



VOLUNTEER HANDBOOK





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Introduction

This handbook was written to provide volunteers with useful information regarding your participation in CATO volunteer programmes. It covers the most frequently asked questions (FAQ) by CATO programme participants. We require all participants to read this handbook carefully and contact our office if you have any questions.

CATO

CATO is a non-governmental organization whose main goal is to help enhance education and development in Ghana and at the same time promote healthy interaction among peoples of different countries through our International Volunteer Programmes

Skills Developed Through Our Programmes

CATO programmes are staffed by dedicated volunteers of all ages from all over the world. This hands-on experience is life-changing for many volunteers. It allows you to deeply connect with humanity, including their own. With CATO, volunteers live, learn and work as part of a diverse group that supports creativity, communication, cooperation and team building. Though volunteers bring own unique skills, interest and talent, as a CATO volunteer, they will all share an organized vision that, working together, we are able to make a difference in the lives of the communities we serve.

In Ghana, you will have the opportunity to practice service and compassion on a global scale for those who need it the most: children our community building curriculum includes activities that promote respect, trust, and teamwork. Through these activities, volunteers and children become part of a diverse community, and develop increasing flexibility, tolerance for another culture and awareness in learning non-violent, collaborative options for problem solving. We believe your memories will live forever.

Volunteer Opportunities

We offer the following volunteer opportunities in Ghana:

- ▶ Osu Children's Home
- ▶ Bawjiase Children's Home
- ▶ Lot Children's Home
- ▶ Tamale Children's Home
- ▶ Teacher Volunteer Project (TVP)
- ▶ Royal Seed Orphanage

Visit our website at <http://www.catointl.org> to learn more about specific programmes. Volunteers to the children's home are expected to assist in areas of:

- ▶ Teaching
- ▶ Taking children out for walks and places of interest
- ▶ Helping with home work
- ▶ Sports
- ▶ Creativity



- ▶ Mending of clothes, furniture, etc., painting
- ▶ Washing, playing and feeding of babies
- ▶ Providing love and attention

Ghana Experience

Housing

Accommodation is usually with a host family and is included in the cost of the programme. We arrange for a host family or a hostel close to the Children's home. You will be assigned your own bedroom with a locker. The rooms in many instances are single rooms. There are always other people in the house as well; and they would be willing to provide you all the necessary assistance you require. In your room will be a bed with a mattress and in most cases a table and chair. You may choose to bring along a mosquito net and a spare bed sheet. Some host families may have a shower and flush toilet. In others, you would have to manage with a bucket of water and a pit toilet.

Orientation

Each programme begins with an informal orientation upon arrival in Ghana. Talks will be on African topics, staffs explain culture; currency and local people describe the social scene. Language training begins. Orientation includes talks about African values, health, safety and security issues and other important information regarding your stay in Ghana

City Tours

All programme participants will have the opportunity to embark on an OPTIONAL full day tour of one of the most beautiful cities in Africa, Accra. Accra reflects its transition from a 19th-century suburb of Victoriasburg to today's bustling modern metropolis. Participants will visit the W.E.B. Dubois memorial centre for Pan African culture, Independence Square, the state ceremonial grounds, Kwame Nkrumah Mausoleum, the National Museum with its splendid display of the exhibits that reflect the heritage of Ghana from prehistoric to modern times, the Arts Centre. Participants will have the opportunity to buy African handicraft and clothes at the National Arts Centre. The costs of these city tours are NOT included in the programme cost.

Meals

You will be given at least three meals a day (local food like rice, banku, yam or kenkey with stew or soup plus fruits. Western fare like pasta and sauce, chicken fried rice, etc., are also provided on request depending sometimes on where you're placed).

You will need a weekly budget of up to US\$50 to cater for all your other expenses like bottled water, personal cost, beverages and entertainment.

Vegetarians

Vegetarians are not very common in Ghana. Many Ghana families' eat fish, chicken, beef or some other form of meat everyday. Fresh fruit is widely available. CATO Ghana will make every effort necessary to provide vegetarian options.



