

**RALEIGH EXPEDITION
YOUR VM WELCOME PACK:**

COSTA RICA





YOUR COSTA RICA EXPEDITION STARTS HERE!

This Welcome Pack serves as your go-to guide when preparing for your trip and during your time on Expedition.

It includes everything from pre-travel requirements such as insurance, vaccinations, and background checks to information on airport transfers, what to pack and how to stay safe and healthy on project.

Connect with your fellow Venturers Managers and Venturers!

We will create a WhatsApp Group for your Expedition so you can connect with others on your Cycle. Keep an eye out for the email with the joining link.

Check out our social media pages via our [Raleigh CR Instagram](#), [Facebook](#) and [LinkedIn](#).

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IMPORTANT FORMS TO COMPLETE

To take part in Expedition and ensure the project teams are ready for your arrival we require you to submit a series of personal/travel information.

Complete your pre-departure form


INFORMATION REQUIRED:

- ✔ Passport information
- ✔ Insurance details
- ✔ Flight details
- ✔ Dietary requirements

If you do not have all the information right now, you can leave sections blank and return to complete it at a later date. It will only take ten minutes.

You are also required to submit details about your health and wellbeing.

Complete your health form



Please complete the details below to ensure the project teams are ready for your arrival.

If you do not have all of the information right now, you can leave sections blank for now and return to complete it at a later date.

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	
<small>Please ensure this email address matches the one used at the time of booking.</small>	
<input type="text"/>	
NATIONALITY	County (if UK-Based)
<input type="text"/>	<input type="text" value="Please Select"/>
Gender Assigned At Birth *	What are your preferred pronouns? *
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
T-Shirt Size *	
<input type="text" value="Please Select"/>	
Insurance details	
Insurance Provider	
<input type="text"/>	
Travel Insurance Policy Number	
<input type="text"/>	
Travel Insurance Phone Number	
<input type="text"/>	
Next of Kin details	
<small>Your closest relative/who you would want us to contact in an emergency.</small>	
Full name (Next of kin) *	Relationship (Next of Kin) *
<input type="text"/>	<input type="text"/>

FLIGHT GUIDANCE



AIRPORT	San Jose (Juan Santamaria International Airport)
AIRPORT CODE	SJO
LAND BY:	20:00 on the start date of your Expedition
TAKE OFF AFTER:	12:00 on the end date of your Expedition

Top tips for booking your flights

- ✓ We recommend booking flexible flights in case you need to amend your booking. Book sooner to get a cheaper flight.
- ✓ Watch flight prices over a week period – they may change significantly.
- ✓ Clear your cookies and cache on your web browser – some websites sometimes increase the price of flights that they know you're interested in.
- ✓ Check your travel route – ensure you are allowed to transit through the stop over country, and ensure you are able to meet the entry / visa requirements.

Airlines you can fly with

For your international flight, you can fly with **British Airways, Swiss Air, AirFrance, AeroMexico, Lufthansa**

Meeting the Team

When you arrive, look out for the Raleigh International Costa Rica Team wearing Raleigh t-shirts in the arrival hall to welcome you. There will be two meeting times, at 18:00 and 20:00 on your arrival date.



HOTELS IN SAN JOSE

If you plan to spend time in San Jose before or after your Expedition and need accommodation, these are a few of our recommendations:

- Hostel Finca Escalante
- Casa Yoses Hotel
- Hotel Santo Tomas
- Holiday Inn Express San Jose Airport – more expensive option but located closely to the airport

Watch: Navigating Juan Santamaria Airport





FLIGHT GUIDANCE

TOP TIPS FOR FLYING:

- If you need help, go to the information desks for advice. These are located all over the airport.
- Ensure you have plenty of time between flights. Most airlines recommend a minimum of 90 minutes.
- Luggage can sometimes be delayed, so pack a spare change of clothes and basic necessities in your hand luggage.
- Don't pack valuables in your checked luggage and ensure it is securely locked.
- Checking in before the time helps with the process when you arrive at the airport – and you can choose your seat before you board the plane.
- Ensure that your luggage is the appropriate weight – otherwise it will cause delays at check in, as well as extra costs if you are over the allocated weight.

