

2011



BACK2BACK MISSION TRIP GUIDE

Nigeria



Thank you for your desire to come alongside us as we reach out to and strengthen the villages and orphaned children in Jos, Nigeria. It is our desire to build lasting relationships with those in need, making a generational difference through educational and resource opportunities. This packet is for your use to help you maximize your experience. We are happy to serve you and assist you.

Todd Guckenberger, Executive Director

Home Office Staff



Left to right:
Front row: Kate David, Casey Foreman, Chelsie Puterbaugh, Kristine Hall
Back row: Chris Ramos, Brian Berkte, Claire Rogers, Karen Holliday

Nigeria Staff



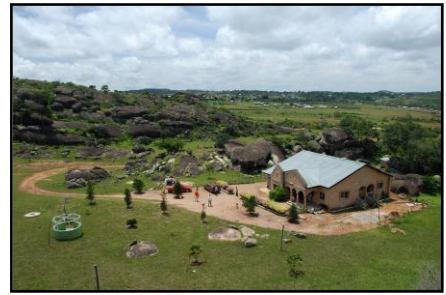
Top Picture: Emilee, Jason, & Peyton Munafo
Bottom Picture: Will & Theresa Reed

We know and expect God to do awesome things in the lives of the Nigerians we meet and the individuals like you who will come and serve alongside of us. Our home awaits your arrival! You are welcome!

*Jason and Emilee Munafo,
Directors of Back2Back Nigeria*

Who and where we serve...

We currently serve the Kisayhip Village and one children's home near Jos, Nigeria. The village is 30 minutes from the ministry base in Jos. The village is in a rural area with no running water or electricity. All of their homes and facilities are primitively made from clay bricks, concrete, tin roofs, and grass. Most of the land that surrounds the village is used for farming and raising animals so, farming is their common trade. The boys in the village work at the local car wash to make a living. The women farm, sell foods, and make local beer for a living. Two-thirds of the village's population is strictly children. The Kisayhip village is located in the Basa Local Government and is ruled by chiefs.



The OLA orphanage has children of all ages from infant to teens. All of these children are brought to the orphanages with their own story of neglect, abuse, abandonment, economic hardship within their family, or death of loved ones. You can often see a new face that is still unsure of his or her new surroundings.

Our desire is to love these children as Christ has called us to and to give them hope for their future. When you visit Nigeria you will see firsthand how these children are taken care of and the battles they face daily.

How we serve...

Each mission week is action packed with lots of work projects and great interaction and relationship building time with the children and families we serve. The work projects are designed to improve the facilities, programs, and living conditions for the Kisayhip village and the orphanages. We are committed to bringing H.O.P.E. to the communities we serve by providing:

- H**ealthcare
- O**pportunities for spiritual growth
- P**rovision of basic needs
- E**ducational opportunities

Each group has its own unique gifts and areas of expertise and we will be able to use those in specific ways to live out our mission in the village or in the orphanages.

Our facility...

After your arrival to Abuja, you will be taken by van or bus to a B2B approved guest house in the city. Group members will share dorm style rooms. The following morning you will head to our Jos, Nigeria facility.

Our current facility is on approximately one acre of gated land. We have four rooms and three full baths that are divided males and females. There is a community room for debriefings and group time. Most meals will be cooked onsite in our kitchen. There is running water for bathing and electricity (220V) in our facility. Clean drinking water will be provided at all times.





Background: British influence and control over what would become Nigeria grew through the 19th century. A series of constitutions after World War II granted Nigeria greater autonomy; independence came in 1960. Following nearly 16 years of military rule, a new constitution was adopted in 1999, and a peaceful transition to civilian government was completed. The government faces the daunting task of reforming a petroleum-based economy, whose revenues have been squandered through corruption and mismanagement, and institutionalizing democracy. In addition, the defusing longstanding ethnic and religious tensions are a priority if Nigeria is to build a sound foundation for economic growth and political stability. Although the April 2003 elections were marred by some irregularities, Nigeria is currently experiencing its longest period of civilian rule since independence. General elections in April 2007 were considered significantly flawed by Nigerian and international observers but they marked the first civilian-to-civilian transfer of power in the country's history. President Umaru Musa YAR'ADUA took office on 29 May 2007.

