights have shifted by 20 minutes or so; this is very common with international travel.

# I BOOKED MY OWN TICKET

A handful of individuals may want to facilitate their own airfare purchase. For example, those who desire to "cash in" a mileage program. If you fall into this category, we ask you honor the following requests:

1. Before purchasing tickets, please notify the Team Trip Department of your intention so we do not move ahead with your airfare purchase.
2. Please be respectful of the dates that Africa New Life has allotted for your team on the ground. If your team is arriving on the evening of the 20<sup>th</sup>, we ask that you too arrange your flight to arrive on the evening of the 20<sup>th</sup>.
3. Please show your proposed itinerary to the Team Trip Department before purchase to make sure that it aligns with team dates.

If you purchase your own airline ticket using personal funds or miles, then you will not be able to use the travel agency's assistance should travel be interrupted in any way. Furthermore, Africa New Life will not be able to prepare a Gift in Kind letter for this purchase. However, we will acknowledge your participation on the trip upon your return. Learn more about [Tax-Deductible Expenses](#).

## ABOUT RWANDA

### COUNTRY OVERVIEW

Rwanda is a small landlocked country in Central East Africa often referred to as the heart of Africa. Rwanda's population is estimated at over 13 million, making it the 3<sup>rd</sup> most densely populated country in Africa as of 2015.

Rwanda is green, lush and beautiful. It is fondly called the land of a thousand hills. The climate is moderate all year round (75-90 degrees during the day, in the 60s at night) because of its location just a few degrees from the equator. Rwanda has two main rainy seasons (February to April and November to January). The elevation averages 5,000 feet above sea level.

The national languages of Rwanda are Kinyarwanda, English, and French. Swahili may be voted as a national language in 2017. Kinyarwanda is spoken by all countrymen. All education is moving toward instruction in English.

If you are curious to read more about Rwanda on a macro level, please read more from the [CIA's website](#).

### HISTORY

Rwanda had a very turbulent history during the 20<sup>th</sup> century. Prior to this time, the three people groups of Rwanda, the Hutu, Twa and Tutsi, lived together in relative peace. Entering the 1900's the country was occupied by Germany. Due to the 1916 League of Nations Mandate the nation of Rwanda was given to Belgium. Belgium had colonial authority until 1961 when a referendum was held to establish Rwanda as an independent republic. There are many relational complexities between a colonizer and the colonized country. We will not attempt to explore those depths here. However, it is important to know Belgian support of the Tutsi people created an ethnic divide between the Tutsi and Hutu people over the span of many decades.

Since 1961, Rwanda has seen much unrest and war. Ethnic attacks were carried out against the Tutsi people between the 1960's and 1994. In 1994, the conflict escalated to a breaking point and full-scale genocide broke out. Rwanda experienced its darkest period when the genocide claimed more than 800,000 lives in just 90 days. Those who lived through this horror say it was as though the devil himself entered the country. On July 4, 1994 the conflict formally ended. There would be many more years of small scale retaliations. It is worth noting these post-1994 conflicts were not self-contained in Rwanda. They also involved the border countries of Uganda, Tanzania, Burundi and the Democratic Republic of Congo, primarily because of how many men and women crossed the borders. Today cross-country relations can still be effected by tensions from this time.

Ever since this horrific period, the nation has been on a path to rebuild, reconcile, and forgive. The scars of genocide and poverty run deep so there is still much work to do. The current government has a big agenda with goals to drastically improve infrastructure, education, healthcare, technology and much more. Rwanda's future looks very bright and the international community is taking notice. As of 2015 Rwanda had one of the 15 fastest growing economies in the world.

The government, led by President Paul Kagame, is democratically elected. His leadership has brought vision, growth and stability to the region since the late 1990's. President Kagame's 2nd elected term will end in 2017. As of December 2015, the Rwandan parliament ratified the constitution allowing President Kagame to lead for another 3 terms if elected.

## PEOPLE

Rwandans are very kind, hospitable and happy people, despite their immense history of suffering. You will observe Rwandans greet one other with a hug and a handshake. It is not uncommon to see two men or two women walking down the road holding hands as an expression of friendship. It is a sign of respect to grasp your right forearm with your left hand as you shake hands with someone.

