

Global Village Program International Orientation Handbook



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Habitat for Humanity Canada's Core Philosophy

Our Vision:

A world where everyone has a safe and decent place to live

Our Mission:

To break the cycle of poverty and build strong communities by helping people gain access to affordable and sustainable housing

Our Values:

Our actions are guided by these values ...

HOUSING FOR ALL: We believe that access to safe and decent housing is a basic human right that should be available to all people.

HUMAN DIGNITY: We respect and believe in the worth and dignity of every human being. We recognize the people we serve and those that help us in this effort as our greatest resource.

PARTNERSHIPS: We believe we can best achieve our mission through meaningful and mutually beneficial partnerships with others.

FAITH IN ACTION: We believe that faith is lived through action. Committed to our roots in Christian principles, we serve others in a spirit of justice and compassion alongside people of all faiths and beliefs.

DIVERSITY & INCLUSIVENESS: We believe there is a role for everyone committed to our mission, vision and values and we seek to enrich our organization through diversity.

Welcome to Global Village

You are about to embark on an adventure that will change your life. It will take you to places that you have never been and immerse you in experiences that you can only imagine. You will make wonderful friends, explore a different culture and try new things. You will find challenges and rewards, joy and heartbreak, and when it's all over and you're back home with the ones you love, you'll find that you will never look at the world in the same way again.

As a member of a Global Village (GV) team you will experience the effects that poverty and substandard housing have in the developing world. You will be amazed and saddened by the conditions that some people are forced to live in and you will have your heart and spirit lifted as you witness the pride that Habitat homeowners have for their homes and communities. You will learn about another culture and, in understanding our differences, you will discover that they are few. As you get to know your hosts you will learn that their hopes and dreams are not that different from your own. In the end, you will discover that you have received as much as you have given.

We at Global Village are here to make this experience as rewarding as possible. The GV staff and your team leader will work very hard to prepare you for your trip, work with you in the field and help you get the most out of your experience on your return home.

The key to having a full and meaningful GV experience is to be well prepared. This Orientation Handbook has been developed as a tool to help you do just that. It contains a wealth of information on how to get ready for your adventure, including chapters on health and safety, international travel, and Habitat for Humanity Canada's Global Village program. It asks questions that you may not have considered and gives answers to others that you have. It is important to take the time to read it carefully. You may even decide to take it along with you as a resource. If you have questions about anything in this manual, or about your trip, please contact your team leader or Global Village at gvapplications@habitat.ca.

You have made a conscious choice to make a difference, to use your time and energy to help a family you have never met realize their dream of a safe and decent place to live. By giving this gift, you have truly become a member of the Global Village.

We hope you have an exciting and fulfilling trip!

In partnership,

Your Global Village Coordinators

Chapter 1

Introduction to Habitat for Humanity

Habitat for Humanity International

Habitat for Humanity is a non-profit organization dedicated to bringing the benefits of homeownership to low-income families by building and renovating simple, decent and affordable homes with the assistance of volunteers and community partnerships. Habitat for Humanity was founded in 1976 in the United States and has grown to involve tens of thousands of volunteers around the world. More than one million people worldwide now live in Habitat for Humanity homes. In fact, a new Habitat for Humanity home is built worldwide every 24 minutes.

The idea for Habitat for Humanity was born at Koinonia Farm, a Christian community founded by Clarence Jordan near Americus, Georgia. Millard and Linda Fuller abandoned a millionaire lifestyle and joined Jordan in a program building houses in partnership with low-income neighbours. After testing this model in Zaire, now the Democratic Republic of Congo, the Fullers returned to Georgia and founded Habitat for Humanity International.

Former U.S. President Jimmy Carter has been Habitat for Humanity's most famous and high-profile volunteer. Starting in 1984, President Carter and his wife Rosalynn, joined by thousands of other volunteers, have devoted a week of time, sweat and skills to building houses during the annual Jimmy Carter Work Project. More than 1,200 houses have resulted from those efforts.

The Global Village program began in 1989 in response to requests for international short-term volunteer opportunities. In the first year, 12 countries invited 30 teams to participate in house-building work and to learn about Habitat in their country. Today, Global Village sends almost 1000 work teams to over 40 host countries each year, involving more than 13,000 participants.

Habitat in Canada

Habitat for Humanity Canada was founded in 1985 and has grown to include 56 affiliates in all 10 provinces and 3 territories. Volunteers from coast to coast to coast have built over 2,800 Habitat for Humanity houses in Canada. In 2005, Habitat for Humanity established its own Global Village program to send volunteers to work with Habitat for Humanity affiliates around the world. Since 2005 over 15,000 volunteers have been sent from Canada.

Partnerships, the Habitat Model

The focus of Habitat for Humanity is not simply the construction of houses. Habitat for Humanity is fundamentally concerned with the people – homeowners, volunteers, and donors – who come together to turn the Habitat for Humanity vision into reality.

Habitat for Humanity partnerships begin with homeowner families. Families do not receive free houses; instead each family purchases and participates in the construction of their own house. This demonstrates significant commitment to the process of homeownership, and fosters pride and a sense of dignity. To qualify for a Habitat for Humanity house, a family must be in need, be able to cover the costs of a modest mortgage, and be willing to contribute significant hours of sweat equity toward the construction of their home. Families are chosen by a committee at the local level through a process of application review, with preference given to families with the greatest need. Their house payments are placed into a revolving Fund for Humanity to be used to build more houses.

Volunteers contribute time and labour to building housing solutions, but they also benefit from the community partnership. Volunteers gain insight into social justice, service and responsibility, as well as learning how to put their own beliefs into action. Volunteers become aware of housing issues, the tremendous benefit of empowering people to help themselves, and the role they can play in breaking the poverty cycle.

Financial partnership is a vital component of the work of Habitat for Humanity. International affiliated entities are assisted with funding until they become self-supporting through local fundraising and funds from mortgage payments. Many individuals and companies that share Habitat for Humanity's vision also contribute to its work. Donations from Global Village volunteers help fund the host country's building program. Global Village teams increase awareness in the local community of the program and its need for volunteer support and funds.

Habitat for Humanity's founder, Millard Fuller, once said, "If a person is in need, it doesn't matter what they believe. They're in need." In this spirit, and in the spirit of partnership, Habitat for Humanity is an inclusive organization, seeking to make decent housing available to all people from all walks of life. Habitat for Humanity affiliates around the world serve as a neutral meeting ground for people of various beliefs to put compassion into action. While rooted in Christian principles, Habitat for Humanity benefits from the wealth of resources brought by secular organizations, interfaith programs, inter-denominational coalitions and other groups. These groups work in partnership, sharing respect, ideals and dignity.

Chapter 2

Global Village

A Habitat for Humanity Global Village experience is an exciting and life-changing journey that takes individuals and teams around the world. They immerse themselves in another culture, roll up their sleeves and work side by side with their global neighbours to make a tangible difference.

Helping with housing solutions for someone in need is a powerful experience that opens your eyes and your heart to the plight of others who do not have the basic, decent shelter that most of us take for granted. It is a transformational experience, and when the work is done, the volunteers often come away feeling that they have received as much as they have given.

All it takes to participate in a Global Village trip is enthusiasm, a sense of adventure and a willingness to learn. No other skills are required; there will be experienced help on hand to guide you along the way.

Travelling and working in less-developed countries can be challenging. Participants will need to thrive on adventure and be flexible in response to the inevitable changes that come with stepping out into the world.

