



35 Eallagh,
Headford,
Co. Galway.

Contact No: 00353-86-0246749

Email: info@i4life.ie [Web: www.i4life.ie]

Charity No: 19298 // Company Reg No: 481858 // CRA: 20075521

i4Life: Overseas Trip Policy:

Document developed by:	Overseas Committee: <ul style="list-style-type: none"> • Dr Kevin Connolly, Medical Director • Maura Moran, CEO • Carmel Whiriskey, Director of Nursing • Joan Whiriskey, Co. Secretary • Eithna Moran, Lead Administration • Corinne McCarthy, Professional Development
Document approved by:	Core Group
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Version:	V1

The purpose of this policy is to outline the procedure involved in organising, funding and managing each overseas trip by i4Life, in line with best practice and to safeguard all volunteers.

1.0: Implementation:

The implementation of the policy is the responsibility of each volunteer of i4Life – both the volunteers who travel and those who provide support services in Ireland.

The implementation of the policy will be overseen by the Overseas Committee which is responsible for facilitating effective use of resources (financial and volunteer time) when planning overseas trips.

2.0: Schedule of Overseas Trips:

The schedule of overseas trips will be decided by the Overseas Committee and approved by the Core Group. The schedule will be determined by the demands of the projects overseas and the availability of volunteers.

Currently the overseas trips are of 8 days in duration and involve groups of 4 volunteers travelling together. There are three overseas trips planned for each year.



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3.0: Funding of Overseas Trips:

i4Life undertakes or approves fundraising activities and accepts donations from members of the public on the basis that all donations are used to directly to promote the Charity's Mission Statement which is *"To help achieve a sustainable and healthy future for children under 5 by reducing disease and malnutrition in low-resource countries"*.

This work is not possible without arranging for appropriately skilled volunteers to travel to the identified low-resource countries to develop, implement and monitor overseas projects. There are a number of expenses incurred as part of the overseas trips including:

Item	Approx. Cost	Who pays?
○ Pre- and post-travel medical check-ups with the I4L-nominated GP.	Annual fee	I4L
○ Cost of recommended vaccinations (provided and administered by the I4L-nominated GP.	Annual fee	I4L
○ Cost of flights.	€800-€1,000	Volunteer**
○ Travel to Dublin Airport	Varies	Volunteer
○ Accommodation on stopover.	Varies	I4L
○ Costs incurred arranging visas.	Annual fee	I4L
○ Cost of insurance for travel and stay overseas.	Annual fee	I4L
○ Travel from Lusaka airport to overseas base and back to the airport.		I4L
○ Accommodation (cost varies with length of trip and number of volunteers travelling).	€600 per trip	I4L
○ Food while overseas. * €30 collected from each volunteer ahead of travelling to buy food to prepare in the accommodation overseas. Other expenses such as cups of coffee or snacks are paid for by the volunteers.		Volunteer

4.0: Funding for Overseas Travel:

It is not possible for the charity to fund all the costs associated with an overseas trip. There are a number of expenses which have to be borne by the travelling volunteer. This is a big



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undertaking and may not suit everyone; there are many opportunities to volunteer with i4Life and not travel overseas.

Volunteers who have expressed an interest in taking part in an overseas trip and who have been selected by the Overseas Committee to travel, may wish to fundraise to pay for the cost of their flight. For further information on fundraising, please refer to the Fundraising Policy.

** The Overseas Committee will consider requests for assistance for funding to cover 50% of the cost of the flights. These will be assessed on an individual basis in light of the benefit to the charity of an individual's expertise overseas for any particular trip and the number of trips paid for by the volunteer previously. The decision to grant funding will be based on a majority decision of the Overseas Committee. To request funding assistance, please email one of the Overseas Committee (details at the end) outlining the reasons for your request.

