



Team Leaders Notes

We look forward to having you and your team join us soon this year. To ensure it is a worthwhile trip for everyone we have put together the following notes and recommendations for you and your team. We hope that you will find them helpful in preparing for your upcoming mission trip, specifically out in the villages.

Requirements and helpful tips

- Please go through the Project protocols carefully with your team prior to arriving in Mongu. Please note these protocols apply to both your time in the village as well as your time within Mongu, including any dealing with Ministry partners and members of Hope Church.
- Please ensure your team completes and returns the medical form, Indemnity forms, Child protection policy and Child protection declaration. I will also need a copy of each team member's passports and all forms emailed to me before you leave for Zambia.
- You will need the invite letter I have sent you to enter into Zambia. Please make sure you print it and keep it with your passport.
- SiLozi Bibles will be available for your trip to the bush. Please make sure locals either pay K40 per bible or trade something with a similar value (Large chicken, maize, Sweet potato etc). Your team leader or ministry partners can help you determine whether or not something has the same value in the village.
- Please notify us if any of the team members have visible tattoos or piercings. Earrings are fine but if you are ministering in the villages nose rings should be removed. Some tattoos may be offensive to the local people so please advise us if anyone has tattoos and what they are of.
- Malaria medication is compulsory. Speak to your Doctor or travel clinic as to which malaria tablet will best suit you.
 - **Meflaim** – once a week
 - **Malanil** – one a day
 - **Doxycycline** – one a day This tablet makes you incredibly sensitive to the sun so please make sure you take extra protection if you plan on using this medication.
- Be aware that the malaria tabs might have some side effects, especially when taking your first tablet. (Keep you awake, make you grumpy, and make you nauseous)
- Please make sure your team has an emergency first aid kit.
- Any child under the age of 18 exiting SA will require an unabridged birth certificate. They will also require a letter from any parent not accompanying them giving them permission to travel and a certified copy of their ID.
- VISA cards are accepted at all ATMs in Zambia but NOT Master cards. Please make provision for forex accordingly.
- FOREX- you cannot buy kwacha in SA easily so you may need to exchange at the border. If you are traveling through the border on a Sunday the banks will not be open.



Teams Flying

Please ensure your team is correctly dressed when traveling in Zambia as well as for their return journey. (NO shorts or tight pants at any time, even for the bus trip.)

Buses to and from Lusaka/Livingstone

- This year we are advising all teams to travel through Lusaka as the roads to Livingstone have gotten a lot worse with this years rain.
- If you are flying into Livingstone you will need to use the MOVE bus or hire your own transport as there are currently no busses traveling between there and Mongu.
- If you are travelling with the local bus to and from Lusaka, the tickets will be purchased from Mongu and you can collect them from Lusaka bus station. Team will need to transfer this money into our Zambian account beforehand.
- If you are flying in and need to use the Projects vehicles to get to the village you are ministering at, please ask for a quote before planning your budget. The quote would include fuel for the vehicle and maintenance.

Bus services From Lusaka to Mongu

Shalom

Times: 8:00am and 11:30am daily

Cost: K150

Bus services From Mongu to Lusaka

Shalom

Times: 5:30am and 8:00am

Cost: K180

MOVE Bus (This is run by The Zambia Project)

16 seater bus

Cost: K4950 each way for the whole bus

Taxi service

Lusaka

Gift- +260977502226

Works out of the bus station, is very reliable and could organize extra taxi if need be.

Always remember to ask when booking your accommodation if they do airport pickups.

Livingstone

Nathan +260976828215 (Very reliable.)

