



Global Village Participant Handbook

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Dear Global Village Participants,

Thank you for participating in a Habitat for Humanity (HFH) Egypt Global Village Build! With over 83 million inhabitants, Egypt is the most highly populated Arab country, vibrant with life along the mighty Nile River. But in the midst of the hustle and bustle, an estimated 20+ million people are living in substandard housing conditions, with no means of improving their situation. Since its inception in 1989, HFH Egypt has taken an innovative approach toward eliminating poverty housing in the country. HFH Egypt has utilized a grassroots, collaborative approach that has helped provide decent housing for thousands of families living in urban, suburban and rural settings throughout Egypt.

By participating in a Global Village you will have the unique opportunity to build, not only Habitat houses, but relationships across cultures, and become part of the solution to the problem of poverty housing worldwide.

As you prepare for this amazing journey, we suggest that you and your fellow team members take some time to discuss your trip before you arrive: what your expectations are, why you want to come, what you hope to learn, and the challenges you may face. We also hope you'll find some time to read about Egypt. Many past volunteers have also kept journals throughout their trip to facilitate deeper reflection and appreciation of the experience, and we encourage you to do the same.

This handbook is designed to give you all the basic information you need to prepare for your trip to Egypt. Please read through it carefully, and relay any questions or concerns to your team leader - your group's main liaison with HFH Egypt. Your team leader will be responsible for distributing information to the group and collecting the group's forms and fees. However, **everyone in your group is responsible for reading and understanding this handbook.**

We look forward to meeting and working with you to build houses and hope in Egypt!

Sincerely,

Habitat for Humanity Egypt



CONTENTS OF THIS HANDBOOK

HABITAT FOR HUMANITY EGYPT MISSION	4
HFH EGYPT NATIONAL DIRECTOR PROFILE	ERROR! BOOKMARK NOT DEFINED.
HFH EGYPT STAFF PROFILES	ERROR! BOOKMARK NOT DEFINED.
HISTORY OF HFH EGYPT	4
ASSESSING THE NEED	4
WHERE WE BUILD	6
THE PURPOSE OF GLOBAL VILLAGE	7
CULTURAL INFORMATION	7
GENERAL INFORMATION AND COURTESIES	7
FOOD	8
SAFETY	8
TRAVEL AND SIGHTSEEING.....	10
GLOBAL VILLAGE SAMPLE ITINERARY	ERROR! BOOKMARK NOT DEFINED.
PRE-DEPARTURE INFORMATION	11
YOUR TEAM LEADER.....	11
PASSPORTS AND VISAS	11
HEALTH & TRAVEL ADVISORY	11
ARRIVING IN CAIRO	12
MONEY MATTERS	12
EXTRA EXPENSES.....	12
CURRENCY	13
ACCOMMODATION.....	13
COMMUNICATION.....	14
DURING YOUR GLOBAL VILLAGE TRIP	14
WHAT YOU SHOULD WEAR	14
PHOTOGRAPHY	15
WORKSITE HEALTH & SAFETY.....	16
WHAT WE EXPECT OF YOU	16
PACKING LIST	17
WHAT NOT TO BRING.....	18
HFH EGYPT POLICIES	18
GIFT GIVING POLICY.....	18
MINOR POLICY.....	18
ALCOHOL POLICY	18
EMERGENCY MEDICAL ASSISTANCE	19
EMBASSY REGISTRATION	19
EMERGENCY CONTACT INFORMATION.....	19
SURVIVAL ARABIC	ERROR! BOOKMARK NOT DEFINED.
USEFUL WORK SITE TERMS	23
GLOBAL VILLAGE RELEASE AND WAIVER OF LIABILITY	21

Habitat for Humanity Egypt Mission

Habitat for Humanity Egypt is committed to providing access to simple, decent and affordable housing for those who would otherwise be unable to better their situation, without prejudice or discrimination. We believe this not only meets the basic need of shelter, but directly affects the well-being of families and communities, encouraging stability in all areas of life.

History of HFH Egypt

The vision to launch HFH Egypt was initiated in 1989. Since that time, the organization has constructed or renovated houses that have brought hope to over 36,000 families in 38 communities. The houses are simple and affordable, yet decent and durable. They are built using culturally appropriate, locally-available building materials, which meet HFH Egypt's specific housing requirements. Houses have cement or tiled floors, red brick or limestone block walls, secure wooden roofs, a clean water tap, and enough rooms to separate parents from children, boys from girls, and families from their livestock.

Access to clean water and sanitation systems, separation from animals and good ventilation all serve to improve the health of the family and, in turn, their community. HFH Egypt partners with the homeowners themselves and with local NGOs and community-based organizations to achieve its goal. By building on our partners' established knowledge and insight into the community and working at the grassroots level, HFH Egypt has experienced tremendous results and expects the rapid growth to continue!

