Welcome to Poetice and thank you for joining us on an Immersion Trip! We believe wholeheartedly that God has made a way and called you specifically to be a part of this ministry. Thank you for your obedience in following the Spirit. We are honored to be a part of your story and overjoyed that God has called you to be a part of ours!

Below is a list of tasks and documents that will be necessary for you to prepare for your Immersion Trip.

**STEP ONE: READ THIS HANDBOOK**
This handbook will be your main source of information and instructions as you prepare for the trip. Get started as soon as possible, and read the whole thing! The handbook includes the following information:
- i. Introduction
- ii. Preparation
- iii. Raising Support
- iv. Travel
- v. Your Trip
- vi. After the Trip

**STEP TWO: BACKGROUND CHECK**
In order for you to serve in Zambia with us, we need to have a completed background check on file for you. Please fill this out as soon as you’re able.

BACKGROUND CHECK: poetice.org/go/resources/

**STEP THREE: START FUNDRAISING**
Talk to your team leader about how your group is fundraising.

If you are fundraising through Poetice, get started by setting up your personal fundraising page online through Poetice International. You will be able to share this page with your supporters, accept online and offline donations and track your progress. Setting up the page is a simple process, and we have provided step-by-step instructions. For instructions to set this up, visit: poetice.org/howto.

**STEP FOUR: MEET YOUR DEADLINES**
You will have two payment deadlines. Please refer to your team leader for the specific dates.
- **PAYMENT 1:** $2300 (in order to secure flights)
- **PAYMENT 2:** full trip balance is due

**STEP FIVE: SUBMIT DOCUMENTATION/ INFORMATION**
Below is a list of documentation that you will need to submit. Please see ‘Required Documentation’ below for more information.
- **ON OR BEFORE PAYMENT 1:** Submit a copy of your **valid passport**
- **ON OR BEFORE PAYMENT 2:** Submit a copy of your **up-to-date immunization record**
REMINDER OF AGREEMENTS

(1) I UNDERSTAND that I am responsible for my airfare and trip cost as communicated to me by Poetice International, as well as obtaining a passport and necessary immunizations, completing a waiver release form, providing up-to-date immunization records, and adhering to Poetice deadlines.

(2) I UNDERSTAND that if I do not raise and submit the necessary funds by the final due date, my flight will be canceled and I will not be able to participate in the program.

(3) I UNDERSTAND that, should I need to withdraw from this trip for any reason, I am still responsible for any expenses that have already been incurred on my behalf by the date of my withdrawal, and because funds cannot be returned for any reason, any remaining funds that were donated on my behalf will be disbursed to other trip participants and/or programs at the discretion of Poetice International within Poetice’s current fiscal year.

(4) I UNDERSTAND that all donations given to Poetice by me or on my behalf can NOT be returned in any form for any reason. In the event that I raise more than necessary to fully cover the cost of my own trip, funds will be dispersed to other trip participants and/or programs at the discretion of Poetice International.

That’s it for now. Take advantage of this time to prepare and continue to seek the Lord in prayer. We are so blessed to partner with you!

If you have any questions at all, please talk to your team leader, or email us at trips@poetice.org.

Grace + Peace,

The Poetice International Team
We empower the Church to fight for justice.
Through transformational development, we pursue physical and spiritual restoration for the widowed, the orphaned, the vulnerable, the exploited, the sick and the poor.

We desire to see the Kingdom of God become visible throughout the entire world.
Our goal is to see impoverished communities become spiritually, emotionally, psychologically, physically and socially healthy.

OUR NAME
Our identity originated from merging the beauty of a poem with the action of justice forging a new word, “POETICE”.