Languages: English (official), Hausa, Yoruba, Igbo (Ibo), Fulani

Population: 149,229,090

note: estimates for this country explicitly take into account the effects of excess mortality due to AIDS; this can result in lower life expectancy, higher infant mortality, higher death rates, lower population growth rates, and changes in the distribution of population by age and sex than would otherwise be expected (July 2009 est.)

Median age:

Total: 19 years
Male: 18.9 years
Female: 19.1 years (2009 est.)

Life expectancy at birth:

Total population: 46.94 years
Male: 46.16 years
Female: 47.76 years (2009 est.)

Ethnic groups:

Nigeria, Africa's most populous country, is composed of more than 250 ethnic groups; the following are the most populous and politically influential: Hausa and Fulani 29%, Yoruba 21%, Igbo (Ibo) 18%, Ijaw 10%, Kanuri 4%, Ibibio 3.5%, Tiv 2.5%

Religion: Muslim 50%, Christian 40%, indigenous beliefs 10%

Location: Western Africa, bordering the Gulf of Guinea, between Benin and Cameroon

Capital: Abuja; in the Federal Capital Territory

Number of states: 36 + 1 territory (FCT)

Area:

Total: 923,768 sq km
Land: 910,768 sq km
Water: 13,000 sq km
 Slightly more than twice the size of California

Land use:

Arable land: 33.02%
Permanent crops: 3.14%
Other: 63.84% (2005)

Climate: varies; equatorial in south, tropical in center, arid in north

Terrain: southern lowlands merge into central hills and plateaus; mountains in southeast, plains in north

Currency: Naira (N)

Electricity: 240V 50Hz

ENGLISH PHRASE	HAUSA PHRASE	HAUSA RESPONSE
Hello	Sannu	Yauwa sannu <i>or</i> Sannu kadai
Good morning	Barka da safe	Barka kadai
Good day	Barka da rana	Barka kadai
Good afternoon	Barka da yamma	Barka kadai
Good evening	Barka da yamma	Barka kadai
Good night	Mu kwana lafiya	Mu kwana lafiya
Good night (until tomorrow)	Sai gobe	Allah ya kai mu
Goodbye	Sai an jima	Sai an jima <i>or</i> To, sai an jima
Please	Don Allah	
Thank you	Na gode	
Yes	I	
No	A'a	

This information is taken from <http://motherlandnigeria.com/languages.html#Hausa>.



Nigeria's flag – taken from the CIA Fact Book at

<https://www.cia.gov/library/publications/the-world-factbook/flags/ni-flag.html>

Important Information

- You **MUST** have a passport with at least 6 months to expiration and Nigeria visa to travel. It takes approximately six weeks to get a passport. You should contact your local government office to obtain an application or you may go online to http://travel.state.gov/passport/passport_1738.html. A Nigeria visa can be obtained at www.travisa.com (details on this process are later in this guide).
- Bring **cash only!** Be sure each person has sufficient money. We suggest a minimum of \$100. You may choose to spend money on souvenirs, snacks or gifts for the children. **Money must be crisp and clean with no tears. We can only exchange newer (2007 and after) \$50 and \$100 bills! Smaller bills will not be exchanged. We will exchange for you.**
- **Communication to the U.S. is limited.** The base facility phone and computer is for B2B staff **ONLY**. Mission participants may bring their own cell phone to be used only at the home base facility during individual free time. Keep in mind that not all cell phone or cell phone plans are covered in Nigeria. Please check with your provider to verify your phone and service provides access in Nigeria. B2B will provide a cell phone for use within Nigeria upon request from the group leader. Each participant may use that phone when they purchase Nigerian phone cards for 400N, or approximately \$3.33. That provides roughly 10 minutes of calling to the U.S.

A group leader may also bring a laptop with wireless connection that can be used to update family members and supporters of their group's work throughout the week. Otherwise, expect to have no communication during the mission week. No news is good news!

- If you have a medical condition, please consult your doctor before traveling. The group leader must supply Back2Back with a list of all relevant individual medical conditions that may affect the program such as all allergies and medical conditions that require immediate hospital care. Group leaders are responsible for dispensing all medications to group participants.
- **Pictures and videos:** We recommend bringing a still and/or video camera to capture the beautiful children in the orphanages and village and to capture the scenery in Nigeria. Due to cultural and religious beliefs in other countries, we recommend that respect be given to individuals throughout the country. This will be reviewed upon arrival to our ministry site.

