



# SERVICE LEARNING

## TRIP GUIDEBOOK

Alleviating poverty, creating social justice and engaging youth to discover the things that connect us all.



DEVELOPINGWORLDCONNECTIONS

## EXTEND CLASSROOM LEARNING BEYOND THE SCHOOL



Embark on an incredible journey that broadens perspectives. Encourage students to realize their unique place as citizens of the world.

A High School Trip with Developing World Connections is an international volunteer model designed for teaching professionals who are looking for opportunities for applied learning in authentic contexts for their students.

Each High School Trip **requires the participation and leadership of a teacher or parent chaperone** who acts as supervisor for the students and as the link between the school/parents and Developing World Connections. The maximum student-to-adult ratio is six-to-one.

All High School Teams are led by Developing World Connections Team Leaders with a background in education or experience working with children and youth.

The majority of High School Trips occur during Spring Break. Each individual volunteer participates for the full duration of the group experience.

High School Trips are closed to all but the participating school's students. In some cases, several High Schools within the same community may collectively plan a DWC trip.

Typically, the teacher's costs are covered by the participating students.



ENGAGEMENT  
THAT  
SPEAKS VOLUMES  
AND LASTS  
A LIFETIME



“I ask you to please never stop doing these trips. I can’t imagine how hard this trip is to plan and how draining it is, but it is the best thing anyone can do when they are my age. Our team leader said to us his favourite saying, ‘I can’t change the world but maybe I can change somebody’s world and that will change mine as well.’ You change the world of every student you take on this trip and in turn that will spread and grow. Although this trip was only ten days, the things I learned will last me a lifetime and will change the way I am as a person. High school is not only about the courses you take, it is about the experience you have, and this trip is one everyone should experience.”

-AMANDA

“This trip showed me there are countless other kids my age that would give anything for even half the education I receive. This means I take my studies more seriously and with a much greater sense of gratitude. This trip also changed my perspective on my life and future. It touched me on an emotional level I have never experienced, forced me to look at myself, intellectually challenged me, retaught me how aesthetically beautiful every human is regardless of their situation, and forced me to persevere through situations I would never be willing to face regularly in daily life. I live every day with a greater understanding of the world around me.”

-CHRISTOPHER

### OPEN WINDOWS FOUNDATION

Guatemala is distinguished by steep volcanoes, vast rainforests and ancient Mayan sites. Projects are based in a traditional community surrounded by rural countryside. Many homes do not have running water or electricity. Volunteers work on various community driven projects to improve health or education for residents.

GUATEMALA



CAMBODIA



### MAR-A-MAR

Volunteers work to establish a trail that would cross Costa Rica from the Atlantic to the Pacific taking a route through rural towns. These small communities would see growth by building their capacity in the area of tourist services in a way that is culturally consistent, socially inclusive and always respectful to the environment.

COSTA RICA



PERU



### BRIDGE OF LIFE SCHOOL

This is an organization providing free educational and community based programming, meaningful tourism employment, and solving critical problems like clean water at rural sites in the Cambodian countryside.

### IFEJANT

The barrios of Lima, Peru's capital city, are a difficult place to grow up. Our volunteers help build better facilities for the children of the barrios to improve their futures. Most visitors opt to trek to Machu Picchu after their volunteer time.





Your first High School Trip Information Session represents a scheduled presentation for parents and students interested in learning more. This is an opportunity to get critical information and ask questions about volunteering abroad in developing countries with DWC.

### Attendees will learn:

- Who is DWC? What do we do?
- What will you do?
- What is it like to volunteer abroad?
- Is this opportunity right for you?

### We'll cover points such as:



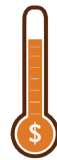
#### DESTINATION

Travel dates, host country and community overview, project details, cultural activities overview.



#### PRICING

Fee breakdown based on number of participants. Costs included in fees, group flight rates, and additional costs to consider.



#### FUNDRAISING

Introduction to DWC's online crowdfunding platform and fundraising guide. Suggestions for teams to gain support and cover expenses for their trip.



#### SAFETY

Monitoring of status of travel advisories for region, Team Leader first aid, in-country and work site safety, transportation, sanitation, food and water.



#### ROLES

Responsibilities of teachers, parents, students and DWC for a service learning trip abroad.



#### REGISTRATION

Steps to register, deposit and fee schedule, paperwork required, communication expectations.



### STUDENTS SUBMIT LETTER OF INTEREST

Once they have decided to embark upon their first DWC trip abroad they will need to write a statement of interest. This might include personal information, community involvement and reasoning behind wanting to volunteer. A deadline to submit will be established.



### SCHOOLVETS STUDENTS AND SELECTS TEAM

Submitted letters from individuals will allow the coordinating teacher to consider the student's view of self and the world around them to determine whether the individual is interested in making a difference and a right fit. Team selection is finalized.







