



Dental Legacy
FOUNDATION
VOLUNTEER GUIDEBOOK

TABLE OF CONTENTS

Welcome! This guidebook provides essential information to help you prepare for this meaningful journey.

INTRODUCTION.....	01
PROGRAM OVERVIEW.....	02
CODE OF CONDUCT.....	04
PRE-TRIP CHECKLIST.....	05
THE DENTAL CLINICS	08
WORKING IN THE LOCAL SCHOOLS	10
ACCOMMODATIONS	12
MEALS	13
ELECTRICITY & VOLTAGE	13
TRAVEL & TRANSPORTATION	14
SPREADING THE WORD.....	15
PROGRAM COSTS	16
PROGRAM ITINERARY	17
REQUIRED DOCUMENTS	19
INSURANCE & VACCINATIONS	22
WHAT TO BRING	24
VACATION SUGGESTIONS	26

PROGRAM OVERVIEW



Dental Legacy Foundation's Mission

We are passionate about improving oral health and providing dental care to underserved communities. Since our establishment in 2021, we have been dedicated to making a positive impact through our dental humanitarian efforts.

Our mission is to give access to quality dental care to individuals who lack the resources and opportunities to receive dental care. We believe that everyone deserves a healthy smile, and we are committed to creating lasting improvements in the communities we serve.

We are proud of the transformations we have witnessed and the smiles we have restored. We can't wait to help more communities around the world!

What You Can Expect

You will be volunteering at multiple dental clinics where you will provide pain relief from both acute and chronic dental conditions. Treatment will mainly consist of extractions and providing RX's for pain relief and infection. As a reminder, DLF is a grassroots organization. Part of your responsibilities could include clinic site set-up and equipment management.

Medical professionals can also expect to work with local doctors and hospital staff attending to patients and hospital needs.

Furthermore, you may also choose to spend some of your time in the local schools providing basic hygiene and oral healthcare practices to schoolchildren and give out basic hygiene products, i.e., toothbrushes, toothpaste, floss, soap, hand sanitizer, etc.

As such, you will be expected to adhere to DLF'S Code of conduct, as stated in this guidebook.

Who can Volunteer

Dentists and Doctors: Must have a valid Dental or Medical license in any of the 50 United States and current malpractice coverage.

Dental Assistants and Support Staff: 18 years of age or older (If younger than 18, must be accompanied by parent or legal guardian, who meets all these criteria)

CODE OF CONDUCT

As a volunteer, you must agree to always abide by the code of conduct in all places throughout the entire period of your volunteer experience.

- No alcohol during clinical hours
- No illegal drugs
- No tobacco or marijuana
- No profanity or vulgar language
- No pornography
- No prescription drugs without a prescription

If you violate any of these details of the volunteer code of conduct, you will be removed from the volunteer program and asked to immediately leave the volunteer sites, and you will bear the financial burden associated with such removal, including, but not limited to, hotel costs, transportation costs, and itinerary change fees.

Furthermore, DLF volunteers are to remember that we are guests in a foreign country. As such we are to represent ourselves and DLF with kindness, respect, and responsibility at any time in the dental clinics or in the schools.



PRE-TRIP CHECKLIST

Thank you for being a DLF (Dental Legacy Foundation) volunteer! Here are the things you need to do before you depart for Tanzania.

1. Read This Guidebook

If you have any questions that are not covered in this handbook, please ask us.

2. Each Volunteer Must Submit an Application

Our mission coordinator will review your application and notify you if you are accepted for this mission. There is limited space for participants, so APPLY EARLY!

3. Print or Save this Guidebook

One way or another, take this handbook with you to Tanzania and have it as a reference.

4. Obtain Traveler's Insurance

You have the choice to seek your own insurance or purchase it from our preferred insurance agency, Allianz. Click the link to get started. www.allianztravelinsurance.com

5. Get Your Passport

Get a passport as soon as possible. You should apply for passport no later than 6 months before our departure date, and if possible, have expedited. If you already have one, check the expiration date; your passport must be valid for a minimum period of 6 months from the date of entry into Tanzania.

6. Obtain a Tanzanian eVisa

This is a fairly easy process. Visit <https://visa.immigration.go.tz/> to apply (Details on this process are contained in a later section). Once you have obtained your EVisa, please make a copy along with a copy of your Passport and email it to DLF: ryan@detallegacyfoundation.org

7. Obtain Travel Vaccinations

Although not required by the Country of Tanzania, your travel insurance will most likely require vaccinations. In addition to routine childhood vaccinations, the CDC **recommends** you obtain the following vaccinations:

1. Covid-19
2. Yellow Fever (Good for lifetime)
3. Typhoid (good for 2 years)
4. Obtain RX for malaria (Most of these medications need to be started before your trip, so consult with your doctor early and follow the administration recommendations before and after your trip)
5. We strongly recommend you review other CDC guidelines and recommendations for vaccinations when traveling to Tanzania, these can be found at: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/tanzania>
6. Get in touch with a travel clinic or your doctor at least 3 months before departure so that you can time your medications and vaccinations appropriately.