Rwandans are also very proud and dignified people. You may notice their clothing reflect this attribute. They take pride in what they wear when leaving the house. Men are usually seen wearing slacks and a button-up shirt. Women in the city wear Western-style clothing, but dress more conservatively in the villages by donning a traditional long skirt called a *pagne*.

Music and dance are a big part of East African culture. Rwandans have traditional dances and instruments that you may have the pleasure of seeing and hearing.

You may notice while in country Rwandans, especially children laughing or giggling around American travelers. Please do not be offended by this, Rwandans laughing or giggling may be a sign of nervousness or excitement around foreigners.

Although the government leaders are elected, Rwanda's democracy looks different than in the U.S. - do not expect the systems to function the same. Additionally, while the nation has made incredible strides politically, they do not have free speech like we have in America. Rwandans cannot always freely comment on politics or their personal opinions of leaders. Out of respect, please avoid asking about the political climate in Rwanda.

Culturally, Rwandans do not say no to elders or visitors. Instead of telling you "no" or "there is a better way," they will disengage, pull back, or disregard your advice. This is a tactic to avoid conflict and avoid leaving you disappointed. Rwandans often say yes by simply raising both of their eyebrows or a slight nod.

## CULTURAL SENSITIVITY

Author David Livermore states that our level of interest in connecting with the culture as a whole will directly shape how well we do our work in subtle but profound ways.

At Africa New Life we too, believe that taking the time to engage and respect Rwandan Christian values and attitudes will make a tremendous impact on you and the people you interact with throughout the trip. Truly one of the greatest benefits to traveling the world is the chance to see life through the lens of people in another culture.

While you are in Rwanda it is important to have a good sense of cultural awareness. We are not there to impress our western culture on Rwandans but rather understand and respect their culture and customs. Examples of items that are currently disputed in the western church, but not in Rwandan Christian culture, are: tattoos, smoking, body piercing, alcohol use, tobacco, R-rated movies, Eastern style exercise (yoga, tai-chi or chi-gong), and homosexuality.

Born Again Christians in Rwanda do not drink or smoke. They may be offended if you drink, smoke, or if you talk about it. We ask that you do not order any alcoholic beverages while in Rwanda. You are representing a Christian organization within the community.

Please do not discuss the practice of, debate reasons for/against, or self-identify as a homosexual while in Rwanda. Discussing homosexuality is taboo in African culture. We ask this not to suppress any individual, but rather to protect homosexuals and team members traveling with them from receiving significant negative feedback.

If you have a tattoo that is prominently displayed, be prepared to answer questions about it. If the image is not appropriate, please cover it up.

If you practice yoga, tai-chi, etc. while in Rwanda, please refer to it simply as exercise. The connotation of these activities and terms is spiritual rather than physical.

## **PHOTOS AND SOCIAL MEDIA**

Visitors may **not** take pictures of police or military, nor may they take photographs inside or around the airport or government buildings. If someone does take a picture, the police or a soldier has the right to take your camera away. In general, out of courtesy, do not take photographs of people without asking them first.

It is important while visiting Rwanda to show respect to the culture and history with regard to social media. Tweeting or posting photos from genocide memorial sites is not allowed. Please do not take photographs at any of the genocide memorials unless given permission by the men and women working there.

## GENOCIDE SENSITIVITY

Rwanda has worked hard to respectfully remember, yet move forward from the 1994 genocide. But remember, nearly everyone you will meet was affected in some form by the conflict; many lost family members and friends. Please do not ask people what ethnicity they are. The nation is working very hard to unify all members under the title of Rwandan, instead of using former tribe identities.

Additionally, please do not ask people about the genocide, their experience or their personal story. As you can imagine, many people would not feel comfortable sharing such an intimate part of their life with a stranger. If someone does share their story with you, don't ask them to repeat it to someone else and don't re-tell their experience to someone else in their presence. Simply be honored to hear their story.