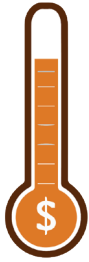
### VOLUNTEER REGISTRATION SIGN UP

A registration email will be sent to participants. Individuals need to fill out the DWC application and submit their \$500 deposit. Trip Green Lighting happens when at least six volunteers have officially signed up. If students need to fundraise for their trip they should get started as soon as possible.

DWC will send out pre-trip information regarding travel requirements and fee schedule. Team members need to start preparing the important documents needed to volunteer abroad, including visas, ensuring passports are current, immunizations, and medical /travel insurance. It is important to submit this documentation as soon as possible. Individuals will not be allowed abroad without proper documentation.





WAYS TO OFFSET VOLUNTEERING COSTS

Volunteering abroad isn't free, and it may seem like a daunting task to save enough money to be able to go on a trip. DWC will forward fundraising and charitable receipting instructions and will provide a manual that includes tips and examples to make fundraising easy and fun. Many of our participants – especially students – fundraise for their volunteer trip. Fundraising not only helps fulfill the dream of volunteering abroad, it also helps promote awareness of global development.

DWC's website includes a fundraising platform called Charitable, where you can raise funds for individual or team project costs. Students will need to set a realistic goal, and provide a headshot along with a volunteer profile. Once a page is created and live, volunteers can share the link to get their supporters involved by contributing funds. They will want to engage them by letting them know all the great benefits and experiences they'll come away with,





**SUPPORT STUDENTS' SUCCESS IN RURAL KENYA**

Our DWC Volunteer team will be heading to Kenya in October 2019 to enhance school infrastructure and create a positive environment essential for learning.

	125.00% <i>Funded</i>	\$2,625.00 <i>Pledged</i>
<i>Campaign has ended</i>		



### TRAVEL REQUIREMENTS CHECKLIST



#### DOCUMENTS

Ensure visa, passport and other necessary travel documents are taken care of.



#### IMMUNIZATIONS

Measures to protect health. Immunizations need enough time to take effect.



#### INSURANCE

Proof of travel insurance is compulsory for all volunteers.



#### PAYMENTS

Schedule for fees, flights and activities.



#### FORMS

Complete health form and submit to DWC.



#### WAIVER

Read, understand, and sign. Return to DWC.

### SERVICE DETAILS



#### COUNTRY

Overview of culture, travel experience, suffering in areas such as poverty, education etc.



#### HOST PARTNER

How they are connected to their communities and making an impact.



#### PROJECT

Details of the work students will complete in local communities.



#### TEAM LEADER

Introduce DWC Team Leader in person or via video chat.



A second DWC Information Session will confirm all volunteer travel requirements are being met.

Since being a volunteer in a community is more than just being a transient traveler, and likewise the host country/community will become more than just a place visited, students will also get acquainted with their destination's culture and receive specific details on the country, host partner and project. They will also meet their DWC Team Leader.



**MANAGING ALL ASPECTS OF YOUR VOLUNTEER TRIP**

DWC will manage all the details for your adventure abroad. All donations towards the trip are eligible for a tax receipt. This includes flights if arranged by DWC. Our agent can also help you make extra travel arrangements before or after your volunteer trip. We encourage you to spend additional time to explore the exotic sites and rich cultural heritage the country has to offer.



**BOOKING AND CONFIRMATION OF TRAVEL AND IN-COUNTRY ITINERARY**



**FLIGHTS BOOKED**

Group rates from a dedicated travel agent. Raptim Humanitarian Travel is our preferred travel agency.



**ACCOMMODATION & FOOD**

Clean and comfortable accommodations. Hygienically prepared mix of western and local cooking. Purified water always available. Most dietary requirements accommodated.



**GROUND TRANSPORTATION**

Transportation to and from airport. Daily return transportation to worksite.



**WORK SCHEDULE**

Overview of the project details and tasks students will perform on-site.



**CULTURE & ACTIVITIES**

Extra curricular activities and tour logistics booked as planned in collaboration between DWC and lead teacher.



**SECOND PAYMENT**

Request for second payment of fees to DWC.



## VOLUNTEER ORIENTATION

### PRE-DEPARTURE VOLUNTEER MEETING

DWC's program coordinator will meet with the student volunteers (in-person or via video conferencing) prior to departure. A number of topics will be discussed including:

DWC values and story, global citizenship, in-country etiquette and customs, staying healthy in-country, our partner and their goals, the role of a volunteer, project details and work itinerary, cultural activities, journaling and staying in touch and student post-trip opportunities.



### ORIENTATION PACKAGE

A carefully prepared, orientation package will be sent out by DWC to get volunteers started on the right foot.



**DISCOVER ANOTHER COUNTRY AND CULTURE AND LEARN ABOUT YOURSELF**

Every bit of time spent on a DWC project is helping a person, a family or a community. The team might not start the project or might not finish it – but we'll make sure the job gets done. You'll know that your contribution will make someone's life better. Your efforts do have impact.

