



Raleigh  
Raleigh  
International

Borneo Expedition  
Information Pack



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# Introduction

Welcome to the Raleigh Borneo information pack! The aim of this information pack is to help make your pre-departure journey as smooth as possible, and to make sure you are fully prepared for your Raleigh expedition. Within this pack you will find all the forms that need you need to complete; information about fundraising and our insurance policy; medical and expedition FAQs; and a detailed kit list.

## Meet the team

Up until the date of your expedition we, your Volunteer Coordinators, are here to support you with your pre-expedition preparations and to answer any questions or queries you may have. Having volunteered with Raleigh International ourselves, we have first-hand experience of fundraising and day to day life on expedition.

Please don't hesitate to get in touch; we look forward to hearing from you soon!

### **Daisy Bareham**

**Raleigh Placements:**

Costa Rica 2010 - Venturer  
India ICS 2015 - Volunteer



### **Camille McCrosson**

**Raleigh Placement:**

Tanzania 2016 - Venturer



**Email:** [raleighborneo@raleighinternational.org](mailto:raleighborneo@raleighinternational.org)

**Phone:** +44 (0)20 7183 1274

# Forms to be returned

To secure your place on expedition, you need to return to us the following:

- **Passport** – please send us a scan/photograph of the photo page of your passport. *You must contact us immediately if you do not hold a UK/EU/US/Canadian passport or if your passport is out of date/you do not currently have a passport.*
- **Medical form** (please see pages 7 - 8) – your medical form needs to be filled out by you and then signed by your GP. Without your GP's signature, you will not be covered under our medical insurance.
- **Vaccination form** (please see page 5) – vaccination courses can take up to 28 days to complete, so please book your appointments as soon as possible. Vaccination advice varies from country to country; however, due to safety and insurance requirements, we ask you to receive **all the stated mandatory vaccinations** regardless.  
**Please note:**
  - We need to receive the **day/ month/ year** you received the vaccination
  - You don't need to have actually had your vaccinations before you submit the form, as long as you can provide us with the dates of your appointments.
- **Flight itinerary** – we need to receive flight numbers & arrival/departure dates and times for **all** of your flights to and from Borneo. It is important that you book your flights in accordance with the 'land by' and 'take off after' times stated in the flight guidance document attached to the welcome e-mail.
- **Parental consent form** (please see page 4) – if you are under the age of 18, please submit a copy of your parental consent form signed by your Parent or Guardian.

## Volunteer Managers

In addition to the above, you also need to submit the following:

- **First aid certificate** - Project Managers, you will need to complete a first aid course and submit a photograph/scan of your certificate. It is not a mandatory requirement for Fieldbase Volunteer Managers to complete a first aid course, but it is highly recommended.
- **Proof of medical indemnity** - Volunteer Medics, you will need to send proof of your medical indemnity. If you have any questions about how to approach your indemnity provider, please contact the Raleigh medical team at: [raleighmedicscreening@raleighinternational.org](mailto:raleighmedicscreening@raleighinternational.org)
- **DBS certificate** – at the assessment weekend, you would have been asked to complete a DBS application form. Once you have received your DBS certificate in the post, please post the original copy to the Raleigh Head Office – please address your DBS certificate to 'the Volunteer Manager Counter Signatory'. **We are not able to accept photographs/ scans of your DBS certificate.**

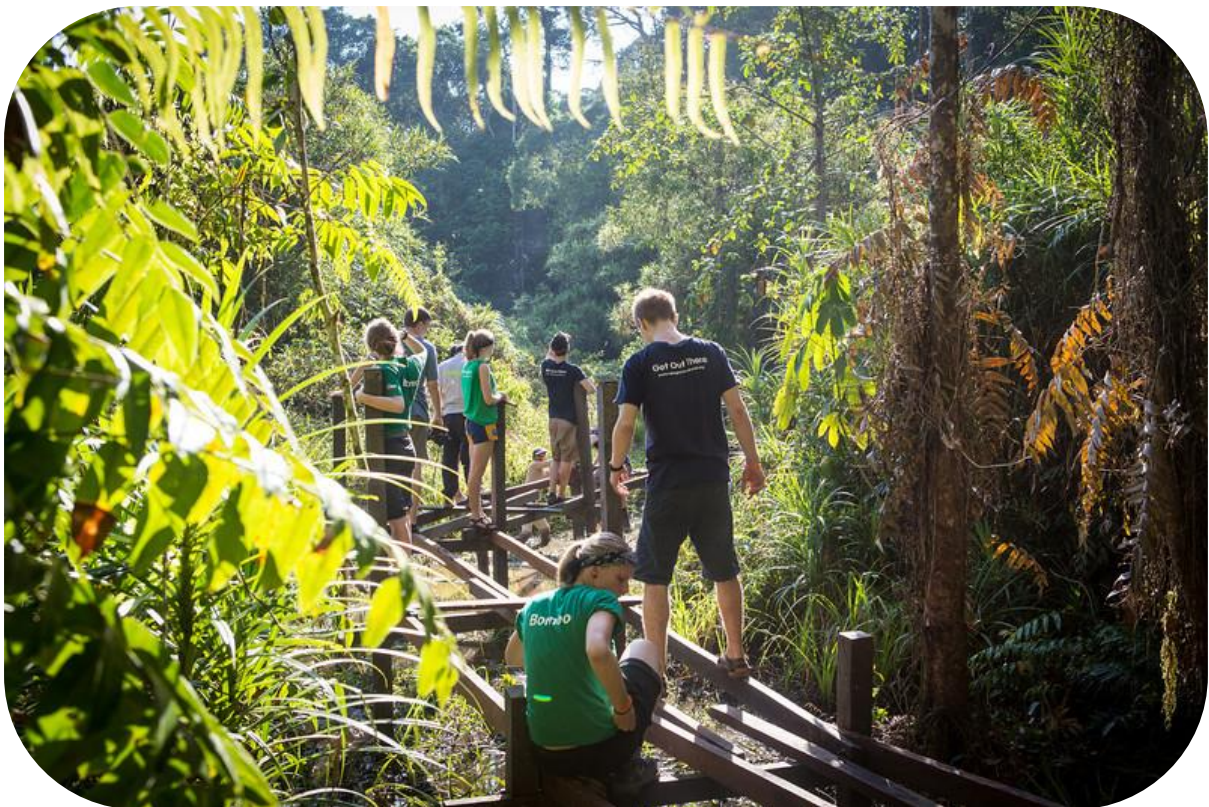
## How should I send my forms to Raleigh Head office?

Please return all of your forms by e-mail rather than post. You can send scans/ photograph of your completed forms to [raleighborneo@raleighinternational.org](mailto:raleighborneo@raleighinternational.org).

## When do the forms need to be sent to Raleigh Head Office by?

All the deadlines for your forms to be submitted to Raleigh Head Office are in the welcome e-mail. Please print off the welcome e-mail so you can use it as a check list.

**Your place on expedition is not confirmed until we have received all these forms.** Your deadlines are put in place so that there is time to medically clear you for the expedition, and to ensure that you are covered under Raleigh's insurance policy. If you do not submit your forms by the specified deadlines, we may not have time to complete these processes and ensure it is safe for you to take part; therefore, your place will have to be withdrawn or deferred. If you are unsure or have any concerns about your deadlines, please get in contact as soon as possible so we can assist you with this.



# Parental/Guardian Consent Form



**To be completed by Venturers who are under 18 years of age:**

Venturer Name	
Expedition Country	
Raleigh ID Number	
Date of Birth	

**To be completed by Parents / Guardians if under 18 years of age:**

'I/We \_\_\_\_\_  
(parent /guardian) have read Raleigh International's terms and conditions and understand the activities involved in the Raleigh International programme. We are aware that venturers are normally expected to be between 17 – 25 years of age at the date of commencement. As our child is less than 18 years old we agree that Raleigh International will act *in loco parentis* until they are 18 years of age.

I/We hereby give consent for \_\_\_\_\_  
(Venturer name) to participate as a volunteer in a Raleigh overseas expedition and any UK based training events as applicable.

I/We accept Raleigh's terms and conditions on their behalf. In the event that an image of the above named volunteer should appear in any photograph taken while engaged in Raleigh activities, I hereby consent to its use in publicity materials in the UK and overseas. Raleigh will not disclose any personal information about the individual to a third party.'



Signed	
Print Name(s)	
Date	
Relationship	
Signed	
Print Name(s)	
Date	
Relationship	

**Raleigh**  
International

# BORNEO VACCINATION FORM



Name:

Raleigh ID:

Please contact your GP first as most of the mandatory vaccines can be provided free of charge at some NHS surgeries.

