



# DVP

## Initial Deposit Pack

### 2015/2016

#### **Contents**

The following documents can be found in your Initial Deposit Pack:

- Planning Checklist
- Cost of the DVP
- Fundraising information
- Terms & Conditions

## Volunteer Checklist for the Dental Volunteer Programme

When	Action
<b>Now</b>	<ul style="list-style-type: none"> <li>✓ £100 Deposit preferably by: <b>BACS transfer</b> to: Lloyds Bank, Cabots Circus, Bristol sort code 30-62-96, account number 78758768. Please ensure you reference your name when making the payment. Alternatively please post a cheque.</li> <li>✓ Confirm your place on the Training and Interview day (TAID)</li> </ul>
<b>After attending Training and Interview Day</b>	
	Please send to the Visits Team: <a href="mailto:visits@bridge2aid.org">visits@bridge2aid.org</a> or Bridge2Aid, Well House, The Chipping, Wotton-Under-Edge, Glos. GL12 7AD:
	<ul style="list-style-type: none"> <li>✓ Acceptance Pack Response (by email, or post)</li> <li>✓ A photocopy/scan of your passport details page (by email, or post)</li> <li>✓ £250 Deposit preferably by: <b>BACS transfer</b> to: Bridge2Aid – Lloyds Bank, Cabots Circus, Bristol sort code 30-62-96, account number 78758768. Please ensure you reference your name when making the payment. Alternatively please post a cheque.</li> <li>✓ Acceptance ref pack to include DVP briefing sheet, payments, Swahili, safari (tacked on the end), fundraising,</li> </ul>
<b>Up to 24 weeks before your trip</b>	
	<p>We will send you an Information Pack which will contain the following:</p> <ul style="list-style-type: none"> <li>• A DVP Briefing sheet - clinical aspects</li> <li>• <b>Flights booking</b> &amp; Travel &amp; Payments Groups &amp; Fundraising guidance</li> <li>• Well Being sheet &amp; Swahili Language tips</li> </ul>
<b>14 weeks before your trip – certificates &amp; final payment due</b>	
	<p><b>Final Payment due</b></p> <ul style="list-style-type: none"> <li>✓ We will send you details of how to pay the final balance. You have 2 weeks to make this payment</li> </ul> <p><b>Dentists only</b> - we will send an email requesting documents to enable you to have professional registration in Tanzania. You will need to apply to the GDC for a Certificate of Current Professional Status using the forms we provide. You then bring this with you to Tanzania.</p> <ul style="list-style-type: none"> <li>✓ Within 2 weeks of the request, please either email scanned copies of the required documents to <a href="mailto:visits@bridge2aid.org">visits@bridge2aid.org</a>, or post them to the Visits Team.</li> </ul>
<b>6 weeks before your trip – we will send you the Final Information Pack, containing;</b>	
	<ul style="list-style-type: none"> <li>• Visa Instructions - you apply for your visa in Tanzania, you do not need to apply before your trip.</li> <li>• Consular Registration Instructions (British Citizens)</li> <li>• Packing List and Accommodation Details</li> </ul>

	<ul style="list-style-type: none"> <li>• Airport Procedure for travel from Heathrow to Mwanza via Dar es Salaam and return through Nairobi.</li> <li>• Clinical Training Documents</li> </ul>
	✓ Final Information Response – to be returned to the Visits team
<b>4 weeks before your trip – we will send you:</b>	
	✓ E-tickets (to bring with you for checking in) & Itinerary
<b>NB</b>	✓ <b>Dentists</b> - you must bring your <u>original</u> Annual Practising Certificate, Indemnity Cover Certificate and Certificate of Current Professional Status <b>WITH YOU TO TANZANIA.</b>

## DVP Costs

The approximate likely cost of the DVP will be £2,255 or £2,670 if you want to do the safari at the end. Of this total, you can fundraise £1,900 towards the costs of the flight and the Bridge2Aid costs as shown below. All other costs will need to be covered by you.

<b>COSTS OF DVP FOR WHICH YOU CAN FUNDRAISE*</b>	
£950	Bridge2Aid non flight costs - including accommodation, inland transport and food (confirmed costs)
£950	Flight costs (an indicator, may vary due to flight dates, surcharges and taxes)
<b>£1,900</b>	<b>TOTAL COSTS WHICH YOU CAN FUNDRAISE*</b>
* If you manage to raise more than this total, then that is fantastic and the extra funds will be put towards the ongoing work of Bridge2Aid.	
<b>COSTS OF DVP FOR WHICH YOU CANNOT FUNDRAISE AND ARE THEREFORE RESPONSIBLE</b>	
£170	Visas (Paid in US \$ in Tanzania - \$250)**
£415	Safari (Paid in US \$ in Tanzania - \$620) **
£150	Spending money (take in US \$200 (adequate) or \$300 if you prefer)**
£35	Approximate cost of travel insurance ** (depending on medical circumstances. We can recommend an insurer that provides the correct cover for volunteering abroad)
<b>£355</b>	<b>APPROX TOTAL COSTS YOU CANNOT FUNDRAISE FOR (WITHOUT THE SAFARI)**</b>
<b>£770</b>	<b>APPROX TOTAL COSTS YOU CANNOT FUNDRAISE FOR (WITH THE SAFARI)**</b>
** Other costs will include inoculations and anti malarial tablets.	