8. Pack Appropriately

There is a suggested packing list in this booklet.

9. Pay Your Program Fees

The breakdown of costs for your trip to Tanzania is outlined in a later section of this handbook. Please note the deadlines for payments

10. Complete Temporary Licensing Application & Submit

This is required for all dentists and medical doctors. Please do not procrastinate preparing your application and gathering the required documents. The application for a temporary license is included in your Mission Trip application. Please note the additional items need for the application. Submit your completed application along with all supporting documentation to DLF.



THE DENTAL CLINICS



The Tanzania mission trip is a collaborative project. This means that we are blessed to partner with the Missionaries of Precious Blood Society in Tanzania. The Missionaries of the Precious Blood Society run the St. Gaspar Hospital in Itigi, Tanzania. In 2022 members of DLF and the Missionaries of the Precious Blood helped establish 2 dental clinics.

One at the Hospital in Itigi, and a second clinic in the village of Malongwe at the Malongwe dispensary. We may also set up some additional temporary Dental Clinic's in neighboring villages where the Church has resources. Volunteers will assist in setting up the temporary clinics at the start of the trip and help take them down at the end of the trip.

Features of the Dental Clinics

- The clinic at the hospital in Itigi has 3 dental chairs and room for 2 mobile units.
- The clinic at the Malongwe Dispensary has 1 chair and room for 2 mobile units, with some medical beds for extractions.
- Very basic suction will be available. It is important to understand that these suction devices are not as strong or as reliable as modern western dental vacuums and compressors.
- Water irrigation will be available only by manual, handheld plastic syringes.
- There will be at least 3 portable dental units to allow for handpiece usage when needed.
- Both clinics have sterilization equipment.
- X-ray equipment.
- Dental lab equipment at the Itigi hospital

Dental treatment provided will consist mainly of extraction, restorative, and pain relief procedures. All necessary extraction and surgical equipment will be available.



WORKING WITH LOCAL SCHOOLS



If you choose, you may participate in excursions to local schools as part of your mission trip experience.

You will teach and demonstrate proper oral hygiene and other personal cleanliness practices. These may include toothbrushing, flossing, handwashing, proper diet, etc.

A rewarding and exciting part of these school visits will be to present school children with their own hygiene products, i.e. toothbrushes, toothpaste, floss, hand sanitizer, etc.

One of the major goals at DLF is to prevent oral disease through proper homecare practices.

Rules That Must be Adhered to When Visiting Schools

- Stay with the group and do not wander around alone in the schools or on school grounds.
- NEVER be alone with a child at any time, always have a school official or fellow team member with you.
- Show respect to the teachers and wait for their introduction and instructions when in the classroom.



ACCOMMODATIONS

Accommodations will be provided by the Missionaries of The Precious Blood Society. Most of your stay will be in housing onsite at the Hospital in Itigi. The property is a safe, gated facility.

Each room can house up to two team members. Each room comes with either a queen bed or two twin beds and its own bathroom with shower and hot water. WIFI is available throughout the property.

Although our accommodations will be safe, it is NOT recommended for westerners to leave the facility without a local Tanzanian guide, especially at night.

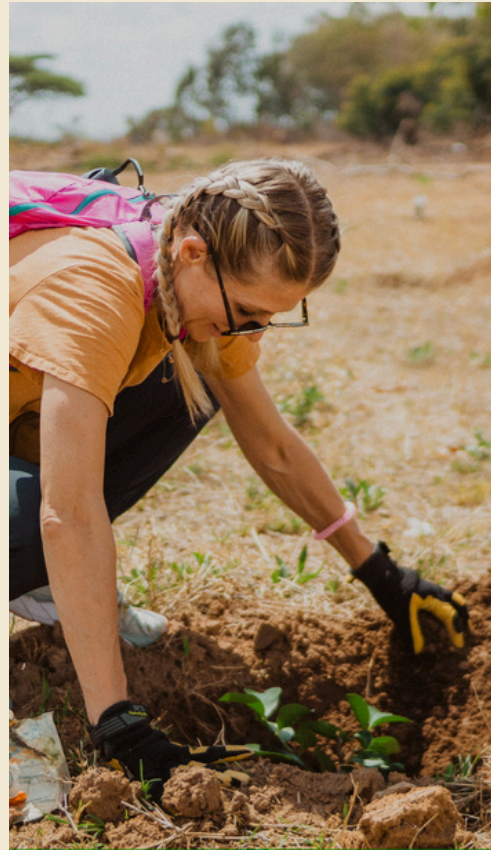
You can view more about the Hospital by visiting their website: <https://stgasparhospital.org/?lang=en>

*Dental Legacy Foundation is no way affiliated with the Missionaries of the Precious Blood Society but has partnered with the local congregation to carry out this humanitarian project.