General Information

- Traveler's health insurance will be purchased by B2B for each mission participant. The cost is included in your B2B fee.
- B2B recommends that each mission participant consult his/her doctor regarding international travel and immunizations.
- Post trip – coming home can be a hard adjustment. **Don't stop serving.** You can help your team find service opportunities through your church or school.
- Immigration and Visa forms – use the following:
 - Reason for visit: **Tourism**
 - Address in Nigeria: **3B Lipdo Close
Dadin Kowa, Jos
Plateau State**
- **Security** – There are always risks when you travel to third world countries and that is why we take precautions when you visit our facilities. While in Nigeria you will travel by bus or vehicle driven by B2B staff or hired driver. During your travel from Abuja to Jos, you will be escorted with guards to ensure smooth transitions through state check points. Your housing in Jos will also be secure 24 hours a day with guards hired by B2B. We also take simple precautions by traveling as a group and not letting group members venture off alone.
- If you bring anything that needs electricity, purchase an electrical adapter at your local electronic store.

Vaccinations

In order to travel to Nigeria you need to receive vaccinations to protect yourself from disease. Please make these arrangements soon as some of the vaccinations require a series of shots.

You can contact your family doctor to see if he or she is able to administer these vaccinations. However, many of them do not carry all of the vaccinations.

Other options that have all of the vaccinations and are generally less expensive are county health departments and travel health agencies, such as Global Health Services and Passport Health. Payment in the form of cash or check is due at the time services are rendered. We recommend that you contact your insurance company before getting your vaccinations; many of them **do not** cover all of the costs.

The medical facility you choose to use will provide you with a complete list of vaccinations recommended for Nigeria. Back2Back Ministries also suggests you visit the Centers for Disease Control and Prevention at www.cdc.gov for a complete list. This site also provides a description of the diseases the vaccinations control.

Suggestions for additional vaccinations/prescriptions are:

- Tetanus
- Cipro Pills (traveler's diarrhea)

Finally, when you get your prescription for Malaria, make sure your pharmacist gives you the **full** prescription. Some will only give you what your insurance covers; however, you **NEED** the entire prescription.

Health services contact numbers in the Cincinnati area:

Global Health Services	513-777-8111	8087 Cincinnati-Dayton Rd West Chester, OH 45069
Passport Health	513-891-3093	8050 Beckett Center Dr Suite 209 West Chester, OH 45069
Hamilton County Health Dept	513-946-7800	250 William Howard Taft Cincinnati, OH 45219
Warren County Health Dept.	513-695-1152	416 South East Street Lebanon, OH 45036

Airline Information

Airline: _____

Confirmation/reservation#: _____

Flight numbers: _____

LUGGAGE RESTRICTIONS

- Two 50 pound bags can be checked
 - One for your personal belongings
 - One for donations
- Carry-on luggage may consist of a small piece of luggage plus a purse or briefcase or laptop computer or small backpack.

* We recommend that you travel with a back pack and a rolling carry-on in order to bring the most amount of luggage/donations.

As with all international travel, please arrive at the airport two to three hours before departure to ensure that your group is ready to depart.

Example of Travel Itinerary

8 hr flight from U.S. to Amsterdam
Short layover (1-5 hours)
6.5 hr flight to Abuja, Nigeria
Spend the night in Abuja hotel
Leave Abuja the next morning for Jos



Donations

We will provide a list of needs for the ministry so that group members can collect donations to bring with them in their second piece of luggage.