Allow at least six weeks before your departure to get vaccinations finalised, to ensure you are protected.

Once vaccinations have been planned, please complete the final column (even if not given yet) and submit the form to your volunteer coordinator. Please do this by the deadline to allow adequate time for processing.

MANDATORY		DOSAGE AND VALIDITY		APPROX. PRICE		DATE RECEIVED		DATE YOU INTEND TO RECEIVE IT	
TYPHOID	One injection or three capsules valid for three years		£30-40 (available for free on NHS)		1 / /			1 / /	
DIPHTHERIA TETANUS POLIO (DTP)	Primary course of three injections (usually given in childhood) and a booster given within the last 10 years. Please confirm that childhood vaccination of DTP has been given.		£30 per combined vaccine (available free on the NHS)	<input type="checkbox"/> NO <input type="checkbox"/> YES Primary course given in childhood?				Booster / /	
HEPATITIS A	One injection valid for one year. A booster given a minimum of six months later is valid 20 years If you have ever had more than one Hep A vaccination, please list dates for all.		£44 (available for free on NHS)		Primary course (year): / /			Primary course (year): / /	
JAPANESE ENCEPHALITIS B	IXIARO (UK)- 2 injections given 1 week apart if over 18 or over 4 weeks if under 18. Must be finalised 1 week before flying. Valid for 2 years. GREEN X (not UK)- 3 injections over 3 weeks. Must be completed 10 days before flying. Valid for 1 year. IMOGJEV (Aus/Asia)- Single injection-valid for at least 5 years	<input type="checkbox"/> Ixiaro <input type="checkbox"/> Green X <input type="checkbox"/> Imogjev	£90 per dose £33-55 per dose £90-150 per course	Tick Vaccine Type 1 / / 2 / / 3 / /	1 / / 2 / / 3 / / Booster / /	1 / / 2 / / 3 / / Booster / /	1 / / 2 / / 3 / / Booster / /	1 / / 2 / / 3 / / Booster / /	1 / / 2 / / 3 / / Booster / /
RABIES	A primary course of three injections spread over one month AND/OR a booster, within the last 10 years. If you have received a rabies booster, please also list the dates of your primary course.		£33-55 per dose £90-150 per course		1 / / 2 / / 3 / / Booster / /			1 / / 2 / / 3 / / Booster / /	
OPTIONAL		DOSAGE AND VALIDITY		APPROX. PRICE		DATE RECEIVED		DATE YOU INTEND TO RECEIVE IT	
HEPATITIS B	A course of three injections over one to two months (valid for at least 5 years)		£35 (may be cheaper/free on NHS if combined with a Hep A immunisation)		1 / / 2 / / 3 / / Booster / /			1 / / 2 / / 3 / / Booster / /	
I have had a dental check up in the last six months, or will have one before I depart.			YES <input type="checkbox"/>	Please note that dental treatment is not covered under Raleigh International's insurance. Any costs for dental treatment will need to be covered by you.					
I have received, or arranged to receive, all the above mandatory vaccinations.			YES <input type="checkbox"/>						
I have organised anti-malarial medication for the duration of my programme, as well as sufficient to continue the medication on my return home.			YES <input type="checkbox"/>	It is a mandatory requirement for you to have anti-malarials for the whole duration of your placement. We recommend Doxygylne as the anti-malarial medication of choice for Borneo as it also provides protection against Leprosy which is a common tropical disease in Borneo.					

**Volunteer Signature:**

Before you submit the vaccination form, please make sure you have ticked all the boxes and it is signed. Your signature confirms that the information provided is an accurate account of your vaccination records. This form does not need to be signed by your GP.

Date:

Dear Doctor,

I am writing to you on behalf of Raleigh International. This person is registered with your GP practice and is undertaking an overseas expedition with Raleigh International. We require that all participants have a medical form signed by their GP which provides an accurate account of their medical and mental health history and current condition, including regular medications.

Raleigh International is a sustainable development charity. We work in rural communities in Tanzania, Borneo, Nicaragua, Costa Rica and Nepal, focusing on access to safe water and sanitation, protecting vulnerable environments and building community resilience, working in collaboration with volunteers, communities and local partner organisations.

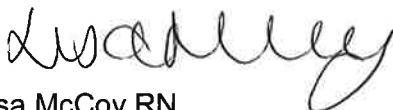
This person will be participating in a five, seven or ten week Raleigh International overseas expedition, during which he/she will be subject to basic living conditions, considerable physical and mental stress, as well as challenging climates. These demands will include a 10-21 day trek, carrying up to 25kg in conditions which will involve intense climates, rough terrain, living in remote locations with little or no amenities and a nutritious, but restricted, diet.

Raleigh International has medics (doctor/nurse/paramedic) on expedition. However, project sites can be a considerable distance from any hospital back up, and there may not be a medic with this person at all times. Raleigh International's insurers are satisfied to cover any pre-existing medical conditions providing a volunteer's GP and the Raleigh Medical team has given clearance and determine that the volunteer is fit to participate. The Raleigh Medical Team review every form and perform follow up as required to ensure that within the context of expedition the volunteer is suitable to participate.

With the above information, if there are any matters which you feel the Medical Team should be aware, please state on the medical form or supply on a separate note to us directly. If you have any queries please feel free to contact us as per below.

As this person has committed to volunteer their time and raise funds towards the charitable work we undertake, we request that you consider not charging the volunteer to check and complete the Medical Form and Declaration. However, we appreciate that you are very busy, and this may not be possible.

Yours Sincerely,



Lisa McCoy RN  
Medical Co-ordination Manager  
020 7183 1291

[raleighmedicscreening@raleighinternational.org](mailto:raleighmedicscreening@raleighinternational.org)

# RALEIGH EXPEDITION MEDICAL FORM



Please complete this form yourself before taking it to your GP (family doctor)

Programme Country: \_\_\_\_\_ Dates (from/to): \_\_\_\_\_

First Name: \_\_\_\_\_ Family name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Raleigh ID: \_\_\_\_\_

PLEASE RETURN TO THE RALEIGH MEDICAL TEAM (fax 02075048094 or email: raleighmedicscreening@raleighinternational.org)

## PERSONAL HEALTH

Please be as honest as possible with these questions so that we have the information we need to ensure your safety on programme. A member of the Raleigh medical team will be in contact with you if any follow up is required. Please do not book your flights until you have confirmed you have been medically cleared. Failure to disclose information may invalidate your insurance and leave you liable for any costs incurred.

### DO YOU CURRENTLY OR HAVE YOU EVER SUFFERED FROM:

- |  |  |   |  |
|--|--|---|--|
| 1. Heart Problems (e.g. arrhythmia, high or low blood pressure, congenital or other disease) | Yes <input type="checkbox"/> No <input type="checkbox"/> | 8. Breaks Fractures, dislocations   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Blood or bleeding disorders   | Yes <input type="checkbox"/> No <input type="checkbox"/> | 9. Any learning needs or developmental disorders (e.g. Asperger's, autism, ADHD, dyspraxia) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Surgery / operation   | Yes <input type="checkbox"/> No <input type="checkbox"/> | 10. Any physical or other disability  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Gastric or physical eating problems   | Yes <input type="checkbox"/> No <input type="checkbox"/> | 11. An infectious tropical disease  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Skin Conditions   | Yes <input type="checkbox"/> No <input type="checkbox"/> | 12. Drug or alcohol abuse   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Recurrent infections (e.g. urinary, thrush, respiratory, ear, eye)                        | Yes <input type="checkbox"/> No <input type="checkbox"/> | 13. Fainting/ loss of consciousness   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Soft tissue, nerve or joint injury (e.g. tendon, ligament, cartilage)                     | Yes <input type="checkbox"/> No <input type="checkbox"/> | 14. Head Injury/ migraine   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  |  | 15. Any other health related problem  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If yes to any of the above, please give full details:

(include dates, nature of illness or injury, treatment, recurrences, ongoing medical advice and any support needs)

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16. Epilepsy, fits or seizures Yes  No  If yes, please request additional 'Epilepsy, fits and seizures screening form'

17. Diabetes Yes  No  If yes, please request additional 'Diabetes Screening Form'

18. Allergies Yes  No  If yes, please list your allergies below;

Allergen e.g. 'peanuts' Exposure e.g. 'touching' Reaction e.g. 'anaphylaxis' Medication e.g. 'epipen'

Allergen \_\_\_\_\_ Exposure \_\_\_\_\_ Reaction \_\_\_\_\_ Medication \_\_\_\_\_

Allergen \_\_\_\_\_ Exposure \_\_\_\_\_ Reaction \_\_\_\_\_ Medication \_\_\_\_\_