WHAT TO DO IF YOUR LUGGAGE IS LOST:

- Inform your airline (If you have time before your next flight).
- Give them the CR Fieldbase Address and Fieldbase phone number (You will receive this information a week before you depart).
- Continue on to Turrialba, once you arrive the Fieldbase team can assist you further with co-ordination.
- If clothes are bought and covered in your travel insurance remember to save the receipts.

WHAT TO DO IF YOUR PLANE IS DELAYED AND YOU MISS A FLIGHT

- Don't panic! We are watching all flights so we keep aware of all delays.
- When you land, speak with your airline for help.
- If you can get a sim card from the airport and contact your NOK or a Raleigh team member.

VISA INFORMATION AND TRAVEL INSURANCE

Visa Information

The following information is applicable to Venturers with a UK, EU or US passport.

Costa Rica Tourist Visa

UK, EU & US Passport Holders: When you arrive in Costa Rica, you will be issued with a free 180-day tourist visa upon entry. To be granted this tourist visa, you must:

- Have a passport valid for at least 6 months from the date of arrival
- Show proof that you will leave the country within 180 days. This can either be a flight booking or a bus ticket. They will not accept the ticket on your phone, so you will need to print it out.

Read more about visa requirements



ESTA Visa for transiting through the US

If you are transiting through the US, then you will need to apply for an ESTA visa at least 72 hours before you travel. This costs \$14, and it is all done online and only takes a few minutes. [To apply for your ESTA - click here](#)

Travel Insurance

You will need to arrange travel insurance before arriving in Costa Rica. Our preferred travel insurance provider is World Nomads but you are welcome to use whichever provider you find suitable.

MINIMUM TRAVEL INSURANCE COVERAGE NEEDED:

- In place from the time you leave home to the time you return
- US\$10 million for medical care
- Accident cover
- COVID-19
- Sickness
- Return home/repatriation
- Disability or Death
- Manual Work on projects sites
- Heavy Machinery will not be used, however power tools IE drills and circular saws can be used, we will do PPE training and safety equipment.
- Look for volunteering and work abroad policies
- Hiking up to 2000 Meters
- Animals are in proximity to the project sites, you won't be in direct contact with them.

Read further details of what needs to be covered





VACCINE REQUIREMENTS

We strongly advise that you consult a travel clinic and/or your local GP for specific vaccination advice.

Due to the nature, duration, and predominantly rural location of our projects on Expedition, Raleigh Venturers are considered to be at higher risk of certain infections and diseases than regular tourists. Therefore, we recommend the following vaccines:

Malaria

Costa Rica is low risk to Malaria, so antimalarials are not required, however they are available via your travel health provider or GP if you would like to take them, but side effects can be challenging. We recommend necessary precautions are taken to reduce contact with insects throughout Expedition, such as advising all Venturers to use DEET spray.

VACCINE

RECOMMENDED

Diphtheria, Tetanus and Polio



Measles, Mumps and Rubella



Typhoid



Hepatitis A



Hepatitis B



Rabies

You will be working in rural areas, however not directly with dogs or wildlife. Therefore Rabies is not essential, however please take the direct advice of your GP or travel clinic.





FIRST AID CERTIFICATE

A First Aid qualification is required for all our Venturer Managers.



COURSE REQUIREMENT

The First Aid course must be for adults or adults & children (not just children) and must have a practical component (it cannot be solely an online course).

- Dealing with an emergency including the ABCD approach
- Resuscitation/CPR
- Unresponsive person
- Assessment of situations
- Basic Hygiene in First Aid
- Shock
- Minor injuries
- Seizures
- Choking

Recommended courses

If you choose an alternative First Aid course, it should be ITC/Ofqual, Qualification Wales, SQA approved and met the criteria above. If unsure whether a course is suitable, please check with your Volunteer Coordinator. We also encourage you to improve your understanding of common mental health issues.

British Red Cross

- [Adult First Aid](#)
- [First Aid at Work](#)

St. John's Ambulance

- [First Aid at Work](#)



Mental Health First Aid

We strongly recommend all Venturer Managers undertake some form of Mental Health First Aid Training. It is only compulsory for Wellbeing Coordinators to have a Mental Health First Aid training, however if you are interested there are 2-day courses. Adult Mental Health First Aid and an introductory three-hour Mental Health Awareness course.