# **SPIRITUAL PREPARATION**

## PREPARING A TESTIMONY

While in Rwanda, it is common to be asked to give a greeting or share an encouragement with a crowd. This may be at church, in a school classroom, or even in a less formal gathering.

Every believer should be prepared to share his or her testimony. Your testimony can be the story of how you came to know Jesus and how he has made a difference in your life. A testimony can also be how the Lord is working in your life now through what he is teaching you. It can be, but does not have to be, your story of coming to faith. Christ makes a difference in our daily lives; it is an important relationship to share!

While in Rwanda, it's important to make sure your testimony can be understood across cultures. Try to use images that Rwandans can relate to and avoid American concepts. For example, East African concepts are shame and honor versus sin and praise.

Here are four steps to help you prepare your story of coming to faith. If this is your first time preparing a testimony, it is best to write out your thoughts. Often, weaknesses in verbal communication show themselves better on paper.

## **FOUR TOPICS TO PREPARE YOUR STORY OF COMING TO FAITH:**

1. Life before Christ: What was most important to you? What common attitudes or circumstances could Rwandans identify with? What substitute for God did you use to find meaning in your life (sports/fitness, success at work, marriage, sex, making money, drugs/alcohol, entertainment, etc.)?
2. Realizing your need for Christ: What significant steps led to your conversion? What needs, hurts or problems made you dissatisfied with the way you were living without God (consider choosing a theme from step one)? How did God get your attention? What motivated you?
3. Committing your life to Christ: How did you specifically commit to Christ (repentance, conversation, prayer)? Where did that happen? What did you say in your prayer? Be specific and avoid Christianese or church-like phrases such as altar-call, asked Jesus to come into my heart, prayed the sinner's prayer, etc.
4. The difference in your life: How has Jesus helped change you for the better? What benefits have you experienced or felt? What problems have been resolved? How has it helped your relationships? **How do you choose Jesus each day?**

## **REVIEW YOUR TESTIMONY**

- Aim for something approximately 5 minutes long, accessible to non-believers, includes the gospel message, and emphasizes Christ in your life.
- Can Rwandans relate?
- Avoid using idioms, slang or long phrases
- Make it easy for translation.
- Do not talk about cultural taboos or money, and do not refer to specific geography in the U.S.
- Read more on [Cultural Sensitivity](#)

## DISCUSSING THEMES

If the situation is not right to share your whole testimony, that is OK. It may also be appropriate to discuss themes to which all humanity can relate. If someone is struggling with a certain issue, you may be able to share how the Lord is helping you with a similar problem. Here are some themes to which you may be able to relate:

- Anger, Forgiveness, Faith, Jealousy, Financial Problems, Grief, Anxiety, Loneliness, Poor Health, Comfort, Justice, Caretaking, Manipulation, Victimization, Marriage Problems, Addictions, Guilt, or Finding Joy

## JOURNALING



There will be time most days for team members to have personal down time. This may be in the early morning before breakfast or in the evening as the day winds down. Either way, Africa New Life encourages you to take this time to process your thoughts and feelings about what you are experiencing. Use devotions or journaling to record how the Lord is shaping you through this stretching experience. Take this time to process your cross-cultural interactions and what significance they may hold.

Don't wait until you come back home to try and process everything you felt. Try to note the highs and lows as you are living them. This journal can then serve as an encouragement and a reminder to what God has done on the trip! Keeping a journal can also help you tell your story upon return home. It will be a place to record anecdotes, prayers, thoughts and memorable stories.

## LEARNING RESOURCES

### CULTURE SHOCK

It is common upon arrival in the majority world to feel anxious over the differences you see and feel. One way travelers deal with this emotion is to convince oneself that Rwanda is just like home. David Livermore describes this phenomenon well: Looking for common ground with our fellow citizens of the globe is a normal and healthy way of coping with the inevitable dissonance that occurs when we encounter a new culture. Traveling to a new place brings on an irresistible impulse to smooth over the strangeness. Still, we want to challenge you to **embrace** the differences while **honoring** our similarities as global citizens.