Allergen \_\_\_\_\_ Exposure \_\_\_\_\_ Reaction \_\_\_\_\_ Medication \_\_\_\_\_

Please provide any information about allergies or intolerances you may have here: \_\_\_\_\_

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# PERSONAL HEALTH CONTINUED

Name: 

## 19. Mental Health

DO YOU CURRENTLY OR HAVE YOU EVER SUFFERED FROM:

19a Panic/Anxiety Attacks

Yes  No 

If Yes: What happens when you have one? \_\_\_\_\_

How often do you have them? \_\_\_\_\_

When was your last attack? \_\_\_\_\_

19b Anxiety

Yes  No 

If Yes: How long have you suffered from anxiety? \_\_\_\_\_

Have sought professional help for this? If so, when and who? \_\_\_\_\_

Do you currently take any medications for anxiety? If so, what? (please include dosage and frequency)

\_\_\_\_\_

Have you had, or are you currently undergoing any therapy for anxiety (e.g. CBT, counselling). If so, what? (please include dates)

\_\_\_\_\_

19c Depression

Yes  No 

If Yes: How long have you suffered from depression? \_\_\_\_\_

Have you sought professional help for this? If yes when and who? \_\_\_\_\_

Do you currently take any medications for depression? If so, what? \_\_\_\_\_

Have you had, or are you currently undergoing any therapy for depression (e.g. CBT, counselling). If so, what? (please include dates)

\_\_\_\_\_

19d Eating Disorder

Yes  No 

If Yes: If yes please detail (include dates, nature of illness or injury, treatment, ongoing medical advice and any support needs)

\_\_\_\_\_

\_\_\_\_\_

What is your current; Weight: \_\_\_\_\_ Height: \_\_\_\_\_

19e Any other Mental Health Problem

Yes  No 

If Yes, please provide details including dates of illness, treatment, ongoing medical advice and support needs

\_\_\_\_\_

\_\_\_\_\_

19f Self harm, overdose, suicidal thoughts or attempts?

Yes  No 

If Yes, please provide details including dates, treatment, ongoing medical advice and support needs.

\_\_\_\_\_

\_\_\_\_\_

Please be as honest as possible with these questions, so that we can have the information we need to ensure your safety on programme. A member of the Raleigh Medical Team will be in contact with you if any follow up is required.

# PERSONAL HEALTH CONTINUED

Name:

## 20. Asthma

Yes  No  If yes please answer the questions below;

When were you diagnosed with asthma? Date: \_\_\_\_\_

What type of inhalers do you use (if any)? Include dose and frequency \_\_\_\_\_  
\_\_\_\_\_

Do you have any specific triggers that make your asthma worse? Details; \_\_\_\_\_  
\_\_\_\_\_

When was your last asthma review? Date: \_\_\_\_\_

Have you ever had an asthma attack? Yes  No  If yes, how frequently do you have attacks? \_\_\_\_\_

When was your last attack? \_\_\_\_\_

Have you ever been hospitalised because of asthma?

Yes  No  If yes, when? Date: \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been in Intensive care with your asthma?

Yes  No  If yes, when? Date; \_\_\_\_\_

Details: \_\_\_\_\_

Any additional information about your asthma;  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 21. Please list any regular medications/remedies you are taking (and any additional you will be taking during expedition). Please include doseage, how often and how long you have been taking this medication for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 22. Have you visited a health professional (e.g. nurse, doctor, therapist) or attended hospital in the last 5 years? (If yes, please give full details of dates, nature of illness/injury and treatment received)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF ANYTHING REGARDING YOUR HEALTH CHANGES AFTER RETURNING THIS FORM, YOU MUST INFORM THE MEDICAL TEAM.  
FAILURE TO DO SO MAY AFFECT YOUR PLACE ON EXPEDITION AND MAY INVALIDATE YOUR INSURANCE.

# DECLARATION

## VOLUNTEER

To the best of my knowledge this is a true and accurate account of my medical history and current condition. If my medical condition changes after submitting the form I will inform the Raleigh Medical team.

In the event of accident, illness or if additional information is required by a member of the Raleigh Medical Team, I give my permission for Raleigh International to initiate treatment, and contact my GP, other relevant healthcare professional, key worker and/or next of kin.

Raleigh International medical team respects the confidentiality of volunteers. However for safety reasons it is sometimes necessary to share medical information with other Raleigh staff. I consent to the medical information contained herewith, or any medical issues which occur on programme, to be shared with Raleigh Volunteer Medics and UK/ in-country management teams where deemed operationally necessary.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent (if under 18): \_\_\_\_\_ Signature of Parent (if under 18): \_\_\_\_\_

Please do not book flights until you have checked you have been medical cleared by the Raleigh Medical Team.

**NOTE: YOU MAY PUT YOURSELF AT SIGNIFICANT RISK (AND YOUR INSURANCE INVALIDATED) IF ANY INFORMATION REGARDING YOUR PAST OR CURRENT HEALTH IS OVERLOOKED OR NOT INCLUDED IN THIS FORM**

## GENERAL PRACTITIONER (GP)

Please consider the information below and the guidance from our corresponding doctor's letter. If there are any matters which you feel the Medical Team should be aware, please state on the medical form or supply on a separate note. If you have any queries, or concerns around this volunteer's suitability to participate on expedition, please feel free to contact the Raleigh Medical Team on 02071831291

This person will be participating in a five, seven or ten week Raleigh Intentional overseas programme. Remote project sites are often several hours from a hospital.

They will be subject to:

basic living and sleeping conditions in remote environment

considerable mental stress as part of a small team

challenging climates

a three week trek carrying a full rucksack, and six weeks of strenuous infrastructure work

I have read the above paragraph and to the best of my knowledge, I believe this person is fit to travel and participate on the programme. This account is a true and accurate description of the medical history and current medical condition of the named person.

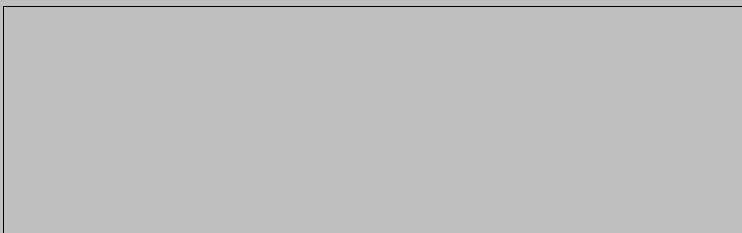
Doctor's Name: (in capitals) \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_

GMC number: \_\_\_\_\_ Date \_\_\_\_\_

Surgery Address \_\_\_\_\_

Surgery Stamp



# Medical Information

## Medical Clearance

Your place on Expedition is not confirmed until you have had medical clearance. Please submit your medical form BEFORE booking your flights and on your deadline so that our Medical Team has adequate time to review and follow up any information required. If you are not sure whether you have been medically cleared please contact your volunteer coordinator. For more information, please see our [T&C's](#).

## Stay Healthy

During your pre-departure training event, you will receive a medical briefing which will explain how you can stay fit and healthy during your expedition. If you are unable to attend a pre-departure training, we can send you this information via e-mail. You will also receive a medical session with a Volunteer Medic during your induction in Borneo.

## Physical Preparations

The adventure phase can be physically demanding, so we would advise that you work on improving your fitness before your expedition. The best physical activity to help you prepare for the adventure phase is, of course, walking! You could even tie this in with your fundraising; for example, you could walk to work or college every day, or you could do an organised sponsored walk.

## Vaccinations

You **must receive all the mandatory vaccinations** listed on the vaccination form. We recommend that you book your vaccinations as early as possible, as vaccinations such as Japanese Encephalitis B can take up to 28 days to complete, and is not available to receive in Borneo. The vaccinations listed as '**optional**' are still **recommended** but not required in order to participate on expedition.

## Antimalarial Tablets

It is a mandatory requirement for you to have Antimalarial tablets for the whole duration of your expedition. There are three different types of Antimalarial tablets we recommend for Borneo: Doxycycline, Malarone or Mefloquine (Larium). We highly recommend Doxycycline due to its additional protection against Leptospirosis. These are all prescription medications, so please seek professional advice from your GP or a travel nurse.

## Teeth

Dental problems overseas can be painful and expensive. That is why it is a mandatory requirement that you have a check-up with your dentist within 6 months of your departure date. **Dental treatment is not covered under our medical insurance policy.** Therefore, if you require dental treatment for a pre-existing dental condition whilst you're on expedition, you will be responsible for **covering** the costs

## Glasses / Contact Lenses

**Wearing contact lenses is not permitted** due to the increased risk of infection associated with using contact lenses in a less hygienic environment. Please bring your glasses as well as a spare pair with a hard case to store them in.

