

AFRICAN HOSPITALITY INSTITUTE

Vocational Training & Mission Guesthouse



2015 Team Manual

A Community of Faith giving hope and transforming lives

AFRICAN HOSPITALITY INSTITUTE 2015 Team Manual



Section 1:
Uganda, AHI, & Etkingaala Ranch

ABOUT UGANDA

The Human Poverty Index ranks Uganda 72nd out of 108 countries with 2 million orphaned children. 60% of Ugandan children never complete primary school. 80% of the population is under 30 years old, 50% under 15. Most sponsorship programs end at 15.

Uganda has the 5th highest growth rate in the world and the 2nd highest fertility rate with millions of unplanned births.

Unemployment rates are out of control with 80% unemployment in ages 25-24. Nine million Ugandans live on less than \$1 per day.

Uganda is plagued by health problems including high rates of malaria, HIV/AIDS, tuberculosis, malnutrition, infant mortality, and maternal mortality.



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AHI is a community of faith committed to journey with those who want to step into a transformed life marked by hope, wholeness and new opportunities.

AHI MISSION STATEMENT:

AHI prepares vulnerable, unemployed young adults in Uganda to lead significant and productive lives that bless others. We accomplish this through a two year journey with an intentional mentoring community, character development and vocational training.

CORE VALUES:

COMMUNITY that fosters trust, collaboration, team work & health relationships

SUSTAINABLE PLANNING for the environment and income to support AHI

VOCATIONAL AND LIFE SKILLS TRAINING for young adults

CHARACTER EDUCATION in values and worldview

VOCATIONAL TRAINING & GUESTHOUSE

AHI was created in 2002 to provide vocational training to chronically poor and vulnerable youth; preparing them for employment in the growing tourism and hospitality industries in East Africa.

Students are admitted without regard to race, gender, or religion. Tuition and salaries are sponsored by the generous donations of individuals and organizations.

Visitors are warmly welcomed at AHI. Short-term mission groups and individuals stay at the AHI guesthouse while traveling or volunteering their services to the community.

Students gain hands on-training in an employable trade in the dining room, guestrooms, and landscaping the beautiful grounds at AHI. They learn teamwork and valuable job skills while they help provide comfortable lodging experience, quality meals, and gracious service.

AHI is attracting Hoteliers and Chefs from the USA, Holland, Italy, and Kampala to help training and recruit AHI graduates.

Your generous support will help young men and women who are hardworking and highly motivated to break free from unemployment and poverty.

MAGGIE'S VISION:

Maggie was self employed in the hospitality industry for 25 years in Kirkland, Washington, USA. She first visited the Cornerstone Ranch in 2002 as a volunteer with African Children's Mission. She moved to the bush of Nakasongola in East Uganda full time in 2006 to build and manage the Guesthouse and vocation program.

"My dream is to see AHI continue to grow into an intentional community where daily expressions of joy, hard work, and empowerment will provide a sacred space that nourished, challenges, and transforms both the guest and host; and perhaps even the larger community. We invite guests to participate with us."

-Maggie Josiah
Founder, African Hospitality Industry



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THE VISION

Tourism may be one of the most viable industries in Uganda to help reduce poverty and provide opportunities for its young population. One of the greatest drawbacks to creating stable tourism is the lack of trained workers. It is estimated that in Uganda over 60% of employees in the Hospitality Industry are Kenyan, because Ugandans lack the skills to work in this vital and growing sector.

Teaching an employable trade is a practical solution in helping developed nations break the cycle of poverty. Our approach caters to 'hand's on' training in Western hospitality skills which enables our graduates to secure employment in the global world. African Hospitality Institute offers a 2 year program to rural unemployed youth, 17 to 25 years old. We maintain a high staff/ trainer to student ratio for personalized training that stresses: service to others, life skills, in-depth character development, English language and literacy programs, computer training as well as using our elegant facility as the training ground to prepare our graduates to work in 5 Star Hotels. Attention to excellence in Customer Service is emphasized so that our graduates can be employed by other retail businesses. We believe that our students are 'Trained, Trustworthy and Transformed' by their experience of learning at our vocational training program. We provide our young people with creative tools to help themselves as well as their families, communities and country.

AHI is a private Guesthouse, unexpected out in the bush of Africa that cares for Short Term Mission teams of up to 20 people. Our Teams come from all over the United States and Europe – people who are looking to add significance to their lives by helping others help themselves. Many of our teams work alongside our business and surrounding ministries, as well as partner together with remote villages to raise funds and provide manual labor for needed projects like repairing boreholes, mudding and roofing nursery schools even helping to construct a brick and cement structure for local police. AHI also hosts other Ugandan NGO's for staff retreats and gatherings. AHI is not open to public.

AHI is attracting Hoteliers and Chefs from America, Holland, Italy and Kampala who donate their time to teach intensive trainings to our staff trainers and students. Our AHI staff trainers are young men and women that began as students here. Each trainer has a complimentary position in the business operation, either in the Kitchen, Dining room, Guestrooms, landscape and garden or maintenance and construction. Many of our guests feel they could be more effective if they could spend longer amounts of time teaching and training than offered to a short term team. We are now in process of building and furnishing mission homes for more affordable long term living.

Sustainability is one of our important goals both financially and environmentally. AHI builds only when funds are in hand; we carry no debt. AHI has constructed 10 self-contained Guestrooms and a dining facility with solar electricity and solar water heaters for Short Term Mission Volunteers to reside at while they work to help the isolated villages around Ekitangaala Ranch, located deep into the bush of Central Uganda. As an active business, we are working towards creating a healthy organization that will be able to sustain the daily operational costs of our vocational program through income earned at the Guesthouse, breaking free from 'donor dependence'.



AHI is solely responsible for funding all guesthouse and vocational school construction, staff housing, salaries and daily costs of operation for the vocational school and guesthouse. All USA donations are tax deductible; AHI is a registered 501(c)(3) non-profit corporation. By operating the guesthouse as a functional business, AHI is committed to reaching a high degree of self-sustainability.

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AFRICAN HOSPITALITY INSTITUTE BUSINESS MODEL

These four core values: Community, Sustainability, Vocational Training and Character Education, serve as the DNA or foundation of AHI's business model.

Community:

AHI recognizes that change is difficult when done alone. We all need the encouragement, support and energy of others to help us make changes in our lives and communities. For this reason, when students are accepted, not only do they have to sign a contract, but we ask their parents and families to contract with them and us to support the students for the two years it will take to complete the program. One way they do this is by agreeing not to seek or accept marriage proposals while they are in school. They must also agree to support the student's studies. These are significant sacrifices, but the support of community results in higher trust, student commitment level and a much higher likelihood they will complete the course of study.

At AHI we strive to create an intentional community that fosters unity, trust, collaboration, team work and healthy relationships. Community serves as a living laboratory for personal and professional growth. It is how the staff and students learn, practice modeling and apply new values and skills. Community also enables them to begin to hope and dream, grow a sense of personal responsibility and confidence, and reframe their life experience from that of a "helpless victim" to that of a "responsible leader who makes choices".

Sustainable Planning:

AHI desires to approach everything it does with sustainability in mind. Environmentally, AHI seeks to use local, sustainable materials where possible and relies on solar panels for much of its energy needs. Funding-wise, AHI has built 10 guesthouses that provide a local, sustainable source of income that helps to support AHI's programs. These guesthouses also give students the chance to practice and model what they are learning with real customers, making the training highly relevant and much more effective. Curriculum-wise, the training material has been developed so that the courses can be taught by local instructors and can sustainably scale or be reproduced elsewhere in Africa.

Vocational and Life Skills Training:

AHI provides practical vocational and life skills training. It offers training in the hospitality industry, which is important because skills such as cooking, hosting, serving and housekeeping can help students find employment wherever they go. In addition, life skills training in English, communication skills, budgeting, team leadership, conflict resolution and customer service provide transferable skills that will serve them well throughout their life and in any industry or business they pursue.

Character Education:

AHI believes that our values and worldview will affect our future as much as having strong job skills. Helping students change their worldview and character is just as critical for success as having good job skills. In countries or communities where poverty and disease is endemic, there is often a survival mentality that results in stealing, dishonesty, learned helplessness, etc. Character education seeks to help students develop a sense of pride and professionalism, trustworthiness, personal responsibility and reliability.