5.0: Commitment to Travel:

Volunteers who are selected to travel on an overseas trip are asked to pay a non-refundable deposit of €200 which will be used to secure flights in order to ensure that the entire team are booked on the same outward and return flights along with all connecting flights. This money must be paid within 2 weeks of the confirmation of the flight dates. Each volunteer has from the date of paying the deposit until three weeks before departure to pay the balance owed to the charity. The flights are usually booked approx. 6 months ahead of travelling.

6.0: Booking of Flights:

All flights are booked centrally by the charity. The logistics for travelling overseas are very difficult to manage. It is essential for the onward connections that all volunteers travel out and return together.

In exceptional cases and only by request, a volunteer may travel home independently in order to combine a holiday at the end of the volunteer stay. In this case the volunteer must get approval from the Overseas Committee (see Appendix-01 for contact details).

If a volunteer gets an exemption to travel home independently, then he or she must make all arrangements and pay for their return journey. The charity insurance will no longer be available from the end of the overseas trip and any volunteer travelling home independently must make their own arrangements for insurance. If the volunteer is travelling to another country, the obtaining of any additional vaccines or visas is the responsibility of the volunteer.

It is not possible for a volunteer to travel independently on the outward journey as the entire team must travel together from the airport to the overseas base.

7.0: Selection of Volunteers:

- All volunteers willing to travel overseas must complete a registration form outlining the skills that they have which would be relevant for the overseas projects.



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- The Overseas Committee will determine the skill mix required for each overseas trip and identify appropriate volunteers willing to travel for each trip.

8.0: Management of the Overseas Trip:

Each group travelling will have a Leader appointed by the Overseas Committee. The Leader will be responsible for coordinating the day to day activities of the volunteers during the trip. See Appendix-02 for a list of the Leader's Responsibilities.

9.0: Volunteers' Responsibilities:

- Each volunteer is responsible for his/her own welfare before, during and after each overseas trip and this includes attending the nominated GP for pre- & post- travel medical checkups and receiving the necessary vaccinations;
- Each volunteer must inform the Overseas Committee as early as possible in the planning process of any factor or condition which could limit his/her ability to travel or participate fully in an overseas trip;
- Each volunteer must travel out and back on the assigned flights. In exceptional cases, with agreement from the Overseas Committee, a volunteer may make alternative arrangements to travel home in order to facilitate a holiday or a stopover. In this event, the volunteer is responsible for all arrangements from the end of the official overseas trip as outlined above;
- Each volunteer must follow the direction and advice of the Leader at all times during the overseas trip;
- Volunteers must work in groups of 3 at all times;
- Volunteers must respect the customs and practices of the country where they are visiting.

10.0: No Alcohol Policy:

It is the policy of i4Life that volunteers are not to imbibe alcohol while on an overseas trip, including the outward and return flights. All volunteers are representing the charity while travelling.



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I4Life: Appendix-01: Overseas Committee Contact Details:

For any questions in relation to the Overseas Trip Policy, please contact a member of the Overseas Committee.

Please note that decisions in relation to selection of volunteers, exemptions for a volunteer to travel home independently and cancellation of a trip will be made by the entire Committee which will convene a meeting as necessary to make these decisions.

Name	Telephone	Email
Dr Kevin Connolly, Medical Director	086 236 7062	kevindavidconnolly@gmail.com ;
Maura Moran, Nursing Director	086 889 5337	mauramoran2@eircom.net ;
Carmel Whiriskey, Assistant Director of Nursing	087 654 2208	carmelwhiriskey@gmail.com ;
Joan Whiriskey Lead Admin	087 639 1670	jwhiriskey@bamcontractors.ie ;

I4Life: Appendix-02: Overseas Leader's Responsibilities:

The Leader is responsible for coordinating the day to day activities of the volunteers during the trip and this involves:

- Assigning duties to volunteers each day;
- Reviewing activities of the day in the evening with the volunteers and planning the next day's activities / assigning duties;
- Ensuring that volunteers always remain in groups of three;
- Assigning driving duties and arranging for taxis when necessary;
- Retaining all receipts for items purchased overseas using the charity's funds and completing an expenditure report at the end of the trip (see template on the next page).



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