Consider the following points in order to respond to cultural differences graciously:

- Adopt an attitude of flexibility
- Keep an open mind and welcome new experiences
- Have a sense of humor
- Have grace with yourself; no one is perfect in a completely new situation
- Communicate often and extensively with the rest of your team
- Come from a perspective of learning and be curious about cultural differences
- Prepare positive and realistic expectations before the trip
- Create space for tolerance and differences
- Have respect and empathy for others

As you encounter experiences that challenge you, please use the Africa New Life staff as a resource. Your team leader can also help you walk through a difficult situation.

Africa New Life recommends that you read [\*Foreign to Familiar: A Guide to Understanding Hot - And Cold - Climate Cultures\*](#) by Sarah A. Lanier. This quick read helps one understand how deeply culture shapes our perspective of the world.

## SUGGESTED RESOURCES

One of the best ways to prepare for culture shock is to learn about Rwanda in advance. Even basic research can help you navigate many of the cultural differences and understand how Africa New Life works in the international development field. We strongly encourage you to read and watch one item from each category below.

### MOVIES

- [Queen of Katwe](#) (Biography, Drama, 2017)
- [Poverty, Inc.](#) (Documentary, 2016)

- [Rising from Ashes](#) (Documentary, 2012)
- [Kinyarwanda](#) (Drama, 2011)
- [Earth Made of Glass](#) (Documentary, 2010)
- [As We Forgive](#) (Documentary, 2009)
- [Rwanda Rising](#) (Documentary, 2007)
- [Beyond the Gates](#) (Drama, 2007)
- [Sometimes in April](#) (Drama, 2005)
- [Frontline: The Ghosts of Rwanda](#) (Documentary, 2005)
- [History Channel: Do Scars Ever Fade?](#) (Documentary, 2004)
- [Hotel Rwanda](#) (Drama, 2004)
  - For a different perspective on this Hollywood film, please read [Hotel Rwanda: The Surprising True Story and Why it Matters Today](#) by Edouard Kayihura

## BOOKS

### ABOUT THE GENOCIDE

- [Left to Tell: Discovering God Amidst the Rwandan Holocaust](#) by Immaculee Ilibagiza
- [Lead By Faith: Rising from the Ashes of the Rwandan Genocide](#) by Immaculee Ilibagiza
- [We Wish to Inform You That Tomorrow We Will Be Killed With Our Families: Stories from Rwanda](#) by Philip Gourevitch
- [Life Laid Bare: The Survivors in Rwanda Speak](#) by Jean Hatzfeld

### ABOUT RWANDA

- [Rwanda, Inc.: How a Devastated Nation Became an Economic Model for the Developing World](#) by Patricia Crisafulli and Andrea Redmond
- [A Thousand Hills: Rwanda's Rebirth and the Man Who Dreamed It](#) by Stephen Kinzer
- [Land of a Thousand Hills: My Life in Rwanda](#) by Rosamond Halsey Carr and Ann Howard Halsey
- [A Thousand Hills to Heaven - Love, Hope and a Restaurant in Rwanda](#) by Josh Ruxin

### RELEVANT TOPICS

- [When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor and Yourself](#) by Steve Corbett & Brian Fikkert
- [Serving with Eyes Wide Open: Doing Short-Term Missions with Cultural Intelligence](#) by David A. Livermore
- [Foreign to Familiar: A Guide to Understanding Hot And Cold Climate Cultures](#) by Sarah A. Lanier
- [African Friends and Money Matters](#) by David E. Maranz
- [Giving Wisely: Killing with Kindness or Empowering Lasting Transformation](#) by Jonathan Martin

## VIDEO SERIES

- [Overview of When Helping Hurts concepts](#) (6 part series; ~15 minutes each)
- [Living Culture Clip, Rwanda](#)

## ARTICLES

- [We Need to Learn from Christians from Other Cultures](#) (Blog, June 2017)
- [Why you should beware a laughing or yawning hippo](#) (Jan. 2016)
  - Do not be afraid, just be knowledgeable in the game parks!
- [Gorillas and Coffee Bars? The Transformation of Rwanda](#) (Sept. 2015)
- [An African orphan on what he loves \(and doesn't\) about short-term mission teams](#) (May 2014)
- [An Op-ed profile of Rwanda's president Paul Kagame](#) (Sept. 2013)
- [Portraits of Reconciliation](#) (April 2014)
- [High-level overview of the Genocide and its consequences](#) (April 2014)