Assessing the Need

Poverty housing is particularly common in Egypt's rural areas, where many families live in traditional mud brick houses with dirt floors, no doors or windows and inadequate roofs made from thatch, branches or even sugar cane. These conditions provide little protection from the perils of animals, intruders, rain or extreme variations in temperature.



The houses are dangerously hot in the summer and below freezing in the winter. Access to toilets and clean piped water is limited, creating serious health and sanitation issues. Moreover, large extended families are often crowded into one or two room structures. Many even share their homes with their livestock or poultry.

We have found that housing is so much more than shelter; in addition to health & safety, it has implications for the economic viability of a community. The majority of our projects are in governorates where unemployment and poverty are in high percentages. HFH Egypt is boosting the local economy by supplying funds which allow for the purchase of construction supplies, including white limestone from local quarries, and employing local engineers and builders. As a result of this activity, many who would have otherwise migrated to seek work elsewhere are able to stay in the community with their families.

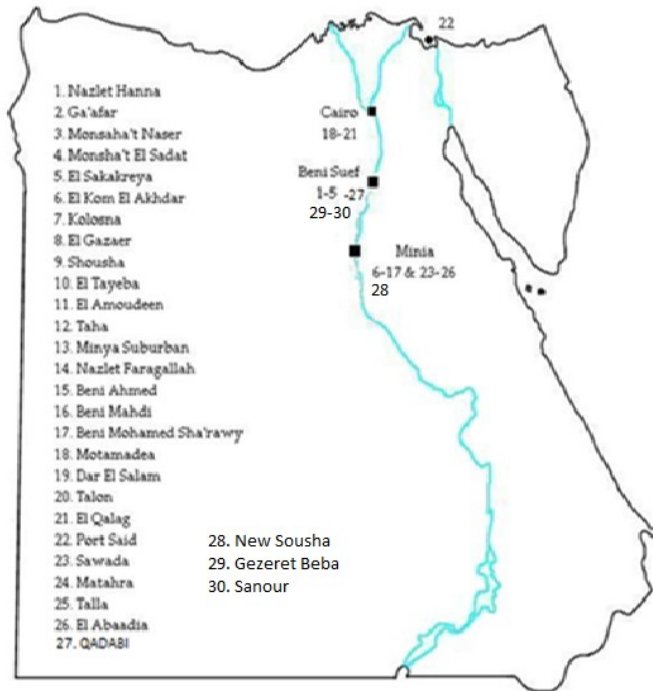


HFH Egypt accomplishes all of this by utilizing a micro-finance structure. Families apply to a local committee of their peers for incremental, no-profit loans, not to exceed 25% of their income. The majority of these are "stage-loans" to make much needed improvements to existing structures (i.e. clean water tap, wood roof, additional rooms, etc...). A revolving fund is therefore created; as one family pays back their loan, funds become available to other families in the community. This system teaches valuable life skills and encourages community cohesiveness and accountability.

Many affiliates have taken these new skills and used them to address other needs in the community, ranging from "clean-up" projects to encourage more environmentally friendly practices to new income-generating microfinance initiatives. HFH Egypt is incredibly proud of the resilience and creative enterprise demonstrated by its affiliate communities which has allowed Habitat's work to have an impact that reaches far beyond housing alone.



Where We Build



HFH Egypt works in 38 communities throughout Egypt. The majority of our communities/affiliates are located in the Upper Egypt governorates of Beni Suef and El Minya. Beni Suef is located approximately 120 km south of Cairo and El Minya is further south, about 250km from Cairo - approximately five hours by bus. Some building is also done within the city limits of Cairo, with in-country volunteer teams only. Some of the affiliates are rural, while others are suburban.

Each community has unique needs and personality, but all are welcoming to those who come to build. Most communities are heavily dependent on agriculture or the raising of livestock for their subsistence. Information about the particular affiliate you will work with including location, population, families and the specific activities you will participate in will be introduced to you during your orientation in-country.

The Purpose of Global Village

Global Village is an incredibly unique and humbling experience for all who have the privilege of participating in it. GV Teams are given the opportunity to bear witness to the beauty and resilience of the Egyptian people. In addition to the satisfaction that comes with a hard-day's labor and a sense of accomplishment at being part of the tangible fruition of the generosity of individuals all over the world, HFH Egypt GVs are ultimately about relationship. You embody the heart and compassion of all those who support our mission to end poverty housing worldwide. It is our sincere hope that you will walk away from your GV experience having imparted hope and goodwill to those you serve in Egypt as well as armed with the knowledge necessary to become their ambassadors within your own sphere of influence.

Cultural Information

General Information and Courtesies

Egyptian culture is very warm and friendly by nature. When walking through the communities in which you're building, you will hear many people welcoming you and using what English they know to greet you. Children are the most vocal, and you will probably hear dozens of little voices saying, "Hello!", "What is your name?", and "Welcome to Egypt!". You should feel comfortable responding to them with smiles and kind words.