POLICE CLEARANCE AND BACKGROUND CHECKS

Irrespective of your programme choice, anyone taking part in Expedition will need a Police Clearance Certificate/Enhanced Background Check Certificate, as you will likely come into contact with vulnerable communities, children and minors during your Expedition. This ensures the safety of the people and communities we work with and is in line with our safeguarding and child protection policy.

Depending on your nationality and the regulations in your home country, there may be a small charge which is payable to your local authority.

YOU WILL NOT BE ALLOWED TO JOIN EXPEDITION WITHOUT THIS.



[More details on DBS requirements](#)



[For UK Residents, apply for your enhanced DBS check here](#)



TYPE OF CHECK	DATE TO COMPLETE	REFERENCE NEEDED
Enhanced DBS Check	Within 6 months from departure	None
Enhanced DBS check within 6-18 months from departure	6-18 months from departure	1 reference
Basic DBS check	Within 6 months from departure	2 references

PACKING TIPS



We have created a list designed to help you select and prepare your personal belongings and clothing for your Expedition. All specialist equipment (e.g., tools, safety equipment etc) and project equipment will be supplied by us.

[Read our full packing list](#)



- ✓ Firstly, don't panic! We know the list looks long, but we have divided it into essential, recommended, and optional items to help.
- ✓ Read the guidance sections carefully. These sections will tell you about the items, as well as other key information.
- ✓ Try and pack 2 to 3 days before you fly. This way you will know that your kit fits and that your bag is under your airline weight limit.
- ✓ We have a 'no phone phones on project' policy. All Venturers will be expected to leave your phone at Fieldbase in our allocated safe spaces while on project. We recommend bringing a camera/portable audio devices on projects. Read the code of conduct for further details.



Important: No camouflage, we do not allow camouflage to be worn on Expedition because of its military association.

FUNDRAISING



Why fundraise?

Raleigh use its funds to support out Nationals Venturers and Bursary Participants Joining Expedition. [More info about this here](#)

Your fundraising will also go to covering you cost of food and accommodation. Your support will help to create a positive impact, and diverse and accessible Expedition environment.

Where to transfer?

Account Holder:

Raleigh Expeditions Limited

Account Number:

53231682

Sort Code:

23 – 14 – 70

IBAN Number:

GB80 TRWI 2314 7053 2316 82

SWIFT/BIC:

TRWIGB2L

Bank Address:

56 Shoreditch High Street London

E1 6JJ

United Kingdom

Reference:

NAME_FUNDRAISING_COUNTRY_CYCLE

How much to fundraise?

We recommend setting a fundraising goal of between £400 and £600.

This amount is ideal for making a meaningful contribution towards the essential costs of a National Venturer's Raleigh Expedition. Hitting this target will not only help ensure a successful Expedition but also allow you to make a tangible difference in the lives of those involved.

How to fundraise?

Easy Fundraising

Asking people to donate money can be tricky, so we've partnered with fundraising website easy fundraising so you can hit your target.

what is easy fundraising?

It's a website and app that gives you cashback from online shopping. So, when your family and friends shop with over 8,000 retailers like Amazon, ASOS, Boohoo, eBay, Just Eat, H&M, Tesco, Argos, and thousands more, the retailer gives you cashback for free.

Use the Raleigh specific link to start Easy Fundraising.

Read more about what raising money through Easy Fundraising means.

Other websites which can support your fundraising:

- [Just Giving](#)
- [CrowdFunder](#)



NEXT OF KIN COMMUNICATIONS

Our Phones Policy

We encourage all our Venturers to embrace the unplug culture whilst on Expedition. As a Venturer Manager you will have access to your phone even on project sites. However, electricity and signal on project sites can be very hard to come by.

Our Venturers won't have access to their phone on project sites and due to this we ask that you don't use your phone in front of Venturers, and that you aren't on it continuously. We also encourage VM's to leave their phones at Fieldbase in order to experience Expedition in the same way as Venturers do.

More information of our Venturer phone policy



Keeping in Contact

A WhatsApp group for next of kin will be created so they can stay informed about your Expedition. On this we will send photos and updates about the programme.

Watch our next of kin webinar



Safety

On programme all groups will have a comms kit to ensure they can always keep in touch with Fieldbase. They will have three forms of phone: a smart phone, a 'dumb' phone and a Satellite phone. Group will have daily communications with the Fieldbase and 24hr access to the comms kit in case of emergencies.