- [Rwanda Vision 20/20](#) (PDF)
- [Constitutional Amendment for Presidential Terms](#) (January 2016)
- [BBC President Paul Kagame Profile](#) (January 2016)

# TO DO CHECKLIST

- Contact the office to be placed on a missions team
- Complete the Team Trip [Application](#):
  - Fill out the online form
  - Complete the online background check
  - Call the office and provide a valid credit card to put on file for your trip
  - Send to the Africa New Life office\*:
    - Signed [Release of Liability](#)
      - Minors must submit a [Parental Waiver & Release](#) in lieu of this form
    - Signed Photo Consent
    - Signed Financial Agreement
    - If you are under the age of 18, a [Youth Contract](#)
    - Non-refundable \$350 Deposit
    - Copy of your Passport
- Receive confirmation that you are accepted as a team member
- Begin raising support: spiritually, financially, and physically
- [Apply for a passport](#) or confirm your passport does not expire within 6 months of your return
- **Read the [Team Trip Guide](#) in its entirety**
- Email the Team Trip Department and tell them to have a nice day!
- Confirm your airfare is booked
  - Go online and pick your preferred seats using the flight's Airline Reference Number
- Read [When Helping Hurts](#) by Steve Corbett and Brian Fikkert
- Attend team meetings and participate fully!
- Get all necessary [vaccinations](#) through your doctor or pharmacy
- Find someone to house/pet sit for the duration of your trip
- Send [funds](#) into the Africa New Life office to cover trip cost\*
- Register your travel with the U.S. Government's [Smart Traveler Enrollment Program](#) (STEP)
- Pick up your anti-malarial medication prescription
- Arrange transportation to the airport
- [Get Packed](#)
- Check into your flight 24 hours before departure to note any time changes
- Get to the airport 3 hours early for your international flight
- Get on the plane
- Breathe!

## \*U.S. Office

Africa New Life Ministries  
Attn: Team Trips  
7405 SW Tech Center Dr. #144  
Portland, OR 97223

503-906-1590

# SAMPLE RESPONSE DEVICE

## TEAM MEMBER NAME - TEAM NAME

Thank you very much for contributing to my service with Africa New Life Ministries in Rwanda. I value your investment in our team as well as your prayers during our time in Rwanda. Below are two ways you can contribute financially. It is asked that contributions are given no later than INSERT DATE.

1. A check made out to Africa New Life Ministries mailed with this form to the addressed envelope provided.
2. Giving online:
  - Go to [www.africanewlife.org](http://www.africanewlife.org)
  - Click the **“GIVE NOW”** button found at the top of the page
  - Select team member name under **Mission Team Members** on the bottom right of the webpage
  - Select a team member, enter in an amount, click **“Add Donation to Cart”** and proceed through transaction
  - The donor will receive an email receipt for their donation

Africa New Life Ministries is a nonprofit 501c3 organization and all donations are tax-deductible to the full extent of the law, so far as no goods or services were exchanged. To remain tax-deductible, donations cannot be refunded for any reason. Donations are given preference but not restricted to this team member. You will receive a receipt recognizing your donation in January following the year of donation.

# EMERGENCY CONTACT

Please use the information below to register with the U.S. Embassy. Each team member must go to the following web address and register their trip with the U.S. government. This alerts the U.S. embassy in Rwanda of your presence in the country during your stay. <https://step.state.gov/step/>

## **Africa New Life U.S. Office:**

Kerri Thornton – Team Trip Manager  
Office: 503.906.1597 Cell: 503.765.5834 Email: [kerri@africanewlife.org](mailto:kerri@africanewlife.org)

## **Travel - If your tickets were booked through AFC Travel:**

Julie Bono – International Group Travel Specialist  
Office: 952.886.7605 Email: [julie@afctravel.com](mailto:julie@afctravel.com)