Generally men and women, not related to each other, do not have much interaction. However, it is acceptable for you to shake hands with both men and women when introducing yourselves. Both men and women often greet members of the same gender with a kiss on either cheek, but this is not done with the opposite sex and is not obligatory in any case. Just remember to be respectful and use your best judgment when dealing with a member of the opposite sex.

Married couples and unmarried couples traveling together on a Global Village trip should refrain from holding hands, kissing or other overt displays of affection in public, particularly in the affiliates.



Tipping

Tipping is customary for most services in Egypt (i.e. hotel & restaurant employees, doormen, restroom attendants, tour guides etc.). While you are with HFH Egypt staff, *all tips will be handled by an HFH Egypt representative*, including all hotels and restaurants. However, during non-HFH Egypt outings in Cairo including all R&R activities planned by the team, you will be responsible for tipping appropriate parties. Please consult with your travel agent to know what tips you'll be responsible for and the customary amounts.

Time difference

Please check online for the time difference from your home country to Cairo, Egypt. The following link can be used:

<http://www.timeanddate.com/worldclock/meeting.html>

Weather

Many people assume that since Egypt is in the desert it is always dry and hot. This is mostly true, however, weather in and around Cairo can vary drastically depending on the time of year and location. A typical building day's temperature can range from 85-115°F while nights can be from 50-75°F. During winter months (December-February) average temperatures can stay in the 60°F's during the day and much cooler at night. HFH Egypt does not build during the hottest months (June-August). Please check www.weather.com to see what weather conditions you can expect during your GV.

Food

Food in Egypt is mostly familiar and basic. You will have the opportunity to try many traditional Egyptian dishes during your stay. Be sure to try some of our staple foods including fuul (broad beans) and taamiya (falafel), as well as tahina (sesame paste served with Egyptian bread), babaganouh (eggplant dip), and Turkish coffee. At affiliates, breakfast and dinner will be served at the hotel. During build days you will be provided a lunch box prepared at the hotel that includes a sandwich, fruit, potato chips and a juice box.

If you have specific dietary needs, (vegetarian, lactose intolerant, or fasting), please discuss them with your team leader in advance so appropriate arrangements can be made by HFH Egypt to accommodate your needs.

Safety

Traffic

Egypt is famous for how dangerous and out of control its traffic can appear. However, be assured that in the mass of cars, trucks, scooters and farm animals, there is an understood semblance of order. This does not mean it is safe for those that are on foot. You will see vehicles weaving in and around each other, not stopping or even hesitating for pedestrians. Crossing the street can be extremely dangerous and should be avoided if possible. If need be, cross very carefully, looking both ways even if you are on a one way street – if you can, it's best to follow the lead of a local. Delays are also common due to the high volume of vehicles on the road. As a result, traffic can often become slow moving and traffic jams should be expected during peak traffic times.

Security

Egypt is safe and welcoming to international visitors. Given the population density in the city and Egypt's status as a well-known tourist destination, you will notice during your time in Cairo that local tourism police are in abundance to ensure your safety. Should you encounter any problems during your stay in the city, identify a nearby officer for assistance.

In the more rural communities in which you will build, HFH Egypt has well established relationships with its affiliates and partner organizations. We take every precaution to make Global Villages a safe and enjoyable experience for all involved.

For Foreigners

Prior to your arrival in Egypt, the Tourism Police are notified of your stay and will travel with us from Cairo to Upper Egypt. Once in Upper Egypt, we will work with three different levels of security: national forces, the governorate's security detail and local security. For those in the US, this can be likened to traveling and working with the National Guard, state police and local police force. While this sounds dramatic, there is no cause for alarm. These are precautions required by the Egyptian government to ensure the safety of its foreign visitors. There is no imminent danger to you or the team.

Because of this security detail, we will be unable to travel as freely as you're used to in your home country. Each time we leave the hotel or transfer to another location in either El Minya or Beni Suef, security *will* travel with us. Please be advised that slight delays may occur as a result of this; we ask for your patience and understanding with both HFH Egypt staff as well as the security personnel that accompany us.

Overall, our intent is to draw as little outside attention as possible and keep the focus on Habitat's mission, families and the community. However, because of the rarity of foreign visitors in the smaller affiliates we are bound to draw a crowd of admirers and curious onlookers.

Please be advised that while Egypt is considered a safe place to travel, there are no guarantees as there is always inherent risk in traveling abroad. You should carefully consider all of the risks before committing to the trip. Be sure to check Egypt's government websites and the US State Department travel warnings for any information prior to coming. We also ask that all GV participants register with their home-country's embassy while traveling in Egypt (see 'Embassy registration' on p22 of this handbook).