Trips are usually from one to two weeks in length, but are preceded by 8 to 12 months of careful planning and preparation. This is an integral part of ensuring a safe and enjoyable experience.

Three important people will be working closely together to make your Global Village experience a success: your Sending Coordinator, your team leader, and the Host Coordinator from the Habitat for Humanity hosting office.

Sending Coordinator

Your Sending Coordinator offers knowledge of the procedures required to ensure a safe and rewarding experience. They are your liaison with the host country and will answer all your questions and give timely advice. They provide teams with financial services and administrative support. They are there to help with emergency situations 24/7 while teams are travelling. They are responsible for recruiting and training team leaders.

Team Leader

Your team leader, an experienced and committed volunteer, works with the Sending Coordinator and the Host Coordinator to plan and then lead your GV trip. The team leader serves as a guide and liaison from start to finish. Your team leader will work diligently each day to bring together all of the details that will make your trip a success.

Host Coordinator

The Host Coordinator is a primary contact and partner in planning and organizing your team's work project. Your host helps to plan the itinerary and make arrangements for lodging, local transportation, recreational activities, etc. They are instrumental in ensuring that the team's visit is a positive experience for team members and the affiliate. Your host is invaluable in orienting the group and assisting with communication and cultural awareness.

The Team

Global Village team members come from all walks of life, but all join the Global Village team with the goal of giving of themselves to help those who are in need of a simple, decent place to live.

Each team member brings to the group unique experiences and a unique personality. During your Global Village trip, you may face situations you have not encountered before. You will be in strange surroundings, away from family and friends. You might be living in close quarters with others, spending the majority of your time together – sharing accommodation and eating all of your meals together. The accommodation most likely won't be what you are accustomed to; the food might not always be to your liking. Flexibility, understanding and compassion will go a long way towards overcoming these new experiences.

Team work is an important ingredient of a successful Global Village experience – on and off the job. Every team member brings a diverse set of life circumstances, values and talents to the project. No one can do it all, but each team member has strengths and gifts to offer the group. The challenge and reward in being part of a team is to discover and value what each person brings. Working together harmoniously day after day doesn't always happen – expect a few speed bumps on the road to fulfilment. Getting along requires patience and a willingness to compromise.

Chapter 3

Expectations

If this is your first Global Village work trip you are probably feeling anxious and excited. A wild mix of questioning scenarios is most likely running rampant through your mind. What will the country be like? Where will we sleep? Is the work difficult? What will it be like to immerse myself in a totally foreign culture? Why am I doing this? What can I expect? Will I make a difference?

Successful work trips to faraway countries have been taking place for years. This chapter and those that follow will answer your questions and provide a vehicle through which you can examine your own expectations.

What Are Your Expectations?

It is important for team members to examine their expectations as early in the planning process as possible. Consider sharing your thoughts with your team leader and other participants. Expressing your thoughts on paper is a good first step.

- What is your purpose in going on this trip? Adventure? Spiritual focus? Alternative tourism? A desire to give?
- What do you expect intellectually? Emotionally? Spiritually?
- What do you expect physically? How hard do you think the work will be?
- What do you expect the facilities to be like? (Hotels, restaurants, toilets, buses, accommodation at the project?)
- How will you contribute to the group? As a teacher/trainer? As a “gopher” doing general tasks? As a spiritual resource?
- What do you expect from the group? From your team leader? What is your role?

“Zambia is a beautiful place with beautiful people and I left a little piece of me there in that village.

I’m asking myself many questions. Africa tends to give more questions than answers, I’m told. While I contemplate new issues, I’m very certain of others. Here is what I know for certain now, post-Africa:

- That people have the same basic needs and wants - a decent house, food for the table, money to educate their kids and a reason to have a good laugh.
- That a three-quarter thermarest, sleeping bag and a blow up bath pillow when combined with a sticky mosquito net and a house full of new friends, can bring blissful comfort after working in 45 C heat making bricks.
- After 2 weeks using the pit latrine, barring cockroach interference, I have perfect aim.

- That I can be perfectly happy wearing no makeup, sporting a thick layer of Zambian dirt, swinging in a mango tree with a 6 year old named Bright.
- That I didn't pay nearly enough attention to South Africa's struggle with apartheid.
- That Bimba phrases spoken with a US southern accent may be the funniest thing I have ever heard.
- That the American Dream isn't all that it's cracked up to be.
- I can burst into tears watching children, a chicken, a waterfall (it was a really big one) and a sunrise.
- Cabbage and rice can be the best meal you've ever had.
- That you carry your friends with you when you walk into a room. They give you strength and ground you.

Heather Muir - Global Village Participant-Zambia

Some things to think about and expect:

- Differences: Different is just different, not wrong.
- Schedules probably won't happen as planned.
- Be flexible. You might get tired of hearing about flexibility, but it will continue to be one of the most valuable phrases to remember as you go overseas.
- Be patient. No matter what the situation, you'll always be encountering the unexpected.
- Be forgiving. You and your team mates will make mistakes. You'll need to forgive yourself as well as forgive others. You'll learn a lot about acceptance: how to accept those who don't agree with you, and how to accept yourself when you don't perform the way you think you should.
- Be willing to be stretched, challenged and changed.
- Accept that your expectations won't all be met.

Accept that you don't always have to be productive to have a good experience. You need to be patient and flexible. There will be times of waiting for someone to show up, to make a decision or to just get started. Use this time to enjoy the people around you! Talk with them and ask questions about their lives, families, faith and work. You can always work extra hard when the time comes for you to work. Make the most of the "waiting around" time to share with people. You may never have the opportunity again.

Sample 9 Day Itinerary

Day 1 Arrival Day (Sunday)

- Arrive in the Morning/Afternoon/Evening
- Meeting Habitat representative
- Exchange money on the airport
- Transfer to the hotel
- Free time activities
- Group Dinner

Day 2 - 6 Typical Build day (Monday - Friday)

- Breakfast at the Hotel every morning
- Building Hours - From 8:00/9:00 am to 4:00/5:00 pm (with regular breaks)
- 10-20 min shuttle to and from the Hotel to the sites every day
- Orientation at worksite includes health and safety review (detailed orientation day one, refresher orientation each day)
- Lunch at the building site (structured morning and afternoon breaks with snacks included)
- Closing ceremony in afternoon (official “Thank you”, presentation of certificates)
- Free time after work to clean up and carry out team activities/possible cultural or educational activities
- Dinner

Day 7 R&R Day (Saturday)

- Breakfast at the Hotel
- R&R activities
- Farewell dinner at restaurant with HFHP representatives
- Group on-line evaluation shared with HFHP host coordinator

Day 8 R&R Day (Sunday)

- Breakfast at the Hotel.
- Free time for R&R activities
- Lunch in the city, dinner at the hotel

Day 9 Departure Day (Monday)

- Breakfast at the Hotel
- Transfer to the airport

Chapter 4

Community life

Participating in a Global Village trip is more than simply building houses. You'll be totally immersed in the community you visit. You'll eat, sleep, work and play as a team, within the world of your host country's culture.

With this immense opportunity for growth comes an equally immense responsibility. Each team member is expected to act responsibly with their every action. This chapter prepares you for what you can expect and what is expected of you.

Culture Shock

One certainty is that your host country and its people will be vastly different from what you are accustomed to at home. The language will be different; your accommodation will be different; your hosts and Habitat for Humanity partners may dress and act differently. You'll be exposed to different customs and eat new food. In summary, you may experience culture shock!