Places to stay

Lusaka

Mission Flight services

Sleeps 20 people

Breakfast is included

Situated between the airport and downtown Lusaka

<http://www.missionflightservices.com/operations/guesthouse/>

Flying Missions

Sleeps 12 – 14 people

Offers supper at a small extra cost but breakfast is included in price

Airport / bus station transfers by arrangement

Jenni : +260976063705

www.flyingmission.org

Natwange Backpackers

Breakfast included

Airport transfer at a fee

www.natwangebackpackers.com

Eureka Camp

Camping and self catering Chalets

eurekacamp.zm@gmail.com

www.eurekacamp.com

Livingstone

The Waterfront

Camping and Chalets

Airport shuttle

Shuttle to the falls

www.safarinow.com/go/ZambeziWaterfront

Fawlty Towers

Dorm rooms and private rooms

Group discounts

Free airport pick up on request between 8h00 & 17h00

Free daily transfer to the falls

info@adventure-africa.com

ZigZag Guesthouse

12 motel style rooms

Breakfast included

info@zigzagzambia.com

www.zigzagzambia.com



Teams Driving

Things to remember when crossing the borders

- Try not to make too much noise, fill in your form, get your book stamped and move out and go and stand at the car. Do not hang around within the building and do not take photos.
- Try to obtain foreign currencies before the trip rather than at the borders. Do not exchange money with the people hanging around outside the border posts. This is black market currencies and could get you into trouble.
- Botswana or Namibia generally has the cheapest fuel, so try to fill up as much as possible before heading into Zambia.
- Stick to speed limits especially in Botswana near Francistown, Nata and through Chobe national park. They DO trap and they give spot fines, which could severely dent your mission's budget.
- Watch out for elephants north of Nata.
- If returning from Zambia by road, especially if you are driving through Botswana, keep all your shoes handy in a separate bag, as they will be needed at the veterinary stops along the way.

Vehicle costs while traveling from SA to Zambia (Guideline only as per 2017)

| | |
|-----------------|---|
| Botswana | RTP - road permit – P152 or P217 for a multiple-entry Try to have Pula as the border by SA will only accept Pula |
| Namibia | Cross border charges – Car N\$ 277,00. Trailer N\$177,00 You can pay this in Rands as it is N\$1 = R1 |
| Zambia | Certificate of motor insurance 3rd party - K304,50 - K560 Carbon emissions tax - K150-K250 depending on engine size Road transport and safety US\$20 Council levi – K35 x 3 (one is at the border, as you enter Sioma district, and Mongu district) TIP (temp. import) - Free |

Documentation needed for vehicles

- An affidavit from police giving you permission from the owner/ financial institution to take the vehicle abroad
- Letter from insurance company stating the vehicle is covered for all the countries you will be traveling in.
- Vehicle registration papers (certified copy is accepted at the border posts)
- License papers (if it is not 100% paid for it must be accompanied with a letter from the bank giving you permission to take the vehicle across the border, letter must stipulate dates. Both bank letter and license papers should be signed by commissioner of Oaths)
- Check the repatriation clause on the insurance and make sure that the insurance company is responsible for that from wherever the incident may occur. Not just from within SA borders.

Vehicle requirements

- ZA sticker
- White and red reflective tape (2 small white rectangular strips on both right and left hand side front bumper, 2 red square strips on back bumper)
- 2 x steel warning triangles
- Fire extinguisher if the vehicle is carrying extra fuel

Suggested Camping packing list for group

- Tents plus extra for ministry partners if possible.
- Enough Gas to cook on (or you can use charcoal from here)
- Pots and pans
- Braai grid
- Braai tongs
- Wooden spoons
- Dishing up spoons
- Dish washing bowl
- Dishwashing swabs and cloths
- Dishwashing liquid and Jik for putting in rinsing water
- Matches & Firelighters
- Airtight containers
- Table
- Drying rack
- Clothes line and pegs
- Sharp knives for chopping
- Bread knife
- Bread board and chopping board
- Ground sheet
- Rubbish bags
- Camping lights
- Shower cubicle
- Toilet cubicle

Places to camp to and from Mongu

Woodlands - Francistown Botswana

info@woodlandsbotswana.com

www.woodlandscampingbots.com

Nata Lodge - Nata Botswana

1/2 way between JHB and Mongu

reservations@natalodge.com

www.natalodge.com

Elephant Sands - Nata

bookings@elephantsandsbotswana.com

www.elephantsands.com

Pelican Lodge - Nata

pelicanlodge@madbookings.com

www.pelicanlodgebotswana.com

Namwi Island - Katima Malilo Namibia

+264 (0)66 254 188

Toro Safari Lodge - Kasane

www.torolodge.co.bw

torolodge@botsnet.bw

Chobe Safari Lodge – Kasane

www.underonebotswanasky.com

reservations@chobesafarilodge.com

If traveling from JHB, Nata or Kasane is the best stop over place. There have been time delays with bigger teams crossing into Zambia... so Kasane is a better place to camp on your way up.