We believe…
We believe Christ is the transformer of culture.
The message of the Gospel is woven into the fabric of everything we do.
We believe where righteousness and justice converge, peace prevails.
We believe all humanity reflects the image of a creative God.
We believe music and the arts inspire dreams.
We believe the future has to be imagined before it can be created.
We believe stories are powerful, especially when they are personal.
We believe listening is crucial for effective problem-solving.
We believe education is necessary for individuals to pursue healthy and productive lives.
We believe quality insight is more important than quantity.
We believe that our success is measured through development that is truly transformational.
We believe that transformational development works within the context of broken relationships.
We believe in indigenously inspired and locally led programs.
We believe transparency is the key to accountability.

LEARN MORE ABOUT POETICE BY VISITING US ONLINE AT POETICE.ORG
“Somehow I have to trust that God is at work in me and that the way I am being moved to new inner and outer places is part of a larger movement of which I am only a very small part.” - Henri Nouwen

SPIRITUAL FORMATION

As you prepare for your trip, it will be important to remember that the most important work that must take place is internal. Habits of prayer and a love for God’s Word are vital. This necessary spiritual work is not something that anyone can do for you. However, we have put together a few optional books and resources to supplement your own prayer and study! Find these resources at poetice.org/go/resources.

Talk to your team leader to see what they have prepared for your team to prepare for the trip spiritually.

REQUIRED DOCUMENTATION

Below is a list of documents that we need from you as soon as possible. Acceptable file formats include .png, .pdf, or .jpg. Please email each to your team leader.

PHOTOCOPY OF YOUR PASSPORT

If you don’t have a passport, be sure to apply right away as it typically takes 4-6 weeks to process.

If you have a passport, check that you have 2-4 consecutive blank pages in your passport AND check that the expiration date is more than 6 months out from the return date of your trip. The US Government requires this for travel, so if either of these is not met, you will need to apply for a new passport.

When submitting the photocopy of your passport to your team leader, make sure this is a clear, high-resolution image. We also recommend that you carry a photocopy of your passport, and email yourself a digital copy that can be accessed in case of an emergency.

PHOTOCOPY OF YOUR IMMUNIZATION RECORD

No instruction or information given here is intended to take the place of professional medical advice. You should be up-to-date on all routine vaccinations and travel vaccinations required for the country you are traveling to. All immunizations must be administered 8 weeks prior to departure.

We suggest that you determine which shots you may need by consulting your physician or travel health specialist and by visiting the websites of the Centers for Disease Control and Prevention and/or the World Health Organization.

Please submit this to your team leader after you have received all your immunizations necessary for the trip. This must be submitted at least 8 weeks prior to your departure.
TRAVELERS INSURANCE
Poetice International purchases International Volunteer Card basic travelers insurance for all international program participants. Your IVC ensures coverage and 24/7 assistance while traveling internationally. It also offers assistance in case of lost luggage or travel delays and gives you access to discounts at hotels, restaurants, and businesses worldwide. You will receive a digital copy of your card prior to your departure. Please print and include this with other travel documents. Please visit www.volunteercard.com for more information.

*Opting out of IVC will not reduce the cost of your trip.*

TRAVELING WITH A MINOR
If you are traveling with a minor (including your own child) you will need extensive documentation for the child and from both parents - even if one of the parents is present with the child throughout travel.

If your team has minors (under 18), you will need a completed and notarized ‘Minor Consent Form’ for each. This form must be completed and notarized within 60 days of travel.

If your team is flying through Johannesburg, South Africa (JNB), please visit the link included below, and carefully read what documentation is needed in order for a minor to travel. Depending on the guardian(s) traveling with the minor, documentation may include Unabridged Birth Certificate (long form including parents names) for each minor, Birth Certificates of both parents, and Notarized Affidavit from each parent (included in the link below), among other pieces of documentation. If ALL documentation is not present at the airport upon arrival, this child will not be permitted to travel.

CLICK HERE FOR REQUIRED DOCUMENTATION & PARENTAL CONSENT AFFIDAVIT FORM

REQUIRED VISA
Citizens from the USA and Canada are required to pay $50 for a Business Visa upon arrival into Zambia. This will allow you to enter the country and serve with Poetice.