Culture shock can be confusing and difficult to deal with. We do not all react to culture shock in the same way. Some people withdraw; others become overly energetic trying to fit in. A few might even become critical or resentful of their host's different ways, but most Global Village team members turn the negatives into positives.

A good way to counteract culture shock is to open your eyes and ears, open your mind, put on your sense of humour and a smile, be prepared to laugh at your own blunders and genuinely become a part of the new culture. Attempt to learn some of the new language. Ask your hosts about their country, their way of life, their past and future. Show as much interest in them as they undoubtedly will show in you.

Open the lines of communication. If you become confused, distressed, or border on information overload, talk with your team and team leader; seek a better understanding from your hosts; write your experiences and observations in a journal and/or record them on film. Chances are that you are not the only one feeling this way. Being immersed in a new culture is an exciting opportunity that promotes both personal and spiritual growth for you and those around you.

Cross Cultural Exchanges

Once you are settled in your host country, you will be given a welcome orientation session by your Host Coordinator. This will reinforce materials you will have received prior to departure and give you an opportunity to ask questions.

Working in another culture can be one of the most enriching and challenging parts of the whole building adventure. Respecting the culture you are living and working in is essential to the success of your time within the community. Your team leader will be sending you cultural information about the country you are going to. This will include appropriate dress, behaviour and greetings. Greeting someone in their own language is a great way to show respect.

Global Village team members are guests in the host country they visit. It is imperative that the actions of team members reflect the values of Habitat for Humanity.

It is important to remember that different things are valued in different cultures.

For example:

- Domestic animals such as cats and dogs may not get the same treatment you are used to.
- Time is often not as important; it is the quality of the relationship or conversation, not the time it takes.
- Degrees of freedom may not be what you are used to, especially for women.

In some cultures:

- It is important to greet by asking how one's family is before getting onto the main point of the conversation.
- You must ask permission before taking a photograph of someone or of a sacred, cultural place.
- Women may be required to cover their shoulders, or knees, or to wear skirts at all times. Men wearing shorts may be frowned upon.
- It is considered rude to disagree or say no to guests. If you do ask someone something, especially if the answer is particularly important, ask one of the local Habitat for Humanity staff to ensure you get the right answer, and not just the polite answer, so that you don't risk offending someone.

The rules of thumb are:

- Ask if you don't know
- Be flexible and ready to apologize if necessary
- Smile and be willing to learn
- Appreciate the host country, rather than comparing it with 'back home'.

Remember - You are a visitor and you are not there to criticize or change but rather to respect, learn and experience.

Alcohol Consumption and Drug Use

The use of illegal drugs is strictly forbidden on all Habitat for Humanity Canada's Global Village trips and will result in your immediate removal from the trip. Consumption of alcohol is not allowed at work sites and should be used in moderation at other times. Remember, since you represent

Habitat for Humanity, you should act in an appropriate and respectful manner in keeping with the general philosophy of our organization at all times.

Note that the use of tobacco may be offensive in certain areas and/or restricted, although generally foreigners who smoke are tolerated in most cultures.

Relationships

We ask that you refrain from initiating any intimate or exclusive relationships with local community members or other team members during your Global Village trip. While you may form close and lasting friendships with your team mates, exclusive relationships during the trip can cause tension and stress between group members.

Sexually transmitted diseases, including HIV/AIDS, are common in many Global Village hosting countries and you could put yourself in serious danger if you become physically involved with another community or team member.

It is important that participants respect and adhere to these guidelines, as failure to do so can have a serious negative impact on your team's stay and on the dynamics within your team.

Gift Giving

Our partners in the developing world have asked that we not bring gifts for individual families. Such gifts can often create jealousy, competition and feelings of ill will. Donations to the local affiliate that benefit the whole community, such as school supplies, soccer balls, small tools, clothing, shoes and work gloves, are welcome and can be submitted to Habitat for Humanity staff in-country for distribution.

Team members are occasionally asked by community members about sending money or sponsoring a child in the community. This too is discouraged; Habitat for Humanity strives to promote independence, not create dependence. Such acts of generosity falsely raise expectations of what future Global Village teams will provide. If you are interested in further supporting the host community, contact the Global Village Department when you return home.

Recreational Activities

Most Global Village trips include opportunities for team members to participate in organized leisure activities unique to the country. Depending on the country visited, team members may spend time hiking, sightseeing, going on safari, browsing local markets, cycling or taking boat trips. We also encourage teams to get involved in local community activities. These may include visiting the local school, meeting with the local women's group, talking with the Habitat affiliate's members about their family selection and building program, participating in a local craft session, or taking part in

cultural ceremonies, dances and sing-a-longs. These are rewarding and satisfying experiences. Make an effort to get involved and share yourself with others and you will be sure to enjoy the returns.

Reflection Time

Throughout the trip, the team leader will gather the team members for reflection sessions where each person has the opportunity to share feelings and discuss issues or concerns. It is important to remember that while everyone is there for the same reason (to do what they can to help others) each person may do that in a different way. This time of reflection and sharing may be a very meaningful or spiritual time. It is important that everyone can be themselves and feel supported. Every attempt is made to foster togetherness and create a positive team spirit. Making new friends and coming together as a team are a significant part of the Global Village experience.

“The Best Route”

A young man working in a village in Papua New Guinea asked his Papua New Guinea colleague for the best route to get to a certain village. The colleague replied by saying, “There are many ways. Which is best depends on what you would prefer. We could go through the bush and visit some close friends along the way. Or, we could go along the coastal route. The sun will be strong, but an old man lives on the way. He knows many stories from World War II. If we take the road, we can talk to some members of my wife’s family who live on this side of the river. If we go through the bush above the road, we may meet enemies, but it’s another possible route.” The young man realized his “best” didn’t work in this culture and that quickest is not always the “best”.

*An abridged version of a story by Tim Sieges taken from “In Other Words”
a Wycliff Bible publication 1994*

A Code of Ethics for Team Members

- Travel in a spirit of humility and with a genuine desire to learn more about the people of your host country.
- Be keenly aware of the feelings of other people, thus avoiding what might be offensive behaviour on your part. This applies very much to photography.
- Cultivate the habit of listening and observing, rather than merely hearing and seeing.
- Realize that often the people in the country you visit have time concepts and thought patterns different from your own; this does not make them inferior, only different.
- Instead of looking for that “beach paradise,” discover the enrichment of seeing a different way of life through other eyes.
- Acquaint yourself with local customs—people will be happy to help you.
- Instead of the Western practice of “knowing all the answers,” cultivate the habit of asking questions.
- Remember that you are only one of thousands visitors in this country. Do not expect special privileges.
- If you really want your experience to be “a home away from home,” it is foolish to waste money on travelling.
- When you are shopping, remember that the “bargain” you obtained was possible only because of the low wages earned by the maker or vendor.
- Do not make promises to people in the host country unless you are certain you can carry them through.
- Spend time reflecting on your daily experiences in an attempt to deepen your understanding. It has been said, “What enriches you may rob and violate others.”

Chapter 5

Building Internationally

Although building houses and raising money is the focus of your adventure, Global Village teams build much more than houses. We want you to make new friends and share new experiences as you work with partner families and communities.