*In the case of flight delays or missed connections, please strongly self-advocate at the airline ticket counter. We encourage you to familiarize yourself with your rights. AFC Travel can reserve, but not purchase seats after the start of your travel itinerary. If your flight is delayed, please notify Annette Mugunga using her information below.*

## **Africa New Life Ministries Mailing Address:**

New Life Guest House  
PO Box 3351 Kigali  
Kigali, RWANDA

## **New Life Guest House Mailing Address:**

KK29 Ave. KK27 Ave.  
Kagarama, Kicukiro  
Kigali, RWANDA

## **New Life Guest House Physical Address (to describe its location):**

It is in Kigali City, Kicukiro District. Drive by the Kicukiro Center.  
Opposite the Dream Center on stony road, ~200 meters from the Dream Center.

## **New Life Guest House:**

\*011 is to dial out of the United States - \*250 is the country code for Rwanda  
Annette Mugunga – New Life Guest House Manager  
Cell: 011.250.732.109.586  
Judith Ngonzi – Missions Manager  
Cell: 250-785-561-870  
Cell: 250-732-561-870

## **The United States Embassy in Rwanda:**

2657 Avenue de la Gendarmerie (Kacyiru)  
P.O. Box 28 Kigali RWANDA  
Phone: (250) 252 596 400  
Fax: (250) 252 580 325

# HOME VISIT GUIDE

Team Trips offer the unique opportunity for team members to participate in a Home Visit. This is what Africa New Life calls the event where you get to be welcomed into the home of the child that you sponsor. At its basic level, the Home Visit is a time to get to know your sponsored child better and to meet the parents, siblings, guardians, (and maybe neighbors!) of that child. At a deeper level, we see this time as a chance to **encourage** your sponsored child, **esteem and respect** the child's caretakers and **share** Christ's love with all present.

Most travelers return to the United States and say their Home Visit was the highlight of their trip because they deepened the relationship with their sponsored child.

## WHAT TO EXPECT

When you first arrive at a Home Visit you may feel a bit nervous, excited, or anxious. Don't worry; these emotions are very normal and be assured, your sponsored child feels the same way about meeting you.

## POSSIBLE OBSERVATIONS

- You will be warmly received and welcomed into the home with a hug or handshake.
- There may be scarce seating, but if you are offered a seat, please take it! The hosts want to give you their best (just like we would), and that means one of the seats in the home. Sometimes these seats are borrowed from neighbors for this occasion, and it is inappropriate to refuse the seat.
- The child may be incredibly shy. This is for a couple of reasons. First, the child may be overwhelmed at the idea of meeting you. Second, in Rwandan culture children defer to their parents to speak when they are around other adults. Their shyness is not a reflection on their excitement to meet you, but rather a cultural response to the situation.
- The adults will think of you as family and are deeply grateful for your love and gifts to their family. They look at you (the sponsor) as providing something for their children that they are unable to; not for lack of desire, but for lack of resources.
- You may be presented with a gift - culturally gifts are exchanged at first meetings. Often a family cannot afford this, but some families are able to give something. Please receive gifts warmly.
- It is common for little kids to not fully understand the concept of sponsorship. That is OK! Take this time to foster a relationship with the parents as well. After all, this is a long-term relationship, and it involves more than just the child.

## APPROPRIATE QUESTIONS

Often sponsors can be overwhelmed at a Home Visit. There is so much to process: excitement about the meeting, nervousness about cultural differences, navigating the conversation through a translator, and facing material poverty in an intimate way. In the midst of many emotions, we still want you to engage and really enjoy this time with your sponsored child and family.

### **CHILD**

- Will you please introduce me to your family and friends that are here?
- Tell me how you are doing in school?
- What is your favorite subject?
- What are the games you like to play - and with whom do you play?
- How can I be praying for you?

### **ADULT**

- How is the health of your family? Is everybody well?
- What kind of work do you do?
- Do you have a garden? And what do you plant in it?
- You must be very proud of all that \_(child's name)\_ is doing in school!?
- How can I be praying for you?