This cost is not included in your fundraising. Be sure to bring $50 USD cash (exact change, one $50 bill) with you to Zambia. Your Team Leader will walk you through the process upon arrival to acquire the proper Visa.

If you’re not from the USA, check the following lists to find the requirements for your country of Nationality.

LIST OF COUNTRIES REQUIRING VISAS PRIOR TO TRAVEL
LIST OF COUNTRIES WHERE NO VISA IS REQUIRED
LIST OF COUNTRIES REQUIRING VISA ISSUED ON PORT OF ENTRY
WHAT TO PACK

Before you start packing, keep in mind that your primary areas of ministry are not the stereotypical African bush. While it can be quite dusty and a bit hot, it is very unlikely that you will ruin any of your clothes. Be comfortable but presentable. Dress modestly, but dress like you!

HELPFUL HINTS

• You are allowed to bring one checked bag and a backpack.

• You can wear normal clothes as you would in the USA on most days. We spend many days on base or in town. Jeans/pants are great! You don’t have to wear a skirt every day.

• What not to wear: leggings, yoga pants, shorts, short skirts/dresses, crop tops, spaghetti straps, revealing clothes. If you question if a shirt or skirt is appropriate, it probably isn’t. Err on the side of modesty.

• When we go into the communities or villages, women will need to cover shoulders and wear a long skirt or chitenge (fabric to wrap around your pants).

• Africans dress well when they go to church. Bring nice clothes. Guys: black pants/nice khakis and nice button-ups are great. Ladies: a dress or skirt below the knee is perfect.

• It’s cool in Zambia in the mornings and evenings in June, July & August. You will need sweaters, jackets, beanies, etc. Days will be warm enough for short sleeves, but the temperature drops quickly with the sun.

• It’s hot in Zambia in October, November, December. Be prepared for this as you pack.

• You will be able to do laundry while in Zambia.

CHECKLIST

CLOTHING

_____ Casual clothes for 3-4 days (Women: cover all skin at and above the knee. Pants, jeans, capris, skirts, and dresses may be worn. Men: casual pants, jeans, shorts.)

_____ Church/ministry appropriate clothing for 2-4 days. (Women: skirt/chitenge, covered shoulders. Men: button-ups, polos, solid t-shirts, black or khaki pants)

_____ Shoes (1 pair of sturdy/walking shoes, 1 pair of casual/everyday shoes, and 1 pair of flip-flops/sandals)

_____ Jackets/sweatshirts/sweaters & other long-sleeved layers (if traveling June-August)

_____ Modest sleepwear (it gets cold during the night)

_____ Appropriate athletic clothing: sweatpants, shorts (at or below the knee)

RECOMMENDED ELECTRONICS

_____ Power adapter (UK type, buy this one on amazon!)

_____ Phone/camera + charger + headphones

_____ Flashlight

_____ Computer/tablet + charger (optional)
TOILETRIES/PERSONAL

- Toothbrush and toothpaste
- Shower necessities
- Deodorant
- Laundry soap (available in Zambia)
- Sunscreen / Bug Spray (optional)
- Feminine hygiene products

ADDITIONAL

- Bible
- Journal/notebook and pens
- Sleeping bag & pillow
- Towel
- Water bottle
- Spending money for souvenirs/snacks (ATMs are accessible, Be sure to call your credit card company to let them know you will be out of the country)
- $50 exact change for Visa upon entry (see ‘Required Visa’ section above for more info)

MEDICAL

Check with your doctor for any medications/supplies you may need, such as:

- Epipen, Inhalers, Medications
- Medicines/medical supplies not found in common first aid kit
- Prescriptions in original containers and corresponding documentation in your name

ITEMS TO PACK IN YOUR CARRY-ON BAG

- Passport, boarding pass, itinerary, drivers license
- Personal spending cash/credit cards
- Laptops, phone, charger, portable electronics, etc. Avoid checking anything valuable.
- Extra change of clothes
- Toiletries for travel
- Essential medications

DO NOT BRING

- Hair dryers or hair appliances that require 110V
raising support.