AHI STUDENTS:

- Experience unity and teamwork in a nonjudgmental and caring community
- Build hope for the future by learning restaurant, hotel, and professional domestic skills
- Learn life skills including the importance of hard work, self-motivation, and trustworthiness
- Develop practical communication and leadership skills
- Receive assistance in securing future employment



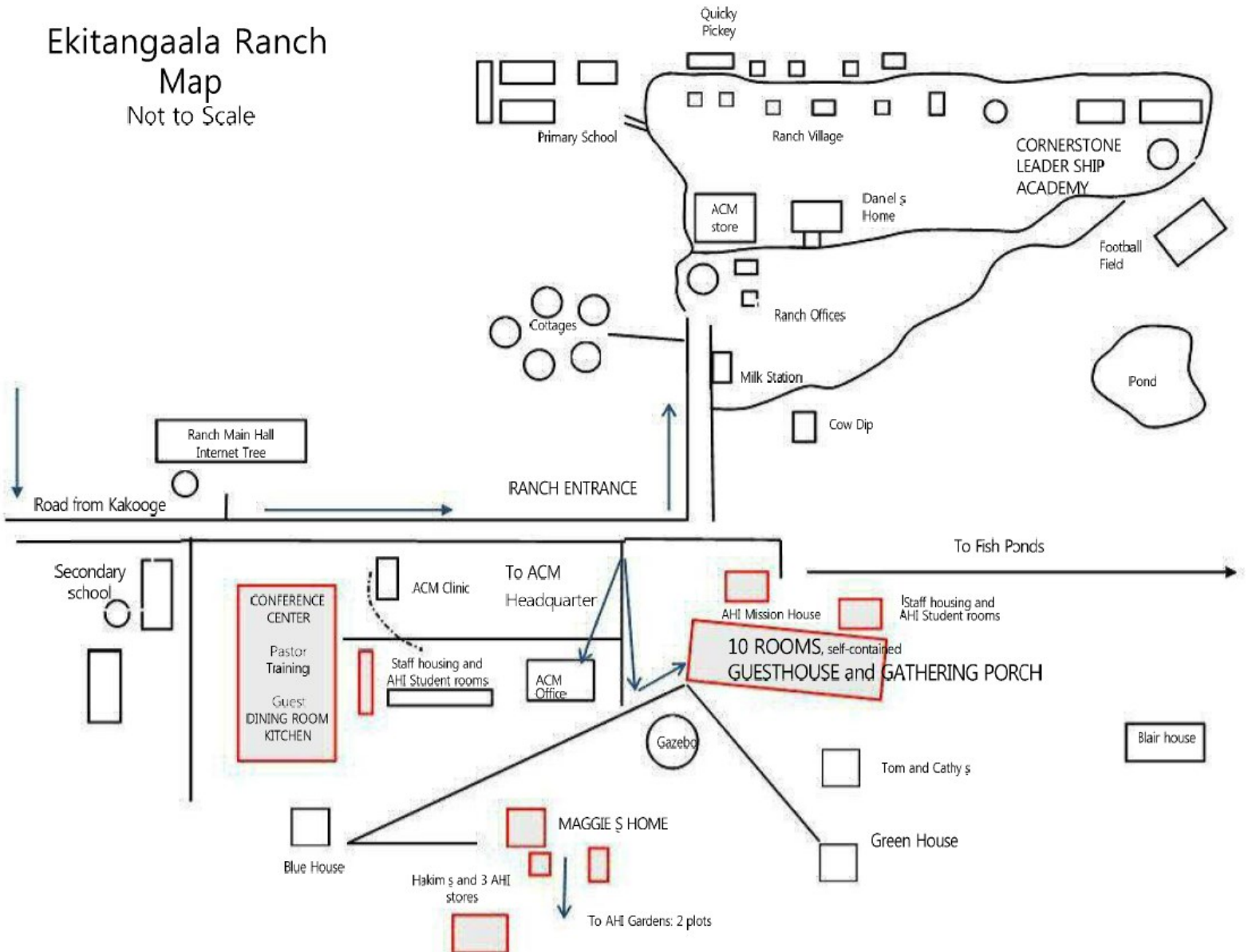
EKITANGAALA RANCH

Location: 100 kilometers [70 miles] North of Kampala—Size: 1,272 Acres—The ranch is located in Central Uganda in an isolated area called ‘the bush’. The ranch is located in the area is known as the ‘Luwero Triangle’ – the killing fields resulting from Obote’s return to power after Idi Amin was removed in 1980. Generational poverty has impacted this area with all of the devastation of alcoholism, AIDS, and a pervasive lack of educational opportunities.

It is an isolated area with limited transportation, no public utilities for running water or electricity, and unreliable and erratic communication services. The 2000-3000 villagers residing around the ranch live their lives as their ancestors did centuries ago: mud huts with grass roofs, often hauling water from nearby swamps, cooking on wood fires. Most people walk, the road conditions are terrible, malaria is rampant, AIDS continues to kill, last year 9 people were killed by machete over land issues. Most of the villagers are subsistence farmers; a few are able to earn \$1 to \$2 a day. Yet they remain resilient and full of joy.

The ranch community has grown over the years; the need for other schools located on the ranch was needed. An elementary Primary school now has 600 students and the Secondary School that opened in 2003 has about 400 young men and women. The Rotary Water Project will have a direct impact on this secondary school.

Ekitangaala Ranch
Map
Not to Scale



EKITANGAALA RANCH

History Cornerstone Development, African Children's Mission, and AHI

There are 2 non-governmental organizations [NGO] at Ekitangaala Ranch [Ekitangaala means 'light']. The organizations support one another and have created a unique community founded in humility and unity.

- African Children's Mission
- Cornerstone Development, Uganda
- African Hospitality Institute is a part of the Cornerstone family

CORNERSTONE DEVELOPMENT

Cornerstone Development began in 1988 to help in the rebuilding and development of that nation as it was emerging from this turbulent past. The Ekitangaala ranch community was first started as a large commercial dairy farm to create jobs and a source of income for programs that help underprivileged children. It is also the home of Cornerstone's first Leadership Academy [CLA]. The Academy's aim is to mold young people coming from poor backgrounds, but with high potential, into future leaders. These are 'Advanced Level' [college prep], that teach young future leaders from various religious backgrounds and different tribes to learn to live together as brothers and sisters.

AFRICAN CHILDREN'S MISSION

African Children's Mission [ACM] joined the ranch in 1996 to support the many orphaned and destitute children. The intensity of poverty, considered extreme, in this area leaves many with desperately few options for survival. AIDS, disease and war have left many orphaned or struggling to provide for their families. ACM provides child sponsorship programs for over 300 children, in addition, they operate a children's feeding program, feeding over 3,000 children lunch for free at many of the village primary schools. ACM also provides a medical clinic on the ranch that cares for the ranch and the outlying community of 3000 people. The nearest hospital is an hour drive away in an area with little to no transportation. ACM operates has a program in the Hoima area as well. ACM is responsible for building designs and the labor to install most of the plumbing and solar at the ranch. The Rotary Water Project will have a direct impact on the Medical Clinic as it relies on rain water water hauled in by truck. It will also benefit the ACM Staff members that live on ranch. They are hoping to also be able to increase the efficiency of water delivery for sustainable farming projects.

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African Hospitality Institute [AHI] came alongside these organizations in 2006 to support the many visitors that come to the ranch. Ekitangaala ranch is a tremendous destination for short term mission teams to volunteer their work out in the bush of Central Uganda. The elegant guesthouse has 10 self-contained rooms, using solar for lighting and water heating. The mission guesthouse is not open to public yet functions as a small hotel or resort offering excellent meals and quality service.

While caring for visitors to the ranch, AHI has developed a vocational training program, teaching hospitality skills to unemployed youth that are financially unable to continue their education. AHI offers an intense yet healing 2-year program that builds a solid foundation of growth and integrity. It is the first healthy 'home' for many of its students. It teaches character development and vocational skills including English as a second language. This vocational training prepares them to enter into the Tourist and Hospitality Industry for entry level positions as 'trained and trustworthy' workers. Plans are underway to create an irrigation system for farming and raising food which will have a secondary impact on the surrounding villages creating opportunities for men and women to come learn about better farming techniques and irrigation.

AFRICAN HOSPITALITY INSTITUTE TIMELINE

2002	Maggie Josiah originally volunteered with African Children's Mission. Maggie then came every year for 5 weeks from 2003-2005 caring for volunteer teams working in the community and developing the vocational program and guesthouse facility
2003	First 2 guestrooms constructed
2005	Field Director's home constructed, using house as school, kitchen, dining room
2006	Maggie Josiah moved full time to Uganda
	First class of 12 students / staff taken from local bush and village area
	2 more guestrooms built and additional staff Quarters constructed
2007	Remolded ACM Conference Center, moving AHI kitchen and dining facility into
2008	Staff quarters for 6 families and 2 more guestrooms built
	Staff began training to become teacher/trainers of all new incoming students
	First official class of students began in February
	Partnered with Rotary Club, Kirkland to install solar into all staff quarters
	Donation of 12 laptop computers from Nintendo for community training
2009	AHI incorporated as a USA 501(C)(3) under Cornerstone Development, Africa as their in country NGO [non-governmental organization]
	Graduation of 8 students – 7 out of 8 had secured employment within 1 month of graduation
2010	Construction of 4 more guestrooms began, now with 10 guestrooms total
	Eleven new students started February
	Upgrade of solar systems at Conference Center
2011	Upgrade of all solar at guesthouse and 4 new guest rooms were added
	Installation of 2 more solar water heaters and construction of Guesthouse lounging porch with outdoor fireplace, BBQ and outdoor kitchen.
2012	Second class to graduate 10 students December 1 – all had employment before graduation day. building of guesthouse lodge, install of solar water pump at bore hole
	Six new students started in February
2013	The Mission House (for long term visitors) broke ground in November and was completed in early January of 2013. Began sending 2 nd year students out to lodges for work experience.
	Five new first year students started in February while the six second year students complete their final year at AHI. All 5 found employment within 1 month of graduation. This is the first time AHI has ever had two overlapping classes of first year and second year students. Landscape of guesthouse.
2014	Class of 8 with 3 2 nd years.
2015	

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2015 Team Manual



Section 2: AHI Orientation

EKITANGAALA RANCH

WHAT TO EXPECT

African Hospitality Institute [AHI] is part of an intentional community of faith, united in spirit to Cornerstone Development-Africa, African Children's Mission, local villages and a growing international community. We are an intentional community out in the middle of nowhere, called 'The Bush'. Everyone here is broken and in need of God's healing. We all serve, cry, laugh, hate, makes mistakes, forgive, grow, and love one another.