ITEMS TO PACK

Medicine:

Malaria prescription
Personal prescriptions

Optional Medicines:

Allergy medicine
Cipro R_x (if prescribed)
Ibuprofen
Imodium AD / Pepto-Bismol
Motion sickness medication

STURDY Paper Plates: one pack per person

Personal Items:

Alarm clock (travel size)
Backpack / small bag
Bandanas or scarves (great when wet and wrapped around neck in the heat)
Bible
Bug spray with Deet
Camera
Earplugs for light sleepers
Flashlight or small lantern (power outages do occur)
Hat
Notebook
Passport holder/money belt (recommended)
Sandals
Sunglasses
Sunscreen
Toiletries (non-smelling kind)
WATER BOTTLE!
Working/walking shoes

Food and Supplies:

Fruit in cans or plastic cups
Granola/breakfast/power bars
Hard candy
Snacks (nothing that will spoil)

Money:

Souvenirs (e.g. Nigerian garments to wear)
Travel snacks in airports

Sleeping Arrangements:

Pillow, bedding and towels will be provided.

Pack 1-2 days worth of a change of clothes (at least underwear) in your carry-on.

Other Things to Bring or to Remember

Men's Clothing:

Button, collared shirt or polo
Jeans
Khakis or light dress pants
Shorts*
Sweatshirt for night time
Swimsuit – just in case
T-shirts
Work clothes

Women's Clothing:

Head wrap/scarf
Long dresses or skirts **
Capris/Pants
Shorts* (can only be worn at B2B compound)
Sweatshirt for night time
Swimsuit – just in case
T-shirts
Work clothes

Seasonal Clothing:

April-September

- Raincoat

December-January

- Warmer clothes
- 60's-80's during day
- Cooler at night

* Due to cultural considerations **ALL** shorts (male and female) must be at least knee length. No tank tops, midriiffs or spaghetti strap shirts. **Please keep safety and modesty in mind as you pack for the trip.**

** To be culturally sensitive, women will be asked to wear skirts and head wraps at certain times during the trip. Please come prepared to wear skirts that are at least calf length and something you can cover your head with. Pack at least 3 skirts.

YOU CANNOT WEAR CAMOUFLAGE IN PUBLIC.

Clothes and shoes may be ruined from work projects.

Trip Leader Information

Planning Timeline

- 9 Months Before** - Secure a week by calling Back2Back at 513-754-0300.
- 8 Months Before** - Advertise your trip and schedule an informational meeting to get participants interested. Take sign-ups and send out informational packets.
- 7 Months Before** - (Optional) Set-up fundraising events for your group.
Remind participants to begin receiving their vaccinations.
- 6 Months Before** - Finalize reservations with us. Arrange airline reservations.
- 4 Months Before** - Promote mandatory pre-trip meetings for group members.
- 3 Months Before** - Contract and deposit is due. Conduct 1st mandatory pre-trip meeting. Start Nigerian visa application process.
- 2 Months Before** - Balance of B2B fee and travel documents due. Mail all visa application requirements to Nigerian Embassy.
- 1 Month Before** - Conduct final mandatory pre-trip meeting and pack donation bags.
- Day of Departure** - Meet at the airport 2-3 hours before departure time. Have a great trip!
- After the trip** - Have a group get together and invite immediate families and friends to hear stories and see pictures of the trip. Share what you have seen and think of ways to get others involved. Plan a trip in the future!

Pre-Trip Meetings

Informational Meeting

- Show Back2Back video
- Pass out informational brochure
- Begin sign-ups and set sign-up deadline
- Consider inviting Back2Back staff to come and answer questions

Pre-Trip Meeting #1

- Pass out all documents and have participants fill them out at the meeting
 - Minors must have both parents sign the Permission for Minors to Travel to Nigeria form
- Ask a notary to be onsite to notarize documents
 - If this is not possible, then pass out the documents and ask each participant to complete and have notarized the forms and return them to the Trip Coordinator in time to have them returned to B2B two months prior to the trip.
- Discuss other materials provided by Back2Back and answer questions.
- Collect the deposit from each participant.

Pre-Trip Meeting #2

- Collect any documents missing from participants.
- Discuss final travel plans.
- Pack donation bags and ask participants to bring bags to the airport.
- Check to see if participants have met with their physician and have received Malaria medication.