Airport

CATO programme participants will fly into **Accra's Kotoka International Airport**. Accra's Kotoka International Airport is about 20 minutes drive into the centre of town. Airport pickup and drop off are provided by CATO and/or the Host Family. Programme participants will be met at the airport by a CATO staff and/or the Host Family. The CATO staff and/or the Host Family will bear a placard bearing the volunteer name. It is important all programme participants arrive on or before the scheduled programme start date and depart on or after the scheduled completion date. If programme participants arrive early or stay beyond their scheduled dates, the individual programme participants will need to make their own arrangements for food, lodging, and airport transfer.

Transportation

For volunteers placed outside Accra, CATO provides a first night accommodation in Accra upon arrival. Volunteers are transferred the next morning after arrival to their place of Volunteers. CATO provides transportation to the place of volunteer and back to Accra. Daily transportation (if needed) from Host family's residence to place of volunteer for certain placements are to be provided by the volunteer.

Laundry

Volunteers will do their laundry by hand so it is recommended to carry light and easily hand washable clothing. Detergents are available for purchase in Ghana.

Climate and Weather

Tropical humid - average daily temperature is 30C (86F). The coolest time of the year is between June and September when rainfall occurs. Variations in temperature both annually and daily are quite small. The minimum temperature is around 23C (73F).

Airport

Accra's Kotoka International Airport is about 20 minutes drive into the centre of town.

Languages

English is the official language. You will hear Ga (gah) around Accra and Ewe (Evvay) in the east as well as Accra. The most widely spoken language however is Twi (chewee), the language of the Ashanti (which is part of a larger language called Akan) and the Fanti.

Currency

Ghana's national currency is the New Ghana Cedi, which is divided into 100 pesewas. There is no restriction on the amount of foreign currency you may bring into Ghana. This must, however, be stated on the currency declaration form provided upon arrival at the airport. Foreign currency can be freely exchanged at any forex bureau in the country.

High inflation has seen the Ghanaian pesewa disappear from people's pockets. The smallest coin that is still in use is the 10 New Ghana pesewa. There are also coins of 5, 10 and 25 New Ghana pesewa and Banknotes of 1, 5, 10, 20 and 50 New Ghana cedis. One USD is equivalent to 1 New Ghana cedis (June 2008). It's best to change money in the forex offices, foreign exchange bureaus that can be found in most places. Euros and dollars are changed very quickly. You can also change cash or travellers cheques at banks.



Travellers' cheques

Many banks and forex bureau in Accra accept travellers' cheques although the rate of exchange might be slightly lower than for a cash transaction. Most travellers cheques are exchanged, but the rate is 5% lower than cash. It is very difficult to change travellers cheques and certainly almost impossible outside Accra and Kumasi. Most banks change only \$200 worth of traveller's cheque a day. Volunteers should bring the receipts of their traveller's cheques with them. Some banks will not exchange traveller's cheques without the issuing receipts.

Credit cards

Many places take major international credit cards such as Visa, MasterCard and American Express. Barclays Bank in Accra will advance Ghana money on Visa but if you have a US card, you will probably have to pay for two exchanges rates US dollars to British Pounds Sterling to Cedis. Not all forex bureaux accept travellers' cheques and those that do may not give you a good deal as the banks.

Programme participants must inform their banks/credit card companies that you will be using your card to withdraw money or take cash advances while in Ghana.

Automatic Credit card deactivation can spoil a volunteer trip. Some banks and credit unions cut off credit cards that are used 6 or more times in one day, to try and stop thieves from using stolen cards. If this happens to you overseas (in Ghana), you may find it difficult or impossible to have your card reactivated. Before going on an overseas trip on which you will use your credit cards, notify your credit card companies that you will be away overseas. This will help to avoid them from issuing a "hold" on or deactivating your card when they detect a foreign transaction on your account. This will also let them know that your card has not been compromised.

ATM

You will find cash machines in Ghana's main cities, but they only allow the withdrawal of very small amounts. Also, the ATM service is regularly disrupted by technical glitches. Credit cards and even good old travellers cheques may be a better option in Ghana. Bringing cash is always risky, but changing it is stress free compared to good old traveller's cheques.

The absolute maximum you can withdraw from an ATM is 100 New Ghana cedi (US\$90) per transaction.

Programme participants must inform their banks/credit card companies that you will be using your card to withdraw money or take cash advances while in Ghana. This will help to avoid them from issuing a "hold" on your card when they detect a foreign transaction on your account.

Banking Hours

Weekdays from 8:30 to 2pm (3pm on Fridays).