- Did you build this home?
- Do you attend a church in the area?
- Please tell me more about your community, landscape, weather, etc.?
- Do you have family that lives close by?
- How many children do you have in the family? How many are boys/girls? Where does my sponsored child fit into the line?
- Are all of your children in school?

## ACTIVITIES

- Go through photos of your family and home to help introduce them to your life.
  - o **This is a great activity that the whole family will want to engage with.**
- Pray for the family and allow the family to pray for you if they are comfortable doing so.
- Present a gift (if you have brought one from home) and explain anything that may be new.
- Play a small game in front of the home (blow bubbles, jump rope, soccer, etc.).
- Take a picture with the family and their home.

## INAPPROPRIATE QUESTIONS

When communicating cross-culturally there may be things that are tough to translate or are inappropriate to ask. Here are a few conversations to NOT initiate.

- Experience in the genocide – only if they willingly share their story is it appropriate to ask questions concerning the genocide.
- Where is your family originally from – this question may be perceived as a question regarding family heritage/ethnicity. Additionally, it may imply a previous displacement. All questions that have reference to ethnicity are considered inappropriate.
- Where do you vacation to – these families have no funds to vacation.
- If any of the family children are HIV positive.
- Home Tours – in Rwanda it is very intimate to show one’s bedroom. Commonly these homes have just a few rooms, and those that are closed off by a door or curtain are where the family presumably sleeps.
- Household Pets – dogs, cats, hamsters, etc. are not common in Rwanda and it is very hard for them to understand why one would pay money for an animal that is not for consumption.
- Politics – best to stay clear of this topic with regard to U.S. or Rwandan concerns.

General sensitivity to the following topics: family planning, income and education level.





# PACKING LIST

## CARRY-ON BAG

- One outfit, including undergarments
- Passport & Yellow Fever Immunization Card (if received - not required)
- Trip Medical Insurance card
- Printed copy of complete flight Itinerary
- Money
  - o Additional 30 US Dollars for visa application upon arrival in Kigali. See Guide for more details.
- Snacks
- Travel-size toiletries (toothpaste, toothbrush, deodorant) in a quart-sized clear Ziploc bag
- Valuables (e.g. laptops, phone, chargers)
- OPTIONAL: travel pillow, sleeping pills, socks, sweatshirt, headphones, eye mask, book, notepad, iPod, etc.

## CHECKED BAG - GENTLEMEN

### Clothes

- Slacks
- Belt
- Hat
- Button-down shirt
- Tie
- Cotton pants
- T-shirts
- Sweatshirt
- Light jacket - rainproof is best
- Underwear
- Socks
- PJ's
- Dress shoes
- Walking shoes
- Shower shoes
- Shorts - Boys may wear shorts, men do not culturally but may wear at Guest House

### Toiletries

- Disinfectant hand wipes/hand sanitizer
- Shampoo/Dry Shampoo
- Soap
- Toothbrush & toothpaste
- Deodorant
- Towel & washcloth (if you prefer your own)
- Razor
- Shaving cream
- Contact Solution (if applicable)
- Small amount of laundry detergent (Tide packets)
- Sunscreen
- Mosquito repellent with DEET
- Anti-itch cream for any bites

### Personal Items

- Small backpack or daypack
- Spending Money
- Bible
- Sunglasses
- Camera
- Camera charger or batteries
- Anti-malarial medication: Doxycycline or Malarone
- Ciproflaxin
- Imodium, Pepto Bismal, Tums
- Cold Medicine
- Tylenol
- 1 roll toilet paper
- OPTIONAL: watch, other prescriptions or supplements (probiotic), earplugs

### Optional

- Notebook or journal and pens
- Alarm Clock
- Snacks: energy bars, nuts, beef jerky, dried fruit, candy
- Gum
- Individual powdered drink mix, such as Crystal Light, instant coffee
- [Converter/Adaptor](#)
- Gifts for your sponsored child

# CHECKED BAG - LADIES

## Clothes

- Dresses or skirts (knee length or longer)
- Cardigan
- Cotton pants or capris (no yoga pants)
- T-shirts or modest tank-tops
- Sweatshirt
- Light jacket - rainproof is best
- Bras & Underwear
- Socks
- PJ's
- Dress shoes
- Walking shoes
- Shower shoes
- Belt
- Hat