## Mosquitoes

When it comes to mosquito bites prevention is always better than a cure! Here are our top tips to prevent getting bitten by mosquitos:

- At 18:00 every evening, we enforce a policy called “longs o’clock”. At this time, all staff and volunteers have to cover skin with long clothing to prevent mosquito bites.
- Use insect repellent (50% DEET) regularly on all exposed skin.
- All staff and volunteers must sleep under mosquito nets.
- Take Antimalarial tablets at the correct time, in the correct method and correct dosage.
- Report any headaches, fevers or flu like symptoms to a Medic or Project Manager immediately.

## If I become ill on expedition, what medical care can I expect to receive?

All project groups carry, and are trained in the use of, comprehensive medical kits. This is a standard Raleigh protocol designed and prescribed by our Chief Medical Advisor in the UK. It provides for treatment for minor wounds, antibiotics and analgesics and severe trauma care equipment and medication. It is designed to maintain the health of our volunteers on project and to save lives in an emergency. Some project sites are staffed with a doctor, paramedic or nurse as a medic volunteer member of the expedition. Generally, we allocate them according to the remoteness of the project site and we prioritise our mobile projects i.e. the adventure phases first and foremost. Those sites without a designated Raleigh medic are supported by our 24-hour operations room in Fieldbase where another Volunteer Medic is on call for advice and emergency treatment. This forms the first line of medical care. All projects have vehicle accessible routes to a local hospital and a planned and rehearsed evacuation procedure to the hospital in the event of an emergency. The Fieldbase staff know which hospitals have exactly what equipment available so that the best hospital can be used depending on the situation. In the event that prolonged treatment is required, our insurance company can facilitate repatriation to a hospital in your home country. All medical treatment, is recorded and reported to our Medical Coordination Manger in Raleigh Head Office, London, from where family can be informed and consulted as required.

## Travelling on

If you are planning extra travel around your expedition, it is your responsibility to make sure that you are fully vaccinated for all the countries you think you may be visiting. Once your expedition has finished, you will no longer be covered by Raleigh’s insurance policy.

**Note:** Antimalarial requirements may be different for the countries you are travelling on to – please seek advice on this before you depart from your GP.

# Fundraising

Fundraising can seem like a daunting prospect, but we are here to support you all the way to meet your target! At Raleigh, we believe there are several benefits to volunteer fundraising, including: personal and professional development, raising awareness of sustainable development within your local communities and that it helps to enhance your understanding of Raleigh International and the work we do.

## Fundraising Resources

To help you with your fundraising we have created a fundraising guide and resources page, which includes lots of inspirational fundraising ideas, tips and practical advice to help you reach your targets. The fundraising resource page contains:

- Posters
- Press release templates
- Presentations
- Fundraising letter templates
- How to pay your funds into Raleigh

[Visit our Fundraising Resources page & Download your Fundraising Guide](#)

We are also able to supply you with fundraising materials such as Raleigh t-shirts, collection tins, balloons and posters. If you would like these resources, please give us a call on **+44 (0) 20 7183 1274**.

**Please note:** we are able to send you one Raleigh t-shirt free of charge; extras will cost £4. We also require a £10 deposit for collection tins, but we will reimburse your payment once your collection tin is returned to back to Raleigh Head Office, London.

## GiftAid

**GiftAid does not contribute towards your personal fundraising target.** Raleigh International claims Gift Aid tax recovery on eligible UK donations which is then applied centrally to our costs. Because not all donations are eligible for Gift Aid, we are unable to include this as part of an individual's fundraising target. Please see the fundraising pack for more details, which can be accessed via the link above.

Raleigh International could not exist without the support of our volunteers. Your fundraising is essential to our efforts to drive sustainable development in some of the world's poorest communities. Regardless of how you fundraise, or how big or small your fundraising events are, it all makes a difference. We hugely appreciate your hard work. Thank you from all of us at Raleigh International

# Insurance Guidelines

## What's covered?

Our travel and personal accident insurance package is provided for you through our insurers as part of your expedition and is intended to provide medical and travel cover for everybody on expedition. A policy summary is on the next page.

- Our policy will provide cover for your health and welfare such as emergency medical treatment, personal injury benefit and costs associated with travel disruption for factors beyond your control.

We also include cover for the fundraising you have donated to us. This is in case you are forced to withdraw from expedition because of matters outside your control; such as a medical emergency to you or a close family member. It does not cover you for foreseeable or avoidable circumstances; such as a change of mind on your part once funds have been donated.

## What Isn't Covered?

The following things are not covered by Raleigh's travel and personal accident insurance:

- **Personal belongings including money, luggage and electrical goods** – due to the nature of expedition life we do not advise you bring high value personal possessions with you. You will need to purchase your own travel insurance to cover your personal kit and equipment
- **Travel before you arrive or after you leave expedition** - Raleigh International's insurance is valid from the time that you leave home to travel directly to your expedition until you return home directly after expedition. Therefore, you will need to purchase your own travel insurance if you are intending to travel before or after expedition. Travel insurers that we recommend are [STA Travel Insurance](#) and [World Nomads](#).
- **Dentistry** – if you need dental treatment for a pre-existing condition whilst on placement, our insurance policy will not be able to cover your costs. That is why it is a mandatory requirement for you to receive a dental check-up within six months of your departure.

**Please note:** some insurance policies must be purchased in your country of origin prior to your departure; we therefore strongly recommend that you purchase any necessary additional cover before you depart for your travels/ expedition.

In the event of an injury or medical emergency during expedition, Raleigh's comprehensive insurance will take precedence over any other policy you may hold. This ensures everyone receives the same high standard of service.

### For further information...

If you have specific questions about the policy or wish to make a claim please contact Howard Saunders at our insurance broker, Jardine Loyd Thompson (JLT) who will be able to assist you:

- **0161 957 8008**
- Policy Number: **55UK475006**

Raleigh International is unable to process any applications for claims, and please be aware that the ultimate decision in the event of a claim rests with the insurance provider ACE. You may be required to provide supporting evidence for any claims you submit such as proof of funds raised or medical documents.

## **Raleigh International/JLT Venturers Group Travel Insurance Policy Summary** **Policy Number 55UK475006**

This Policy Summary does not contain the full terms and conditions. Please refer to the Policy Schedule/ Endorsement(s), Schedule of Benefits and Policy Document for full details.

### **Insurer**

This is a summary of the Group Travel policy provided by Raleigh International Trust which is underwritten by ACE European Group Limited (ACE),

### **Duration**

This insurance is valid for trips commencing during the period from the 01 January 2017, until 31 December 2017.

The insurance applies also whilst the Policyholder is travelling directly between their home address and the venue of activity anywhere in the world.

### **Scope**

Travel Insurance is provided to All Senior Personnel, Trustees, Expedition Leaders, all other Employees, Venturers and Volunteers travelling with Raleigh International.

Cover applies whilst participating in an activity and/or programme organised by the Group Policyholder anywhere in the world.

### **Significant Features & Benefits**

#### **Basic Cover**

- Overseas Medical Expenses £Unlimited
- In-patient benefit £50 per day (Maximum £18,250)
- Travel and Accommodation Costs £10,000
- Venturers - Accidental Death - £60,000, Loss of Limb, Loss of Sight or Permanent Total Disablement - £70,000 and Permanent Scarring up to £70,000
- Cancellation/Alternation of itinerary/Curtailment £10,000
- Charitable Donation £3,150 following Cancellation/Alternation of Itinerary/Curtailment
- Travel Delay up to £500
- Hijack £500 per day (Maximum £25,000)
- Personal Liability £5,000,000
- Overseas Legal Expenses up to £50,000

**Significant Exclusions or Limitations** (See General Exclusions and the specific section exclusions of policy document).

There are some situations for which the person insured is not covered as follows.

- committing suicide, attempting suicide, self-inflicting injury
- the Insured Person engaging in aviation as a pilot or crew member of an aircraft or other aerial device
- member of the armed forces
- loss or expenses as a consequence of War
- Travelling against the advice of a Qualified Medical Practitioner or for the purposes of obtaining medical treatment
- War, whether declared or not, in the Insured Person's Country of Domicile
- In respect of venturers under the age of 16 years the Accidental Death benefit is reduced to £20,000
- In respect of local Venturers the Medical Expenses Benefit level is reduced to a maximum of £50,000

### **Claims Provisions**

On the happening of any occurrence likely to give rise to a Claim under this Policy initial notice shall be given to Howard Saunders of JLT Speciality Ltd, St James House, 7 Charlotte Street, Manchester, M1 4DS, Tel 0161 957 8008 quoting policy details - within 60 days or as soon as possible after the date of the occurrence.