Customs

Whether entering or leaving Ghana, you will almost certainly be asked to declare your local currency money. There are no restrictions on importing foreign currency, but be sure to get a currency declaration form for recording official transactions, as Customs may insist on inspecting it.



Local Transportation

Public transport buses

Government run buses are big, fast and inexpensive servicing a total of 57 destinations, including very remote towns. Ghana also has many large private buses and you can buy tickets at the main motor parks.

Taxis

Taxis in Ghana are usually multi-seat large passenger cars or station wagons and work together with the much cheaper "Troto" which are minibuses or small buses. There are 3 types of taxis in Accra; line taxis, dropping taxis and charter taxis. Line taxis are shared and obviously cheapest. A dropping taxi is a taxi to yourself and rates are negotiable, depending on distance and numbers travelling. Charter taxis are generally hired for multi destinations and the traveller is advised to bargain well.

Trains

The train station is in the city centre on the corner of Nkrumah Avenue and Kinbu Road. There are three train lines in Ghana: Accra to Kumasi and Accra to Takoradi; both running a morning and night train. Kumasi to Takoradi has three departures daily, including an overnight schedule with bar and restaurant service.

The eastern line, Accra-Kumasi through the Kwahu and Akim highlands is very scenic while the Accra-Takoradi line passes through heavily forested areas on the way to Huni Valley where you have to change trains. First class tickets are limited to the number of seats available and a sleeper adds roughly 50% to the fare.

Boat

You can take a journey with a difference by steamer up Lake Volta on the Buipe Queen which travels the entire length of the lake to Yapei, stopping en route at Kpandu, Kete-Krachi and Yeji.

Car Hire

Several major car rental agencies are located in Accra, including Hertz, Avis and Europcar. Charges vary according to size and type of vehicle from which there is a wide range to choose.

Public Holidays: Jan 1 - New year's day; March 6 - Independence day; Good Friday; Easter Monday, May 1 - Labour day; June 4 Anniversary; July 1 - Republic day; December 25 - Christmas Day; December 26 - Boxing day. There are also two Muslim holidays - Eid El-Fitr and Eid Ul Adha based on moveable days.

Business Hours

Weekdays from 8am to 12:30 and 1:30 to 5:30pm. Saturdays from 8:30 to 1pm. Government offices are open weekdays only from 8am to 12:30pm and 1:30 to 5:30pm.

Exportation of handicrafts

If you should decide to purchase a significant quantity of any Ghana handicraft items such as wood carvings, artwork, trading beads etc., please go to the Museums and Monuments Board in Accra to obtain an export permit. The Board also has offices throughout the country to advise you.



Electricity

Electricity in Ghana is 220-240 volts AC, 50Hz; usually 3-pin plugs. Single phase, 3-pin plugs are used in larger buildings. Older buildings have 2-pin plugs. Light bulbs are of the bayonet type. If you bring along any electrical appliances, they should operate on 220 volts. Electric outlets accept either three-pronged or sometimes two pronged British or Continental European type plugs or converters.

If you are bringing electrical equipment with you to Ghana that operates on 100-110 volts or otherwise, you may need to buy converters. These are available at airports and big stores like wal-mart.

Tipping

Tipping is permitted in hotels, restaurants etc. It is rarely added to the bill. Whenever it is not added, the quality of service should dictate your generosity to the waiter, taxi driver, porter, guide, etc.

Use of cameras

While you are encouraged to use your camera throughout your vacation, there are a few do's and don'ts in this area. Where you are in doubt, consult your guide or hotel information desk.

Communications

You can make telephone calls and send international mail from main Post Offices. Virtually all the major hotels also have business centres which provide secretarial and courier services and direct dial telephones which are now available in most rooms. Telephone, fax and telex services are available in all main towns, and hotels. Most major hotels also have business centres, which provide secretarial and courier services. Internet cafes are on the increase throughout the country. There are several GSM cell phone operations across Ghana that has roaming agreements with most international networks, and phones can be rented in Accra.

In general, it's easier to call Europe and America from Ghana than the other way round, whether it's post or telephone you're talking about. Post from Ghana reaches Europe in around 10 days, but don't be surprised if it takes a month. The same is true for telephones. The Ghanaian exchanges often become overloaded with the result that the line breaks. In the south and the large towns and cities, it's relatively easy to make telephone calls. In the north and in the countryside, it's more difficult. In recent years, Ghana has turned massively to mobile telephony. Mobile telephones work well as long as there's an antenna in the neighbourhood. As yet, there's no network covering the country completely which can make mobile phones unreachable in some areas.