On the job site

For information regarding safety on the build site please refer to the "Construction Tool Kit" and follow all safety guidelines and procedures outlined in this document as well as those directed by your GV Coordinator and other HFH Egypt staff at the site.

Travel and Sightseeing

Planning your R&R

After your build days, you are welcome to continue your time touring Egypt and learning more about the country's past and present. Egypt has a rich history and was home to one of the world's great ancient civilizations. There is much to see and experience; we hope that your final days in Cairo will give you an appreciation for this country and its many accomplishments.

You can visit the following website to obtain general information about Egypt and the culture that will be very useful as well as travel/sightseeing tips:

<http://www.lonelyplanet.com/egypt>



While HFH Egypt is happy to answer questions/concerns regarding your stay, the planning and payment for all R&R activities is the responsibility of the individual and is **not** included in the GV budget.

Taxis & public transportation

During your stay in Cairo and/or during your R&R you may have occasion to use a taxi or require other forms of public transportation. Please keep in mind that

transportation in and around Cairo can be difficult if you do not speak Arabic. Most taxi drivers and other transportation operators will not speak or understand English and there are very few printed public transportation maps/materials.

For this reason, we recommend that you avoid taking public transportation including buses and street cars/trains during your stay. Ask a hotel employee for directions to find things like restaurants, pharmacies, shopping etc. and they will be able to hail a taxi and explain your destination to the driver. You will most commonly see two types of taxis: black cars with a white stripe (or panels) and a yellow taxi sign, and white cars with a black and white checkered stripe. Black taxis are not metered and negotiating price can be difficult with a language barrier. We recommend that you look for white taxis which are generally newer vehicles and are metered to avoid bartering prices. Prices for these taxis are still fair and hassle-free. We suggest taking a business card from your hotel's concierge and using it as a homing device/communication tool with taxi drivers.



Pre-Departure Information

Your team leader

The team leader is your primary liaison with HFH Egypt and is responsible for coordinating your preparations and distributing information. If you have any questions or concerns, please contact your team leader first. If the team leader is unable to answer your questions, s/he will contact HFH Egypt for assistance. Your team leader will also be responsible for collecting the group's forms and fees. However, **everyone in your group is responsible for reading and understanding this handbook.**

Passports and visas

Each GV team participant is responsible for obtaining and paying the cost of his/her own passport and visa. All international travel requires a **valid passport with at least 6 months of validity left upon departure.** If you do not already have a passport, we recommend that you arrange to receive one no later than two months before you are scheduled to depart for Egypt. Your team leader will collect your passport number, as well as general personal information, which s/he will send to HFH Egypt at least six weeks prior to your departure so that we can facilitate your arrival.

Those carrying **passports from Western countries** (i.e. United States, Great Britain, Canada, Europe, Australia, New Zealand, etc.) can obtain visas at Cairo International Airport upon arrival. This visa can be purchased at the airport bank (Banq Misr) for \$15 US Dollars, before going through customs. Note, this cannot be paid for by credit card and must be paid for in cash – carrying exact change is strongly advised.

If your passport is **not from a Western country**, please contact the Egyptian Embassy or Consulate in your home country for instructions on obtaining a visa.

Health & Travel Advisory

Your health and safety are of utmost importance to us. While no special immunizations are required for travel to Egypt, please discuss your travel and personal health plans with a health care provider to determine what vaccines and/or medications you will require. Recommendations and other health tips can be found at the Center for Disease Control (www.cdc.gov/travel) or the World Health Organization (www.who.int/en). Both sites list much more information that we can include here, so we strongly encourage you to take the time to explore them both thoroughly.

Medication and Prescriptions

If you are taking any prescription medication, bring enough of it with you to last through your trip as ability to reach a pharmacy during your stay or availability of specific medication is not guaranteed. We recommend you also bring a small supply of any over-the-counter medicine and other supplies you might need – i.e. pain relievers, anti-diarrheal agents, antacids, band-aids, etc.



Medical Forms

All participants must complete the **Release & Waiver of Liability** at the end of this handbook. Please turn this form into your team leader, who will deliver them to the HFH Coordinator. ***You must submit the form, completely filled out and signed, before going to the worksite.***

Insurance

All participants must have international traveler's insurance that covers emergency medical evacuation, medical expenses, and early departure. If your team is coordinating your HFH Egypt GV with an HFH affiliate in your home country, you may be required to buy a particular type of insurance and should contact your sending coordinator for details. Otherwise, you can purchase insurance through your travel agent or online with:

Medex (www.medexassist.com/travmed.htm)

ACE Travel (www.acetravelinsurance.com).

If you are coming on a school/organization-sponsored work camp please check with your sponsor as they may already have purchased insurance for GV participants. In all cases, please confirm through your team leader that you have purchased traveler's insurance, and bring your insurance card with you to Egypt.