The Work You Will Do

The method and style of house construction varies from location to location – even within the same country. Team members are volunteers, willing to do whatever the host affiliate requires, depending on the phase of construction in progress during the team’s stay. The work schedule may at times seem unstructured due to local conditions or delays in material deliveries, which interfere with the workday and disrupt the work plan. However, this is all part of the experience and it is important to remember that what we think of as a successful day may not be the same as for your hosts. While we may think of a successful day as one in which we accomplish a lot of work, for your host a successful day may be one during which you, as their guest, are happy. If you are frustrated because you are not reaching your goal of being “successful” and you make this known to your host, then they may feel they have failed you - and then neither of you will feel successful.

International entities in developing countries often have little in the way of machinery, and renting such equipment would only drive up the price of a home. It is common for teams to perform more manual labour than skilled building tasks.

Sometimes a professional mason is hired to be in charge of the construction project. Generally two or three houses are built simultaneously. The mason supervises the work of the families and the volunteers. Many of the masons first learned their house building skills working on their own Habitat for Humanity home!

Every Global Village trip is different. Sometimes your team will arrive at the start of a project and will build from the ground up. In this case, you may be digging footings, laying bricks, constructing floors or framing and raising walls.

Other groups will arrive to find the house partially built. In that case, your team might concentrate on installing siding, windows, doors, roofing, drywall, plastering or painting. Once the exterior of the house nears completion, efforts focus on finishing the interior. Every building project is different.

Working on Site

No volunteer should be made to feel they have to do something they are not happy or comfortable doing. There are many tasks on a building site, so ask the construction/site supervisor for tasks you feel comfortable with. Be open and honest if you are not feeling useful enough or you feel you cannot do what you have been asked to. Often the work to be done is very labour intensive.

Typical manual labour for a team could include:

- clearing and levelling a site; hauling dirt
- digging footings
- transfer or delivery of materials such as sand, gravel, cement blocks and bags of cement
- manually pressing cement blocks
- manually mixing cement for pours, or for mortar
- finishing slab floors
- forming latrines
- chipping concrete blocks
- cutting and forming reinforcement bars
- filling masonry joints with cement
- assisting with a physical inventory of construction materials
- A Global Village team is sometimes divided into smaller work units that will assist at construction sites scattered throughout the area. You may not see a house completed during your stay.

Everything you do on a construction site, whether it is hauling water, sifting sand, removing or placing dirt, mixing cement by hand or passing buckets of mortar to crews, is helping a partner family realize its dream of a simple, decent place to live. Regardless of the work they perform, the team injects enthusiasm and encourages the families and community by sharing the burden of the construction process. You do make a difference and are greatly appreciated!

Building Materials

The building materials, techniques and tools used in other countries will most probably be much different from those which you are familiar with. In certain countries the team will actually mould the bricks they use to construct the walls of a house, or cut the timber used for beams, doorways and windows. Door handles might be a loop of rope with a stick braided into the end. The floors, walls and roof are sometimes made of concrete. The materials and techniques may seem crude, but rest assured that the resulting simple, decent place to live is a great improvement over the partner family's current shelter.

In order to reduce the cost of Habitat for Humanity houses and make the homes affordable for low-income families, Habitat for Humanity uses as much donated material as possible. For this reason, in some countries you may find yourself working with materials that seem less efficient to install, or appear to be more expensive than alternative materials. This might seem puzzling, but keep in mind that using donated materials is more economical in the long run as the materials are

usually more expensive than labour. Wherever possible, local materials are used as this helps the local economy.

Tools

Depending on the country and the type of houses being constructed, your team leader may suggest that you bring some small hand tools. If you do bring tools, label them with a distinctive marking. Team members often donate their tools upon departure. Remember to place any tools that you bring with you in your 'checked in' luggage.

Chapter 6

Work Site Safety

Safety is everyone's concern and an important consideration at all Habitat work sites. Since Habitat work crews often include inexperienced volunteers, everyone must:

- Pay extra attention to safety. An observer can often see danger better than the worker directly involved in a task
- Be cautious at all times, and ask questions if you are uncertain how a task is performed, or if you should be performing it.

Safety is based on knowledge, skill and an attitude of care and concern. The on-site construction supervisor will instruct volunteers in the correct and proper procedure for performing each task and will familiarize you with the potential hazards, and how such hazards can be minimized or eliminated.

Your team leader and local Habitat staff work together to maintain a safe working environment and ensure that everyone at the site is following safe work habits. It is important that every volunteer knows about safe work practices and follows them to the letter. The final responsibility for each team member's personal safety lies with themselves.

Attitude

Safety begins with a safe attitude. Please keep the following in mind when working on site:

- THINK before you begin a task.
- If you are uncertain about how to perform a task or how to use a tool - ask.
- Avoid distractions and concentrate on the task at hand.
- Inspect all tools, ladders and scaffolding before use.
- IMMEDIATELY advise the team leader of any unsafe or hazardous tools or conditions.
- Know where the first aid kit is located and how to summon emergency help.

Dressing for Work

It is important to dress in a way that is practical and safe for the work being done. Keep in mind that loose clothing can be dangerous. Follow these basic guidelines.

- Wear clothes and gloves that are appropriate for the work and weather conditions.
- Wear work boots or thick-soled shoes at all times on site. Any volunteer wearing sandals or other inappropriate footwear will not be permitted to remain on site.
-

- Wear hard hats while doing demolition work and during the framing phase of construction. Hard hats, if required, will be available at each work site.
- Use protective glasses when there is any possibility of eye injury.
- Wear a dust mask when sanding or installing insulation.
- Use earplugs when using a power tool for a prolonged period. Earplugs, if needed, are available at each work site.

The above recommendations are minimum standards. Depending on the work being performed, the on-site supervisor may request that volunteers take additional safety precautions.

Personal Precautions

In their enthusiasm to contribute, Habitat volunteers often exceed their personal limitations. They then pay for it through injury or sore muscles and back pain for the remainder of the project. In many cases, team members are not accustomed to extended manual labour. It is important that each team member recognize their limitations and work within them.

- Lifting—always use the proper lifting technique: bent legs and straight, vertical back. Do not exceed your lifting capacity.
- Over-exertion—recognize your limits. Avoid struggling to keep up with other team members. When you get tired, take a break; sit down and rest often.
- Hydration—physical work causes you to perspire which, unless lost liquid is replenished will result in dehydration.
- When working on a Habitat project, always drink more water than normal. Every job site will have safe drinking water available. Drink plenty.
- Sun—many work sites are without shade. Under these conditions, always wear sunscreen and a broad-brimmed hat. At the first indication of sunburn, reapply sunscreen and cover exposed areas with clothing.

Power Tools and Other Electrical Equipment (if applicable)

- A power tool should not be used without proper instruction in its use and explanation of the potential consequences of misuse.
- Defective tools should not be used; they should be labeled and reported to the team leader immediately. Do not wait until the end of the day to report a defective tool.

Hand Tools

- Always select the correct type and size of tool for the task, and make sure it is sharp or properly adjusted.
- Do not use a tool if the handle is loose or in poor condition.

- When using tools hold them correctly. Most cutting tools should be held in both hands with the cutting action away from your body.
- Avoid using your hand or fingers as a guide to start a cut.
- Handle and carry tools with care. Keep sharp-edged and pointed tools turned downward.
- Never place a tool on a sloping overhead surface or in a precarious position where it could fall.
- When not in use, tools should be returned to their place of keeping —special boxes, chests or cabinets.
- Do not use a power nail gun unless you are proficient in its use and the immediate work area is clear of volunteers. This tool can be very dangerous to you or others!