A cheap way of contacting home from Ghana is email. In most places there are internet cafes. If you have a yahoo, hotmail or comparable address, you can send and receive messages for very little money. An overview of cybercafés is available on: www.cybercaptive.com or www.netguide.com

Passport and Visa

For USA citizens going to Ghana, A passport, **tourist visas** are required for entry into Ghana. You will need to apply for your own visa. CATO staff will provide information on consulates and application forms. Non-USA citizens or residents must consult CATO or visit <http://www.catointl.org/visa.html> to learn about travel



documents including passport and visa requirements for each country. Participants should note that passport can take up to 6 weeks to process.

Application forms for visa require 2 references in Ghana. Upon your enrolment in our programme, CATO will send you 2 references in Ghana for your visa application.

Passport information for United States citizens:

http://travel.state.gov/passport_services.html

Note: Passports issued before the age of 16 may not be valid for use as an adult. Check visa requirements for Ghana.

Foreign entry requirements for US Citizens travelling abroad:

<http://travel.state.gov/foreignentryreqs.html>

US visa information for foreign students:

<http://travel.state.gov/visa;foreignstuden.html>

Vaccination

A valid international yellow fever vaccination certificate is required as proof of vaccination within the past three years; and sometimes, when there is a cholera outbreak; a cholera shot is also required. You are also advised to consult your doctor well in advance of your visit so that you may begin the usual malaria treatment. We recommend you consider vaccinations for Hepatitis A & B, Meningitis, Typhoid, Tetanus and anti-malaria medications. See your doctor at least 4–6 weeks before your trip to allow time for immunizations to take effect. For more information, please contact:

Centres for Disease Control and Prevention
1600 Clifton Rd.

Atlanta, GA 30333

USA (404) 639-3311

(404) 639-3312 (TTY)

Public Inquiries: 1-404-639-3534

1-800-311-3435

National Immunization Hotline (English): 1-800-232-2522

National Immunization Hotline (Spanish): 1-800-232-0233

Traveller's Health: 1-877-394-8747

Traveller's Health Website: <http://www.cdc.gov/travel/index.htm>

Email form: <http://www.cdc.gov/netinfo.htm>

Excursions

Field trips are arranged for participants to attend traditional gatherings such as ritual events and social dance clubs in the area. These excursions are included in the cost of the Programme.

Ghana Tours

To make these experience complete, CATO offers optional programme tours that allow the volunteers to experience the vibrant history, people, culture, and sites of Ghana. Participants may choose to take weekend tours in the historic Central Region and/or embark on a longer tour before or after the volunteer programme. Volunteers pay optional fees for the optional tours. Click here to learn more about places you can visit.



Gifts

We recommend programme participants bring small gifts for their host families and other community members. Participants can also collect addresses and exchange pictures back if possible.

Packing List

We suggest you pack lightly. If you have accumulated additional luggage full of donations for the kids, you are not alone. Many program participants find their luggage has multiplied before their departure! Most airlines only allow two large suitcases and a carry-on bag, and will charge fees for additional or overweight bags. Call your airline and ask what the weight limit is. If you believe you have too many or too heavy bags, be prepared to pay these additional fees.

Toiletries:

- ▶ Bug Spray
- ▶ Sun Screen
- ▶ Band-Aids
- ▶ Antibacterial Ointment
- ▶ After-Bite
- ▶ Chap stick
- ▶ Shampoo
- ▶ Body Wash
- ▶ Toothpaste/Toothbrush
- ▶ Deodorant
- ▶ Individually Packaged Antibacterial Wipes
- ▶ Individually Packaged Body Wipes
- ▶ Individually Packaged Face Wipes
- ▶ Pads/Tampons (as needed; bring enough!)
- ▶ Mini Toilet Paper Roll

Medications:

- ▶ Prescriptions
- ▶ Anti-Malarial Meds
- ▶ Pain Reliever
- ▶ Anti-Diarrhoea Pills
- ▶ Allergy Pills
- ▶ Tums or Other Antacid

Miscellaneous:

- ▶ Towel
- ▶ Sleep Sack
- ▶ Flashlight
- ▶ Money Belt
- ▶ Brush
- ▶ Elastics

Documents:

- ▶ Passport
- ▶ Airline Tickets
- ▶ Itinerary
- ▶ Extra Passport Photos



- ▶ Copies of Passport/Tickets/Credit Cards
- ▶ Customer Service Numbers for Credit Cards

Clothing:

- ▶ (Aside from the basic underwear, socks, shorts, and shirts)
- ▶ Long Sleeved Shirt
- ▶ Long (or Convertible) Pants
- ▶ Cardigan or Light Fleece
- ▶ (All for night protection against bugs)
- ▶ Rain Jacket
- ▶ Hat
- ▶ Bandanna
- ▶ Sneakers
- ▶ Sandals
- ▶ Flip Flops for Bathing

Other:

- ▶ Day Pack
- ▶ Journal
- ▶ Books for Reading
- ▶ Camera
- ▶ Film or Memory Card
- ▶ Recording Device/Mic
- ▶ Blank Discs/Tapes
- ▶ Batteries
- ▶ Gifts for Hosts/New Friends

CATO Emergency Contacts

GHANA

Cultural & Academic Travel Organisation (CATO)
Sekaf Office Complex, Industrial Area
Tamale, Northern Region
Ghana
Phone: + 233 244 689980
Fax: + 233 21 226950
E-mail: info@catointl.org
Web: <http://www.catointl.org>

Greater Accra

Mr. Pius Wogormebu
Phone: + 233 244 591580

Mr. Kiven Lakotey Larkai

Northern Ghana

Mr. Senyo Kpelly
Phone: +233 242 883990

U.S.A

Michael
E-mail: michael@catointl.org
Web: www.catochildrensfund.org



To call Ghana from the USA: dial 011 233 – local number E.g. 011 233 8120123

Making the Volunteer Decision CATO Checklist

4 - 5 months ahead

- ▶ Discuss opportunities for study abroad with family.
- ▶ Talk to other students who have studied abroad for advice and suggestions. We provide contact information for our past program participants to share their experiences with you.

3 - 4 months ahead

- ▶ Get official copies of birth certificate and documentation needed to obtain a passport and visa.
- ▶ Check visa requirements for Ghana at:
<http://travel.state.gov/foreignentryreqs.html>
Passport information for United States citizens:
http://travel.state.gov/passport/passport_1738.html

2 - 3 months ahead

- ▶ Apply for passport.
- ▶ Passport information for United States citizens.
http://travel.state.gov/passport_services.html
Note: Passports issued before the age of 16 may not be valid for use as an adult.
- ▶ Check visa requirements for Ghana.

Foreign entry requirements for US Citizens travelling abroad:
<http://travel.state.gov/foreignentryreqs.html>

US visa information for foreign students:
<http://travel.state.gov/visa;foreignstuden.html>

GHANA - *Passport and visa required. Tourist visa required for stay of up to 30 days (extendible). Visa requires 1 application form, 4 photos, onward/return ticket, appropriate fees, and yellow fever immunization. Departure tax \$15 paid at airport. For additional information, contact the Embassy of Ghana, 3512 International Drive, NW, Washington, DC 20008 (202/686-4520) or Consulate General, 19 East 47th St., New York, NY 10017 (212/832-1300). Internet: <http://www.ghana-embassy.org>



- ▶ Make flight arrangements. Visa requires onward/return ticket. Here are some travel agents/airlines that have worked with some of our students in the past.
North America Airlines (USA) 800-359-6222
<http://www.northamericanair.com>
Prestige Travel (USA) 1800-232-9638 | 212-779-8371
Smart Travel (USA) 301-270-2045
International Travel (USA) 1800-727-7830
Ambassador Way Travel (USA) 1866-693-0700
A T S Travel (UK) 020 7740 1444
Ghana Tours (UK) 0870 345 5480.
- ▶ Arrange to receive any vaccinations needed to go to Ghana. Note: Ghana entry requires yellow fever immunization.
- ▶ Apply for Visa.