In the Event of Medical Assistance being required on your trip please contact CEGA Assistance

From outside the UK: **+44 20 7173 7796**

From within the UK: **020 7173 7796**

# Borneo Expedition Packing Guide

This guide is designed to help you select and prepare your personal belongings and clothing for your Raleigh Expedition. All specialist equipment (e.g. tools, safety equipment, etc.) and project equipment will be supplied by Raleigh International.

## How to get started

- **Firstly, do not panic!** We know the list looks like a lot but we have divided it into essential, recommended and optional items to help you decide what to bring.
- **Read the Detailed Packing Guidance sections.** This will tell you what you need to know about each item and any key information on quality.
- **Ask your friends and family** if they have items you can borrow.
- **You may already have some of the kit** so if you are familiar with the items, please feel free to adapt the list according to what you already know works for you.
- **We do not want you to spend lots of money** on brand new items that you may not need, so please look at what you already have. For example, you do not need to buy expensive technical clothing when a regular t-shirt will do. **However**, some items (e.g. boots and rucksack) are worth spending a little extra on if possible as you'll be using them every day. Other items (e.g. roll mat, sleeping bag liner) do not need to be top brands.
- **Raleigh has corporate partnerships that provide discounts for volunteers.** You can get 10% discount at [Nomad Travel Stores](#) (plus Nomad will give Raleigh an extra 5% back to its charitable work), 15% off at [Cotswold Outdoor](#), 15% off all [Water-to-Go](#) products (Water-to-Go will also match the discount and donate 15% from every order to Raleigh) You can find the discount vouchers for these stores on our [website](#) (you will need to provide the store with the voucher or discount code in order to receive the discount). Other retail outlets will sometimes give a charity discount. It's worth asking before you buy. You can also find some great bargains online and in supermarkets.
- **Print off the checklists on the next two pages.** Tick the box when you've bought or borrowed the item and then again once you've packed it. Recycle the paper after.
- **Do you have to carry it all?** No. You will be able to leave non-essential kit for each phase in a secure place at our basecamp before you depart for each phase.
- **No camouflage.** We do not allow camouflage to be worn on expedition because of the associations with the military.
- **Mobile phones.** You may bring them, but you will only be able to use them during induction and changeovers. They will be securely stored at Fieldbase during phases.
- **Fieldbase VMs only.** You'll spend a lot of time in our Fieldbase office so we'd recommend bringing more normal, comfortable, casual clothes and some other extra bits to keep you entertained; e.g. books, games, (give us a call if you'd like to bring a laptop).

## Packing Checklist

The list has been divided into three sections:

**Essential:** You must take this item with you.

**Recommended:** This will make your life more comfortable or prove useful at times.

**Optional:** You may want to bring it but is completely up to you

### PERSONAL BELONGINGS

<b>Essential</b>	<b>Got it?</b>	<b>Packed It?</b>
Rucksack (55-85 Litre)		
Day bag		
Walking boots (and some spare laces!)		
Sandals (with toe and ankle straps)		
Sleeping bag (2-3 season recommended)		
Sleeping bag liner		
Roll/Sleeping mat		
Mosquito net (ideally box shaped)		
Water containers (2-3 to hold 3 litres in total)		
Head torch		
Mess tin or metal plate/bowl		
Mug (if you drink hot drinks)		
Cutlery		
Sunglasses		
First Aid kit (see below for details)		
Toiletries and wash stuff		
Towel/Sarong		
Photocopies of key documents (e.g. insurance docs, flights)		
String/paracord (10-15m)		
Dry bags/(2-3) and/or a rucksack liner		

<b>Recommended</b>	<b>Got it?</b>	<b>Packed It?</b>
Gaffa/duct tape (1 x roll)		
Sewing kit		
Padlocks (TSA approved if flying via the USA)		
Penknife or multi-tool (blade must not be longer than 2")		
Bungee cords (2)		
Phrase book		
Rucksack liner (1 x big)		
Money (see detailed guidance re currency/amount)		
Watch with an alarm		

<b>Optional</b>	<b>Got It?</b>	<b>Packed It?</b>
Trekking poles		
Camera		
Playing cards/games		
Travel holdall/rucksack cover bag (protects your rucksack and can be left in field base with non-essential kit for each phase)		
Journal/ pen /pencil and paper/ sketch pad		
Laminated photos of home to show communities		

## CLOTHING

Essential	Got it?	Packed It?
2 x Long sleeved tops		
2-3 x T-shirts		
1 x Fleece		
2 x Trousers		
3 x Shorts (to the knee)		
Socks - at least: 2 x pairs of walking socks & 4 x pairs of normal cotton socks		
4 – 7 pairs of underwear		
Work/garden gloves		
Hat (wide brimmed)		
Lightweight waterproof jacket or poncho		
Swimming costume (10/7 week volunteers – packed in your hand luggage)		

Recommended	Got it?	Packed It?
Other shoes (e.g. trainers, flip flops)		
Nice set of clothes for community meetings, time at basecamp and travel to/from expedition		

## FIRST AID KIT – What should be in it?

Essential	Recommended Quantity	Packed it?
Oral re-hydration sachets (e.g. Dioralyte)	20	
Pain relief tablets (paracetamol AND ibuprofen)	2 packets of each	
Blister plasters (e.g. Compeed) If you are prone to blisters, you may want bring extra.	Minimum 5 large plasters	
Zinc oxide tape (At least 5cm wide)	1 role (5 metres)	
Anti-fungal foot powder/talcum powder (e.g. Scholl)	1-2 pots	
Plasters	1 packet	
Antiseptic wipes	20	
Antiseptic spray/cream (e.g. Savlon)	1	
Hand sanitiser/gel	1 bottle	
Insect repellent/ 50% DEET	3 x 100ml bottle	
Sunscreen/sunblock (SPF 25+)	3 x 200ml bottle	
Any prescription medicine you require	Enough for 12 weeks*	
Prescription glasses/sunglasses (contact lenses are not permitted)	If applicable	

Recommended	Recommended Quantity	Packed it?
Scissors (small)	1	
Tweezers	1	

Optional	Recommended Quantity	Packed it?
Antihistamine cream	1 tube	
Antihistamine tablets (non-drowsy)	1 packet	
Vaseline	1 pot	
Water purification tablets (for 1 litre water bottles)	25 (Group purified water provided)	

\*The extra 2 weeks is to allow for any damage/loss that might occur – please ensure you have informed the Medical Coordination Manager if you will be taking any prescription medicine.

## Detailed Information

### 1. Personal Belongings

#### 1.1 Essential Personal Belongings

##### **Rucksack**

**This is a key bit of equipment**, particularly if you do a trek where you will be carrying 15-25kg of group kit. Whether you buy or borrow, make sure it is:

- **Top loading.** A side loading 'travel pack' will not give your back enough support.
- Look for around **55-85 Litre** capacity depending on your body size.
- **The right length for your back.** If you're buying new try some on in store, some makes will fit you better and many rucksacks have height adjustable backs and are specifically designed for different sizes, with shoulder straps at different shapes/lengths to accommodate differences in body shape.
- **Comfortable.**

##### **Day Bag**

A small bag is essential for taking your sunscreen, water bottle etc. to the project site each day – it also makes a good piece of hand baggage on flights. There is no need to buy new, an old school/college bag will do.

##### **Walking Boots**

**These are a key bit of equipment.** Like a rucksack, think of them as an investment; a good pair of boots can last for many years.

- Please buy or borrow your boots as soon as possible and go for walks in them before you leave. You may get blisters at first whilst they are wearing in, but it's easier to deal with them at home when you can clean them and put plasters on them in a sterile environment.
- If you already have a pair of good quality walking boots that fit and are comfortable then bring them, though do check all stitching and that the sole is still firmly attached to the boot.

If you are buying or borrowing some things to think about are:

- They are a **good fit and comfortable**. If you're not used to wearing boots they will feel uncomfortable at first, but the more you walk in them the more they mould to your feet and will be as comfortable as trainers.
- That they are a **good quality**; you don't want your boots to fall apart half way through your trek.
- That they give you **ankle support**. The boot must come up over your ankle; a lightweight 'traveller boot' or 'walking shoe' won't provide enough support when walking over rough terrain.
- That they fit in both **length and width**. Different brands suit different foot types, so try different brands and styles on to find which fits the best.
- The **material** of the boot. Both leather and suede/mesh waterproof and non-waterproof boots have their pros and cons and it comes down to personal preference.
- That **they are not** Timberland/Caterpillar style work boots. These are unsuitable for trekking.
- If you have US style military boots (Wellco) that you take extra care to **wear them in** properly. Unless you already own a pair, we do not recommend buying them.