Lower your expectations, let go of the romance, your confidence, your timetable, be a humble learner and jump right into our messy and foolish community that is impacting the Kingdom of God out in the bush of Africa.

AHI is not a resort for tourists. Do not bring fancy clothes. We recommend bringing over a small amount of used clothing that you can leave at end of trip. You will be living in much dust or mud. Women must wear long skirts in the villages – make sure they are roomy a ladies will need to ride a bike in them!

Respect the village customs out in the bush of Africa

AHI is not open to the public. We serve only short-term mission teams that volunteer to work within our community up to 4 weeks. AHI is a discipleship/ vocational training for young unemployed Ugandan men and women. We use our lodging guests for hands-on practice. Please have patience – our students are learning and for many of them you are among the first whites they have worked with.

Make new friends and experience living in community out in the bush of Africa

AHI is a sanctuary and refuge for weary travelers; many of whom are followers of Jesus and need refreshing. Please respect the quiet. Our grounds have been specifically designed for times of solitude and silence. 'God moments', where the presence of God can be felt and heard happen often to those who take the time to Be Still.

***Treasure the time and people you meet
God has given you a glorious gift. Don't waste it out in the bush of Africa***

AHI does NOT have Wi-Fi – **there is NO internet at the ranch.** You may be able to send one group email during your stay on the ranch and your telephone most likely won't work. You don't need to bring a lot of electronics. Be prepared to unplug, not talk with your family or friends and enjoy life at a slower less stimulating or addictive pace.

Give up illusions of control and live one day at a time out in the bush of Africa

AHI does not have a snack shop nor do we offer snacks between meals – we are a small non-profit trying to be about our Father's business. Meals are portion controlled; we have no ice or cold drinks to offer. If this is a need we do have African snack shops you can walk to or feel free to bring your own.

Allow yourself to feel hunger; everyone else does out in the bush of Africa.

AHI is not on the Urban Grid. Electricity is run by solar energy, is severely limited and NOT every room has a socket for charging. Should you want the guesthouse to have a larger electric capacity, we will be glad to accept your financial donations to upgrade our systems. Hot water for showers is also solar run and limited if it's a cloudy day or a large team takes showers at the same time. Laundry is painstakingly hand washed and difficult to dry on rainy, cloudy day and ironed with a charcoal non-electric iron. Please have even more grace.

Why did God bring you here to the bush of Africa? Live the Mystery of God.



EKITANGAALA RANCH ORIENTATION FOR OUR VISITORS

All of us at AHI welcome you to our community at Ekitangaala Ranch which is part of Ntuuti village, Kyeyindula Parish, Kakoge Sub-county, Nakasongola District in Central Uganda north of Kampala city. It is a very rural setting; all African cultures and traditions highly valued in the villages. We invite you to become a healing and vital member of our community not merely a tourist passing through. Your visit can have a tremendous impact. We pray that Africa will have a transformative impact upon you as well.

Accept people as they present themselves to you

We serve many different religions and denominations; and our goal is 'unity'. Do not be judgmental. Some will appear very Westernized, intelligent and eager to interact. Others may be desperately poor, dirty, ignorant and fearful. Some may be too shy to interact. Others may be too bold and ask you for money or your possessions. Avoid any preconceived notions. Let people come to you just as they are - looking for the hidden Christ in them and praying they see Christ in you. The only preaching we encourage is the way you live your life.



Africa will break your hearts



AHI is committed to breaking the bondage of dependency created by foreign aid. Believing that people are helpless or **need your help** is demeaning and causes great harm. We are each children of God and hold within us the power to live as competent adults. There are numerous programs and care provided for children, widows and those incapable of self-reliance. Because of this we insist that our visitors avoid any activities that promote dependence. [Know that Maggie will kill you if you do.] Do not promise or give away anything, not candy or school fees. When you asked for something; be firm in saying 'No'. For those struggling with their 'No's', let people know that you did not come to Africa for that need and you would love to just pray with them. If you have a compelling need to help someone, discuss it with an organizations field director beforehand. If approved be willing to do it **anonymously** through an existing organization here on the field. Abuse in this area will shorten your visit.

The dress code is another critical difference

It is seen as provocative to not comply with the village dress requirements, destroys respect and cripples building relationships.

Ladies wear long skirts (below knees) and shirts with sleeves when at schools or visiting the villages. Yes, that means you will have to ride a bike and participate in your community project in a long skirt. It's a good idea to practice before getting to ranch. Women may wear slacks, crop pants and sleeveless shirts at AHI facilities only. Bring clothes that can be discarded or ruined - great excuse for shopping at Value Village. Women, young ladies, please leave your short shorts at home; they are inappropriate even at Game Parks or in Kampala.



Men wear light-weight slacks, jeans and short sleeved shirts in village, but can wear tank tops or long shorts at ranch. Men, please bring boxer shorts, as our students are really shy around washing underwear. Bring strong closed shoes for bike rides and village visits – chiggers are a mean little bug that loves to burrow in your toenails, have to be painfully cut out and run rampant in our area. Sandals are fine around the ranch – they will get muddy. Finally, bring light rain gear.

EKITANGAALA RANCH ORIENTATION FOR OUR VISITORS

Our forms of transport are not the best

You need to be in good physical condition to work at the ranch. Once you are dropped at the ranch, you will not see a car until it is time to leave. We walk a lot. Bikes are very limited and need to be reserved in advance. For long distances or if you are unable to ride a bike, prior arrangements must be made. African Children's Mission's has a truck that can be rented if it is available on the day you request. Payment must be made to AHI in advance. We do not encourage the use of motorcycle taxis, Boda Bodas. Team members may only use these with prior approval and never in Kampala. Bodas are dangerous and the cause of most deaths and accidents in Uganda.



HIV/AIDS

Uganda has had a long period of struggling with killer diseases like HIV/AIDS and other sexually transmitted illnesses. Few people in the villages are willing to be tested. Most people do not disclose their HIV status until they are bed ridden due to the fear of stigmatization and rejection from the community. Avoid any contact that may expose you to illness or AIDS. AIDS has now surpassed malaria as the NO# 1 killer in Africa.

Do not engage in any sexual relationships with staff or students

Any situation of sexual engagement, even flirtation, with our staff or African national is terms for immediate termination of your visit and expulsion from Uganda. Women, you will be offered numerous marriage requests. Claim a serious relationship in USA to quell this. Team members, men and women, remember that what might feel like a fun fling to you would be a devastating loss to an African national. This would be another quick trip to airport.



Malaria

A malaria vaccination does not exist. Do take malaria prevention drugs, use mosquito nets, smear on insect repellants especially in the evening and in case you are not feeling well, go to the clinic immediately to be treated. Take the threat of malaria seriously; malaria still kills in Africa. There is no source of malaria treatment in USA. Your team leader should take a treatment box back to USA.

Please, come as a humble learner and at the same time a great teacher

You have much to teach us and we are eager learners. And, you have even more to learn from us, be teachable. We may have much more to offer to you than you have for us! AHI's core is transformation, American and African. The Key is a desire to change. Our fellowship porch was built for much prayer, tears and laughter. God is here and all of our bushes are 'afire' - if you have eyes to see and ears to hear.

We do expect you to return!!!

Together, as we each change, we are changing the world.