1 - 2 months ahead

- ▶ Submit programme application. Mail or apply online. Pay application fee to secure your place in the programme. A non-refundable fee of \$100 is required to secure a place in our programme. This fee goes towards the cost of the programme if you enrol.
- ▶ Get an international student card to qualify for student discounts around the world (Optional).
- ▶ Have a complete physical health exam with your doctor (Optional).
- ▶ Request a copy of your medical history record to keep with you overseas (Optional).
- ▶ Arrange for medical insurance while abroad (Optional).
- ▶ Purchase travel insurance for personal possessions, lost or stolen money, airline and rail tickets, etc. (Optional).
- ▶ Review our study abroad checklist.

1 week ahead

- ▶ Refill any prescriptions and collect any over-the-counter products that may not be available in your host country (check with your program to make sure they are legal).
- ▶ Gets a doctor's note authorizing your use of prescription medications you are taking with you?
- ▶ Make photocopies of all important documents, tickets, traveller's cheques, and travel passes.
- ▶ Prepare a folder to hold all documents. Hold documents like insurance papers, school registration papers, medical records and copies of documents such as



birth certificates, traveller's cheques, traveller's cheque receipts; make a copy of all documents to leave at home.

- ▶ Exchange a small amount of currency to carry with you. Our Staff in Ghana will help you exchange your currency to the local currency (Cedis) when you arrive in Ghana.
- ▶ Notify CATO about your flight arrangements. Inform us about your flight departure and arrival date and time and any changes that may apply. We use this information to schedule your airport pickup and drop-off. Submit this information on our website at <http://www.catointl.org/itineraryinfo.html>

1 - 3 days ahead

- ▶ Pack, keeping in mind airline regulations on what you can and cannot put in your luggage and carry-ons.
- ▶ Place your documents folder in a carry-on bag, BUT keep airline tickets and passport separate from copies, perhaps in a small purse, wallet or "fanny pack".
- ▶ Confirm airline and other travel arrangements.
- ▶ Compile a phone/address directory or list to take with you, including: CATO phone numbers, family, friends, programme sponsor, school at home and abroad, home country embassy or consulate. (We provide you with the phone numbers of USA Embassy in Ghana).
- ▶ Make a list of credit card and travellers check numbers; keep one in your document folder and leave the other with a parent or family member in case of emergency.

Departure day

- ▶ Take two forms of ID - at least one should have a photo - to the airport.
- ▶ Make sure to leave an emergency contact phone number with your family. You need to provide us with an emergency contact phone number.
- ▶ Place luggage ID tags on each piece of baggage with your destination address.
- ▶ Arrive at the airport several hours ahead if you have an international flight.

Return Home

- ▶ Return Study Abroad Evaluation Form.
- ▶ Share your experience with Others.
- ▶ Share your pictures and stories with others on our website. <http://www.catointl.org>.



Planning Your Budget

This guide will help you plan how much additional spending money you may need for your trip to Ghana, in addition to the Program Fee. Your in-country costs will vary depending on how much comfort and familiarity you are willing to pay for.

The price estimates are to help our program participants that may plan side-trips throughout Ghana.

Please keep in mind that the following prices are averages and may vary depending on where you shop, the city you live in and how well you bargain. Our program tour guides help our program participant with bargains. These are just estimates.

PRE-DEPARTURE:	
Roundtrip Airfare from Most Major U.S. Cities	\$1,700
Cost of Required Vaccination (Yellow Fever only) *Note there are other recommended vaccinations up to \$500*	\$100
Cost of to Process Ghana Visa	\$60
Cost of Required Anti-malarial Drug @ one per week (Larium)	\$7/pill
(please note that there is a large range in prices for various anti-malarial drugs)	
FOOD & DRINK IN GHANA:	
Lunch Out: Chicken, Rice & a Coke	\$3
Dinner Out: Lobster, french fries & a Beer	\$10
Eat Out Traditional Food: Fufu/Banku/Yams/Akple with soup/stew)	\$2
Snacks at local Market: fried yam, tiger nuts, banana chips)	\$1
One Week of Groceries for Cooking at Home (This does not apply if you are living with a Host Family)	\$35
Bottle of Purified Water (1.5 Liters)	\$1
Bottle of Coke	\$.40
Soda	\$.50
Bottle of Beer [BIG BOTTLE 20 AZ]	\$1.20
ACCOMMODATIONS¹:	
One Night Hotel in Accra (with A/C)	\$60
One Night Hotel in Accra (no A/C)	\$20
One Night Hotel in Kumasi (with A/C)	\$50
One Night Hotel in Kumasi (no A/C)	\$15
One Night Hotel in Cape Coast (no A/C)	\$35
SITE SEEING:	