## **Sandals**

You won't want to be in your boots all of the time so you'll need an alternative. It's essential to always have something on your feet. Open toed sandals must have toe and ankle straps to keep them on your feet and allow your feet to dry out. They can be worn for river crossings and washing in.

## **Sleeping Bag**

Due to the change in weather throughout the year in our programme countries and the difference in altitude of our different projects (particularly the trek phase) we recommend the following sleeping bag temperature level:

- Borneo – Comfort Level 1-2 seasons (0°C to 5°C)

Some people feel the cold more than others so chose a higher temperature range accordingly. Down sleeping bags are not suitable because they harder to dry out and will deteriorate in wet and humid conditions so try to borrow or buy a synthetic one if possible.

## **Sleeping Bag Liner**

This is to help keep your sleeping bag clean and may be all you need to sleep in on some project sites. It is much easier to wash than a sleeping bag. A cheap and easy idea is to fold a cotton sheet in half along its length and stitch the long sides together (or bring an old single duvet cover).

## **Sleeping Mat**

Full-length mats are best, bear in mind you will be sleeping on this for ten weeks. Foam mats can be brought fairly cheaply (under £5). A lightweight self-inflating mattress can be more comfortable but are more expensive and can puncture (it is worth bringing a puncture repair kit if you do bring an inflatable!).

## **Mosquito Net**

There is a risk of malaria and dengue fever in the countries we operate in so a mosquito net is essential:

- It is essential that you try to get a **box shaped** net as it is the easiest shape to put up because it can be attached by all four corners and fit under a basha bed when sleeping outside or attached to walls when inside.
- The net must have been impregnated with **permethrin** which further protects against mosquitoes. The majority of new nets will have been pre-dipped, but do check before you buy. If you have an old/untreated net you can buy a bottle of permethrin from outdoor shops so that you can treat it yourself (this can be a lot cheaper than buying a new net).
- Tie long pieces (minimum 2 metres) of string to each corner of the net to allow you to hang it more easily and to save time on your first night.

## **Water Containers**

Try to bring both hard bottles (such as a sports bottle) and collapsible containers with a 1 litre capacity allow you to purify the water easily (1 puritab = 1litre of clean water). You should bring enough to carry at least 3 litres:

- Collapsible water bags are good because they take up less space when empty and you can drink from them without having to remove them from your rucksack – perfect when trekking.
- Although water filter bottles are now widely available (and for anyone thinking of buying one we have a discount voucher in the voucher section) on Expedition you will be asked to always drink the purified water; if you have a filter bottle this just means that your water will be double purified.

### **Head Torch**

This is an essential piece of equipment as there will rarely be electricity on project sites. A head torch allows you to work hands free, as such it is far more useful than a hand held.

- You will need to bring spare batteries – they may not be available in country, particularly if they are not AA batteries.
- Torches with LED bulbs are great – they use less battery power and can be brighter.
- A head torch with a red light capability is useful, as it attracts fewer flies and mosquitoes at night.
- It is worth bringing a cheap back up hand torch in case you lose your head torch.

### **Mess Tin or Metal Plate/Bowl**

Either is suitable for your expedition. A mess tin is a square metal container with a handle used as a bowl for eating food on placement. They can be purchased online for around £4. Alternatively, a plastic or metal plate/bowl from home will also be fine.

### **Mug**

If you drink tea or coffee bring an old mug from home. Plastic and metal camping ones are available but are not necessary.

### **Cutlery**

A spoon is the essential item here; however try to bring a knife, fork and spoon. A set from home is fine, alternatively if you already have a camping set that clip together or a 'spork' (a cross between a spoon and fork, often with a knife on the handle) bring them.

### **Sunglasses**

It's going to be very bright and sunny. Ensure the lenses have effective UV protection. It is worth bringing a hard case for them.

### **Toiletries and Wash Stuff**

You may want to bring enough toiletries to last for the whole expedition, but you can also restock all the usual items e.g. toothpaste, deodorant, shampoo etc. in town during changeovers.

## Top Toiletry Tips

- Try to bring as many environmentally friendly, plant based or biodegradable toiletries as possible in order to reduce the impact you have on the local environment.
- Sunscreen, DEET and alcohol gel are all very expensive to buy in country so it's better to buy enough in the UK to last you the whole expedition.
- A small nailbrush is good for washing dirty clothes.
- If you only need small quantities of something then small plastic bottles from pharmacies like Boots, Superdrug or other shops are really useful.
- Wet wipes can be extremely useful to bring if you have extra room in your bag.
- Try to buy creams, lotions, deodorants etc. that don't have a strong fragrance, as this attracts mosquitoes.
- One for the ladies, if you use tampons please bring enough with you to last the whole expedition (pads can be bought in country). Try to bring ones with applicators, as they are generally more hygienic. Make sure they are kept in a waterproof container/zipbag. We don't recommend Mooncups for sanitation reasons.

## Towel/Sarong

Travel towels are lightweight, compact, quick drying, cheap and don't rot; they are recommended over a normal cotton towel. Some people like to bring a sarong instead of a towel as they tend to be lightweight, quick drying and can also be used as a blanket or clothing. They are also inexpensive. We would recommend a sarong rather than a trek towel as they dry quicker and don't smell when they dry

## Photocopies of Key Documents

You should always have a copy of your essential travel documents kept separate from the originals; having them will help greatly should your documents get lost or stolen:

- Passport (the photo page)
- Vaccinations (a copy of the dates you received all your vaccinations)
- The overseas contact details of your bank or credit card company
- Insurance documents. You will need to take out your own insurance to cover your personal kit and equipment (Raleigh's insurance covers your health only). You should keep a copy of your policy number and emergency contact details.
- Flight e-ticket (print out a spare copy)

## Dry Bags and/or a Rucksack Liner

These are waterproof bags (also called canoe bags) that you can put inside your rucksack to keep your kit and clothing dry. As a minimum you should try to borrow/buy 2-3 x dry bags in a combination of sizes e.g. one small for your things like a camera and notepad and one large for your sleeping bag and a change of clothes. This may seem a lot of waterproofing, but there is nothing worse than opening your sleeping bag to find it soaking wet at the end of a day's trekking. A rucksack liner can be used as an alternative to smaller dry bags and should be the same capacity as your rucksack. They are 100% waterproof.

## String/Paracord

Having a good amount (10-15m) will be extremely useful and can be used for many reasons e.g. improvised washing lines and hanging mosquito nets. Cheap standard string is fine; however paracord (strong string) is more hardwearing and also reusable so if you have some around the house, bring it.

## 1.2 Recommended Personal Belongings

### **Gaffa/Duct Tape**

This is really useful for repairing pretty much everything. It is far cheaper to buy a big roll from a hardware or pound shop than a small roll from an outdoors shop.

### **Sewing kit**

Your kit will be stretched to its limits so a sewing kit is useful for repairs.

### **Padlocks**

Small padlocks for your kit can be useful for travelling and whilst storing kit. If you are transiting through the USA, make sure your locks are TSA approved otherwise they are likely to be broken during US customs bag searches.

### **Penknife or Multitool**

An inexpensive small penknife with a blade (no longer than 2"), can opener and scissors is handy to have. Please remember to put it in your hold luggage for the flight.

### **Bungee Cords**

These are elasticated cords with hooks on each end and are incredibly useful for securing equipment and making shelters. 1 or 2 will be enough to bring.

### **Phrase book**

Bolehkah anda bercakap bahasa Malaysia? The ability to speak even some basic Malay words and phrases cannot be underestimated when working closely with your Malaysian team mates as well as the local communities you'll be living in. You will pick up some of the basics, but learning some phrases before your expedition will be invaluable.

### **Money**

Raleigh will provide all of your in country travel, accommodation and food costs for the duration of the expedition. However, we recommend that you bring some money if you'd like to buy any extras like souvenirs, extra snacks, stamps, toiletries and Raleigh country t-shirts.

- Due to the location of our basecamp and projects it is very difficult to exchange money once on expedition. Because of this we strongly recommend that you bring enough cash in Malaysian Ringgit with you. (Except for Fieldbase VMs who will have access to ATMs).
- £150 - £200 worth of Malaysian Ringgit should be more than plenty to last you the whole expedition.
- If you do bring any debit or credit cards on expedition you must inform your bank or credit card company, otherwise they may block your card if you try to use it abroad.
- Do not bring travellers cheques as these cannot be exchanged. A travel money card (available from travel agencies and the Post Office) are a good alternative to travellers cheques, debit and credit cards as they can be pre-loaded with cash with less impact if lost or stolen.
- Remember to budget fully if you are planning on travelling before or after expedition.