## Fundraising

### Important Note if You Intend to Raise Funds to Pay for Your Visit

We encourage fundraising to help you cover the costs of your trip, and will support you in whatever way possible. Our website has lots of useful fundraising tips and information. If you would like a printed version please email [Visits@bridge2aid.org](mailto:Visits@bridge2aid.org) who will forward this to you. If, at any point, you would like to discuss the progress of your fundraising, please contact the visits team who will be happy to help.

When fundraising, please note the following points:

**Clarity** – you must make it clear in your fundraising posters and any other materials that you are raising funds to help cover the costs of your trip, rather than directly for Bridge2Aid. Raising funds to cover your costs is quite legitimate, but the distinction must be made as this is a Charities Commission requirement. You should also state that any excess will be donated to Bridge2Aid. Money from fundraising cannot be used to cover the costs of your safari or weekend.

**Cut Off Date** – **12 weeks before the full Bridge2Aid costs of your DVP are due.** All fundraising must be sent to us to arrive before that date, and if there is a shortfall, you will need to make up the difference yourself. Funds raised after this date cannot be refunded to you, so please start your fundraising activities as soon as possible. Any funds you receive after this date also cannot be put towards future trips as we operate a ‘per trip’ policy on fundraising. This means that each one is treated in isolation by us, so funds cannot be carried forward.

**Carry over** – if you raise more money than you need to for your trip – congratulations! We will put these funds to good use, but they cannot be carried forward to cover the costs of future trips. **We are always thrilled if volunteers do manage to raise more than the trip costs as every penny will go towards training future clinical officers.**

### **Bridge2Aid Payments**

Payments can be made either by BACS or by cheque:

- 1) **BACS transfer** to: Bridge2Aid – Lloyds Bank, Cabots Circus, Bristol sort code 30-62-96, account number 78758768. **Please ensure you include your name and trip as a reference**
- 2) Send a cheque made payable to ‘Bridge2Aid’ to: Bridge2Aid, The Well House, The Chipping, Wotton-Under-Edge, Gloucestershire. GL12 7AD.

# Bridge2Aid Dental Volunteer Programme

## Participant Conditions

These Participant Conditions are made between (i) Bridge2Aid (UK registered charity No. 1092481), and (ii) the applicant who has signed these Participant Conditions below ('I').

1) I agree to pay Bridge2Aid a £100 refundable deposit to reserve my place. I will then attend a Training and Interview Day (if a new volunteer) and following this and on having my place confirmed will pay a further £250 within 2 weeks of being offered a place in writing. I understand the deposit is then non refundable and not transferable to future trips.

2) If accepted:

a) I agree to pay Bridge2Aid the balance of the cost of my trip as notified in writing (to cover accommodation, travel, food etc) no later than 12 weeks before departure. If then unpaid, I understand that Bridge2Aid may withdraw my place, and that the deposit will be retained by Bridge2Aid. I also understand that the total cost of my trip is estimated to be £950 (including the non-refundable deposit), but that the cost may vary by up to 15% more or less than this sum, dependant on the exchange rate

b) I understand that I will be required to book my own flight once notified of the flight route and will need to do this within the timeframe provided.

c) I understand that I am liable for 50% of my costs if I cancel less than 12 weeks and more than 6 weeks before departure, and confirm that I will have travel insurance in place to cover this at least 12 weeks before departure.

d) I understand that if I withdraw from the trip 6 weeks or less before departure no amount of the monies paid to Bridge2Aid will be repaid, and that any monies paid are not transferrable to future trips.

e) I understand that any notice of cancellation must be given in writing to Bridge2Aid Bridge2Aid, The Well House, The Chipping, Wotton-Under-Edge, Gloucestershire. GL12 7AD marked for the attention of Brian Strotton.

3) I confirm that:

a) I will be at least 18 years old on the date of departure.

b) I will have adequate and valid travel insurance that will cover me for the specific activities I will be undertaking, including, without limitation, emergency repatriation and repatriation of my remains. If I do not provide proof of adequate and valid travel insurance by no later than 10 weeks prior to departure, Bridge2Aid may withdraw my place. I acknowledge that Bridge2Aid may withdraw my place or oblige me to obtain further insurance if Bridge2Aid believes that my insurance cover is inadequate.

c) I will arrange adequate and valid indemnity insurance to practise in my professional capacity in Tanzania. If I do not provide proof of this at least 10 weeks prior to departure Bridge2Aid may withdraw my place. I acknowledge that Bridge2Aid may withdraw my place or oblige me to obtain further insurance if Bridge2Aid believes that my insurance cover is inadequate.

d) I do not suffer from alcohol or drug dependency, or from any chronic condition, which might become acute during my trip.

e) I do not have any criminal convictions and I hereby give my consent Bridge2Aid making a Criminal Records Bureau search.