OPPORTUNITIES TO SERVE AT AHI

LABOR PROJECTS



- Ahi facility & property repairs (Solar, mechanics, etc.)
- Landscaping and Gardening



AHI MENTORSHIP OPPORTUNITIES



- Reading class with first year students
- Computer class with second year students
- Management training for AHI staff and trainers
- Job interview practice with first & second year students
- Cooking demonstrations with trainers and students
- Men's and Women's bible study



WORKSHOP IDEAS

- Counseling workshop (personality tests, PTSD, etc.)
- Business/management basics
- Finance workshop (the importance of saving your money, how to keep track of your finances, retirement, etc.)
- Western culture (for students who hope to work in a resort/lodge that caters to Western culture)
- Health & hygiene basics
- "Ministry outside the church" workshop (how to share/live out your faith in a non-church environment)
- Deepening your faith/what it means to be a disciple seminar
- 5 Love Languages workshop
- Spiritual gifts workshop
- Conflict resolution & confrontation workshop

COMMUNITY OUTREACH OPPORTUNITIES

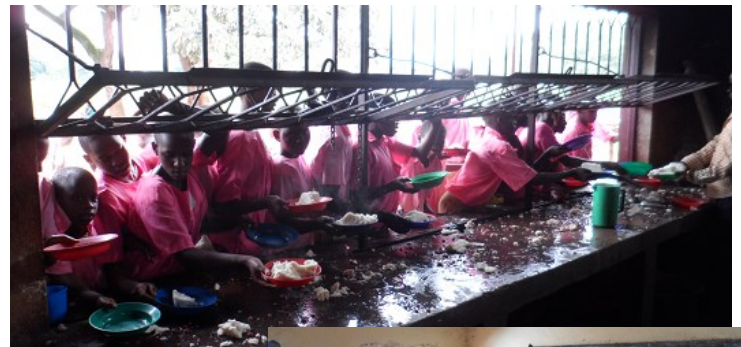
OUTDOOR LABOR

- Mudding at local schools
- Borehole (well) repair in local community



COMMUNITY INVOLVEMENT

- Serving lunch at primary school
- Recess/play time/reading with children at nursery or primary school
- Working with special needs children at local schools
- ACM activity day
- Teacher trainings for local schools
- Possible opportunity for teaching classes with children, if requested in advance
- Jewelry workshop in the village (learn to make paper beads & share new ideas with women)
- Sports clinic at local schools
- Parenting workshop at nursery school



MEDICAL OPPORTUNITIES

- Community medical work
- Deworming at local schools
- Dental clinics: Training community member in basic dental assistant skills or training basic dental hygiene at local schools and pass out tooth brushes/floss to students
- Nursing clinic

Please Note: Any additional ideas for activities and workshops are always welcome.. A list of your ideas, skills & areas of expertise should be e-mailed to A.H.I. director, Maggie Josiah (josiahmaggie@gmail.com), several months before your visit so that your activities may be confirmed before your stay at the African Hospitality Institute.

AFRICAN HOSPITALITY INSTITUTE

2015 Team Manual



Section 3: How to Prepare

BE PREPARED BEFORE YOU ARRIVE

Before you board an airplane, take the time to learn about the political, cultural and economic environment of Uganda. Learn at least a few key phrases in the country's language. Even a modest command of the local language will go a long way. Make sure you follow the laws of the country. Make sure your family has our contact information in case of an emergency: Phone: 0774033392 (texting is best) / email: josiahmaggie@gmail.com

TEAM MEETINGS

There is a reason for Pre-field Meetings. They are essential to enhancing and deepening your experience and the impact you might have in Africa. Take these meetings seriously. On the field, we can tell whether teams have spent time together, bonded and take their visit seriously. Get together often, be real and share yourself. Spend lots of time debriefing before you arrive, while you are here and especially when you return home. AHI recommends teams to read together, "When helping hurts" – a book on dealing with poverty. This trip could change your life forever, don't miss out.

MEDICAL PREPARATIONS

Visit your doctor to plan for your trip. Certificates are required for vaccination against yellow fever. Check current medical advice on typhoid, cholera and hepatitis. Get immunized: Stop worrying by getting the right immunizations. Also visit your dentist, who needs a lion-size toothache?

Be smart about malaria: This is your biggest health risk in Africa, especially south of the Sahara. Rely only on advice from travel health specialists. It is advisable to start anti-malaria medications prior to arrival and continue after leaving East Africa. Protect yourself from insects: Malaria, dengue fever, and yellow fever are transmitted by bug bites. Cover up with clothes, use insect repellent, and sleep under a mosquito net.

Teams must also secure their own medical evacuation insurance arrangements for the time they will be in Africa. Suggestion located at back of manual for vendors. AHI uses: HCC Medical Insurance Services, 1-800-605-2282 / 317-262-2132 / orders@hccmis.com

MEDICAL/TRAVEL INSURANCE

Adam Bates

Insurance Services of America
1757 E. Baseline Road, Suite 126
Gilbert, AZ 85233
Telephone: 800.647.4589 or 480.821.9052
Fax: 480.821.9297
Email: adam@missionaryhealth.com
Web: <http://www.missionaryhealth.com>
Let Adam know you are working with AHI

MEDJET

1-800-963-3538.
cost (the last time I checked) is \$205 for a one-year policy with unlimited dollar amount coverage.

MEDJET transports the patient in one of their own planes, which is equipped as a hospital intensive care unit with a specially trained medical team, from a hospital anywhere in the world to the hospital of your choice.

TRAVEL

Many airlines now regularly fly to East Africa: British Airways, Egypt Air, Ethiopian Airlines, Kenya Airways, Air Brussels, South African Airways, KLM and more. At AHI, we request your sending agency or church to book your airline reservations together. Multiple arrivals are difficult and expensive to accommodate.

If you need assistance, we recommend these two travel agencies:

Milagro Meetings & Travel, Inc.
Mimi Salinas
817-4200-9551 office
mimi@milagromeetings.com

Mission Travel
Chris N
888-839-8850
chris@missiontravel.org

ACCOMMODATIONS

If you need to stay in Kampala, a number of decent hotels are available to fit every budget; but, quality of service and quantity of rooms vary greatly. Rooms are usually shared. Bathrooms may not be private. Not every hotel or restaurant has Wi-Fi.

WHAT TO PACK

All luggage needs to have identification labels inside and outside. Most airlines have a two bag limit of 50 pounds each.

CLOTHING

The best clothes to take are cotton material; synthetic materials can become very sticky. Pack the following items:

- A dress outfit - smart trousers/ long skirt with a blouse (for church)
- A selection of casual wear - trousers, jeans, modest skirts, t-shirts
- A light rain jacket
- Long sleeved tops or shirts or light weight jackets for cool evening/mornings
- Nightwear
- A sun hat, baseball cap, or bandana
- Sandals or flip-flops, walking boots, rainboots, sneakers, or shoes suitable for rough terrain or to ride bikes
- Padded bike shorts
- Socks and Underwear
- Swimsuits, beachwear, shorts if going on Safari
- Rucksack/ daypack

Note: Laundry services are provided- please keep in mind as you pack.

Note: Women can wear trousers and sleeveless tops in Kampala and on AHI property only – skirts and short sleeve everywhere else.

MEDICAL

Be prepared: A well-stocked, sterile medical kit, is vital. If you're on an adventure trip, such as river rafting on the Zambezi, consider getting basic first aid training first. These are important to bring:

- Malaria tablets – If taking Doxy, you can buy enough for Pre-Trip dosage and buy the rest much cheaper in Uganda
- Pain Reliever
- Antiseptic cream/gel
- Wet wipes
- Travel sickness tablets
- Anti-itch cream or gel in case of bug bites
- Antidiarrheal medicine
- Antacid
- Laxatives
- Sleep Aid
- Band-Aids, Gauze & Adhesive tape
- Blister ointment
- Ear plugs (highly recommended during rainy season)
- For prescribed medicine, bring enough to last the entirety of your visit in Uganda

TOILETRIES

- Sunscreen (SPF 30 and above).
- Mosquito Repellent (40% deet and above)
- Toothbrush/toothpaste/floss
- Aloe gel
- Face wash and lotion, if needed
- Shaving razor
- Deodorant
- Shampoo/conditioner
- Contact lenses & solution, if needed.

NOTE: AHI provides soap, a wash cloth, a hand towel, and a body towel for showering

IMPORTANT: Do not bring electric hairdryers, curling or straightening irons, or clothes iron

WHAT TO PACK

CARRY ON LUGGAGE SUGGESTIONS

- Reading book, Kindle and /or Bible
- Personal money
- Indigestion/ travel sickness tablets
- Travel sweets or snacks you want
- Small note pad and pen (always handy)
- Cards/Games

PAPERWORK

- Passport & Copy of Passport
- Visa to get into Uganda – In most cases, this can be purchased directly at the airport once you arrive in Uganda, in this case, you must have \$50 cash
- Proof of *yellow fever* shot for entry into Uganda
- Contact Information, Map, and Embassy Information
- Bible
- Small note pad and pen
- Reading book and/or magazines
- Personal spending money (Crisp \$50 bills dated no earlier than 2006 to exchange in Kampala or at the ranch)
- Snacks or sweets for traveling or during stay in Uganda

MISCELLANEOUS

- Small battery operated fan
- Sunglasses
- Camera and charger, film & batteries if necessary
- Binoculars (recommended for Safari)
- Battery powered alarm clock
- Flash light or head lamp with extra batteries for walking in the evening
- Deck of cards or small games for free time
- Electricity adaptor



WHEN YOU ARRIVE

WHEN YOU LAND

- Before you leave the plane, we suggest putting on some bug spray. Even if you are taking a malaria preventative, using repellent will further lessen your chances of contracting malaria.
- Make sure you have the AHI contact information in case of an emergency:
Address in Uganda: PO Box 9242, Kampala, Uganda.
Phone contact: 0774033392 [Maggie at AHI] [Texting is best]
Emergency email contact: josiahmaggie@gmail.com

IN THE AIRPORT

IMMIGRATION—When you land in Entebbe you will go through immigration first. You will have to carry your carry-on downstairs and walk to immigration entry - just follow people. You will show your passport, the entry card you will be asked to fill out on the plane or at the terminal entrance, and maybe your shot record. There are signs hanging from the ceiling to indicate which line you should enter. Look for the one for "Non-resident" or "Others".

