

## Step-by-Step Guide for Leaders

Working alongside the Pursue charity, serving the poor in Kenya

This Guide will take you through all the tasks you need to complete in order to prepare yourself and your group for your Kenya trip.

### Stage 1: Application Process

- Go to <https://www.amoreurope.org/build> and fill in the online **Group Registration Form** for the Kenya trip. We will then send you a web link to a password protected 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.

**Note:** the deadline for all applications is **September 30<sup>th</sup>, 2023**.

### Stage 2: Preparing Your Group

#### Information Packs

Ensure each person in your group is given an **Info Pack**, including the following documents:

- **About Your Trip**
- **Fundraising Ideas**
- **Sponsor Forms**
- **Donation Slips**

#### 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.

#### Finance

Please ensure that the following financial systems and processes have been put in place:

- Familiarise yourself with the **Money Matters** section in the **About Your Trip** 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 following payment deadlines:
  - end of October 2023 — £500
  - end of January 2024 — £1,000
  - end of April 2024 — £1,500
  - by the 11 July 2024 — £1,950

*Please note, £1,950 is the estimated cost. The actual cost will be confirmed once the flights have been booked.*
- When sending payments to Amor Europe please remember to:
  - Use the **Payment Slips** provided;
  - Write the name of your group on the back of the cheque;
  - Update your spreadsheet and email it to us.
- 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

Read through the medical sections of your group's **Application Forms** and inform Amor Europe of any medical issues or conditions which have been reported.

Ensure each person in your group books an appointment with their own doctor or travel clinic to discuss vaccine recommendations.

Ensure each member of your group has a yellow fever certificate and brings it with them on the trip.

## 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.

## Visa

Amor Europe will arrange visas for your group.

**Well done!** — your group is now ready for their trip. Once you arrive at the airport all other practical arrangements (onward transport, accommodation, food, community actio, 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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