Arriving in Cairo

A representative from your hotel will meet you at the airport and assist you with arrival details. The hotel provides a shuttle service from the airport to take you directly to your accommodations.

Money Matters

Please note that volunteers are responsible for all expenses related to the Global Village including transportation, accommodations, meals, affiliate setup and administration fees as well as a donation for future building. A budget has been created and sent to your team leader who will inform you of the total cost per participant. Your team leader will collect your GV fee prior to your departure and transfer the team funds in their entirety to HFH Egypt prior to your arrival. *HFH Egypt will then handle all payment of vendors and services for your team while you're in-country.*

Note: It is Habitat for Humanity International's policy that within the GV team expense budget, a contingency averaging 10% is also included to cover any miscellaneous or unforeseen costs. On most occasions a balance may remain once the trip is completed. It is Habitat for Humanity's expectation that this remaining amount goes to the local organization to further its mission. Therefore, by participating in this event, you consent to Habitat for Humanity using the remaining amount of the team budget, if any, for the mission of HFH Egypt.

Extra Expenses

Airfare, souvenirs, sightseeing, phone and internet charges, laundry services and other discretionary expenses not listed in the budget will be your responsibility. Also, you are required to purchase travel insurance which is not included in the



budget as it varies per participant (See the Insurance section above). If you have any questions about what is included in your GV budget, please contact your team leader.

Currency

The local monetary unit is the Egyptian Pound (EGP/LE). Note: The value of the currency is constantly changing - you can look up the exchange rate for your home currency at <http://www.x-rates.com/>. The denomination is written in Arabic on the front and English on the back, of all LE notes and coins. Your best chances for changing money will be at the airport and your hotel. If you have leftover money at the end of your trip you can change it back when you return to the airport. Keep in mind that there is a high fee for cashing travelers' checks, so you may want to avoid this. There are ATMs in the airports - be aware that your bank may charge you a service fee in addition to whatever fee the machine itself will take. Outside of Cairo, ATMs are rare, so you should plan to change or withdraw enough money at the airport to last you throughout your trip. However, while you are with HFH staff during your GV, you should require very little discretionary cash as *all major expenses are included in your budget and paid by HFH Egypt.*

Accommodation

While in Cairo, HFH Egypt will arrange for your team to stay at the 4-star Baron Hotel near the HFH Egypt national office at a reduced rate. One night pre- and two nights post-build at the Baron are included in your GV budget. You can visit their website at this address:

<http://www.baronhotelsegypt.com/BaronHeliopolis/home.asp>

If you plan to extend your time in Cairo for additional R&R/sightseeing, HFH Egypt can book additional nights at the Baron at a reduced rate. These nights will not be included in your budget and will be paid for separately when you check-out. Contact your team leader if you are interested in reserving additional accommodation.

While working at the affiliate, teams are housed at a comfortable 3-star hotel with basic amenities. In El Minya, upon request, teams may also choose to stay at a 4-star hotel which is located directly on the Nile at a higher rate. Contact your team leader if you are interested in upgrading your accommodation in Minya.

The tap water in all of the hotels mentioned is treated and can be used for brushing teeth or washing fruits and vegetables, however, **bottled water should be your only source of drinking water and is provided by HFH Egypt during the GV.**





Communication

The Baron Hotel offers wireless internet access and a business center at an extra charge. Currently, there is no internet access at the hotel in El Minya or at our affiliates. However, if requested, we can arrange a short walk to an internet café in El Minya. The hotel in Beni Suef provides limited wireless internet access at no extra charge. In general, while at the affiliates, teams should be advised that internet is not reliable.

Direct international calls from the hotel are extremely expensive, and can be difficult to make from the community. It is possible to purchase calling cards if you wish, the cheapest ones can usually be found online.

Emergency contact information for HFH Egypt is at the end of this handbook. Please make sure you give this to family and friends before you come to Egypt. HFH Staff will carry a cell phone that is able to *receive* international calls in case of emergencies.



During your Global Village Trip

At the affiliate, you will have an opportunity to work alongside homeowners and their neighbors as they build a safer and healthier place to live. Work activities will include things like plastering, bricklaying, sifting sand and roofing. Most of these tasks require no special skills but make a huge difference in the quality of life for our homeowners. Please refer to the "Construction Tool Kit" forwarded by your team leader for more details regarding the type of work you can expect to participate in during your GV as well as important work site safety information. All activities will be supervised by an Egyptian contractor and/or an HFH Egypt staff member.

Even more than building houses, Habitat strives to **build relationships** and wants to offer you the same opportunity. You will have the chance to interact with homeowners and their families as well as their neighbors, children, local laborers and onlookers who will in no doubt be interested in your work.

What you should wear

In Egypt, the sun can be intense and temperatures extremely high from late spring to early fall. You can check average temperatures and short-range forecasts for Cairo on the internet at www.weather.com. Keep in mind that during certain months the temperatures can be scorching during the day and chilly enough to need a jacket or sweater at night.