VISA—Anyone who does not have a Uganda visa should enter the line on the far left that says "Buy a Visa". You no longer have to fill out an application for a visa. Have a crisp \$50 bill dated no earlier than 2006 to pay for visa. They check the passport, take your picture and give you a receipt and stamp your passport. On the entry card (Arrival Declaration) you will be asked for your address in Uganda. It is P.O. Box 9242, Kampala. Reason for visit: "visiting friends and tourist". If you are staying longer than a month – ask to be stamped with a 3 month visa.

BAGGAGE CLAIM—Go to baggage claim. Get a baggage cart first, then go to the conveyer belt area. Check to make sure you have all your bags. Check each one against your baggage claim tickets.

MISSING BAGS:

- Make a report at the lost luggage office before leaving the baggage claim area
- Have a copy available of AHI Contact Information and Directions to the Ranch from the Team Manual
- The airlines are required to deliver missing bags free of charge—They will argue, be firm, polite and state your rights according to your airline. They will deliver to the ranch. They have a contractor who does this for them. Give them direction sheet with contacts.
- Fill out their paperwork. Make sure you get receipt, tracking number, and telephone number to call back

Note: The drive to AHI can take 2 or more hours. There are restroom in the baggage claim area, you should use the restroom prior to leaving the airport.

CUSTOMS—Next you will go through customs. Look for the sign that says "Nothing to declare". If you just walk right through looking like a tourist, they usually won't even stop you. If you have large or unusual looking bags or boxes they may want to know what is in them. Tell them you are a short term missionary visiting Cornerstone; they will most likely wave you through. Cornerstone is well known and respected and has always gotten a pass for our visitors/ You can also indicate that "my bags contain my personal things that I will wear and use while I am here". Don't tell them anything specific unless they ask for details or ask you to open the bag.

If you indicate that anything is new or that a gift, you will be charged duty on it. If you have any new items, it is best to remove the price tag when you pack. If they continue to question, you can say that you are going to a remote area "up country" to minister to orphan children and the items you have are what you will be using.

If they ask specifically, tell them what is in the bag. If they insist on seeing everything and say you have to pay customs and you can't sweet talk them out of it even by saying, "Please, sir, it's for work with orphan children in a remote area," then you will have to pay the duty. No one has had to open their suitcase, we hope that doesn't change. God usually gets everyone through without any problems.

GETTING TO AHI

LEAVING THE AIRPORT—When you leave customs, you will go through double wooden doors then through glass doors straight ahead to the outside of the terminal. A Taxi Driver or AHI Rep will be waiting outside, beyond the glass doors. Look for a sign with AHI or your name on it.. Count your bags as they are loaded into the car.

DRIVING TO AHI

- If you arrive during the day, you will drive through Kampala and straight to ranch,
- If you arrive at night, you will be driven to hotel. The hotel may or may not have internet or breakfast included. The driver will pick you up in the morning to drive you to ranch.
- Let driver know if you need to exchange money or stop in Kampala
- The drive to the ranch is approximately 2 hours, but can take much longer in traffic.
- Please have driver text AHI [0774033392] when you turn off main road onto dirt road
- do not take photos when driving through Kampala and on main roads through towns and villages—Taking photos in the city is considered very offensive, and can lead to arrest or stoning



WHILE IN UGANDA

CLIMATE:

East Africa enjoys ideal weather conditions ranging from the warmth of the lowlands to the coolness of the highlands. Temperatures range between 21C and 31C all the year around. Rise early and stay out into early evening: "Most African countries still run on solar rhythms, so the day begins before dawn, fades in the afternoon, and has a second wind in the evening as things cool off. Review 'What to bring' for packing suggestions. Respect the heat: Take time to acclimate, drink plenty of bottled water, and take it easy in the heat of the day.

Think before you take a dip: Schistosomiasis (also known as bilharzia) is a parasitic-carried disease that you can catch by swimming, bathing, or paddling in fresh water lakes in East Africa.

Protect yourself from insects: Malaria, dengue fever, and yellow fever are transmitted by bug bites. Cover up with clothes, use insect repellent, and sleep under a mosquito net. Remember to reapply before you go to dinner because the sun will go down before you walk back to your room after dinner.



SECURITY

Be Safe. Precautions should be taken as in any major city. Be aware of your surroundings. Remember that you're a visitor from one of the world's wealthiest countries traveling in one of the poorest places on earth. Travel as lightly and as modestly as possible, without flashy expensive jewelry, gadgets, or lots of luggage or bags.

Don't wear expensive jewelry. Thieves are known for snatching it off you even while sitting in a car in traffic. If you carry a purse, camera bag, electronics, or any other item with valuables hold onto tightly, purse snatching happens. Hold equipment on your lap or in a bag with the strap wrapped around your wrist or ankle. Leave your electronics at home, come over to Africa to unplug and enjoy building relationships in a most amazing community. Use a waistband pouch: In pouches you can safely stash money, credit cards, a passport, and airline tickets close to your body, where it's less likely to be snatched.

AHI has a safe to store import papers and money. Place all travel cash, passports and tickets locked in the AHI safe. At the Guesthouse, your possessions are safe in your rooms, although we ask you not to tempt anyone unnecessarily. Keep your items and money stashed in your suitcase when not in your rooms. If they are left outside unguarded, they may disappear. Remember we are part of community, many villagers and other school students walk the property.

At the ranch and out in the villages, AHI will provide you with a guide to help navigate the terrain, Luganda language and culture. Make sure your team leader or AHI staff knows where you are going at all times. Never go into the villages alone. We ask that you respect the cultural differences and needs of our community.



Avoid political gatherings or protests: Be smart—even if you're curious, stay away. Both can turn violent quickly. Avoid drugs, alcohol, and unprotected sex. Dress modestly.

Keep in mind at all times, that even though you may not consider yourself wealthy, you have much more than the average Ugandan can even imagine.

WHILE IN UGANDA

DRINKING WATER

We recommend that you do not drink tap water. All drinking water at AHI is filtered. Buy water bottles in city or on safari.

FOOD

Beware of Street Vendors - some may be legitimate with a loyal following and then again they may be serving you 'road kill on a stick'. Be careful of eating fresh vegetables – make sure food handling is sanitary. However, if a local villager offers you food at their home – EAT IT! It is a great sign of respect for one who has so little to want to share it with you – be humble and God will take care of your health.



WHILE IN UGANDA

MONEY

Uganda uses Schillings as their money exchange. The exchange rate varies from day to day. Go online to see current rate of exchange and don't expect it to be the same when you arrive. To make it simple think of 2 to 1. Estimate 10,000 Ugandan schillings equal to \$5 or a bit better.

You will need \$30 US cash for buying your visa on arrival at the airport in Entebbe if you don't have one already. Most people bring \$100 - \$200 for souvenirs. If your stay is an extended, one month or more, you will have opportunities to go to town for a night to go shopping and have dinner at a nice restaurant meal, etc. A trip to town should cost \$20-25. You will need cash if you decide to go on a Safari. It should run \$300 - \$600, depending on how many people go in your group.

Bring only new \$50 or \$100 bills dated no older than 2006. The bills should be in very good condition without wrinkles, tears or marks on them. At best, you will get a poor exchange rate on anything smaller than \$50 and they really don't like to take small bills at all. Also, the exchange bureau (Forex) will not take bills issued prior to the year 2000. You may need to call your bank a week in advance to ask for new/good bills if you will be taking a lot of cash with you. Most places do not take credit cards. However, you can use credit cards in the airport shops on your layover in Europe.

In cities, do not give money to panhandlers. In villages, do not give money or even candy to children or others that look in need – Ministries are here that care for them. If you must give something away – work with ministries on site and give anonymously.

In money matters treat others firmly with respect. Often in Africa it is considered foolish to not ask an American for money – as someone just might give it. However, if you say NO, no feelings are hurt and your relationship can grow. At AHI, no one is to give anything away – handouts might make you feel better, but they are disrespectful, demeaning, and create a dependency mentality.

BANKING

International banks operate in Uganda; including Barclays, Standard Chartered and Stanbic. Foreign exchange bureaus operate where you can exchange dollars for schillings. Some ATM machines can sometimes be found – use at your own risk. Very few, but the upper scale hotels and stores, accept credit cards.

TIPPING

AHI Teams are requested to include a 10% gratuity in overall cost for our staff and students who serve you. These tips are pooled and portions given out each quarter and are greatly appreciated. The traditional gratuity to safari guides or a billing with other ministries like ACM are NOT included in the price of your stay at AHI but is completely discretionary. Our general recommendation is to tip moderately - in accordance with the level and quality of service provided and do not give directly to any one server – give to manager to ensure tip is pooled.



The following guidelines are generally accepted practice (per person): Safari guide(s) – USA \$10 per day per person; Lodge or resort staff - US \$3 - \$5 per day per person, these are pooled tips to be shared among the housekeepers, waiters, bartender, etc.. For porters, waiters at hotels and taxi drivers in cities, the customary tip is approximately 10%.