4) I understand that:

a) In the event that any of the statements set out in paragraph 3 above are found to be untrue, Bridge2Aid shall be entitled to cancel my trip and any sums paid to Bridge2Aid prior to cancellation shall be retained by Bridge2Aid. In the event of such cancellation, I shall reimburse to Bridge2Aid any reasonable costs, losses or expenses which Bridge2Aid may incur or suffer as a result. Bridge2Aid will not be

responsible for (and I agree to indemnify Bridge2Aid against) any costs, claims, losses and expenses arising including costs of repatriation e.g. flights and legal expenses.

b) Bridge2Aid shall not be liable for any changes to itineraries, schedules and accommodation.

c) I participate at my own risk and Bridge2Aid shall have no liability for any loss or damage incurred by me, however arising, or for cancellation of the visit for any reason outside its control. This exclusion of liability does not apply to liability arising in connection with death or personal injury resulting from Bridge2Aid's negligence, or from Bridge2Aid's fraud or wilful default.

d) My passport must have at least six months to run from the date I return to the UK.

e) If I am refused passage and/or entry/exit to or from Tanzania, any additional costs incurred are my responsibility.

f) Bridge2Aid may, at its sole discretion, withdraw places on the visit. In the event that my place is withdrawn by Bridge2Aid, other than in accordance with paragraphs 3 b) or c) or paragraph 4 a) or as a result of a failure to comply with my obligations under these Participant Conditions, I understand that Bridge2Aid will refund my payments other than the non-refundable registration fee and flight deposit paid under paragraph 1. above.

5) I undertake that:

a) I will specify in my fundraising posters and any other materials used in connection with fundraising that I am raising funds to help cover the costs of my trip, rather than directly for Bridge2Aid. Raising funds to cover my costs is quite legitimate, but the distinction must be made as this is a Charities Commission requirement. I will also state in all fundraising posters and other materials used in connection with fundraising that any excess funds raised will be donated to Bridge2Aid.

Money from fundraising cannot be used to cover the costs of my safari or weekend. I acknowledge that Bridge2Aid is not responsible or liable for the provision of my safari, or for arranging any excursions or other tours or for anything that happens during the course of its provision.

b) I will pay the full balance of the cost of my trip no later than 12 weeks before the start of my trip. I acknowledge that all funds raised must be sent to Bridge2Aid to arrive before that date, and I undertake to pay an amount equal to any shortfall. I acknowledge that any funds raised less than 12 weeks before my trip cannot be refunded to me. Any funds received less than 12 weeks before my trip also cannot be put towards future trips as Bridge2Aid operate a 'per trip' policy on fundraising and therefore funds cannot be carried forward.

6) If I raise more money than I need to meet the costs of my trip (other than personal costs such as my safari or other tours), I understand that these funds will be used in pursuit of Bridge2Aid's aims but they cannot be carried forward to cover the costs of future trips.

7) I agree to uphold the highest standards of professional and ethical behaviour at all times as detailed in the Code of Conduct Appendix. I will adhere to Bridge2Aid's guidance on appropriate cultural behaviour and dress during the visit, and understand that failure to do so may lead to my being excluded from activities during the visit at Bridge2Aid's discretion, as normally exercised by the General Director or Team Leader.

8) I consent to all information provided to Bridge2Aid being passed on to Bridge2Aid's suppliers, agents, sub-contractors, employees or volunteers, whether based inside or outside the European Economic Area, for the purposes of my trip.

9) If any of these Participant Conditions is found by any Court or other competent authority to be wholly or partly unfair or unenforceable the validity of the rest of the Participant Conditions and the rest of the condition in question shall not be affected and shall remain valid and enforceable to the full extent permitted by law.

10) These Participant Conditions are governed by English law and I irrevocably submit to the non-exclusive jurisdiction of the English courts.

## **Appendix: Bridge2Aid Code of Conduct**

Tanzania is a very different place to the UK. There are certain types of behaviour and dress that are perfectly respectable and acceptable in the UK, which can cause great offence in Tanzania. B2A have worked very hard to build positive working relationships with the authorities and community in Mwanza, and its work and staff are well respected. This reputation can easily be compromised by unwise actions by staff and/or volunteers, and for this reason all personnel must adhere to the cultural advice given before and during visits, and agree to abide by this Code of Conduct.

You should recognise that you represent Bridge2Aid at all times, and as such must not behave in such a way that brings the charity into disrepute.

You should be aware at all times of conduct that is culturally and religiously inappropriate and/or offensive. In particular, you should:

- not engage in sexually inappropriate behaviour
- not drink alcohol to excess or engage in drunken behaviour
- not use foul or abusive language
- not act in a violent or aggressive way
- not take illegal drugs

You should always:

- maintain high standards of ethical integrity
- dress in a culturally sensitive way
- maintain high standards of personal hygiene
- show respect for everyone you encounter, regardless of colour, race or religion.

Smoking or drinking are not permitted during working hours.

Gross misconduct may result in immediate termination of your employment/placement and return to the UK.