All staff are first aid trained and the South Africa management team are also mental health first trained. We also have Wellbeing Coordinators with the team. [Click here for more details on this.](#)

[Read our Friends and Family Page for further information](#)

Find out more about safety on Expedition



VENTURER MANAGER ROLES



PROJECT COORDINATOR (PROJECT BASED)

You and at least one other Project Coordinator will be managing a group of international young people, aged 17- 24, in a cross-cultural environment out on the project sites. You will be supporting the team to deliver Raleigh International's project aims as well as monitoring and coaching them to help with their personal development.

LOGISTICS OFFICER (OFFICE BASED)

As the Logistics Officer, you will be essential to the smooth running of the programme. Work alongside full-time staff in ensuring all food, equipment and materials are coordinated and supplied for volunteer teams at their project sites. You will be key to supporting the day to day running of projects, and will get the chance to visit project sites for any additional support required.

PHOTOGRAPHER (PART OFFICE BASED, PART PROJECT BASED)

Bring Expedition to life for Raleigh's audiences through powerful photography and film which you will gather while on Expedition. From spectacular views on trek to special moments of team moment, you will play a vital role in creating memories from Expedition and inspiring others to get involved.

CONTENT CREATOR (PART OFFICE BASED, PART PROJECT BASED)

You will capture the moments which make our Expeditions special. You will use skills in social media production to curate content for our channels, posting photos, creating videos, sharing reels and stories from your Expedition. You will support on blog writing and on gathering case studies from projects.

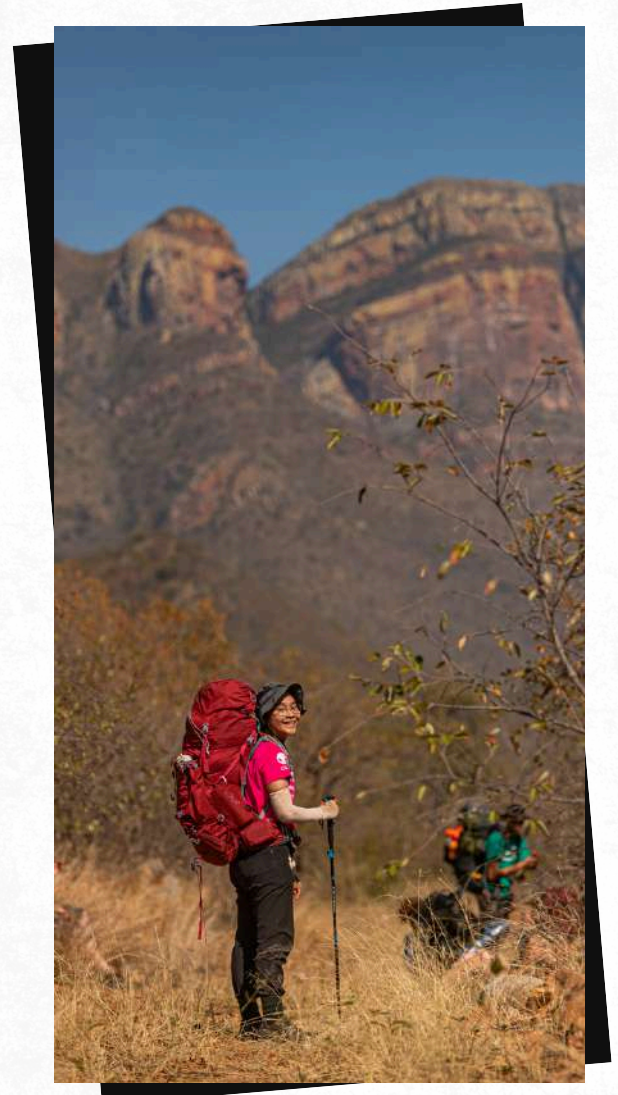
EXPEDITION MEDIC (OFFICE BASED)

Use your skills as a doctor, nurse or paramedic to support young people on Expedition. This role is for a qualified doctor, nurse or paramedic. You will learn about incident management and medical support in remote environments and will be responsible for completing incident report, delivering first aid advice, following up on reporting procedures and ensuring volunteer safety is at the top of the agenda.