### **Watch with an alarm**

There's going to be a lot of early mornings so a watch with alarm is recommended. It doesn't have to be anything fancy, a cheap plastic one will do. Ideally look for one with a light and alarm and that is water resistant.

### **Purification Tablets (Puritabs)**

You must have enough chlorine based puritabs to last the trek phase, approximately 30-50. If you are travelling on after expedition you should bring more. During the community and environmental phases you will be given Maxitabs that purify larger quantities of water. You should assume that you won't be able to buy puritabs in country. You can buy them cheaply [online](#).

## 1.3 Optional Personal Belongings

### **Trekking Poles**

These can be found in any outdoors shop. A matter of personal preference, some people find they help when walking up and down hills or go for a homemade version and pick up a stick along the way.

### **Camera**

Volunteers bring all types of cameras onto expedition from cheap disposable ones through to Digital SLRs. If you do take an expensive camera, please ensure that it is insured as the Raleigh insurance won't cover its loss or damage.

- If it takes rechargeable batteries, it might be an idea to bring a spares if you have one as it's unlikely that you will have access to electricity at all between changeovers (3 weeks).
- Make sure you bring enough memory cards.
- Make sure you have a waterproof case for your camera. It may also be worth getting some silica gel bags to help reduce moisture in humid conditions.

### **Playing Cards/Games**

In the evenings there will be some down time, so it's great if you can bring games to entertain the team.

### **Travel proof Holdall**

Definitely a luxury, these lightweight bags cover your whole bag and are great for putting your rucksack in for flights as they stop the straps getting damaged and you can put a padlock (TSA approved) on the zip for added security. Make sure that the size you buy has a greater capacity than your rucksack. This bag can also be left at field base to hold any kit that you don't need for that specific phase.

### **Journal/Pen and Paper/Sketch Pad**

These are really useful for making notes during your training, for planning your various projects and keeping you entertained. Bring some writing paper and envelopes so that you can write to friends and family when you're on your project sites where you won't have access to phones or the internet.

### **Laminated Photos of Home to Show Communities**

You will learn a lot from and make real connections with the communities you'll be working and living with so it's nice to be able to share with them photos and stories from your home.

## 2. Clothing

Please bear in mind the following:

- It's likely that everything you wear will be dirty and worn out by the end of the expedition.
- As mentioned, please do not bring any camouflage clothing.
- Fieldbase volunteer managers you may want to bring more nice/comfortable clothing as you will spend more time at our Fieldbase.

## 2.1 Essential Clothing

### **Long Sleeved Tops x 2**

You will be required to wear long sleeve tops at dusk at dawn to protect you from mosquitoes. They can also be worn during the day to protect you from the sun. Light weight long sleeved tops are ideal. Old, cheap long sleeve tops are just as good as expensive brands.

### **T-Shirts x 2-3**

Vest tops may be culturally insensitive to wear on certain projects, so do ensure you bring 2-3 standard t-shirts that have cap sleeves. One of these could be the Raleigh t-shirt you will receive on your training event. If you are an international volunteer and did not attend, you will be given a t-shirt on arrival. You will also be able to buy specific Raleigh country t-shirts at basecamp. We would recommend cotton shirts rather than the quick drying material as this can hold the smell when it's damp.

### **Fleece or Warm Top x 1**

The temperature at night and in the mornings can be significantly cooler than the daytime temperature, particularly when at altitude; therefore, a fleece or warm top is required. If possible it should be a fleece material as they are quicker to dry than a thick hoody.

### **Trousers x 2**

Try and bring 1 reasonably nice pair and 1 pair that you don't mind getting dirty on project sites:

- They should be light/medium weight cotton or polycotton, loose fitting and quick drying; cargo style trousers are good.
- Trousers that zip off to make shorts are useful and save on packing space.
- Do not bring jeans for project site, they are too hot and take too long to dry. Feel free to bring a pair for travelling and changeover though.

### **Shorts x 3**

Cotton shorts are good enough, and cargo pockets can be useful. Ideally they should be fast drying. You must only bring shorts that reach down to the knee to allow for cultural sensitivities.

### **Socks**

You must bring at least:

- 3 x pairs of walking socks. Look for ones that are not too warm.
- 4 pairs of normal cotton/sports socks. Good for keeping your feet cooler when still required to wear socks (at dusk to avoid mosquitoes).

### **Underwear x 4-7**

4-7 pairs will be enough to last your expedition, and it is always worth leaving at least one clean pair with the kit you leave in field base. Dark colours are better as they don't show the dirt. Sports bras are often found to be more comfortable.

### **Work/ Garden Gloves**

These should be hard wearing work/gardening gloves for use on project sites. You can normally pick them up at hardware stores or supermarkets.

### **Hat**

Preferably a wide brimmed hat to keep the sun (and rain) off your face and neck.

### **Lightweight Waterproof Jacket or Poncho**

Cheaper and more expensive options are available for both, and it comes down to personal preference as to which you prefer. Ponchos cover more of you and your kit but restrict

movement; waterproof jackets are more practical but are more expensive. A 'pac a mac' type of jacket is fine or an alternative could be to bring an umbrella.

### **Swimming Costume**

For males please bring board shorts rather than trunks, females may bring what you like, but please be aware you may have to wear a t-shirt and shorts over the top in order to be culturally sensitive. If you are a 10 or an early 7 week volunteer, you must pack your swimming costume in your hand luggage as you will do a swim test before arriving at basecamp.

## **2.2 Recommended Clothing**

### **Other shoes (e.g. trainers, flip flops)**

It's good to get a break from wearing your boots and sandals when relaxing, so bring some comfortable alternatives if you have room.

### **Nice Set of Clothes for Base and Travel**

As mentioned before it is worth having clean clothes to come back to at changeover, as well as for special community events and making your flight more comfortable. A casual shirt/t-shirt with jeans or shorts are good options or a loose fitting to the knee dress/skirt.

## **3. First Aid Kit Notes**

### **First Aid Kit**

You must bring your own personal first aid kit. You can buy a pre-made kit from an outdoors shop, pharmacy, travel clinic or supermarket and add any items on the list that aren't included. Alternatively, it can sometimes be cheaper to buy the items individually and simply store it in a Tupperware box with a secure lid. Each project site will have a supply of sterile needles and syringes but if you're travelling after expedition you may want to buy a sterile kit as well. Nomad Travel also offers a bespoke pre made kit - The [Raleigh Medical Kit](#) which provides most of the essential items.

### **Insect repellent**

(50% DEET minimum) this is difficult to get in country, so buy enough for the whole expedition. You can normally get it online and in pharmacies and travel shops. Do test it beforehand to check for skin reactions.

### **Foot Powder**

Dusting your feet each morning/evening with foot powder can help to keep them dry and free from athlete's foot:

- Normal talcum powder is cheap and although it doesn't medically target fungal infections it will help prevent it by keeping your feet dry.
- Anti fungal foot powder is more expensive but specifically targets fungal infections.
- An effective solution is to use talcum powder but also bring a smaller quantity of anti-fungal powder to use when needed.



# Expedition FAQs

## 1. Safety

### Is expedition safe?

Safety is at the heart of everything we do. You will receive full safety training during your induction and our head office provides 24 hour emergency cover and support for each expedition. We focus on preventing accidents, but sometimes accidents do still occasionally happen. For this reason we have a robust Crisis Management Plan, comprehensive risk assessments and casualty evacuation and emergency plans for every project site in place, covering all eventualities from natural disasters and political instability to individual incidents.

- **Qualified Staff:** Every expedition is supported by a qualified doctor or nurse and all of our Volunteer Managers are first aid trained with specific in country training on what they are likely to encounter. We have an experienced permanent staff team based in Borneo who have a wealth of experience managing our programmes.
- **Equipment:** We provide all the required safety equipment for you to be able to safely conduct all activities required to make the most out of your expedition. This also includes communications equipment so that you can remain in touch with fieldbase throughout your time on expedition.
- **Advice:** We consult with the Foreign and Commonwealth Office regularly and have good relationships with the British Authorities, Government ministries and agents in each country who will give us early warning of any potential problems. Local medical services, emergency services and the military are also on hand to help if needs be.

### What training will I receive?

Volunteer Managers and Venturers undertake training both in the UK and in Borneo. This involves safety briefings, risk assessment, casualty evacuation; and training in the correct and safe use of: tools, camping equipment and safety equipment. If you are unable to attend a UK training event, we are able to send you all the information via e-mail. However, we highly recommend that all volunteers attend.

### What happens if there is an emergency?

Before every expedition we carry out a full risk assessment of each project site. Our volunteers also do their own risk assessment when they arrive, which encourages a vigilant attitude towards safety within the group. As well as this we have comprehensive emergency and evacuation plans in place for every project site and our Volunteer Managers visit and assess the local medical facilities. If any individual has to return home we also have services in place to assist this.