WHILE IN UGANDA

PHOTOGRAPHY

Understand and respect cultures: For some cultures, it may be against their religion or beliefs so always ask before you shoot. The people you will meet are very friendly and welcoming people but they can be extremely sensitive if people take their photograph.

Do Not take photos when on the main road or in towns or cities. Taking photos in the city is considered very offensive, and can lead to arrest or stoning. You can also be arrested if you take a photo of a police or military personnel, a government building or auto.

You are free to carry your cameras and take snaps as much as you want, but seek people's permission first. Be responsible and polite. Protect your equipment at all times – NEVER leave it sitting out no matter how safe you feel the surroundings! Children love to see their image on digital screens. Be firm in not letting children use your camera. Also, do not promise anyone to send them copies of their photos through AHI. You are welcome to bring copies over on return visits yourself.

Though some types of film are available in many of the shops in the cities, it is advisable to bring film and batteries with you.



SAFARIS

On safari, your meals will likely be included in your package. The travel agent AHI uses is Global Interlink. You can make your reservation in USA online without worry. They will pick you up at ranch and drop you at airport or back to ranch – whatever is needed. A pair of binoculars will prove extremely useful for the keen game viewer.

Listen to and stay with your guide. Animals living in game reserves are wild and unpredictable. Respect the animals' space. Too many times, the viewers forget that they are the intruders,. Stay still and keep the distance instructed by your guide.

Do not make sudden movements: That can startle a wild animal and charge. Act as your guide advises and keep your movements, slow, controlled, and steady. If you come face to face with a lion, don't panic and don't scream, the animals are just as scared as you are if caught off guard.

Don't push your driver to get too close for that last great photograph. Don't challenge your driver to prove that it's wise to drive through a pride of lions. Any interference with nature can do you and the animal's possible harm. Don't offer a bigger tip to cross that line.



A FINAL THOUGHT

BE FLEXIBLE. I have a plaque in my kitchen that reads: 'IT IS WHAT IT IS'. It helps me to remember to take a deep breath, knowing everything works out in the end. Africa can be quite frustrating, even maddening if you are demanding the service, speed or quality of the developed world. Life is quite different here. Relationships are more important than being on time. Waiting due baffling delays is the norm. Customer service has yet to be practiced. Everything you do will take a long, long time from ordering a simple meal, to internet, to traffic jams and a 2 PM meeting may finally begin at 4. Africa is an amazing country to learn to 'Be Still' – being a contemplative helps. Enjoy it!

ALL OF US AT AHI ARE EXCITED TO MEET YOU;
TO PLAY, PRAY, SING, CRY AND DANCE TOGETHER.
MAKE IT COUNT!

WHILE IN UGANDA

SOLAR CHARGING DO'S AND DON'T'S



Our solar systems do not have much capacity and are turned off during the day. During cloudy weather, the power may go out in certain areas. Flashlights or headlamps are advised.

All power in the rooms is 220 volt AC. Ensure all of your chargers and power supplies for computer, cameras, phones, etc. are rated for that voltage. Most are dual rated and will work on the normal 220volts for Europe and Africa, in addition to 110 volts used in the US.

Please turn off the wall plug switch and any lights to conserve power when not using it.

ITEMS YOU CAN USE AT THE GUESTHOUSE

Only Small equipment can be used or charged:

- Computers
- Cameras
- Cell Phone
- iPhones or Pads, Tablets, Kindles

DO NOT BRING OR USE THESE AT THE GUESTHOUSE

These items can damage the solar system:

- Any 110 volt equipment that is not dual rated for 220 volt AC
- TV or DVD players
- Sewing Machines
- Any equipment that requires heat:
 - Hairdryers
 - Hair curlers, straighteners, or curling irons (butane gas curling irons can be bought online)
 - Electric tea kettles or espresso machines
 - Clothes iron
 - Coffee or Hot Water Makers



**If you have any questions,
do not use until you have
been given permission.**

LIVE THE QUESTIONS

Ponderings for Short-Term Missions Guests
Taken from Tim Dearborn's Short-term Mission Workbook

1. Who am I? What can I learn about myself?
2. Who is God? How can my understanding of God grow?
3. Who are we? What can I learn about community and the Church?
4. What is the impact of culture on faith? How can I see life and the gospel differently because of what I've experienced?
5. What's wrong with the world? What can I learn about justice, poverty and the causes of suffering?
6. What does it mean to be a follower of Christ? What can I learn about discipleship?
7. What's of value? What can I learn about my lifestyle?
8. Where am I going? What might God call me to be and to do as a result of this experience? What can I learn about my vocation?

TWELVE INSIGHTS

1. It is not the church of God that has a mission in the world, but the God of mission who has a church in the world.
2. That which is yet to be done in the world is far less than that which has already been done.
3. People are more alike than their cultures.
4. Love is the universal language.
5. Short-term mission is a treasure hunt.
6. In cross-cultural encounters we are meeting long-lost, distant relatives.
7. God goes before you – you are catching up on a conversation that God has already begun.
8. God does not send us to be critics.
9. In the treasure hunt of grace, our encouragement and affirmation of people may be our most significant ministry.
10. Our privilege is to lift Jesus up in deed and word.
11. The quality of our love as a team may be our greatest witness.
12. God will not call us to do something without also giving us the resources to do it.



WHILE IN UGANDA

LUGANDA PHRASES

Good morning (How was your night?)	Wasuze otya nno?
Good afternoon (How was your day?)	Osiibye otya nno?
Fine (Response)	Bulungi
How are you?	Oli otya
<i>Response</i>	Gyendi
Have a nice day	Siiba bulungi
Good night	Sula bulungi
Farewell	Weeraba
My name is	Erinnya lyange nze
Well done	Gyebale
Thank you	Webale
Thank you for your work	Weebale emirimu
You are Welcome /OK	Kale
God Bless you	Mukama akuwe omukisa
Praise God	Mukama yebazibwe

CHECKLIST

ACTIVITY	BRING COPIES AS PROOF	DATE COMPLETED
Determine dates and costs Confirm with AHI	All reservations, projects and payments must be made in advance	
Read AHI Team Manual www.ahi-ug.org	Copy, sign and bring with you: Release of Liability	
Fill out Team Application	As needed, give to Team Leader	
Spend time praying, bonding, and sharing your stories with team members	Spend lots of time!!!	
Fundraising	Obtain AHI video, crafts or greeting cards as needed	
Have valid passport for international travel	Make copies to bring with you	
Buy airline ticket and send to AHI itinerary confirmation and transport needs Save receipt = tax deductible	Make copies and bring with you, request mission letter/ affidavit of purpose if needed	
Purchase Emergency Travel Insurance AHI uses: HCC Medical Insurance Services 1-800-605-2282 /orders@hccmis.com	Make copies and bring with you	
Medical shots for yellow fever	Have yellow Health Card completed by registered medical	
Travel health card Save receipt = tax deductible	Bring with passport and make copies	
Review Packing / what to bring list	Try to unplug – leave technology behind. <u>There is no WiFi</u>	
Pack medications, valuables, and cash in carry on	51lb. only per suit case	
Any allergies or food issues	AHI needs to know in advance of arrival	
Money Matters	Bring only crisp, new \$50 or \$100 to exchange for Ugandan schillings	
Lost luggage	Read information: "When you arrive" in manual	

AFRICAN HOSPITALITY INSTITUTE

2015 Team Manual



Section 4: Important Information

CONTACT INFORMATION—PRINT & BRING WITH YOU

Maggie Josiah	Field Director, AHI
Phone	011-256-774033392
Email	josiahmaggie@gmail.com
website	www.ahi-ug.org
Peter— Taxi	011-256-772429671
Mathias Bukenya— Taxi	011-256-772361281
Tim Kreutter	Director of Cornerstone Development, Africa
Phone	011-256-772413206
Cornerstone office	011-256-414251910
Phillip	011-256-711877777
	ojokph@gmail.com
Kampala US Embassy	
Phone	011-256-41-259-791 also 792, 793, 795
Email	General Email: KampalaWebContact@state.gov
	Visa Inquiries: KampalaVisa@state.gov
USA Emergency Contact:	Eastside Foursquare Church
Emergency: Brandon Brazee	1-608-215-2456
Emergency: Steve Lowber	1-425-791-8160

Kampala at (256) (414) 259 791, ext. 6137. In the case of an emergency outside business hours or during any suspension of public services American Citizens may reach the Embassy duty officer by calling (256)(414) 259 791.

American Citizens are urged to register and update their contact information with the U.S. Embassy in Kampala. The U.S. Embassy is located at Plot 1577 Ggaba Road. The phone number is (256) (414) 259 791, ext. 4137, fax (256) (414) 258 451, and email: KampalaUSCitizen@state.gov. Updated information on travel and security in Uganda may be obtained from the Department of State by calling 1-888-407-4747 within the United States, or, from overseas, 202 -501-4444. American Citizens should consult the Department of State's Country Specific Information for Uganda at <http://travel.state.gov/>

CONTACT INFORMATION—PRINT & BRING WITH YOU

Directions to African Hospitality Institute Cornerstone's Ekitangaala Ranch Uganda, Central Uganda, East Africa

The Ekitangaala Ranch, owned by Cornerstone Development, Africa, is between the two bigger towns of Nakasongola and Luwero in Central Uganda. You have to turn off the main road going east at a small town called Kakoge.