“God has created me to do some special service; God has committed some work to me which has not been committed to another. I have a mission.” - John Henry Newman

ONLINE PERSONAL FUNDRAISING PAGE

If your group is fundraising through Poetice (refer to your team leader to determine how your group is fundraising), all team members must set up their own personal fundraising page. For instructions, please visit: poetice.org/howto/

This fundraising page will personally track all of your fundraising online and will be updated as we receive donations on your behalf. You will be able to share this page with your supporters to accept online donations. You will also be able to view names and donations of supporters, see your payment due dates, and edit the content on your page to include a photo and biography.

If you do not see a donation reflected on this page, then we have not yet received it. This will be your only source of fund tracking, so if you have any questions about how to access or use this page, please ask.

DUE DATES

It is essential that due dates be met as indicated by your team leader. We must follow these deadlines in order to purchase airfare and ensure that necessary expenses are covered prior to arrival.

• If you will be unable to meet a due date, please inform your team leader at least one week prior to the due date.
• If all fees are not paid within 30 days of your departure, you will not be able to participate in the program and will be forced to withdraw from the trip.
• If you are forced to withdraw from the trip, no funds previously raised can be refunded (see Reminder of Agreements for details).

EXPENSES DUE

The total expenses cover lodging, meals in-country, transportation, flights, and program expenses. The total expenses do not passport or visas, immunizations/ medical expenses, meals en-route, or laundry soap/ facilities.

DONATION INSTRUCTIONS

All donations are tax-deductible and will be receipted by Poetice International.

ONLINE DONATIONS | All online donations should be made through your fundraising page.
MAIL-IN DONATIONS | All checks should be payable to Poetice International and should include your name on the memo line or on a separate note. A return address or email should be included for a tax-deductible receipt.

Checks should be sent to:
POETICE INTERNATIONAL
ATTN TRIPS
201 W. Washington Ave., Suite 121
Zeeland, MI 49464
FUNDRAISING HELPFUL HINTS

1. START NOW (RIGHT AWAY)
The greatest piece of advice we can give you is to start now. This will take the pressure off and allow you to be faithful to what God has called you to contribute personally.

2. ASK GOD (RIGHT AWAY)
Raising money is a beautiful opportunity to be dependent on the Lord and increase our faith in Him. Ask Him how He wants to raise this money with you. Learn His heart for this process!

3. BRAINSTORM (RIGHT AWAY)
Be proactive with fundraising. This is hard work. Brainstorm different ideas such as support letters, game nights, craft sales, chili cook-off, etc. Get people involved and excited!

4. IDENTIFY CONTACTS (RIGHT AWAY)
Try to create a list of 100 people to engage in your fundraising and send a support letter. It’s a great idea to send a support letter to everyone. Then, if you are holding any fundraising events, ALSO invite them to a fundraiser. It’s helpful to engage people more than once!

5. WRITE YOUR LETTER (5 MONTHS OUT)
Everyone should send a letter. Letters not only raise money but also let people know what you are doing. They create a support system and help to create a team of prayer warriors. Here is a guide to writing an effective letter:

- Introduce who you are and what you are doing. Give a summary of the trip, background of where you’re going, who you’re going with, and the purpose of your trip.
- Explain why you want to take this trip or why you believe God has called you. DIG DEEP! Resist the temptation to stay at surface level; talk about your hopes and aspirations for the trip, as well as what you would like to see God do in and through you. Tell some of your story!
- Make it personal. Tell each recipient that you cannot do this without them. Let them know how they can be a part of this either through prayer or by giving.
- Make it simple. Communicate clearly how they can give either online or by mail.
- Include a timeline stating clearly when funds are due.
- How you say it is just as important as what you say. Texts, emails and social media messages are fine for keeping up with friends but receiving a physical letter in the mail stands out to your recipient far more than a message in their inbox.