Ten Things to Remember Regarding Safety

Safety is everyone's number one job! Your attitude is important—think safety.

- Do not take chances.
- Be aware of situations that may lead to risky or dangerous conditions.
- Report all unsafe conditions to your team leader or on-site supervisor.
- Know the location of the first-aid kit and who to contact in case of an emergency.
- Wear the necessary protective equipment, including glasses, hard hat, shoes, dust mask and earplugs.
- Help maintain a clean work area. Remember, clutter leads to accidents.
- Be particularly careful about power tools and saws.
- Demonstrate ladder safety awareness. Practice safe scaffolding.

Working up High

Working above ground level on ladders, scaffolding or roofs is a common source of accidents on work sites. Injuries of this type may be serious and are often due to user error—failing to follow safety precautions.

Ladders

- Inspect a ladder before you use it. Look for wear and tear, loose rungs and defects. If the ladder is unsafe, don't use it.
- Use a ladder that will reach the work area. An extension ladder should extend three feet above the work level.
- Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are overreaching.
- When using an extension ladder, use the four-to-one rule. For every four feet of height, move the bottom of the ladder one foot away from the wall.

- A ladder is pitched at the proper, safe angle if you can comfortably grasp the rung at shoulder height.
- Place the ladder on solid footing in a safe location.
- If there is danger of the ladder moving while you work, tie it down. If there is danger of the ladder being hit, barricade it.
- If the feet of the ladder are not level, dig the ground out under one foot instead of raising one side with a block.
- When climbing always face the ladder and keep your hands free for climbing. Carry tools and materials in proper carrying devices.

Scaffolding

- A scaffold must be designed to support four times the weight of the workers and the materials resting on it.
- Scaffolding in many countries will not be up to North American standards and is not safe for large people to use. DO NOT use scaffolding if it appears to be unsafe.
- Scaffolding components that are not compatible should not be mixed.
- Inspect scaffolding each day before using.
- When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade.
- Do not force end braces.
- Use only properly inspected lumber for planking and check daily for splits and knots; remove defective or damaged planks immediately.

Roofs

Use extreme caution and follow a few simple rules when working on a roof:

- Roof materials should not be cut aloft. It is much safer to send down measurements and have the sheets cut on the ground.
- Always keep track of where you are in relation to the edge of the roof.
- Avoid laying tools and other items that are not in use on the roof.
- Secure building materials to prevent them from sliding or being blown off the roof.
- Some tasks along the edge of the roof are easier and more safely done off a ladder from below.
- Do not allow scrap materials and sawdust to accumulate on the roof.
- Do not work on the roof when the surface is wet.
- Secure the access ladder to the edge of the roof to prevent the ladder from moving.
- Do not throw items from the roof unless someone on the ground declares the landing area “all clear” and prevents others from entering the area until the thrown item has landed.
- Avoid wearing leather-soled or slippery-soled shoes when working aloft.

Maintaining a Safe, Clean, Secure Work Site

“A clean work place is a safe work place” refers to the neatness and good order of the work site. Good housekeeping prevents accidents.

- Clean up rubbish and scrap materials daily. Do not permit scraps of wood, nails, empty cans, pipe, wire or other materials to accumulate around the work site.
- Keep tools and equipment that are not in use in their proper place. This protects both tools and workers.

Poisons and Toxins

It is rare that Habitat volunteers encounter poisons or toxic substances on a work site; however, there are some instances when asbestos, lead oxides, solvents or animal feces are present. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance.

- If you discover asbestos being used as pipe, boiler or heating duct insulation, contact the site supervisor immediately. **DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN.**
- Lead chips, dust and particles are most often encountered when scraping woodwork or demolishing lead-painted walls. Contact the on-site supervisor immediately if you suspect lead-painted surfaces.
- Wear masks to protect against breathing germs that can be borne in dust containing animal feces (such as rodent droppings).

Chapter 7

Health and Personal Safety

Emergency Medical Care

If a person is injured on the job, contact your team leader immediately. They will direct a person to summon medical help, if needed, and obtain the work site first-aid kit. Make the injured person comfortable and attempt to stabilize the injury until medical help arrives. Your team leader possesses an Emergency Management Plan that outlines specific procedures to follow in cases of injury or illness. The team leader will discuss emergency procedures with you upon arrival during the team orientation.

When travelling to a developing country you should be prepared to encounter some unfamiliar challenges. You must be careful of what and where you eat, and drinking tap water could be hazardous to your health. Be aware that your personal safety in foreign countries may not be as secure as it is at home.

Your team leader and the Habitat for Humanity staff have taken every step to ensure the team's health and safety during your trip. It's very important that you follow their guidelines and act in a mature and responsible manner. This chapter provides information that will help each team member have a healthy, safe and rewarding experience.

Medication and Medical Conditions

If you use prescription medications ensure that you carry an adequate supply for the entire trip and some extra in case of loss. Carry a statement from your doctor indicating the dosage and reason for the medication and an extra prescription in its original bottle. This information will answer any questions you might encounter when passing through customs and is helpful for medical authorities in case of emergency. Be sure to discuss with your doctor the climate at your destination, as some medicines are ineffective at extreme temperatures or when the patient is exposed to excessive amounts of sunlight. If you have a medical-alert bracelet or tag, be sure to wear it. Your team leader will carry a copy of the medical information you provided on your application. Please be sure to provide all pertinent information.

If you wear glasses bring a spare pair with you. Contact lens wearers should be aware that it may not be practical to wear them on the work site.

Vaccinations

Many diseases which are no longer prevalent in developed countries, thanks to vaccination programs, are still very common in the developing world. Contact a Travel Health Clinic or your doctor as soon as possible for information on the vaccinations required for your travel location and dates. Ask about the costs and how soon you need to get the shots. You can visit the Health Canada website at www.travelhealth.gc.ca for more information. You should have a current tetanus shot (good for 10 years).

Blood Emergencies

There is growing public awareness of HIV/AIDS and other blood related illnesses resulting in concern about acquiring these viruses through blood transfusion, especially when travelling in developing countries. Therefore:

1. International travellers should take active steps to minimize the risk of injury.
2. When urgent resuscitation is necessary, the use of plasma expanders rather than blood should always be considered.
3. In case of emergency need for blood, use of plasma expanders and urgent evacuation home may be the actions of choice.
4. When blood transfusion cannot be avoided, the attending physician should make every effort to ensure that the blood has been screened for transmissible diseases, including HIV.
5. Your GV team leader is equipped with an Emergency Management Plan for dealing with in-country emergencies. HFHI contracts with a medical assistance provider that counsels and assists the team leader in seeking qualified professional medical help and evacuation services.

Fitness

If you are not used to manual labour, especially in hot, humid climates, it is wise to increase your level of fitness prior to the trip. Speak to your doctor before embarking on a fitness regime.

First Aid

One person on the team, often the team leader, will have first-aid training. They will carry a comprehensive first aid kit. It will not contain prescription medications. You may want to speak to your doctor about bringing:

- Broad spectrum antibiotic
- Antihistamine
- Laxative and anti-diarrheal

- Extra prescription medication
- Pain killers
- Rehydration sachets
- Sterile needle kit
- Dental kit

Travel Health Insurance

Travel health insurance is compulsory for all Global Village participants and is arranged for you by Habitat for Humanity through Chubb insurance and includes travel assistance. It covers emergency medical evacuation and medical expenses. An information sheet detailing this coverage is included with this orientation package. There is no medical questionnaire for this policy, but you will not be covered by it if you are travelling against the advice of a qualified medical practitioner. If you are travelling before or after your Global Village trip, then you must arrange for additional coverage through the provider of your choice.