On the job site

In Egypt both men and women dress modestly in the villages, wearing shirts to their wrists and pants or skirts to their ankles, even in the summer heat. While in the community (on the build sites, visiting neighbors, at your accommodations etc.) you will represent Habitat for Humanity, and will therefore be expected to dress appropriately. Modest dress is a sign of respect for the culture and our communities, and will earn you the same.

Participants should wear loose-fitting shirts that cover the shoulders, upper arms and torso - **No tank-tops/sleeveless shirts or shirts exposing the midriff. Neither men nor women may wear shorts.** Please keep in mind that you will be bending and stretching during your build and that clothing tends to move and shift. Pants (and/or skirts for women) should be full length, extending to the ankles, at all times. Women are not expected to wear headscarves or cover their faces.



Ideal work clothing
(donkey is optional)

Clothing with offensive or suggestive logos, pictures, or writing, in English or any other language, is inappropriate and should not be brought to Egypt. In general, HFH Egypt also requests that you wear clothing without obvious commercial logos during your build days, since such images create problems when using photographs for communications purposes.

Make sure you have sturdy, closed-toed footwear for building. Keep in mind that your clothes and shoes will get dirty – with dust, dirt, and cement – and possibly ruined. Laundry services are available in the hotel at a small fee and is usually delivered 24 hours after submission. HFH Egypt will offer to donate any clothes you wish to leave behind at the end of your trip. Donated clothes are given to organizations supporting Sudanese refugees in Cairo.

During sightseeing in Cairo or elsewhere

Modest dress is still strongly encouraged; however men may consider wearing long shorts and women will be accepted in long crop pants or skirts covering the knee. Keep in mind that even in Cairo the majority of the population dresses very conservatively. As a representative of Habitat for Humanity, we ask you to keep this in mind while packing. Should you elect to take a Nile cruise, please consult your travel agent for proper dress code during these activities.

Photography

Please feel free to bring a camera along to document your experiences. However, we ask that you request permission from everyone before taking their picture or picture of their homes. Some people, especially women, prefer not to be photographed. Please note: armed guards and/or government buildings **should never** be photographed.



Worksite Health & Safety

HFH Egypt work camps are physically demanding. You will need to assess your health in light of the potential rigors of the trip, which include construction (lifting heavy bricks, mixing cement, etc.) and climatic changes. We recommend that you undertake a mild strengthening and stretching routine prior to the GV. Work out those arms, backs, abs, and legs! You'll be glad you did.

While we try to keep the worksite as safe as possible, there will be some unavoidable dangers and you will need to take extra precautions and be aware of your surroundings. You will be around heavy materials, working with simple construction equipment, climbing ladders, and working beneath other builders. We will ask for your help in managing safety risks, such as removing protruding nails, stabilizing ladders, and generally looking out for yourself and one another.



Each team is asked to bring their own basic first aid kit to the work site and HFH Egypt Staff will bring an additional kit. Your GV Coordinator will carry the HFH Egypt Emergency Plan in the event of a medical emergency as well as contact information for local health care facilities. Please refer to your "Construction Tool Kit" for details on important worksite safety information.

What we expect of you

This work camp is your opportunity to build relationships across culture, gender, age, language, and religion, and to experience the magic of people working together to do something they could not do by themselves. Your presence is an exciting event for the community and the people you meet will welcome you warmly. While in the community, you are representatives of HFH Egypt as well as your home country. Your visit will leave a more positive mark on the community, and on you, if you demonstrate the following:

- ✓ Respect for Egyptian people, their culture, traditions, religion, and land
- ✓ Commitment and dependability
- ✓ Respect for HFH Egypt, its personnel, policies, program, and property
- ✓ Punctual attendance at departure times and scheduled events
- ✓ Willingness to learn; from your supervisors, peers, hosts, and from new experiences
- ✓ Initiative and work ethic depending upon skills, abilities, and expertise
- ✓ Willingness to build houses as well as relationships
- ✓ An open mind and an open heart
- ✓ Patience and flexibility!