6. FOLLOW UP (3-4 MONTHS OUT)
Follow up with those whom you have contacted but have not responded. Send a text, email, or make a phone call. People often want to give, but they forget to follow through.

7. RESPOND TO YOUR SUPPORTERS (2 MONTHS OUT)
When someone gives, thank them! It is crucial that people know you appreciate their support and don’t take their prayers or financial gift for granted. After the trip, report back to these supporters. Tell them how your own life was impacted and how you saw God move on the trip.
MINDSET/HEARTCHECK

Perhaps the most important thing to remember about raising support is that it is an opportunity, not a problem. It is an opportunity for you to accomplish something that you may never have done before and to grow your faith and your perception of what is possible. It is an opportunity for your community to support and encourage you in ways far beyond finances. Fundraising is not something standing between you and your journey; it is part of the journey! We have been there before, and we want to help you!

1. IT IS NOT ABOUT YOU.
   All too often we focus on ourselves and wonder what others will think of us when we share this need. The truth is that God has something for you and for those you are going to serve. He is using this opportunity, including the fundraising, to show you who He is and bring glory to His name.

2. LET THE CHURCH BE THE CHURCH.
   As one is called to be sent, others are being called to send, pray, and support. You have felt the call to be sent, now let the Church send you. Not all of us will be called to go, but all of us are called to engage in this work together. Everyone is called; let this be an opportunity for others to be faithful to their call as well!

3. THIS IS AN INVITATION.
   This is your chance to invite others into what God is doing in and through you. As you ask for support, remember that you are inviting others to be a part of a work and life transformation that they would not otherwise get to be a part of. This is a beautiful invitation and great privilege; don’t deny anyone the opportunity to be generous!

4. PEOPLE ACTUALLY WANT TO GIVE.
   The joy of generosity is a universal experience, and its practice is essential in following Jesus Christ. People want to give for your sake as well as for their own walk with God. It is amazing when we get to see our friends and families come around us and show love by giving to us!

5. LEARN TO RECEIVE.
   Once funds start coming in, it is common to feel that we are not worthy of the money that people send our way. This state of humility is a beautiful place to be as you prepare for your trip. It brings to mind the greatest gift of all that has been given to us in Jesus Christ—a gift that cannot be received without humility. This posture of grateful humility is one you will want to take with you as you prepare to encounter others who are also in need of God’s love.

6. PRAY
   In every stage of this process, it is important to commit the whole process to the Lord. Ask God to provide the finances, the words for your support letter, and the names of those you should ask for funds. Ask Him to stir their hearts to give if that is His will for them. Ask Him to show you the power of prayer. He will not miss an opportunity to grow you and your community in faith. Prayer is an act of devotion that will keep you in that posture of humility, giving full control back to God, and turning your heart and mind more closely to His will.
PRIOR TO DEPARTURE

Check in to your flight online 24 hours prior to departure.
Verify the number of checked baggage allowed, size and weight restrictions, and any fees that might exist on your airline’s website. Poetice International is not responsible for any additional fees you may encounter at the airport, so make sure you know what is allowed on your flight.
Verify that your baggage has been checked all the way to the final destination. You may need to collect and recheck your luggage in South Africa. Please inquire with airline or airport attendants.
Arrive at the airport at least three (3) hours prior to your scheduled departure time.
Please inquire with your team leader if you have any additional questions about flights, travel preparation, baggage fees, etc.

ON THE PLANE

You may be handed a customs declaration form on the plane to Zambia. Use the following information to complete the form. The remaining blanks are to be filled out by you.

- **Occupation:** VOLUNTEER
- **Purpose of entry:** BUSINESS
- **Address In Zambia:** MOCHIPAPA ROAD, CHOMA, ZAMBIA
- **Type of Accommodation:** GUEST HOUSE

ARRIVING IN ZAMBIA

Please follow your team leader’s instructions as you make your way out of the airport.