Consult your travel agent about trip insurance to cover lost luggage and trip cancellation.

Traveller Stress

As an international traveller you will be subject to stresses such as crowding, disruption of your usual eating and drinking habits, and time changes with jet lag that disturbs your sleep. These conditions of stress may lower your resistance to disease and lead to nausea, indigestion, fatigue or insomnia. Do not be alarmed if you feel “not quite yourself” for the first few days.

Travelling in high altitudes may lead to insomnia, headaches, nausea and altitude sickness. Heat and cold can aggravate some diseases and skin conditions such as Athlete’s foot.

Breathing and swallowing dust when travelling on unpaved roads or in arid areas may be followed by malaise and can cause increased susceptibility to infections of the upper respiratory tract.

Travelling can raise unexpected concerns for some women. The stress of preparation and jet lag can cause menstruation to be early or late or stop altogether. It is always wise to travel with supplies. Crossing time zones means adjusting when to take contraceptive pills. Bladder and yeast infections can be more likely when travelling and taking certain kinds of malaria tablets, if you have concerns ask your doctor if you can take some medication with you. Traveller’s diarrhea can interrupt the absorption of contraceptive pills, thus leaving you with an inadequate level of protection.

Jet Lag

You may feel a bit ill the first few days at your destination; most likely it's only jet lag. The best solution is to change to your host's schedule as soon as possible: set your watch to local time on the plane; eat at the new meal times; go to bed when they do and get up when they do, even if you don't feel like it. Moderate exposure to sunlight the first day also helps the body adjust. Sometimes a short nap in the afternoon helps. The greater the number of time zones crossed, the longer it takes to adjust.

Water and Food Safety

Tips to help avoid picking up “bugs” and infections from food and drinks:

- Boil any drinking water you are unsure about, or drink bottled water, but always ask to open the bottle yourself in restaurants, checking that the seal is in place. If in doubt, stick to carbonated water - and make sure it fizzes!
- Use bottled or boiled water for cleaning your teeth. Don't open your mouth and drink water in the shower.
- Canned or bottled carbonated drinks are safe, but if they contain caffeine they will not help with hydration. It is safer to drink directly from the bottle than from a questionable container. However, wipe the mouth of the bottle clean before drinking.
- Avoid salads, unpeeled fruit, and ice in drinks – all could have been made from or washed in impure water.
- All raw food is subject to contamination, particularly in areas where hygiene and sanitation are inadequate.
- Avoid ice cream, uncooked vegetables, un-pasteurized milk, shellfish, soft cheeses, lukewarm food and empty restaurants!
- Cooked food that has been allowed to stand at ambient temperature provides a fertile breeding ground for bacteria and should be thoroughly reheated before serving.
- Food and drinks from street vendors are risky and should be avoided.
- Some species of fish and shellfish, even when well cooked, can contain poisons. Barracuda in particular should be avoided.
- Practice strict hygiene while away, especially after using the toilet and before you eat food - never use communal, damp towels in public facilities! Use disposable paper towels or hot air.
- Boil it, cook it, peel it or forget it....

Traveller's Diarrhea (TD)

Although it is not inevitable that you will get TD when you are away, it is one of the most common travel-related illnesses. It can be caused by stress, jet lag, new foods and a change in eating habits. Bacteria, viruses or parasites are also causes (see the section on water and food safety for how to avoid these).

- TD is usually a short, mild illness that clears up in 3 or 4 days.
- Replacing lost fluids and salts is the most important treatment.
- You don't need to take an antibiotic for mild to moderate cases.

To speed recovery:

- Rest gives your body the best chance to fight the illness.
- Drink plenty of fluids and replace salts by using an oral rehydration solution such as Gatorade, or add a bit of salt and sugar to water.
- Eat a bland diet, avoiding fruit (except bananas), dairy products, spicy and greasy foods.
- If urine is dark in colour, you are dehydrated and need to drink more.
- Note any other symptoms you are suffering.
- Be scrupulous about washing your hands after you use the toilet.

Talk with your team leader and seek medical attention if:

- The diarrhea is very severe or lasts longer than 5 days.
- There is blood or mucus in the stool.
- You have a fever.
- You are unable to keep fluids down.
- You are jaundiced (your skin and the whites of your eyes are yellow).

Dehydration

During normal activity, you require between 2 and 4 litres of fluid (excluding caffeine and alcohol) a day, depending on your size and metabolism and the environment. The amount of fluid you need increases dramatically with hot weather and hard physical work; therefore, it is vital to ensure you are getting enough to drink.

- Your team leader will ensure a regular supply of clean drinking water.
- Drink a minimum 4 litres of water a day when working hard.
- Always carry a minimum of 1 litre of water when travelling or away from your base.
- Monitor your urine colour and output - the darker it is the more dehydrated you are. If you're not urinating regularly, then you're not drinking enough.

Avoiding Mosquito Bites

- Apply insect repellent containing DEET to exposed skin.
- Wear long-sleeved clothing and long pants if you are outdoors at night.
- Use a mosquito net over the bed. For additional protection, treat the mosquito net with insecticide.
- Spray a repellent on clothing, as mosquitoes may bite through thin clothing.
- Spray insecticide in your bedroom before going to sleep.

Preventing Malaria

During travel to areas in which malaria is present:

- Use anti-mosquito measures
- Take a drug to help prevent malaria
- Consult a physician if you experience symptoms

Malaria

Travellers to tropical and subtropical countries often are exposed to the threat of contracting malaria, a potentially life-threatening disease. Malaria exists in most of sub-Saharan Africa, southern and Southeast Asia, Mexico, Haiti, the Dominican Republic, Central and South America, Papua New Guinea, Vanuatu, and the Solomon Islands. Major cities in Asia and South America are nearly malaria free but cities in Africa, India, and Pakistan are not. There is generally less risk of malaria at altitudes above 1,500 meters (4,500 feet). The Health Canada insert will advise you if the threat of malaria exists in the country you'll be visiting.

Malaria is a serious disease that occurs when an infected Anopheles mosquito bites a person and injects malaria parasites into the blood. Although four species of malaria parasites can infect humans and cause illness, only falciparum malaria is potentially life threatening.

Symptoms of malaria are flu-like and may include fever, chills, muscle aches, headache and sometimes, vomiting, diarrhea and coughing. Patients with severe falciparum malaria may develop liver and kidney failure, convulsions and coma. Certain types of malaria infection cause less serious illness, but parasites may remain dormant in the liver for many months, causing appearance of symptoms months or even years later.

At first, symptoms may be mild. Malaria should be suspected if the traveller experiences fever or any of the above symptoms between one week after the first possible exposure to infected mosquitoes and several months after the last exposure. The period between mosquito bite and onset of illness is usually seven to 21 days, but this interval may be longer when the traveller has taken incomplete or inadequate malaria prevention measures. If malaria is suspected, medical help must be sought immediately. A blood sample should be taken to check for malaria parasites.

Immediate treatment of falciparum malaria is critical. If you exhibit symptoms notify your team leader.

No vaccine against malaria is available, but travellers can protect themselves by using anti-mosquito measures and by taking drugs that help prevent malaria. Avoiding the bites of Anopheles mosquitoes (which usually bite only between dusk and dawn) is the best way to prevent infection.

