



## VOCATIONAL TRAINING TEAM ITINERARY

A detailed travel itinerary is required for any grant activity involving vocational training teams. It must outline the team's travel arrangements (both local and international), daily activities, and hosting accommodations, as well as provide cooperating organization information.

### PROPOSED TRAVEL SCHEDULE

Please provide all proposed travel information for the duration of the grant activity, including travel from the home country to the international country and all local travel during the training. No arrangements should be purchased until grant is approved by The Rotary Foundation. If traveling by plane, indicate the proposed flight number; otherwise, indicate how travel arrangements will be made. Should any participants be completing personal travel, please include this information as well.

Date	Name(s)	Departure/Arrival Location	Flight Information or Means of Transportation
7/8/24	Julie Carragher	Boston, MA/Kigali, Rwanda	Air Travel – purchased after Grant Approval
7/8/24	Maria Kidner	Riverton, WY/Kigali, Rwanda	Air Travel – purchased after Grant Approval
7/8/24	Cassy Venters	Riverton, Wy/Kigali, Rwanda	Air Travel – purchased after Grant Approval

If you need to insert additional rows, place your cursor at the end of a row and hit the Tab key.

## DAILY ITINERARY

Please provide a day-by-day, location-by-location listing of the activities planned for the team’s visit. This should be completed by the international sponsor in conjunction with the host sponsor. Team members, international sponsors, and host sponsors are required to review and approve this itinerary. (The itinerary could also be used as part of any predeparture packet for each participant.)

### **QUESTIONS TO ADDRESS BEFORE SUBMISSION –**

**JULY 31 IS LEFT OUT OF THE SCHEDULE -FIXED**

**WHY ARE 2-3 DAYS NEEDED FOR CONFERENCE MANAGEMENT AND PREPARATION? SUGGESTED ANSWER – YES, THAT IS MAKING ALL THE BAGS, MANUALS, T-SHIRTS, STETHOSCOPES, SKILLS SUPPLIES, ECT ARE ALL IN ORDER.**

**WHAT ARE THE TEAM ROLES IN CONFERENCE MANAGEMENT, STAKEHOLDER AND PUBLICITY MEETINGS? SUGGESTED ANSWER – YES, NEEDED FOR SUSTAINABLE SOURCES FOR PRINTING, SUPPLIES, FOOD, DEVELOPING GOOD PUBLICITY**

**WHY IS THREE DAY REFRESHER COURSE NEEDED IN NOVEMBER WHEN THE CORE TEAM WAS JUST TRAINED IN JULY? ACTUALLY, YOU WILL SEE IN THE TRAINER DOCUMENT, THEY RECOMMEND REPEAT PRESENTATIONS TO AID IN RETAINMENT.**

Date	Activity	Location
7/7-8/24	U.S. Vocational Training Team Departs U.S. Dates of July 7 or 8 reflect unknown departure date based on airline schedules.	Boston, MS and Riverton, WY
7/9/24	U.S. Portion of the Team Arrives	Kigali, Rwanda
7/10/24	Meet Team Heart and Kigali Club members	Kigali, Rwanda
7/11-14/24	Initial Core Team Training	Kigali, Team Heart Offices
7/15-17/24	Conference Management Set-Up/Planning	Kigali, Team Heart Offices
7/18-22/24	Cohort 1 train-the-presenters. Present at Kigali Club July 18, 2024	Kigali, Team Heart Offices
7/22-24/24	Conference management, stakeholders and publicity meetings	Kigali
7/24/24	Teacher and Community Health workers seminar	Rwamagana
7/25-27/24	Conference #1 at Rwamagana	Rwamagana
7/28/24	Rest, conference pre/post test review	Kigali

7/29-30/24	Conference Management Set-Up/Planning	Kigali
7/31	Review day for presenters and Travel to Byumba, Teacher and Community Health workers seminar	Kigali and Byumba
8/1-3/24	Conference #2	Byumba
8/4-5/24	Rest, conference data review, plan for remaining days	Kigali
8/6/24	After Action Meeting – Debrief and document lessons learned	Kigali, Team Heart Offices
8/7/24	Rest	Kigali
8/8/24	U.S. Team Departs	Air Travel
8/9-10/24	U.S. VTT Team Arrives in Boston, MS and Riverton, WY. Dates of August 9 or 10 reflect unknown airline schedule.	
11/3-4/24	U.S. Team Departs U.S.A. Dates of November 3 or 4 reflect unknown departure date based on airline schedules.	Air Travel
11/5/24	U.S. Team Member (Dr. Kidner) Arrives.	Kigali, Rwanda
11/6/24	Conference Preparation	Kigali, Team Heart Offices
11/7 -9 /24	Core Team and presenter refresher course	Kigali, Team Heart Offices
11/10/24	Rest	Kigali
11/11-12/24	Conference management, stakeholders and publicity meetings	Kigali, Team Heart Offices
11/13	Travel to Kabagyl. Teacher and CHW seminar	Kabagyl
11/14-16	Conference #3	Kabagyl
11/17/24	Rest and data review	Kigali
11/18-/24	Conference Management	Kigali
11/20/24	Travel – Kidner and 2 core team to Drive to Kibogora-	Travel – Drive to Kibogora

11/20/24	Teacher and CHW seminar	Kibora
11/21-23/24	Conference #4	Kibogora
11/24/24	Travel – Drive to Kigali	Travel – Drive to Kigali
11/25/24	After Action Meeting – Debrief;	U.S. Team Member Departs
11/25-26/24	U.S. Team Member Departs. Dates of November 25-26 reflect unknown airline schedule.	
11/26-27/24	U.S. Team Member arrives in Riverton, WY. Dates of November 26-27 reflect unknown airline schedule.	

### **ACCOMMODATIONS**

Please provide all arrangements for lodging (e.g., hotels, dormitories, Rotarian host accommodations). In each contact information section, please include a complete address, phone number, and any specific Rotarian contacts.

Date	Location	Contact Information (including name, address and phone)
7/10 to 8/8	Kigali- home base for US Team	Pending: EZRA BOUTIQUE Hotel By The Weekender Ltd KG 622 Street House Number 11, Kigali, Rwanda (waiting grant approval)
7/26	Rwamagana: US team and Core presenter team*	To be determined
8/1 to 8/2	Byumba: US team and core presenter team*	To be determined
11/5 to 11/25	Kigali-	To be determined
11/20 to 11/23	Kibogora: US team and core presenter team*	To be determined

- Team Heart Staff and Host Rotarians will provide their own accommodations outside of this grant.