PURCHASE VISA

Your team leader will guide you in this process. Be prepared with your $50 (exact change, one $50 bill) to purchase a Business Visa. Visit ‘Required Visa’ section above for more information about whether you need to purchase a visa.

COLLECT LUGGAGE

If you do not receive all of your luggage, ask an airport attendant to direct you to the baggage claim counter. Use the following information to complete the necessary forms to claim for missing luggage.

- **Address:** Poetice Zambia - Mochipapa Area, Choma Zambia
- **Phone:** Nikkie Brink +26 097 769 8981 or Abby Van Peursem +26 097 987 2158

EXIT AIRPORT

Once all your baggage is received (or claimed), exit the airport where you will find one of our staff members. From here you will be driven to our Poetice Zambia base in Choma!
after the trip.

FOLLOW UP

Follow up with your supporters. Show them your appreciation with a phone call, celebration event, thank you note, a gift from your trip, or email. Let them know HOW you were changed, HOW God moved and WHAT He did. Let this be another part of your ministry—speaking truth and sharing about your experience.

PROCESS

With God: Map out times with God to intentionally reflect on your trip, thank Him for all you have seen and learned, and leave any burdens or unsettled thoughts with Him.

With other people: It is life-giving to connect with others who have experienced something like this before. Whether this is a mentor, a missionary, or a member of the team who was with you—find someone who cares about you who can help you through some of the tough stuff when you return.

PREPARE

It is so important to prepare for the times when people will ask you how your trip was. The first thing to remember is that you will need to be patient with others who have not seen or experienced all that you have. Use this opportunity as a chance to share a testimony of what you saw God do. It is powerful to have a story or testimony ready to share, something tangible that happened on the trip. Depending on how much time or interest the person asking has, it’s good to have a few versions ready for this:

• 30 seconds: share a quick summary and 1-2 words that describe the trip. This is for in passing/small talk.
• 3 minutes: this is for a friend or family member that cares but doesn’t know how to relate to what you are saying. They DO care. So give them something real you experienced that you would love for them to hear.
• 5-10 minutes. This is for someone who takes interest in what you are saying and is intentional to listen to what you’re saying. Tell them a couple stories or life-changing perspectives that God brought before you.

RESPOND

Take time to reflect and find ways to be proactive in your response to what you just experienced. Discipline takes time and creating a plan with just 1-2 items that you can take away from this experience that impact your life is a way to grow yourself into these things.

CELEBRATE

Take time to thank God for what He did. We spend so much time in prayer asking and seeking him before we do things. This makes it such a joyful thing when we get to celebrate Him and the things He did during our time abroad!
IN CASE OF A STATESIDE EMERGENCY DURING YOUR TRIP, PLEASE CONTACT:

MARGIT DE JONG
616.403.8499 / MARGIT@POETICE.ORG

LISA SCHOONVELD
616.337.4314 / LISA@POETICE.ORG

Margit de Jong will be your emergency contact while you are in Zambia. Those in the United States can call Margit if they must get a hold of you while you are in-country. For an in-country emergency, our staff in Zambia will contact Margit directly and she will then get in touch with your family.

In the case of an emergency during travel (including missed or canceled flights), Margit will make ALL necessary calls and possible arrangements to solve the issue. Please contact Lisa ONLY if Margit is unavailable and you are in an emergency situation.

IN CASE OF AN INTERNATIONAL EMERGENCY WHILE ABROAD:

Should an emergency occur while you are in-country, please notify a staff member on the ground immediately. It is important that you allow in-country staff to handle any unplanned situations.

1. Alert in-country leadership
2. Contact US Embassy

US EMBASSIES

ZAMBIA
Kabulonga Road, Ibex Hill, Lusaka, Zambia
+260 (0) 211-357-000

SOUTH AFRICA
877 Pretorius St, Arcadia, Pretoria
+27 12 431 4000