Travellers to areas where malaria occurs should discuss their travel plans with a physician well before departure. There is a variety of drugs to help prevent malaria. Travellers from different countries may receive different recommendations that reflect differences in approach and availability of medicines. Even if a country is listed as having malaria, an exact itinerary is needed to determine if preventive drugs are required.

When an anti-malarial drug is prescribed, strict adherence to the recommended doses and schedule is necessary to ensure effective protection. Follow directions precisely.

- Take tablets on the same day each week or, in the case of tablets to be taken daily, at the same time each day.
- Take tablets after meals.
- Take the recommended doses one to two weeks before travel, throughout the trip, and for four weeks after leaving the malarial area.
- Complete the full dosage; don't stop taking the tablets just because you have arrived home.

All medicines have some side effects; if a serious side effect occurs, seek medical help and discontinue taking the anti-malarial drug. Mild nausea, occasional vomiting, or loose stools are not adequate reasons for stopping an anti-malarial drug. The seriousness of malaria warrants tolerating temporary mild side effects.

The Health Canada website, a Travel Health Clinic or your family doctor can provide current information about malaria and other diseases of concern to travellers.

Mosquitoes and Other Insects

The effectiveness of anti-malaria drugs is variable, depending on patterns of resistance and compliance with medication instructions. And, for many insect-borne diseases, no specific preventatives are available. The safest approach to prevention of these diseases is avoidance. Exposure to insect bites can be minimized by paying attention to your patterns of activity or behaviour. Some mosquitoes are most active in twilight periods at dawn and dusk or in the evening. Avoiding outdoor activity during these periods may reduce risk of exposure. Wearing long-sleeved shirts, long pants and hats will minimize areas of exposed skin. Shirts should be tucked in and repellents applied to clothing, shoes, mosquito nets and other gear for added protection.

Tick- and mite-borne infections characteristically are diseases of place; whenever, avoid overgrown or grassy areas. When exposure to ticks or mites is a possibility, tuck your pants into your socks and wear boots rather than sandals.

During outdoor activity, and at the end of the day, travellers should inspect themselves and their clothing for ticks. Ticks are detected more easily on light coloured or white clothing. Prompt removal of attached ticks may prevent infection. Although vaccines and/or drugs are available against vector-borne diseases such as yellow fever and malaria, there are none for most other mosquito-borne maladies such as dengue. Use repellents and other general protective measures to minimize your exposure.

The bites, stings and contact of some insects cause unpleasant reactions. Medical attention should be sought if an insect bite or sting causes redness, swelling, bruising, or persistent pain. Many insects also transmit communicable diseases. Some insects can bite and transmit disease without the person being aware of the bite, particularly when camping or staying in rustic or primitive accommodations. Insect repellents, protective clothing and mosquito netting are advisable in many parts of the world.

When accommodations are not adequately screened or air-conditioned, bed nets are essential to provide protection and comfort. A bed net should be tucked under the mattress and can be sprayed with repellent. Aerosol insecticides and mosquito coils may help to clear rooms of mosquitoes; however, some coils contain DDT and should be used with caution.

Animal-associated Hazards

Wild animals tend to avoid human beings, but they can attack, particularly if they are with their young or unable to flee. Rabies is prevalent in many countries and contact with both domestic and wild animals should be avoided. Domestic (dogs & cats) animals may not get the attention that pets at home get and therefore are often infested with lice or fleas. Do not feed or touch any animals!

Poisonous snakes are prevalent in many parts of the world, although deaths from snakebites are relatively rare. Snakes tend to be active at night and in warm weather. As a precaution, boots and long pants should be worn while walking outdoors in regions where poisonous snakes occur.

Most snakebites are the direct result of handling or harassing snakes, which bite as a defensive reaction. Attempting to kill a snake often leads to being bitten. The venom of a small or immature snake may be even more concentrated than that of a larger snake; therefore, all snakes should be strictly left alone.

Less than half of all snakebite wounds actually contain venom. However, medical attention should be sought anytime a bite breaks the skin. A pressure bandage, ice (if available), and immobilization of the affected limb are recommended first-aid measures while the victim is being moved as quickly as possible to a medical facility.

Bites from scorpions may be painful but are seldom life threatening, except possibly in infants. In general, bites can be avoided by sleeping under mosquito nets and by shaking clothing and shoes before putting them on.

Fire

While Habitat for Humanity make every attempt to provide accommodation that is safe, the final responsibility for personal safety lies with each individual. Before sleeping in unfamiliar surroundings, always identify escape routes and locations of any fire extinguishing equipment. Look out for heating devices that could potentially cause carbon monoxide poisoning. Do not smoke in bed. In case of fire, crawl low, under the smoke, to escape.

Sun Safety

It is important when travelling to recognize both the long and short-term risks associated with too much sun exposure. Ways to protect yourself include:

- Use sun screen (with a high SPF) and re-apply every 2-3 hrs.
- Wear sunglasses and a sun hat covering the ears and neck.
- Drink plenty of non-alcoholic drinks to stay hydrated.

If you are on any medication check with your doctor before you go, as some medications can make you more sensitive to the sun.

Always consult with your doctor or nurse if you notice any unusual changes in your skin or your moles.

Remember

- Slip on a T-shirt,
- Slop on a hat,
- Slap on sunscreen
- Slurp lots of water

Swimming

Swimming in contaminated water may result in skin, eye, ear and intestinal infections, particularly if the swimmer's head is submerged. To minimize the potential for infectious disease, only pools that contain chlorinated water can be considered safe places to swim. Avoid swimming at beaches that might be contaminated with human sewage, or with animal droppings. Wading or swimming should be avoided in freshwater streams, canals and lakes suspected of being contaminated. Biting and stinging fish, corals, hippopotami and crocodiles can also pose a hazard to swimmers. Never swim alone or when under the influence of alcohol or drugs, and never dive into an unfamiliar body of water.

Personal Safety

The following tips are common sense when travelling in a foreign country:

- Dress conservatively and don't wear expensive looking jewellery or watches, even if they're fake!
- Conceal valuables and documents, and do not put them in easily accessible pockets of backpacks, purses or suitcases.
- Keep copies of your passport/documents separate from the original.
- Go somewhere discreet if you need to remove something from money belts or hidden pockets.

- Lock your luggage if it is out of your sight.
- Be extra vigilant when out on the street – look out for pickpockets and scam artists.
- Abide by local customs and laws.
- Do not go out alone, and tell someone else where you are going.
- Use credit cards or traveller's cheques if possible, and do not display large amounts of cash.
- Bring the minimum number of credit cards and make a note of the card numbers for reporting loss.
- Do not resist attackers. If confronted, give up your valuables.

Deep Vein Thrombosis (DVT) or “Economy Class Syndrome”

The deep veins of the leg sometimes develop blood clots (deep vein thrombosis) and very occasionally these break off and move to the lungs. The risk of DVT seems to be increased by long distance flights and sitting for long periods in buses due to the difficulty in getting up and moving around. On a long-haul flight, you can become dehydrated, which can be worsened by coffee or alcohol. The edge of your seat may compress the leg veins and the slightly reduced oxygen pressure in the cabin may encourage the formation of clots. If you feel you are at risk discuss this with your doctor as you may benefit from taking a low dose of aspirin or wearing compression stockings.