## Toiletries

- Disinfectant hand wipes/hand sanitizer
- Shampoo/Dry Shampoo
- Soap
- Toothbrush & toothpaste
- Deodorant
- Minimal make-up (optional)
- Hairbrush
- Hair ties and bobby pins
- Razor
- Shaving cream
- Contact Solution (if applicable)
- Lotion
- Feminine hygiene products
- Small amount of laundry detergent (Tide packets)
- Sunscreen
- Mosquito repellent with DEET
- Anti-itch cream for any bites

## Personal Items

- Small backpack, daypack or cross-body purse
- Spending Money
- Bible
- Sunglasses
- Camera
- Camera charger or batteries
- Anti-malarial medication: Doxycycline or Malarone
- Ciproflaxin
- Imodium, Pepto Bismal, Tums
- Cold Medicine
- Tylenol
- 1 Roll Toilet paper
- OPTIONAL: watch, other prescriptions or supplements (probiotic), earplugs

## Optional

- Notebook or journal and pens
- Alarm Clock
- Snacks: energy bars, nuts, beef jerky, dried fruit, candy
- Gum
- Individual powdered drink mix, such as Crystal Light, instant coffee
- Gifts for your sponsored child
- [Converter/Adaptor](#)
- OPTIONAL: headbands, travel hairdryer (with [adaptor](#))

## Don't Over-Pack!

- Rainy Seasons: March - April & September - December
- Dry Seasons: January - February & May - August
- Linens and bath towels are provided for you at the Guest House
- Laundry services are available for a small charge. For cultural reasons, please plan to wash your own undergarments.
- Each airline limits how many pieces of luggage you are able to check and carry-on. The maximum amount of weight also is listed according to the airline. Please be aware of weight limitations and cost per checked bag for your flight.
- If the airline approves 2 checked bags: Please plan to pack one for personal use and one for ministry use.
- Do NOT pack any items to give away en masse without asking. We would love to guide your donations toward items the ministry really needs. Thank you for being generous!

# KINYARWANDA PHRASES

Kinyarwanda is one of the official languages of Rwanda. Kinyarwanda is what all Rwandans speak. It is a tonal, Bantu language.

Before going to Rwanda it is helpful to know a few phrases:

<b>Hello</b>	Muraho	Moo-RAH-hoh
<b>Good morning</b>	Mwaramutse	Mwah-rah-MOOT-zay
<b>Good afternoon</b>	Mwiriwe	MWEE-ray
<b>Good evening</b>	Mwiriwe neza	MWEE-ray NAY-zah
<b>How are you?</b>	Amakuru?	Ah-mah-KOO-roo?
<b>Thank you</b>	Murakoze	Moo-rah-KOH-zay
<b>Good Bye</b>	Murabeyo	Moo-rah-BAY-oh
<b>Yes</b>	Yego	YAY-go
<b>No</b>	Oya	OH-yah
<b>What's your name?</b>	Witwa nde	Wit-WAHN-day?
<b>My name is _____</b>	Nitwa	NEET-gwah _____.
<b>Nice to meet you (1 person)</b>	Ndabishimiye	n-dah-bee-SHIM-yay
<b>Have a good day</b>	Umunsi Mwiza	Oo-MOON-see MWEE-zah
<b>How much does this cost?</b>	Nangahe?	Nahn-GAH-hay?
<b>White person</b>	Umuzungu	Oo-moo-ZOON-goo
<b>God Bless You</b>	Imana aguhe umugisha	Ee-MAH-nah ah-GOO-hay oo-moo-GEE-shah
<b>Kinyarwanda</b>	Kinyarwanda	Cheen-yahr-GWAN-dah

## **OTHER RESOURCES:**

Kinyarwanda Books and Study Guides: <http://www.speakrwanda.com/>

Kinyarwanda - English Dictionary: <http://kinyarwanda.net/>

More Phrases: <http://www.omniglot.com/language/phrases/kinyarwanda.php>

You can also find resources/examples of Kinyarwanda on YouTube.