If you are coming from the **North / Gulu**, you will go past the town of Nakasogola first and then after about 15 minutes get to Kakoge. If you are coming from the **South / Kampala** [about 80 kilometers] you will drive through the town of Luwero, continuing north for another 4 kilometers.

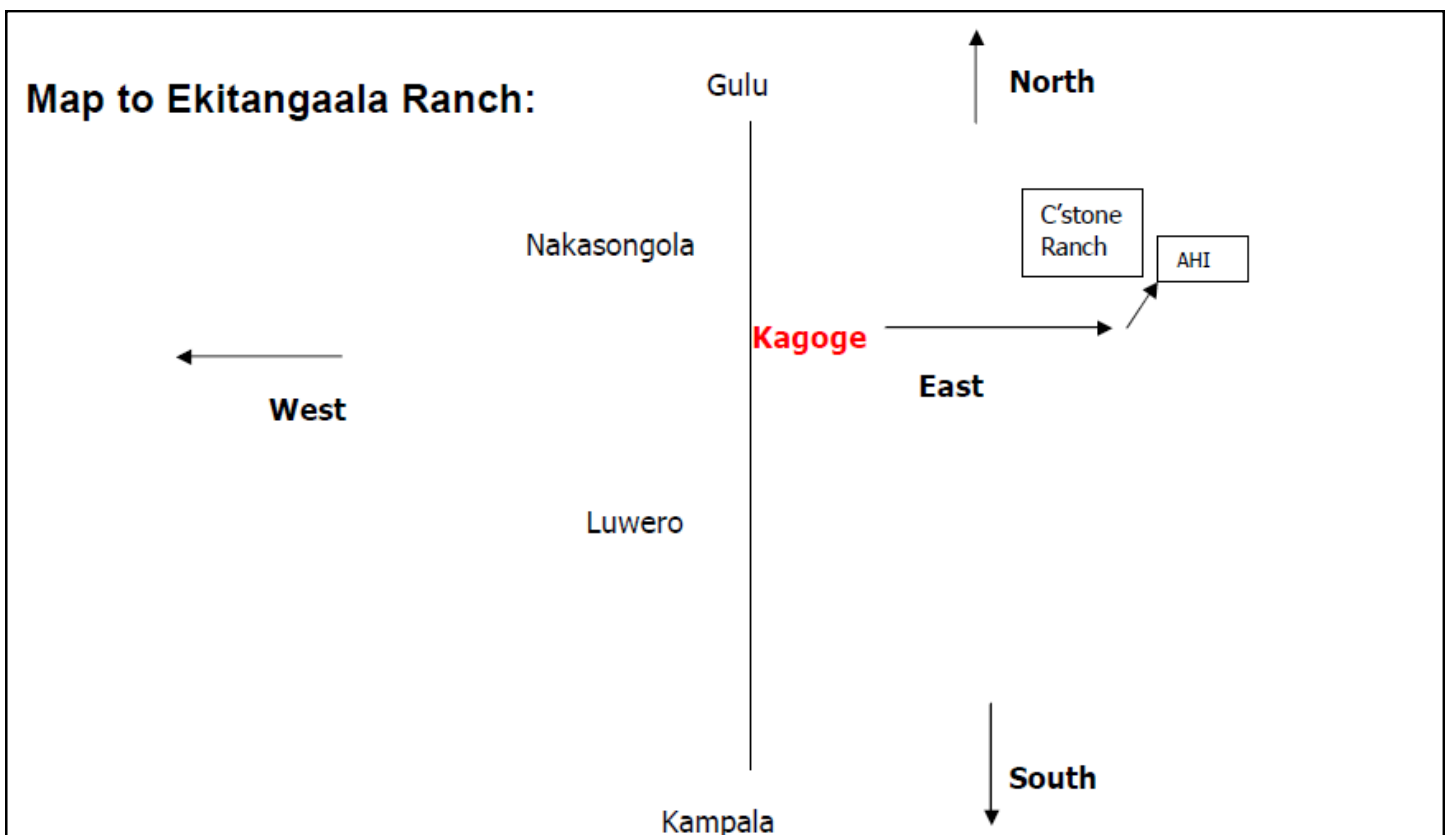
At the north end of the town of Kagoge, there is a road you will take to go east. As a land mark, there is a **6 foot high cement cow** standing next to our signboards for Cornerstone Leadership Academy and Ekitangaala ranch.

Turn East, onto a dirt road. Go about 11 kilometers [20-30 minutes] and you will come to another junction with signs for the Ekitangaala schools/ranch/Cornerstone Leadership Academy. Everyone on that road knows us so you can ask for directions if you need to.



That second junction is the driveway to the ranch. Go in about 2 kms and you will start seeing schools and other buildings. You will turn right to get to AHI and Maggie's place. There is a small sign that says African Children's Mission headquarters at that turn. AHI has no signs, but everyone knows where Maggie is, so just ask.

When you reach the Dancing Cow at Kagoge – please text Maggie's number so we can properly greet you at the road to bring you to our Guesthouse!



REGISTRATION, RELEASE OF LIABILITY & POLICY ACKNOWLEDGEMENT

African Hospitality Institute, Uganda, East Africa

This form must be completed and on file before you will receive a room key

Name: _____ Dates lodging at AHI: _____

Address: _____ Telephone: _____

In case of Emergency contact: Name: _____ Telephone: _____

Email: _____

Would you like to be added to the AHI Email Update List? ___ Yes ___ No

AHI GIVING POLICY:

It is the policy of AHI and ACM that visitors not give away any (material) things. You will see devastating poverty, and often be asked for everything from your water bottle to university tuition. But we are here to train and equip people to provide for themselves and their families, and believe that handouts, however "right" they may look on the surface, undermine this goal and foster crippling dependence. By being a guest on Ekitangaala Ranch, you are agreeing to abide by this policy: Give of yourself and your time, but NOT your "stuff." If you have any questions, or have things you would like to leave behind, please contact Maggie and she will be happy to discuss it further with you.

RELEASE FROM LIABILITY CORNERSTONE, ACM and AHI:

IN CONSIDERATION of being permitted to be a volunteer or worker for, an employee of, or a visitor to Cornerstone Development Limited ("Cornerstone"), African Children's Mission ("ACM") or African Hospitality Institute ("AHI") or with respect to any activities conducted or coordinated by Cornerstone, ACM or AHI, the undersigned hereby releases, waives, and forever discharges Cornerstone, The International Foundation, The Timmis Family Foundation, Michael T. Timmis, Nancy E. Timmis, Michael T. O. Timmis, Laura G. Timmis, and their respective principals, agents, officers, directors, employees, heirs, successors, and assigns, and ACM, The Registered Corporation, Michael W. Daniel, Mary L. Daniel, Richard E. Pepper, and their respective principals, agents, officers, directors, employees, heirs, successors and assigns, from any and all liability to the undersigned, or the undersigned's heirs, successors, and assigns and AHI, The Registered Corporation, Maggie Josiah and their respective principals, agents, officers, directors, employees, heirs, successors and assigns, from any loss, damage, injury, illness, action, or right of whatever kind of nature, either in law or equity, arising from or by reason of or as a result of (a) being a volunteer, worker, employee, or visitor to Cornerstone, (b) any activities in connection therewith, (c) any activities conducted or coordinated by Cornerstone, ACM or AHI, or (d) the undersigned's presence in Uganda.

The undersigned expressly agrees that this release is intended to be as broad and inclusive as permitted by law, and that if any provision hereof is held by a court of competent jurisdiction to be partially or fully invalid, such provisions shall be enforced to the fullest extent permitted by law and all other provisions hereof shall continue in full force and effect.

The undersigned states that the undersigned has carefully read this Release and understands the content hereof and signs this Release as the undersigned's free act and deed.

IN WITNESS WHEREOF, the undersigned has executed this Release and understanding of Giving Policy and will abide by this policy when at Ekitangaala Ranch, as of the date indicated below.

Signature _____ Date: _____

U.S. EMBASSY-KAMPALA, UGANDA

WARDEN MESSAGE - November 2, 2010

TEXT MESSAGE SYSTEM (SMS) FOR WARDEN MESSAGES

With the upcoming Ugandan Presidential and Parliamentary Elections slated for February 18, 2010, the Embassy is in the process of setting up an SMS (text message) system to enable staff to contact American Citizens in a timely and effective manner, should the need arise.

Are you registered with the Embassy?

No: Please log on to <https://travelregistration.state.gov> to register

Yes: Please update your information using the table below:

NAME: (LAST, FIRST, MIDDLE)	
PASSPORT NUMBER:	
LOCAL CELL PHONE NUMBER:	
CURRENT EMAIL ADDRESS:	
ACTUAL PHYSICAL ADDRESS IN UGANDA:	
DATE OF DEPARTURE FROM UGANDA:	

By signing below, you agree to the above details being used in the Embassy SMS/Warden Messaging System.