Packing List

- ✓ Passport
- ✓ Photocopies of all important documents, including passport, airline tickets, and proof of embassy registration
- ✓ Insurance information and note card detailing any medical conditions/allergies (keep this in your wallet)
- ✓ Over-the-counter medication (e.g. aspirin, anti-diarrhea agents, chapstick, antibiotic ointment, band-aids, antacid, Dramamine etc.)
- ✓ Any prescription medicines you are currently taking
- ✓ Work clothing. Long-sleeved shirts and trousers will offer the best protection from the sun and rough construction materials. T-shirts are also acceptable and should fully cover the shoulder – sleeves as close to the elbow as possible. In Upper Egypt, neither men nor women wear shorts. You will need **conservative, loose-fitting** clothing (no tank-tops/sleeveless shirts or shirts exposing the midriff; all pants and skirts should cover your legs completely). In the summer, cotton is the coolest material. In the winter, clothes might not dry quickly after working or washing, so bring enough clothes to keep you dry. See www.weather.com to get an idea of what temperatures will be like during your stay. Bear in mind your clothes will get dirty, possibly ruined.
- ✓ Hard-soled, close-toed athletic shoes or work boots (NO sandals including Merrell/Teva/Chaco type sport sandals can be worn on the work site) and a change of shoes for the evening; flip flops for the shower. Bear in mind your work shoes will get dirty, possibly ruined.
- ✓ Gloves (if you prefer a new pair – used gloves are provided by HFH Egypt)
- ✓ Hat and/or bandana
- ✓ Sunglasses and sunscreen
- ✓ Extra pairs of contacts and glasses, if applicable
- ✓ Small flashlight with batteries
- ✓ Camera and battery/charger
- ✓ Travel alarm clock
- ✓ Notepad and pen
- ✓ Insect repellent
- ✓ Hand sanitizer, handy-wipes, toilet paper and Kleenex
- ✓ Money for personal items during R&R
- ✓ Hair dryer and curling/flat iron, if desired
- ✓ Personal toiletries including shampoo/conditioner, lotion, tooth brush/paste, feminine hygiene products (these will not be readily available for purchase in the community) etc.
- ✓ Electrical adapters for any small appliances or personal electronics (220V round, two-pronged)





Optional Items:

- ✓ Protein/granola/cereal bars, gum/candy or other snacks you may miss (we will stop at a convenient store where you can pick up snacks on the way to Upper Egypt)
- ✓ Individual serving size powered sports drinks or electrolyte packets for work site
- ✓ Instant coffee packets (Nescafe will be available)
- ✓ Book, Sudoku, iPod etc. for the bus
- ✓ Playing cards or activities for the hotel

What NOT to bring

Large amounts of cash or anything of significant value (monetary or sentimental). Habitat Egypt is not responsible for any items lost or stolen during your trip.

HFH Egypt Policies

Gift giving policy

Gifts for the family or the community are not expected, and in general, we discourage volunteers from bringing gifts for many reasons. You will honor the community with your visit and what you bring to the worksite in terms of relationship-building and goodwill is more important than any material items you could bring with you.

If your team feels strongly about bringing gifts, please have your team leader consult with HFH Egypt staff prior to your arrival so that we can help arrange something that is appropriate and will have the result you intend. ***Please do not bring any gifts with a religious theme (such as Bibles, religious literature, religious pictures, pamphlets, etc.)***. We do not suggest shipping items as they tend to get caught up in customs and there is no guarantee of on-time delivery. Team funds should not be used to purchase any gifts.



Minor policy

Due to the nature of our work and in accordance with in-country child labor laws, HFH Egypt requires that all volunteers be at least 17 years of age.

Tobacco & Alcohol policy

HFH Egypt is committed to honoring the traditions of the majority culture. Out of respect for most Muslims who do not drink alcohol, teams **will not** be served and should not consume alcohol in the affiliate communities we build in. Restaurants and hotels in Cairo and at tourist destinations may serve alcohol.



While it is fine to drink in moderation, this is an extra expense to be paid for by the individual. *At no time are team funds to be used for the purchase of alcoholic beverages. At no time should a team member consume any illicit drug.*

Cigarettes are permitted on site, however Shisha (aka Hookah), while a cultural norm and common in the villages, is not. For the safety and health of all team members, it is HFH Egypt's policy that Shisha be treated like alcohol: consumed only in Cairo or the hotel and at the participant's expense.

No matter the situation, it is imperative that the actions of team members reflect the values of HFH Egypt and respect the partner families, community, Habitat staff and each other.

*Note: For full details on HFH International's Policies as well as general information and GV participant resources, please visit <http://www.habitat.org/gv/resources.aspx>.

Emergency medical assistance

All GV participants are covered by MEDEX or ACE, unless otherwise noted. If emergency assistance is required (or in the event of a life threatening or serious illness/injury) while you are not with HFH Egypt staff, please contact MEDEX or ACE first, and then alert your GV Coordinator. Otherwise, use a reputable local clinic/hospital for minor injuries and complete the claim form provided by your team leader.

*Please refer to the "ACE and MEDEX Verified Hospitals" document for information on available medical facilities during your stay in Egypt.

MEDEX ASSISTANCE (For volunteers coming from USA and European countries)

MEDEX ID No: CHB TEL: +1-800-527-0218 or (410) 453-6330

ACE ASSISTANCE (For volunteers coming from Great Britain, Northern Ireland or the Republic of Ireland)

TEL: +44-870-606-1406 TELEX 947736 EURA G

Embassy registration

All volunteers must register with their home embassy before they travel to Egypt. Please bring proof of your registration with you to Egypt. American citizens can register at <https://travelregistration.state.gov/ibrs/home.asp>.