PROJECT COORDINATOR (WELLBEING LEAD) (PROJECT BASED)

Support young people with their mental and physical health through Expedition ensuring they feel safe and secure in an environment outside of their comfort zone as the Wellbeing Coordinator.



DEPUTY OPERATIONS COORDINATOR (OFFICE BASED)

Providing operational support, DOCs are a key part of the duty manager system and the daily running of Expedition. You support the delivery of training for volunteers, and providing them crucial support during Expedition. This role is for Raleigh Alumni.

EXPEDITION TIMELINE: VM INDUCTION



Venturer Manager Induction takes place prior to the arrival of the young Venturers. This is a busy period for VMs and includes opportunities for team building, health and safety training, learning about operations, camp craft, cultural awareness, navigation. You will also engage in a practice trek and learn project planning.

Example schedule for VM Induction

Day 1: Collection from airport, ice breaker and introductions, Fieldbase tour, admin and safety.

Day 2: Introduction to Raleigh CR, tour of Turrialba, plus discussion of roles, responsibilities and expectations. More games and getting to know one another.

Day 3: Discussion about health and safety on Expedition including risk assessments, hygiene, comms and some practical assessments.

Day 4: Trek training, including route briefing, a discussion of VM responsibilities on trek, as well as practical training including river crossings, navigation and route cards. Prepare and pack for practice trek.

Day 5: Practice trek. Once at camp we will go over camp set-up, camp crafts, and our policy of leave no trace.

Day 6: Wrap up at camp and return to Fieldbase. Group review and trek debrief. VM 1-1's and a discussion around mental health on Expedition.

Day 7: Safeguarding training, discussion about self-reflection, and preparation for PPVs (Project Planning Visits).

Day 8: Introduction to Environment project and animal encounters. Then head on Environment PPV and stay the night.

Day 9: Camp wrap up from the environment PPV and head to community PPV, with an introduction to Community project. Stay the night at the community project

Day 10: Return to Fieldbase, clean and return PPV kit. Reflection, debrief and discussion about PPVs, followed by teamwork and energiser discussions, and Project Allocations.

Day 11: A day off, where you can rest at Fieldbase.

Day 12-13: Final training, with sessions such as managing challenging behaviour. You'll have time to plan for Venturer arrival, including preparing Venturer Induction, training sessions, and preparing for phase 1.

*This example schedule is subject to change depending on group energies, logistics, time and team dynamics.

EXPEDITION TIMELINE



THIS IS A SAMPLE 10-WEEK VENTURER TIMELINE, BEGINNING AFTER VM INDUCTION. 7 AND 4 WEEK EXPEDITIONS WILL DIFFER

Venturer arrival and induction

4-7 Days: Venturer induction includes team building activities, learning about health and safety, cultural awareness and project work.

Phase 1

18-19 Days: You'll join either the community project, environmental phase or adventure challenge.

Changeover

2-3 Days: Everyone will return to Fieldbase for a phase debrief and preparations for your next phase. You'll catch up with other Venturers and have time for fun and rest.

Phase 2

18-19 Days: You'll switch to your new community or environment phase, or you could be doing the adventure challenge phase.

Changeover

2-3 Days: Time to go back to Fieldbase for another period of rest, planning and debriefing. At Changeover you'll have the chance to access your phones to contact friends and family.

Phase 3

18-19 Days: On your final phase you'll do either the community project, environment phase or adventure challenge.

Endex

2 Days: This is the last section of Expedition, where tools and equipment are cleaned and packed away. A big farewell dinner awaits, and you will have an opportunity to do fun activities.

ENVIRONMENT PHASE

You'll work to support on-going conservation projects in Costa Rica's national parks and private reserves. This may include the renovation of trails, aiding in infrastructure maintenance and wildlife research.

COMMUNITY PROJECT

You'll be working on projects that focus on being impactful and needed with a long-term, sustainable impact. Project tasks are based on community-specific needs and may include supporting the construction of classroom and educational facilities for indigenous communities.

ADVENTURE CHALLENGE

Designed to help assist with development of leadership, teamwork, resilience and endurance. You'll hike approximately 260km through rainforest, mountainous and rural community areas.

Check out [photos and videos](#) from previous Expeditions, and get a glimpse into Fieldbase and project life.