Signature: _____ Date: _____

PLEASE NOTE: FAILURE TO REGISTER WITH THE EMBASSY OR UPDATE YOUR INFORMATION ON THE U.S. DEPARTMENT OF STATE REGISTRATION SYSTEM MAY MAKE IT EXTREMELY DIFFICULT, OR IMPOSSIBLE FOR THE EMBASSY TO CONTACT YOU IN THE EVENT OF AN EMERGENCY OR CRISIS.

In accordance with the Privacy Act (PL 93-579) passed by Congress in 1974, a U.S. Consular Office cannot release any information regarding you to anyone without your written consent except as set forth in the Act.

U.S. EMBASSY CONTACTS FOR FAMILY MEMBERS

U.S. State Department Contact Information—WASHINGTON

The State Department can be reached at:

U.S. Department of State
2201 C Street, NW
Washington, DC 20521-0002

202-647-4000 (24 hours/day)
www.state.gov

The U. S. State Department has a secure, [online registration site](#) where U. S. citizens can register their overseas visits and I strongly recommend you do so, at least team leaders. This makes the U.S. Embassy personnel in Kampala aware of your travel plans in Uganda and how they might contact you in an emergency. It also saves the time and security hassle of appearing at the Embassy in person upon arrival in Kampala.

In an emergency, you would need to contact the *Consular Affairs, Overseas Citizen Services (CA/OCS)*. Do not attempt initial contact via fax. First make voice contact so that someone at the State Department will be expecting information from you via fax. Below is a list of useful numbers:

202-647-4000 Main State Department Switchboard (24/7)
202-647-9577 or 9018 CA/OCS voice during duty hours*
202-647-5225 CA/OCS (voice menu travel information)
202-647-3732 CA/OCS fax (voice call first at 202-647-5300)
202-647-7100 Fax for CA/OCS-Africa Bureau
202-647-6453 Uganda Bureau (symbol is AF/F)

Normal duty hours are 8:15 a.m. to 10:00 p.m. (Eastern), Monday-Friday,

U.S. Embassy Kampala

Plot 1577 Ggaba Road
P O Box 7007
Kampala, UGANDA

General Email: KampalaWebContact@state.gov

Visa Inquiries: KampalaVisa@state.gov

Numbers are direct dial from USA)

011-256-41-259-791 (also 792, 793, 795)

011-256-41-259-794 Main Facsimile Machine

From within Uganda 0414-259-791 etc.

US Citizens Service: KampalaUSCitizens@state.gov

US Embassy Kampala Consular Services

- 24/7 Emergency contact, 011-256-41-259-791, ask for Duty Officer
- 011-256-41-258-451 Consular Facsimile Machine
- U.S. Citizen walk-in services (Notary & Other Consular Services) Monday - Thursday, 7:30 a.m. to 2:45 p.m., Friday, 7:30 a.m. - Noon
- Nonimmigrant Visa Applications, Monday - Thursday (Be in line before 7:30 a.m.)

Washington - Embassy of the Republic of Uganda

5911 16th Street, NW
Washington, DC 20011-2816

202-726-7100
202-726-1727 facsimile
info@ugandaembassyus.org

Finally, I **strongly recommend** that at least the team leader of a group visit the US State Department Website and complete the online registration of your team's visit to Uganda at <https://travelregistration.state.gov/ibrs/ui/>

UGANDA VISA INFORMATION

Download a printable Adobe version of the [Ugandan Visa Application](#). See also [Completion Instructions](#)

The latest information the Uganda Entrance Visa Application is at [Ugandan Embassy in Washington](#)
A [sample copy of a completed VISA APPLICATION](#) is provided to help guide you. Below is additional details on the line items that might cause some confusion.

- If traveling by yourself, leave blank, a parent accompanied by a child should list the child (but they too must have a completed application), students traveling with a parent should just mark through the word "Spouse" on a line and write Mother or Father and the other information that is requested
- Typically "Missionary work" or "teaching" (no need to be too specific)
- If this is not your first trip to Uganda, list entrance date(s) of all previous trips. Otherwise, leave blank.
- In Country Reference: put name, address and phone of your Uganda contact
- Full Address: put name, address and phone of where you plan to stay or at least your initial arrival destination (this does not prevent you from moving around while in Uganda)
- Be sure to sign and date

Short Term Visa—For short term mission volunteers staying 1 week to 3 months

1. Can be obtained at Entebbe airport when you arrive – ask for 3 months if you are long term
2. Your mailing address in Uganda: PO Box 9242, Kampala, Uganda
3. Contact phone number: +256-7740-333- 92
4. Your reason for coming to Uganda: Tourist / visiting friends
5. Cost is \$50 [bring only a \$50 bill dated no earlier than 2006]

3 month extension of original visa:

You must submit a package of information to immigration 1 month in advance to visa expiring. You will need to purchase a 2 hole file [you can buy outside of immigration building]– punch holes for your document, but don't put into file. This takes a minimum of 2 weeks to process, there is usually no charge for an extension
ORDER OF DOCUMENTS NEEDED

1. Immigration form completed for visa extension
2. Host letter from Organization you are visiting - on logo paper letterhead
3. Applicant letter saying why you want to stay longer [more visiting/sight seeing]with passport number
4. Copies of Host passport and Host work permit / NGO
5. Copy of your passport and original visa
6. Copy of your itinerary with confirmed return ticket in following 3 months

1 year work permit: For longer term commitments

You must begin this process in USA working with the Uganda Embassy in Washington DC
Cost is around \$250 per year. This process is slow and can take up to 6 months. Ugandan officials want you to complete it in USA. They make it very difficult to obtain your first work permit in country.

1. Immigration application for work visa completed
2. Copy of Police clearance from your city in USA – this is essential !!!!!
3. Cornerstone Development Africa is covering NGO of AHI.
4. Letter from NGO you will be working with and what it is you will be doing
5. AHI = vocational training/self-funded /equipping youth for employment
6. NGO letter from Immigration with confirmation of NGO status
7. Reference letters from Pastors, teachers, community leaders
8. Copy of your passport and original visa

Volunteer Missionary Travel Insurance®

Due to numerous inquiries we have had from our clients, Adams & Associates International® has developed a package of insurance benefits specifically designed for Volunteers.

Summary of Coverages

Accidental Death & Dismemberment	\$100,000.00/Person
Disability Income Benefit for Permanent Total Disability	
For Accident 100 Month Benefit.....	\$1,000.00/Month
For Sickness 50 Month Benefit	
3 Month Waiting Period.....	\$250.00/Month
Medical Expense \$100.00 Deductible	\$2,500.00
* OPTION to INCREASE LIMIT to	\$10,000.00
This additional \$7,500.00 applies to Non-USA & Canada Medical Expenses ONLY	
Emergency Medical Transportation	\$50,000.00
Repatriation of Mortal Remains.....	\$7,500.00
Medical Assistance (24 Hour Telephone Service)	
For Assistance with Worldwide Medical Emergencies	Included
Property (Baggage) Insurance	
\$100.00 Deductible.....	\$2,500.00
Aggregate Limit	\$2,000,000.00
Please Note: This brief summary is not an insurance policy, rather, it outlines some of the features of this coverage. For specific details, please consult the Master Policy.	
Also Note: This is not a major medical policy. Major Medical Coverage is available for individuals and groups on Short-Term and Long-Term Volunteer missionary assignments. If this is a need specific to your group, please contact us for details.	

Notes

1. The Aggregate Limit of \$2,000,000 provides the full \$100,000 AD&D coverage for up to 20 persons in a common accident. Higher limits up to \$10,000,000 are available for groups of 20 or more persons together and is included automatically when the additional premium on the Enrollment for 21 persons or more in the same group is paid.
2. For persons age 70 or over and certain children, The Accidental Death & Dismemberment Benefits are reduced to \$10,000.00 and there is no Disability Income Benefit.

Rate

\$2.00 per person per day with a medical limit of \$2,500 - or -
* \$2.55 per person per day with Optional "Overseas Only" medical coverage. (The entire group must enroll under the same plan).

Enrollment Procedure

To secure coverage, give ACM the name of your beneficiary, and pay to ACM \$2.00 (or \$2.55) per day of your trip, including day of departure and arrival back home.

If coverage is being secured for a group, the group (ACM) would be responsible for requiring all Volunteers to carry this insurance.

AHI Vocational Training Guesthouse:

Ekitangaala Ranch,
Nakasongola District
PO Box 9242, Kampala

***Donations accepted
online or mail to:***

African Hospitality Institute
PO Box 645
Maple Valley, WA 98038

All USA donations are tax deductible

For more information:

Website & Blog: www.ahi-ug
Maggie Josiah Email: josiahmaggie@gmail.com
AHI Staff Email: ahiuganda@gmail.com
Uganda mobile: +256 774 033 392
Facebook: African Hospitality Institute



Ekitangaala Ranch, Nakasongola District, Uganda

Tel: +256 774 033 392