Emergency contact information

Please make sure you give the following contact information to family and friends before your departure in the event of an emergency.

Phone: (Note that Egypt is 2 hours ahead of GMT/7 hours ahead of EST)

Office Tel: 202-2-419-5161 or 5162 (office hours Mon - Fri 8:30am-4:30pm)

Office Fax: 202-2-419-5163

Email: Egypt National Office – no@habitategypt.org

Address: 99 Omar Ebn El-Khattab, 3rd floor Suite 7, Heliopolis, Cairo, Egypt

Useful Work Site Terms

Tools

Nail	Moosmar
Nails	Mossmeer
Saw	Minshar
Sifter (for sand)	Ma-ha-zah
Basket	Ofa
Shovel	Garooof
Screwdriver	m'fack
Hammer	Sharkoosh

Materials

Sand	Rumla
Limestone block	Bloke
Red fired brick	Tube
Wood	Low'a
Beam	Ayrik
Roof	Sa'f
Wall	Hai'ta
Door	Baab
Window	Shobeck
Light	Nour
Rocks	Zalot
Tile	Tablit
Mortar	Moona
Concrete	Sa'f mis salla noof
Cement powder	Asment
Plastering	Tartashar (1 st layer)

Safety Gear

Gloves	Gwintee
Hard hat	Khooza
Safety glasses	Nadarra
Mask	K'naah

General Terms in the Village

Sun	Shems
Hot	Har
Cold	Bard
Water	Maya
Clean	Na'daf
Dirty	Mish nadeef
Tea	Shay
Sugar	Sucar

Animals

Donkey	Homar
Dog	Kalb
Chicken	Fer'kha
Cow	Ba'ara
Duck	But'a
Goose	Wiz'ha
Sheep	Kha'roof
Goat	Ma'za
Cat	Ota
Water Buffalo	Gamoosa
Camel	Gamal



Global Village Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

IMPORTANT: Each participant must have a signed "Release and Waiver of Liability" on file. Please complete this form now in order to be considered. Please print all information in blanks provided.

This Release and Waiver of Liability (the "Release") executed on this _____ day of _____, 20____, by _____ (the "Volunteer"), and in effect for one full calendar year from this date,** in favor of HABILITAT FOR HUMANITY INTERNATIONAL, INC., a nonprofit corporation organized and existing under the laws of the State of Georgia, USA, its affiliated organizations in other nations, its directors, officers, employees, and agents (collectively, "Habitat").

I, the Volunteer, desire to work as a volunteer for a Global Village Work Team and engage in the activities related to being a volunteer for a work team. I understand that the activities may include but are not limited to, traveling to and from other countries, traveling to and from other cities and towns, consuming food and living in accommodations available and provided in the foreign country(ies), working in the Habitat offices, constructing and rehabilitating residential buildings and other construction-related activities.

I hereby freely and voluntarily, without duress, execute this Release under the following terms:

1. Waiver and Release. I, the Volunteer, release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my work for Habitat.

I understand and acknowledge that this Release discharges Habitat from any liability or claim that I, the Volunteer, may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my participation with a Global Village Work Team. I also understand that, except as delineated in the travel insurance form provided as a special insert in the Global Village Orientation Handbook, Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death or property damage (see insurance requirements below).

2. Insurance. I, the Volunteer, understand that, except as otherwise agreed to by Habitat in writing; Habitat does not carry or maintain health, medical, or disability insurance coverage for any volunteer.

3. Medical Treatment. Except as otherwise agreed to by Habitat in writing, I hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my time with Habitat.

4. Assumption of the Risk. I understand that my time with Habitat may include activities that may be hazardous to me, including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, and local transportation to and from the work sites. So, I recognize and understand that my time with Habitat may, in some situations, involve inherently dangerous activities. I also understand that in addition to consuming local foods and living in accommodations which are available in the countries) visited, I may be traveling to and from locations which pose risks from terrorism, war, insurrection, or criminal activities.

Volunteer also understands that, in order to protect its employees and volunteers in all countries around the world, it is Habitat's policy that it will not pay ransom or make any other payments in order to secure the release of hostages.

I hereby expressly and specifically assume the risk of injury or harm in these activities and release Habitat from all liability for injury, illness, death, or property damage resulting from the activities of my time with Habitat.

5. Photographic Release. I grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during my work for Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

6. Other. I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia in the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Georgia. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

To express my understanding of this release, I sign here with a witness.

Volunteer: Name: (please print) _____ Signature _____

Address: _____ Date _____

Witness: Name: (please print) _____ Signature _____

**Waiver in effect for one year. New waiver will be requested after expiration if necessary.