

Checklist of things you must do and when:

- Get a passport right away; if you already have a passport, it must be valid for six months after your return date; **as soon as you have your passport number and expiration date, please e-mail these to info@orphanagesupport.org** if you didn't put it on your application
 - Make sure you're current on all your childhood immunizations; we recommend the following for your trip to Ecuador: Hepatitis A and B, typhoid (and yellow fever if doing the Amazon trip—you'll need to bring your International Certificate of Vaccination for proof of this)
 - Right after acceptance, you'll be e-mailed your username and password to access www.exambuilder.com to take the **FAQ Quiz** which will need to be **taken and passed within two weeks of acceptance**
 - Update current telephone number, permanent telephone number and e-mail address as soon as anything changes so you can be reached by OSSO when necessary
 - Read all the information on www.orphanagesupport.org/volprogram.html and begin studying the OSSO Spanish Manual
 - \$50 Payment Deadlines due the 10th of every even-month (if accepted more than 3 Months Before Travel)—February, April, June, August, October, December
 - By 3 Months Before Departure—pay a total of \$500.00 USD
 - By 3 Months Before Departure—notify OSSO whether or not you're doing the Amazon trip and/or finalize your return date; changes after this time, if possible, will cost \$150
 - By 3 Months Before Departure—verify city flying out of and back into; changes after this time, if possible, will cost \$150
- As of _____ we have you flying out of _____ early morning on _____ and back into _____ on _____, GOING / NOT GOING on the Amazon trip. If this is not correct, you must let us know by _____.**
- By 2 Months Before Departure—pay a total of \$1,500.00 USD
 - By 1 Month Before Departure—pay in full (Program Fee, Amazon Trip if going)
 - 1 Month Before Departure—you need to start checking your e-mail every 3 or 4 days, daily the last few days
 - By 3 Weeks Before Departure—if you give your permission, e-mail the name of your hometown newspaper (and contact info if you can get it) to info@orphanagesupport.org so we can send a press release about you volunteering in Ecuador!
 - 3 Weeks Before Departure—**Orientation Information Quiz** (re-read www.orphanagesupport.org/volprogram.html to refresh your memory)—you need to **take this online quiz by one week before departure**; between three weeks and two weeks before, you'll receive the List of Things Needed/Not needed
 - 2 Weeks Before Departure—upon receiving the link with the username and password to **Site Training** on the website—read all the information in it and **take the online quiz by four days before departure**
 - By 2 Weeks Before Departure—we'll e-mail you your group's detailed Travel Instructions (including your exact itinerary) along with the latest Alumni Newsletter
 - 1 Week Before Departure—call the office at (208) 359-1767 to check in and to get answered any questions you may have and make sure you'll be ready to go