**TRAVEL FOR THE HEART**

Classmates will unite while working on a project that makes life better for someone else. They will find out more about themselves in the process.

**TRAVEL FOR THE MIND**

Students will discover what it's like to volunteer abroad in a country where everything is different. There's so much to learn and explore!

**TRAVEL FOR THE BODY**

Youth will dive into work alongside their fellow students and local labourers. Sweating for a great cause lends a new sense of satisfaction.

**TRAVEL FOR THE SOUL**

Young adults may find their passion as they discover what it's like to bring change to a community. Their world perspective will be altered forever.







### HIGHSCHOOL TRIP ORGANIZER

DWC wants to help make the most of our volunteer's work before, during and after the trip.

It is important for organisers to take stock of the successes, and challenges they encountered.

Taking time to debrief the volunteer trip with students will increase the value of their experience and help to stretch what they learned beyond their travels. Students will receive our post trip survey to complete and pass on to our office.

A debrief meeting will be scheduled with the DWC's trip coordinator in the weeks after returning home. We want to celebrate successes and enable forward planning by listening, gathering feedback, recording observations and identifying recommendations.

And of course we want to formally thank our volunteers for their involvement.



### DWC TEAM LEADER

Our Team Leader is responsible for handling the finances during the trip, keeping daily notes on activities and ensuring the trip goes smoothly. This includes project details, safety and handling emergencies, building a rapport with in-country host, ensuring group cohesiveness, keeping everyone on schedule and handling the budget. Upon return, the leader will deliver the team's expense form and receipts and report on the experience.



## SERVICE LEARNING TRIP PLANNING TIMELINE

### PLAN THE TRIP (9 to 12 months)




-  LEADERSHIP
-  DESTINATION
-  TRAVEL DATES
-  BUDGET

### INFORMATION SESSION 1 (6 to 9 months)

#### RECRUITMENT

-  DESTINATION
-  PRICING
-  FUNDRAISING
-  SAFETY

### TEAM SELECTION (6 to 8 months)

-  REGISTRATION
-  LETTERS OF INTEREST
-  SCHOOL SELECTS TEAM
-  FUNDRAISING ACTIVITIES

### TRAVEL AND IN-COUNTRY ITINERARY

-  FLIGHTS BOOKED
-  ACCOMMODATION & FOOD
-  GROUND TRANSPORTATION
-  WORK SCHEDULE
-  CULTURE & ACTIVITIES

### INFORMATION SESSION 2 (4 to 6 months)

#### DESTINATION DETAILS

-  COUNTRY
-  HOST PARTNER
-  PROJECT
-  TEAM LEADER

#### TRAVEL REQUIREMENTS AND PAPERWORK

-  DOCUMENTS
-  HEALTH
-  INSURANCE
-  PAYMENTS
-  HEALTH FORMS
-  RELEASE WAIVER

### PRE-DEPARTURE ORIENTATION (1 to 2 months)

-  PRE-DEPARTURE DWC / TEACHER MEETING
-  PRE-DEPARTURE DWC / STUDENT MEETING

### VOLUNTEER PACKAGE (1 to 2 months)

-  ORIENTATION PACKAGE
-  PACKING CHECKLIST

### BECOME A GLOBAL CITIZEN

-  HEART
-  MIND
-  BODY
-  SOUL

### POST TRIP

-  DEBRIEFING

## NOTES

**WE BELIEVE THAT**

Everyone should be able to have this experience.

You don't need special skills to be able to help.

You don't need a lot of time to make a difference.

Giving of yourself returns 10-fold.

You should see the difference you make.

The beneficiaries are the best ones to decide what their community needs most to get them out of poverty.

Working along-side one another fosters a unique connection.

These shared experiences help build respect and understanding of each other's society.

This experience perfectly showcases the benefits of volunteering at home and abroad.

This experience fosters a new sense of global understanding and awareness.

The footprint we leave behind should be gentle.

The project will leave a lasting legacy for the community.

Relationships provide windows of opportunity for hope and a better world.

People helping people directly spreads hope.

The experience is enhanced by working as a team.

It should be easy to get involved.

It is an exchange of humanity and the human heart.

# DEVELOPINGWORLDCONNECTIONS

Registered Canadian Charity: No. 84949 7078 RT0001

Address: 220 - 141 Victoria St.  
Kamloops, B.C., Canada  
V2C 1Z5

Phone: (250) 434-2524

Toll-free in North America: 1-866-458-8209

Web: [developingworldconnections.org](http://developingworldconnections.org)

Email: [info@developingworldconnections.org](mailto:info@developingworldconnections.org)

Facebook: [Developing World Connections](https://www.facebook.com/DevelopingWorldConnections)

Twitter: [@DWCvolunteer](https://twitter.com/DWCvolunteer)

Instagram: [developingworldconnections](https://www.instagram.com/developingworldconnections)