

Step-by-Step Guide for Leaders

Working alongside families trapped by water poverty through the provision of a water filter, education on its sustainable use, plus sanitation and hygiene awareness. This is done in conjunction with the local church (our partner), with the aim to improve the family's health, wealth and education, and give them the opportunity to see and experience Jesus and accept the Eternal Living Water that only Jesus can provide.

This Guide will take you through all the tasks you need to complete to prepare yourself and your group for your Expedition to Rwanda.

Stage 1: Application Process

- Go to <https://www.amoreurope.org/pure-expeditions> and fill in the online **Group Registration Form**. We will then send you a link to an online **Application Form** for you to forward to each member of your group.
- Each team member, including yourself, will need to fill in and submit the online **Application Form**. This will require uploading **a picture of the photo page of their passport** and paying a **non-returnable deposit of £150**.

Please ensure you have at least one adult leader (over the age of 18) for every five young people in your group. If you are bringing male and female young people, you will also need male and female leaders.

If someone that is 14 years old and wants to join the Expedition, this has been allowed previously, but only on an exception basis and if one of their adults attends the expedition.

Note: the deadline for all applications is **2 months before the flight**.

Stage 2: Preparing Your Group

Information Packs

Ensure each person in your group is given a **FAQs Pack and Fundraising Ideas**. These documents include essential information and preparing for your mission Expedition. They can be downloaded from our web site: <https://www.amoreurope.org/pure-expeditions>

Parents

Keep in touch with parents. We recommend that you contact the parents of each person in your group who is under the age of 18, to introduce yourself to them and to answer any questions they may have. Also point them to the Information Packs for them to read too.

Finance

- Please ensure that the following financial systems and processes have been put in place:
- Familiarise yourself with the **Finance & Money Matters** section of the **FAQs Pack** document.
- Open a bank account. Alternatively, agree an existing account that will be used for money to be paid into from your group's fundraising.
- Ensure all money paid in is properly documented and accounted for.
- Once we have received your group registration form, Amor Europe will send you the bank details and reference number for you to make regular payments to Protected Trust Services, where the money will be held until it is needed to pay for flights, insurance, house materials etc. Please ensure these payments are regular (we suggest monthly) as there are number of costs we need to pay prior to the trip.
- Ensure your group meets the payment deadlines detailed in the **Finance & Money Matters** section of the **FAQs Pack** document.

Please note, the Expedition price is the estimated cost. The actual cost will be confirmed once the flights have been booked.

- Ensure all in your group understand how to use the **Sponsor Forms** and **Donation Slips**.

Fundraising

Establish a fundraising strategy. We recommend that you plan your fundraising strategy as a group, and agree what will be done individually and what will be done together.

Medical

- Ensure each person in your group books an appointment with their own doctor or travel clinic to discuss vaccine recommendations.
- Read through the medical sections of your group's **Application Forms** to ensure that you are aware of all medical issues in your group
- Check whether anyone in your group has a premedical condition. If so, to ensure they are covered by our trip insurance, please ensure the following is in place at time of travel:
 - They are safe & fit to travel
 - They have received a medical professional's confirmation that they are ok to travel
 - Their condition is well controlled

Please note that cover for anyone with a pre-existing condition under the policy arranged by Amor Europe is dependent on these details being in place. It is your responsibility to do this. Failure to make these arrangements exposes you or your group member to uninsured medical cost which could potentially be very expensive.

Travel

Put in place your transport arrangements to and from the departure airport. Please note, you are responsible for this element of the trip, and it is not covered by the trip fee.

Well done! — your group is now ready for their trip. Once you arrive at the airport all other practical arrangements (onward transport, accommodation, food, house building, and so on) will be arranged for you. This will allow you to focus on supporting and supervising your young people.

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