Nigeria Visa Application Process

FIRST STEP

1. Click on:
<http://nigeria.travisa.com/VisaInstructions.aspx?CountryID=NG&CitizenshipID=US&TravelerTypeID=TO&PartnerID=TA>
2. Follow the instructions for the Tourist Visa Requirements on the Travisa website.
3. For requirement #2, click on the link entitled "Nigeria Visa Application Form". This takes you to the webpage to start the Nigeria visa application.
4. You must have a Google or Yahoo account. Or you may use the SW Global OpenID. Log into one of those three by clicking on the respective button on the right side.
 - a. If you do not have an account, you must create one first.
5. A pop-up message asks if Swgloballc.com may obtain information from your account. You must select yes to proceed.
6. Fill out the Entry Visa/Free Zone Application.
 - a. Here are some fields you may need help with:
 - i. Purpose of Journey: Tourism
 - ii. Number of entries required: Single
 - iii. Intended address in Nigeria
 1. Address1 3B Lipdo Close
 2. City Jos
 3. Country Nigeria
 4. State Plateau
 - iv. Embassy of Preference: Washington, D.C.
7. **Make sure to print your application after you have filled it out completely and before you submit it.**
8. You will be given an Application ID and a Reference No. KEEP TRACK OF THESE.
9. Follow the instructions to pay for the consular fee of \$112.
10. You will receive an email to either your Google or Yahoo account confirming your payment.
Print a copy of this confirmation.
11. Continue with the requirements on the Travisa website.
12. Requirement #6, Hotel Confirmation—the letter of invitation will specify this.
13. Requirement #9, Financial Requirements
 - a. When applying for a Visa, you have to submit a bank statement to immigration. This can be done by blotting out any account details such as account number or anything that would give access information. We suggest printing a statement from online, then crossing out important information and then scanning the document. This is the only way they can think of having travelers prove they have funding to visit. We suggest contacting Travisa with any questions regarding this or contact your bank for a secure way of sharing this information.
14. For requirement #10, click on the link entitled "Complete the Global Reservation Form". This is Travisa's application.
15. You will pay an Embassy service fee, a Travisa service fee, and for the return FedEx delivery.

Mail the required documents to Travisa. MAKE A COPY OF ALL OF THE FORMS FOR YOUR RECORDS.

**** BRING A COPY OF THE LETTER OF INVITATION WITH YOU. NIGERIA CUSTOMS IS NOW ASKING TO SEE THIS.**

Traveler's Cheat Sheet

Print a copy of this sheet to carry it with your documents when you travel!

Don't Forget Items

- Passport and Photo copy of your passport kept in a carry-on bag
- Medication- Keep in your carryon bag
- Yellow Fever Vaccination Card
- Parent Consent Form for Minors
- Copy of your Itinerary with Airline Rewards Number
- Copy of your Letter of Invitation that was submitted with your Visa Application
- Cash (Crisp Bills in \$100 or \$50 increments for best exchange rate)
- Health and Insurance Information for Travelers (if you are the Group Coordinator)
- 2-3 days' worth of clothes in carry-on bag. Women include skirts in this bag.

Customs and the Abuja Airport

You will likely be questioned about your reason for travel when you go through immigration at various airports. There is nothing to be afraid of. You can say that you are going to visit Nigeria and help a friend who is doing some humanitarian work there. Read your letter of invitation; it gives you all the answers you need to know.

Reason for travel: Tourism

Address where you'll be staying: 3B Lipdo Close, Dadin Kowa, Jos Nigeria

As you enter the airport get in the line marked for visitors with your immigration form, passport and letter of invitation ready. After immigration, go to the baggage area to collect a cart and your bags. There will be people asking to help you with your bags. Kindly say no thank you unless you need the help. They will expect to be paid. Proceed to the exit with your passport ready and your baggage claim tickets—the stickers you received when you first checked in. Baggage Customs may ask to see your luggage and passport. As you exit the building an agent will collect your baggage claim tickets to make sure you collected the correct bags.

Important Contact Numbers

Please call Back2Back if you are delayed while traveling!

- **Nigeria Staff:**

Dialing From:

Nigeria: 0.806.449.6987 or 0.803.184.1818

Germany or Netherlands: 00,990,994 + 234 remove 0 + number

United States: 011 + 234 remove 0 + number

- **Back2Back Office:**

Dialing From:

Nigeria: 011.513.754.0300 or +1513.754.0300

Germany or Netherlands: 00,990,994 + 011.513.754.0300

United States: 513.754.0300

Lost Baggage Reporting

If your bags are lost while traveling please see a bag attendant and fill out the Lost Luggage form using the address and Nigeria staff phone numbers listed on this sheet. Collect a contact number that you can call to retrieve your bags. You can also send another group member out to meet a B2B staff member and ask for help.