Typical Entrance Fee To A Tourist Site (This is normally included in the cost of your trip)	\$10
Entrance fee to Kakum National Park	\$10
Entrance fee to Castles	\$5-\$10
TRANSPORTATION:	
Roundtrip Travel Between Cape Coast And Accra (Public Transportation)	\$8
Roundtrip Travel Between Cape Coast And Accra (Personal Taxi)	\$35
Roundtrip Travel Between Cape Coast And Elmina (Personal Taxi)	\$3
Daily Cost to Hire a Taxi All Day in Accra	\$25
Roundtrip Travel Between Kopeyia And Denu (Public Transportation)	\$.40
SHOPPING:	
One Male Ghanaian Shirt	\$6
One Female Ghanaian Dress	\$9
Medium-Sized Wood Carving	\$10
Small-Sized Wood Carving	\$5
Plain Beaded Necklace	\$1.50
Kente Cloths	\$5-\$10
COMMUNICATION:	
Internet Access (1 hour)	\$1
Phone Card (15 minutes to USA)	\$4
BUDGET AT DAGBE CULTURAL AND ARTS CENTER:	
Cost per week of bottled water, toilet paper, transportation to/from market, snacks, drinks, recreation	\$50
Cost per extra private lesson for drum making, weaving, axatse making, drumming and dancing. (You will have 4 hours of lessons a day; beyond that you will pay extra)	\$5

¹ Normally our program cost includes accommodation, host family expenses and ground transportation. This cost sheet is just to give you an idea about how much it cost to be in Ghana. The price estimates are to help our program participants that may plan side-trips throughout Ghana.

Departure to Ghana! Few Important Points

- ▶ You should confirm your flights with your airline or travel agent. **Be sure to contact the airlines again approximately one week prior to travel, to confirm your flight times.**
- ▶ You should plan on arriving at the airport 3 hours before an international flight due to heightened security at the airports.
- ▶ If you have accumulated additional luggage full of donations for the kids, you are not alone. Many program participants find their luggage has multiplied before their departure. Most airlines only allow two large suitcases and a carry-on bag, and will charge fees for additional or overweight bags. Call your airline and ask what the weight limit is. If you believe you have too many or too heavy bags, be prepared to pay these additional fees.



- ▶ Pack, keeping in mind airline regulations on what you can and cannot put in your luggage and carry-ons
- ▶ Remember your passport, and plan for emergencies! Take two forms of ID - at least one should have a photo (passport) - to the airport. Be sure to have at least \$100.00 in cash. Bad weather, delayed or cancelled flights, luggage fees and other unexpected costs should be considered. Also, make sure you **bring the CATO Emergency contact numbers** with you when you travel. If you have any flight problems, notify **CATO program coordinator** for help.
- ▶ Refill any prescriptions you may have.
- ▶ Make photocopies of all important documents, tickets, and travel passes and travellers' checks and travellers check receipts.
- ▶ Prepare a folder to hold all documents. Hold documents like insurance papers, placement assignment sheets, traveller's checks, travellers check purchase receipts, medical records and copies of documents such as birth certificates; make a copy of all documents to leave at home. **Note:** Travellers check purchase receipts are important in cashing traveller's checks in certain banks in Ghana.
- ▶ Place your documents folder in a carry-on bag, BUT keep airline tickets, travellers checks, travellers check receipts, passport separate from copies, perhaps in a small purse, wallet or "fanny pack"
- ▶ Compile a phone/ email address directory or list to take with you, including: CATO emergency phone numbers, family, friends, program sponsor, school at home and abroad, home country embassy or consulate in Ghana. Make sure to leave an emergency contact phone number with your family.
- ▶ Make a list of credit card and travellers check numbers; credit card lost or stolen phone numbers; keep one in your document folder and leave the other with a parent or family member in case of emergency
- ▶ Place luggage ID tags (available at the airport) on each piece of baggage with your destination address. For Example: John Smith, Accra. Ghana

If you have any questions about, feel free to contact **CATO at info@catointl.org**.

Volunteer in Ghana with CATO
We believe your memories will live forever!