If you are going from Mongu to JHB, the best place to stop over is Francistown.



Teams Duties

It is always good to do a schedule of teams duties before leaving for the bush, as it saves on time while in the villages. Let everyone be aware of when they will be on camp duty.

Camp duties when arriving in village:

- Dig a pit latrine
- Set up shower cubicle
- Put up tents and arrange kitchen

Camp duties for team members staying in camp:

- Fetch water so that the team always has water
- Prepare food for returning teams
- Build cooking fires as well as campfires for evening church
- Ensure camp, especially the kitchen area is clean and tidy
- Burn garbage
- It is good for the people staying in camp to spend some time praying for those going out

Food

While you are here we would like to help your team be prepared and effective. You will be required to buy your own supplies while in Mongu for your stay here. So here are a few helpful guidelines:

Planning your meals

- When planning your shopping list please remember to cater for your ministry partners and hosts while in the bush.
- Remember to check if there are any specific dietary requirements for anyone on the team
- Please make sure there is at least one veg and fruit per person each day.
- When out in the bush you will have ministry partners with you. Please try to include their preference of food when buying the groceries. Mielie pap (Nshima) for example is their staple food here.
- In the village you will not always have a refrigerator
- Prepare a cooking and cleaning schedule for your team before hand so everyone knows when they will be on duty

Food Guidelines

- 1 Pkt pasta (macaroni or spaghetti)= 5-6 people
- 1 Loaf of bread = 7 sandwiches
- 1 small tin jam or peanut butter = 2 loaves
- 1 cup rice (250ml)= 2 people
- 1 pkt soya chunks = 3 people
- 1 tin relish (tomato and onion mix etc.) = 2 people with Nshema
- 150g meat per person when doing mince
- Milk – 1 liter does 4 people a day
- Coffee creamer – will cut down the use of milk in tea and coffee

Shopping list ideas

| BREAKFAST: | LUNCH: | SUPPER: | ODDS: |
|-------------------|---------------|----------------|-------------------------------------|
| Tea | Bread | Rice | Toilet rolls |
| Coffee | Jam | Mielie meal | Dish washing liquid |
| Sugar | Peanut butter | Potatoes | Mix up juice |
| Cremora | Cheese | Carrots | Chutney |
| Milk | Tomato | Tomato | Spices for cooking |
| Cereal | Apples | Onions | Salt |
| Oats | Oranges | Mince | Pepper |
| Cinnamon | Eggs | Spaghetti | Tomato sauce |
| Raisins | Mayonnaise | Stew meat | Oil |
| | Tuna | Braai meat | Drying cloth x 3 |
| | | | Dish cloth x 2 |
| | | | Washing powder |
| | | | Matches |
| | | | Firelighters |
| | | | Charcoal |
| | | | Tin foil |
| | | | Jik (where there is no clean water) |

Supper Menu ideas

1. Spaghetti & Mince - Spaghetti, mince, meat spices
2. Savory Mince and Rice - Mince, rice, spices, canned mixed veg
3. Stew & Rice - Veg, potatoes, stewing meat, stew thickener, rice
4. Braai & Salad - Braai meat, cabbage, mayonnaise, Mielie pap or starch, Tomato and onion relish
5. Chicken & Rice - Chicken, rice
6. Vetkoek and mince - Flour, eggs, milk, mince, oil, baking powder

I hope you find this helpful, please let me know if you have any questions. My email address is charlet@zam.co.za & my contact number in Zambia is +26 097 519 7006.

Looking forward to seeing you soon.
Charlet