ACCOMMODATION FACILITIES

When at Fieldbase you will be staying in Casa Blanca, which is our on-site Venturer Manager accommodation. Office based VMs will live here throughout their Expedition, while for project-based VMs this will be sanctuary during training and changeover.

Take a tour of Fieldbase



Check out VM Accommodation



When on project site accommodation will be different. On project you may be sleeping in community halls, classrooms, in centres and camping.





RALEIGH POLICIES

Representing Raleigh International

We always aim to provide you with all of your daily needs to keep you out of harm's way and to support you in your placement. In exchange, we ask you to be punctual and to behave consistently in ways that reflect well upon Raleigh International.

We ask that you dress according to local norms while you're in the public eye and to treat people on the work site with kindness and respect.

Safeguarding

All participants are required to read and adhere to our Safeguarding Policy at all times.



Code of Conduct

The aim of this Code of Conduct is to let you know what is expected of you, so we can work together to achieve your and the programmes aims in a positive and safe environment.

[Read our Code of Conduct](#)



Drug and Alcohol

If you use drugs or alcohol, illegal or otherwise, other than for medical reasons, your Expedition will be terminated immediately.

[Read our Dugs and Alcohol Policy](#)



Child Protection

Our policy and guidelines are there to help Venturers and staff be clear on our role in safeguarding children (under 18s).

[Read more on our safeguarding policies.](#)





OTHER HELPFUL INFORMATION

FOOD

Costa Rican cuisine is known for being fairly mild, with high reliance on fruits and vegetables. Rice and black beans are a staple of most traditional Costa Rican meals, often served three times a day. As a whole, the three most famous dishes of the country are Casado, Gallo Pinto and Arroz con Pollo.

Oats, crackers, rice and tinned foods are staple foods that are included in your Raleigh rations. You will be responsible for organizing your food the whole duration of your phase. Whilst on Expedition, your team will be allocated a fresh food budget so your team can buy fresh food from local shops and markets. This will help you become more creative with the meals you cook, and it will contribute to economic growth within the community.

Please let us know in advance of any specific dietary requirements. Please note: There is no alcohol under any circumstances.

CURRENCY

The official currency of Costa Rica is the Colón (CRC), but USD are widely accepted. You might want some spending money for snacks, drinks and any souvenirs you wish to buy.

We recommend bringing between \$200-\$300 USD with you for spending money.

When you arrive, you may exchange your money for local currency at any local bank. We do not recommend exchanging money inside the airport upon arrival. You can also exchange money at your own bank in your home country for a good rate.

TOP TIP:

Most places accept credit and debit cards.

- Notify your bank of your travels prior to leaving the country
- Big Shop like supermarkets in the capital accept USD bills (1,5,10,20) for your payments. Remember small shops or located in rural areas only accept Colones (CRC).

DECEMBER TO APRIL – SUMMER (VERANO)

Visitors from around the world, travel to the tropics to enjoy the warm temperatures, clear skies and lack of rainfall during the dry or high season.

MAY TO APRIL – WINTER (INVIERNO)

Many Costa Ricans prefer the green season. Expect sunny mornings and afternoon rain showers (perfect for a rejuvenating afternoon repose).

THINGS TO DO IN THE AREA AFTER EXPEDITION

If you are planning on staying in Costa Rica after your Expedition, there is lots to see. Some of the top attractions in Costa Rica are Arenal Volcano, Manuel Antonio National Park, La Paz Waterfalls, Papagayo Peninsula, Tamarindo beach, Rio Celeste, Monteverde Cloud Forest and Corcovado National Park. [Read more here.](#)

SEASONS & WEATHER

Unlike other countries with four established seasons, the climate in Costa Rica can easily be divided into two seasons: rainy and dry – or summer and winter.

STAYING SAFE

Costa Rica does not have a high crime rate, however tourist can often become targets for petty theft. It's important to be aware when travelling abroad, and take the following safety measures to avoid being targeted:

- Don't carry valuables such as large amounts of cash, valuable jewellery and passports.
- Bring photocopies of your passport.
- Avoid traveling and walking alone (especially at night).



If you still have questions,
there are lots of ways you can
find out more.

✉ VolunteerJourney@RaleighInternational.org

☎ Call us at +44 333 1886 732
or if you are in the USA at +12029027485