Everyone should do the following to prevent DVT:

- Wear loose fitting clothing when travelling, especially around the waist and thighs. Do not wear a tight fitting or broad belt.
- Stretch regularly, particularly the calf muscles.
- Get up and move around, ideally every hour.
- Try to keep legs as straight as possible if sleeping.
- Avoid excessive coffee or alcohol.
- Drink plenty of fluids (non-alcoholic, non-caffeine and non-fizzy).

Principles of Good Practice When Working with Children

Global village trips are about more than building houses! Throughout your experience you will interact with the local community, homeowners and other HFH staff and volunteers. Interaction with local children is a key component of any global village trip. Children will befriend you as you work onsite, as you eat a meal or even as you walk to and from your accommodation each day!

Whenever you have contact with any child it is important that they always feel safe around you or any other member of the Global Village team. There should always be at least two members with a child. Avoid being alone.

Please ensure that all your interactions are respectful and ensure that the safety and welfare of any child is a priority.

Back Home

Aside from the luxury of sleeping in one's own bed and taking long, hot showers, few team participants look forward to getting back to their daily routines following a Global Village trip. Immersing oneself in helping partner families in a modest, often impoverished culture, even if for only a few weeks, can be a life-altering experience; it often causes participants to re-evaluate their own life priorities.

Upon returning home you may find yourself seeing things differently. You may find that your friends and family aren't able to relate to the experience that you have just had, or that you cannot find the words to explain it. The way you and those around you live might suddenly seem excessive, and you may struggle to combine your new perspective with your old life. Don't be alarmed; you are not alone and everything you are feeling is normal ... normal is just different now.

Making adjustments and processing your experience takes time, and many people never return to the way they were prior to the experience. Such a change is positive, but avoid making drastic decisions too soon after returning. Give yourself time to settle back in and figure things out. Stay in touch with other team members; they will be experiencing similar emotions. Open and honest communication is the key to creating understanding.

When you get home don't forget that health can still be a problem. Some diseases may not manifest themselves until sometime after your return. It's important to seek medical advice if:

- You suffered an illness while overseas.
- You have been in a malarial area and have a fever.
- You have lingering stomach or intestinal symptoms or concerns.
- You are worried about any other health concerns.

It is important to tell your doctor what countries you have visited within the past 12 months, what anti-malarial medication you took and what activities you were involved in. Knowledge of such travel, and the possibility that you may be ill with a disease they rarely see, will help with a correct diagnosis.

Conclusion

Thank you for taking the time to review this orientation handbook; doing so is an important investment in yourself, your GV team and your host country. The success of your Global Village trip relies on each participant being well prepared; reading this handbook is the starting point.

As you take the necessary steps to prepare yourself for your upcoming adventure, don't forget about your family and friends. They need to be assured of your safety and know how to contact you in case of emergency. They also need to understand why it is so important for you to participate in this experience.

In 1962, when Canadian author Marshal McLuhan used the term "global village" to describe how the world would change in the new electronic age. We wonder if he foresaw the effect that this new age of information would have on the world of international development.

In this age of satellite communications, there is little in the world that goes unnoticed and more and more people are answering the call for help by giving their time and money in the hope of making the world a better place for everyone.

By making the decision to join a Global Village trip, you have become one of those people who are not prepared to sit by while others are in need.

We want to express our hope and excitement for you and your upcoming adventure.

Thank you for joining the Global Village family!

I will do more than care—I will help.

I will be more than fair—I will be kind.

I will do more than forgive—I will forget.

I will do more than dream—I will work.

I will do more than earn—I will enrich.

I will do more than give—I will grow.

I will be more than friendly—I will be a friend.

Global Village Team Member Agreement

I realize that the following elements are crucial to the effectiveness, quality and safety of our experience together. As a member of this Global Village team I agree to:

- Remember that we have come to learn, not to teach. I may run across procedures that I feel are inefficient or attitudes that I feel need changing. I'll resist the temptation to inform our hosts about 'how we do things'. I'll be open to learning other people's methods and ideas.
- Respect the hosts' view of religion.
- Respect my team leaders and their decisions.
- Respect my fellow team members and refrain from gossip. I may be surprised at how each person will blossom when freed from the concern that others may be passing judgement.
- Refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances. Instead of whining and complaining, I'll be creative and supportive.
- Respect the work that is going on in the country with Habitat for Humanity. I realize that our team will be there for just a short while, but that Habitat for Humanity is there for the long term. I will respect their knowledge, insights and instructions.
- Attend all team meetings and follow-up meetings.
- Fulfil all logistical requirements. I will comply with all requirements regarding passports, visas, finances, vaccinations, etc.
- Refrain from negative political comments or hostile discussions concerning the politics of the country I am visiting.
- Remember that I am a guest working at the invitation of the people of the host country and Habitat for Humanity. If my bare arms, shirtless back or exposed legs offend my hosts, I'll cover them.
- Remember not to be exclusive in my relationships. If my spouse or best friend is on the team, we will make every effort to interact with all members of the team, not just one another.
- Refrain from any activity that could be construed as romantic interest toward a local or other team member. I realize certain activities that seem innocuous in my own culture may be seen as inappropriate in others.
- Refrain from consuming alcoholic beverages except when and where permitted by the team leader.
- Refrain completely from using illegal drugs or engaging in inappropriate sexual behaviour while on the trip.

Useful Websites

Habitat for Humanity

www.habitat.ca.....Canadian Organization Website

www.habitat.org/intl/.....International Organization Website

Travel Information

http://www.ppt.gc.ca/passports/how_obtain_e.asp.....Canadian Passport Office

<http://www.voyage.gc.ca/dest/ctry/visa-en.asp>.....Visa Requirements for Canadian Citizens

<http://www.voyage.gc.ca>.....Country Information and Travel Warnings

www.travelhealth.gc.ca.....Medical Information for Canadians Abroad

www.cdc.gov/travel.....Center for Disease Control

www.who.chWorld Health Organization

Money Information

www.xe.net/currency.....Currencies and Exchange Rates

www.visa.com/atmsATM Locator: Visa (Plus network)

www.mastercard.com/cardholderservices/atm/.....ATM Locator: MasterCard (Cirrus network)

Packing List

- _____ Prescription medications & eye glasses
- _____ Imodium, cold & flu, allergy, malaria medication
- _____ Simple first-aid supplies
- _____ Insect repellent
- _____ Toilet paper and antibacterial wet wipes
- _____ Sunscreen and sunglasses
- _____ Soap, shampoo, small zip-lock bag of laundry detergent
- _____ Nail clippers, tooth picks, dental floss (you'll wish for all of these!)
- _____ Personal cosmetic and toiletry items, small travel mirror
- _____ Neck pouch/money belt
- _____ Passport / health card, extra passport photos (2) and 2 copies of passport I.D. page
- _____ Cash for personal spending
- _____ Shoes (one sandals or flip flops, one casual nice, one for muddy work/hiking)
- _____ One special outfit
- _____ Daily work and play clothes (remember a swim suit just in case)
- _____ Lightweight waterproof jacket
- _____ Sweat shirt/sweat pants
- _____ Hat for rain and shine!
- _____ Travel alarm clock
- _____ Zip lock bags – large (for storing liquids and wet or dirty clothes)
- _____ Folding umbrella
- _____ Twine/heavy string or duct tape
- _____ Water bottle
- _____ Work gloves
- _____ Camera, charger
- _____ Small flashlight and extra batteries
- _____ Notebook, journal, pens/pencils.
- _____ Games/cards/book etc.
- _____ Snacks, coffee/tea bags, cocoa mix