

Sign-up Deadline **January 19, 2015!!**

Ecuador Paperwork Checklist:

1. ___ Book your flight
 - Preferably book your flight out of CHS and arriving in Quito at 2 PM or 9:30 PM (American Airlines) or 10:50 PM (Delta from ATL)
 - Please note that if you arrive or depart at a day/time different than the majority of group, you may have to pay for the transportation to get you to or from the Quito airport.
 - ___ Send flight info to dentalcommunityfellowship@gmail.com
2. ___ Update your vaccines
 - See cdc.gov for vaccines needed for Ecuador
3. ___ Send a picture of yourself to huggins.elizabeth1@gmail.com for our composite
4. ___ Make sure your passport doesn't expire within 6 months of departure date (Needs to be good through September 7, 2015!)
 - If you don't have a passport, get one ASAP
5. Print off and fill out MUSC Travel Waiver Form
 - Form found at <http://globalhealth.musc.edu/students>
6. ___ Make 2 copies of you passport:
 - 1 copy goes in your personal luggage bag
 - 1 copy goes with MUSC Travel Waiver Form to Mrs. Oliver
7. ___ Take a picture of your passport with your phone and keep picture on phone for duration of trip
8. ___ Give MUSC Travel Waiver Form and 1 copy of passport to Whitney Simons or Mrs. Cindy Oliver
9. ___ **NEW this year!** Get passport photo taken and keep photos in your personal luggage bag
 - You can just go to CVS or the like and tell them you need to get a passport photo taken. This photo needs to be an "extra" picture you bring on trip.
10. ___ Go to www.internationalsos.com
 - ___ Login with our member login: 11BCAS084634 (found at top right)
 - ___ Click on "My Trips" (found middle of page. See picture below)
 - ___ Create an account (if you don't have one)
 - ___ Click on "Create a new trip"
 - You only need to fill the following:
 - ___ Trip Name = Ecuador 2015
 - ___ Flight = Basically all of this information: Airline, Number, Departure City, Time, Arrival City, Arrival Date/Time, Confirmation No. You need to "add another flight" for each individual flight, but only need to put Confirmation No. one time.
 - ___ Accommodations
 - Name = Semisud

Address = Ave Antonio Tandazo Quito, Ecuador
Telephone = 59322684576
Check-in Date = 07 Mar 2015
Check-out Date = 15 March 2015

___ Trip Information

Emergency Contact Name = a relative or friend
Emergency Contact Phone Number
College/Entity = Dental
Purpose of Trip = Patient Care/Medical Mission
Identify MUSC Designation = Student
Has your trip been authorized = Yes
Will you be doing any clinical work = Yes

___ Save

9. ___ Mail in remaining trip balance to by **February 18, 2015**:
Dental Community Fellowship
P.O. Box 81135
Charleston, SC 29416

SOS "My Trips"



DCF BAGGAGE POLICY

Because of the necessity to carry most of the dental equipment and supplies that are needed for a mission trip, most/all of the team participants will have the responsibility of checking a "dental bag" as their luggage allowance on the airline. They will receive a list of all items packed in the bag and are encouraged to open to view and familiarize themselves with the contents in case there are any questions raised during travel.

Personal clothes and other items will need to be packed in some form of luggage or duffle bag that will fit into the overhead compartment of the airplane, otherwise extra charges may be incurred. Airline regulations in this regard are frequently changing, however, at present most carriers will allow one checked bag (total dimensions not to exceed 45 inches including width+height+length) without fee as well as a carry-on and one personal item such as purse, briefcase or small backpack. A second or third piece of luggage to be checked typically incurs additional cost (be sure to check with your specific carrier for up to date policies). Anyone choosing to bring luggage more than a carry-on is free to do so, but will be personally responsible for the extra charge which varies, but often ranges between \$40 and \$70.

Occasionally a team participant will choose to travel at times outside of the group and for some reason they are unable to check a dental bag. In this case, any extra luggage charges which may occur will be the responsibility of that individual. This occurs when a team member either departs earlier or stays later than the group, purchases two separate tickets for each segment of travel, or perhaps makes a stop en route thus interrupting the transit of the dental luggage.