We have a comprehensive medical and personal accident insurance policy, offering the best medical care available and a repatriation service where necessary.

### Where can I leave my valuables?

You are able to store your valuables and any items that you don't need for your phase at Fieldbase. You can access to your valuables during your changeovers and Endex/ Wash-up

### Will I be able to use my mobile phone?

During your phases you will not have access to your mobile phone. This is because we want you to be fully engaged with your project and life on expedition. You will be asked to leave your mobile phone with an in-country member of staff before you depart for your phase. If you would like to use your mobile phone as a camera, you will be asked to remove the sim card from the phone. You will, however, have access to your mobile phone during your induction, changeovers and Endex/ Wash-Up.

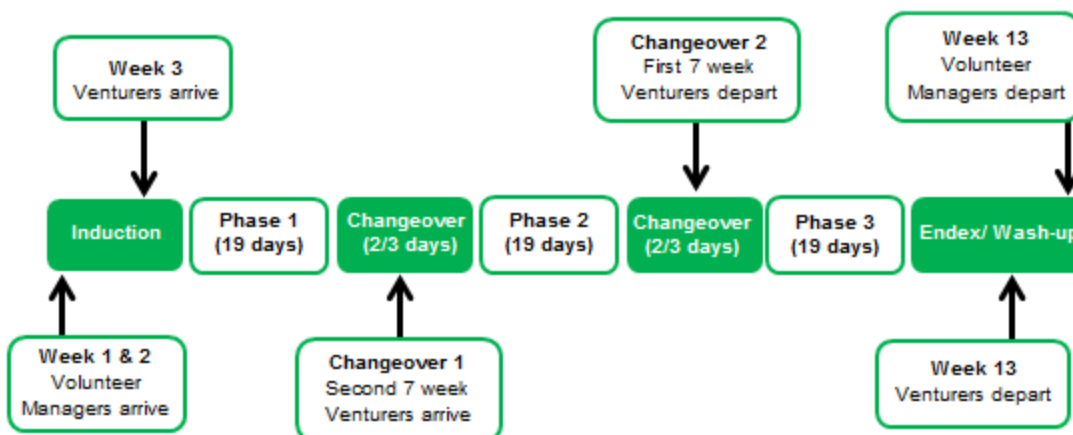
For more information about safety, you can visit the safety page on our website:

<https://raleighinternational.org/volunteer/safety/>

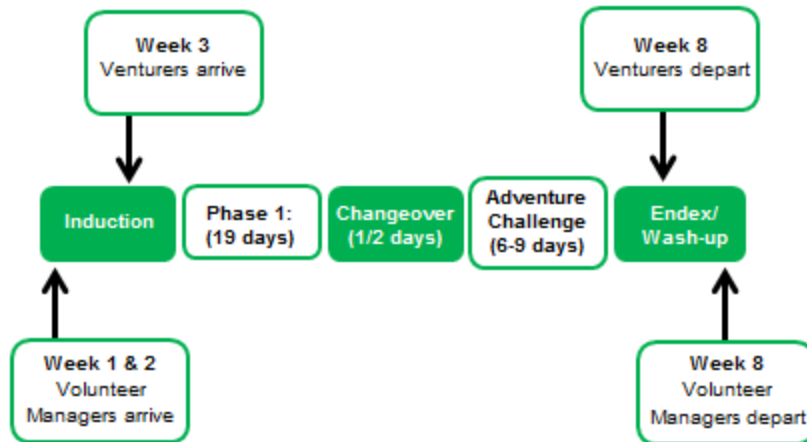
## 2. Expedition programme

### How is the expedition structured?

#### 10/7 Week Expedition



## 5 Week Expedition



## Can I choose which projects I do?

### Venturers:

- **10 week expedition:** will take part in all three project phases (community, environmental and adventure).
- **7 week expedition:** will take part in two of the three phases. If you have particular preferences for which phases you would like to participate in, please e-mail your volunteer coordinator. We cannot guarantee that you will be allocated onto the phases that you state as your preferences, as the operational needs of expedition come first. However, your preferences will be taken into consideration. Please note that you cannot do the same phase twice.
- **5 week expedition:** you will take part in either a community or environmental phase, and an adventure challenge. Please let your volunteer coordinator know if you have a preference.

### Volunteer Managers:

Project Managers and Medics – your project allocations will take place during your induction. You can state your project preferences, which will be taken into consideration, but the needs of the expedition will come first. The Country Operations Manager (COM) will allocate you onto projects based on how your skills can be best utilised. We would recommend that you are open to your allocations and don't expect to do all three types of phases.

Our preference is to place Project Managers on the same project for the duration of the expedition. This enables project managers to develop strong relationships with the community members and project partners and ensures consistency across the three phases to secure the best possible project outcomes. However, project allocations are subject to change depending on the needs of the expedition, so we ask all Project Managers and Medics to be as flexible as possible. If you are a Medic then you are likely to spend some of the expedition at Fieldbase and some on the project site.

## I am going on expedition with a friend; can we be in the same phase groups?

It is unlikely that you will be placed on the same projects together. This is because, based on previous experiences, volunteers who break from the familiar and live and work alongside a diverse group of new people develop more self-confidence and experience a better project team dynamic.

### 3. Information

#### What further information will I receive before I depart?

As well as this information pack, you will receive the following:

- **Expedition Brief** - information on the programmatic areas that all of our expeditions work on in Borneo. This brief will help you explain the work that you will be doing to your friends, family and potential donors.
- **Fundraising Guide** - filled with fundraising ideas, case studies on previous volunteer fundraising campaigns and information on what your fundraising goes towards.

*You will receive these once we have received an e-mail from you confirming that you have received the information pack and a scan/ photograph of your passport.*

- **Volunteer Manager: Essential Information** – all Volunteer Managers will receive this document two weeks before your development weekend. This document has been created to provide you with specific information about life on expedition as a Volunteer Manager.
- **UK Training Event** - this will cover topics such as: information about Raleigh as a charity, sustainable development, the programmatic areas we work on in Borneo, life on expedition, plus much more – you can find further information about your training in the document attached to your welcome e-mail.
- **Post-Training Summary** – once the training event has finished, we will send all volunteers a post-training e-mail containing all the presentations used during the event, recommended books and videos that are relevant for your expedition and links to the Facebook groups so you can keep in touch with the volunteers you met during the event.
- **Pre-departure Information** – two weeks prior to the date of your expedition, you will receive a pre-departure email. This e-mail includes information on: how your family and friends can keep in touch with you whilst you're on expedition; how to use the Raleigh blogs; the address of our Fieldbase so friends and family can send you letters; and emergency contact numbers.

# Appendix | The Raleigh Dictionary

During your pre-departure journey, and throughout your on expedition, there will be many “Raleigh-isms” used, so we would like to tell you all what they mean!

**Venturers** – volunteers between the ages of 17 – 24.

**Host Country Venturers (HCVs)** – volunteers between the ages of 17 -24 from Malaysia

**Volunteer Mangers (VMs)** – the general term that defines all Volunteer Manager roles on expedition. There are two types of volunteer managers: Fieldbase Volunteer Managers and Project Managers.

- **Fieldbase Volunteer Managers** - roles include: Logistics, Communications Officer, Photographer, Deputy Operations Manager and Administrator.
- **Project Managers (PMs)** - based on a project site. Medics also fall under the definition of Project Manager. There will be at least two Project Managers on each phase.

**Basecamp** – the location of the training facility we use in Borneo. This is where you will be based during induction and your changeovers.

**Fieldbase** - the Raleigh Borneo office. This is where the permanent Raleigh Borneo staff and Fieldbase Volunteer Managers will live and work.

**Phase** – the expedition is divided up into different phases. There are three phases on expedition – Community, Environmental and Adventure. On the 10 week expedition you will do 3 phases; on the 7 week expedition you will do 2 phases; and on the 5 week expedition you will do 1 phase and an adventure challenge. The duration of a phase is 19 days (with the exception of the adventure challenge on the 5 week expedition).

**Project** – what you and your team will work on during the community and environmental phases. For example, on the community phase, you could be doing a WASH (Water, Sanitation and Hygiene project) or a Community Resilience project.

**Endex/ Wash – Up** – the last few days of expedition, spent debriefing, returning and cleaning equipment, completing surveys and celebrating the end of expedition.

**Change-over** – two day period where all staff and Venturers return from phase. During change-over you will: have feedback sessions about your previous phase; be allocated to your next team and phase; organise food, kit and equipment for your next phase.