Document Checklist

B2B now has an online Mission Trip Management (MTM) application that allows everyone to view their trip information online, fill out their profile and print their forms online. Your trip coordinator will provide you with an ID and password. You can access this application from our website at www.back2backministries.org. Just click on *Mission Trip Login* below "Login in to *My Back2Back*". Detailed instructions are on the following page.

[Mission Trip Login](#)

Below is an overview of all the documents that will be printed from your profile. You will need to sign and return the forms to the Back2Back office or take with you on your trip. Please note the instructions for each form. If you are missing something, please contact Chris Ramos at ramos@back2backministries.org or 513-754-0300 x1709.

Passport List – to be emailed to Chris Ramos at least 2 months prior to trip

- Name of each participant as it appears on their passport
- Passport number
- Birthday
- Vocation

Adult Forms – to be returned to B2B

- Emergency Information (**notarize**)
 - o Trip Coordinator keeps original and sends copy to B2B
- Liability Release (**notarize**)
- Agreement Policy

Minor Forms (applicable to children under 18 years old) – to be returned to B2B

- Emergency Information (**notarize**)
 - o Trip Coordinator keeps original and sends copy to B2B
- Liability Release for Minors (**notarize**)
- Permission for Minors to Travel to and from Nigeria (**notarize**)
 - o Both parents must sign
 - o Trip Coordinator keeps this form
- Agreement Policy

All Participants – to take while traveling

- Valid passport with Nigerian visa (**must have more than 6 months validation remaining**)
- Vaccination card with the Yellow Fever Vaccination seal
 - o You'll receive this card once you are vaccinated
- Photocopy of passport – keep in your carry-on

Mission Trip Sign-up Instructions

Please Read Carefully

1. Go to Back2Back's website. www.back2back.org
2. Click on **Mission Trip Login** (it is below "Login to My Back2Back" on our website)



Mission Trip Login

3. Enter your ID and password (given to you by the Missions Coordinator, Chelsie or Chris)
 - a. Your user ID should be First Initial following with your Last Name in lower case
 - i. i.e. for Chris Ramos, the ID is cramos
4. Change your password
5. Update the three sections of your profile
6. Print your forms

If you feel overly enthusiastic about adding your team members, please follow the instructions below. Otherwise, send the person's name and email address to Chris Ramos at ramos@back2backministries.org.

1. How to add group members to your trip:
 - i. **You will need each team member's email address to add them!**
 - ii. Click on "Mission Trips"
 - iii. Click "Mission Trip Group" on the left
 - iv. Search to make sure your group member is in our system. Enter either the person's last name or email to search for him or her.
 - v. If the person you searched for is not listed, click on "Click here to add a new contact".
 - vi. The username you will give them must be their first initial of their first name followed by their last name (i.e. – cputerbaugh, ksmith)
 - vii. If the First Initial, Last Name is already in use (you may see an error that says "*username already exists*"), add a number to the new ID starting with 1 and increase by 1
 - a. If Chris Ramos already has the ID cramos,
 - b. i.e. for Caleb Ramos, use cramos1
 - c. i.e. for Cathy Ramos, use cramos2
 - viii. Give them the password and make sure to tell them what it is
 - ix. If an email address is the same for more than one group member, the system will not accept the same address more than once. You will see this error, "*A username for that e-mail address already exists. Please enter a different e-mail address*". So, instead of typing an email address, simply type in the group member's **username** in place of their email address.
 - a. Type in their username (i.e. "cramos") instead of an email address.
 - x. Repeat this process for each group member
2. After adding your team scroll to the bottom of the page with all their names and "click here to email all members of this group". Email them and let them know their username and password.
3. To view travel documents click on "*My Documents*" on left of the page.
4. Once everyone is logged in they are responsible for updating their profile & printing their travel documents online.
5. Please check each form to see which ones needs to be notarized (or ask the Mission Coordinator to make sure).

***Please do not hesitate to contact Chris Ramos or Chelsie Puterbaugh if you have any questions/comments/suggestions about the MTM (Mission Trip Management) system. Thank you!!*