MEALS

St. Gaspar will provide three meals per day, safe water and coke. Breakfast, lunch, and dinner will be prepared and available at volunteer sites. We strongly suggest that you bring an ample number of snacks from Home (Protein/granola bars, trail-mix, jerky, dried fruit, candy, etc.) Although dietary needs can be shared, accommodations cannot always be guaranteed for preferences, allergies, and other needs. The options for purchasing food or snacks are very limited.



ELECTRICITY

The majority power outlets are British 3-pin rectangular blade plugs (Type G). European two-round-pin style sockets are a distant second. The standard electrical outlet voltage in Tanzania is 220-240 volts. Before plugging any device, ensure that it can handle the higher voltage range of 220-240 volts. If not, you will need a converter or transformer to step down the voltage. We recommend bringing a voltage/power adapter with you to ensure they function properly and safely.



TRAVEL AND TRANSPORTATION



All volunteers will need to purchase and arrange their flights to and from Tanzania. Please book your airfare as soon as possible. You need to arrive in Dar Es Salaam on the scheduled date before 11:59 pm. Your return flight needs to be on the scheduled departure date anytime after 8pm from Dar Es Salaam.

Once we arrive in Tanzania, all transportation will be handled by the Missionaries of the Society of the Precious Blood and Dental Legacy Foundation.

We want to remind you that while we handle the logistics for the humanitarian portion of the trip, any personal travel or vacation plans you decide to pursue afterward will be your responsibility. This includes arranging and covering transportation, lodging, and other travel expenses once the volunteer mission concludes.

SPREADING THE WORD

**Dental Legacy
FOUNDATION**

DR. VAN DYKE IS GOING TO AFRICA!

Dr. Van Dyke has the incredible opportunity to travel to Africa this year help provide dental care to the people of rural Tanzania.


In rural regions of Tanzania, there is an average of **400,000 people per one dentist**, while in the USA, the ratio is roughly 1,650-to-1. **76% of children aged 12 and under have never seen a dentist** in a country with a population of 59.7 million.

If you would like to know more about the organization she is working with or donate to the cause you can scan the QR code.




DENTALLEGACYFOUNDATION.ORG/DONATE-VAN-DYKE


WRDC DONATES \$5.00 OF YOUR CLEANING TO HELP TANZANIANS LIKE **ASHA ADAM**



"I am from Malongwe village. I had been suffering from toothache for a long time. Special thanks to the dentists, may the Almighty bless you forever. You are warmly welcome again and again at any time!" *-Asha Adam*



IF YOU WOULD LIKE TO MAKE A PERSONAL DONATION OR LEARN MORE ABOUT THE FOUNDATION, YOU CAN SCAN THE QR CODE.



DENTALLEGACYFOUNDATION.ORG

By letting others know of the trip you are embarking on, you can highlight the work you will be doing and inspire others to get involved as well. We encourage you to contact your local newspapers and media sources to let them know of your pending adventure. If you are a Dentist, DLF can provide posters and pamphlets for your waiting room to inform your patients of your upcoming trip.

Some practices have also chosen to donate \$5.00 of every Hygiene visit to DLF to create awareness and to raise funds for the trip. This can also set you apart from other local dental offices in your community.

PROGRAM COSTS

The costs listed below are approximate and per person. **You are responsible to book your own roundtrip airfare.**

For mandatory costs, an invoice will be sent to you.

Additional costs will be paid separately on your own.

Mandatory Program Costs

Transportation, Food, and Housing \$1,500

Temporary Dental License \$200 (Doctors only)

6 Dental CE Credits \$500
Provided by Elevation Association (Dentists only)



ELEVATION ASSOCIATION
Nationally Approved PACE Program
Provider for FAGD/MAGD Credit.
Approval does not imply acceptance by
any regulatory authority of AGD endorsement.
09/01/2023 - 08/31/2027
Provider ID# 403329

Additional Costs

Roundtrip Airfare

eVisa \$100

Vaccinations \$350-\$450

Travel Insurance

Additional Food & Snacks

Tip Money \$100

Spending Money \$500

Refund Policy and Taxes

Refunds are only given if DLF cancels the trip. Not covered:

- You decide to cancel your trip at any time for any reason
- You become unable to travel for any reason
- Expenses for any other reason besides a consolation from DLF will be covered by Volunteer

Your Volunteer Costs and travel are Tax Deductible! DLF is a 501(c)(3) organization. Tax Id # 87-3964345.

SAMPLE ITINERARY

Below you will find a sample program itinerary. If you are joining us on a trip you will be sent the specific itinerary for that trip.

Day 1

- Late night arrival to Dar
- Overnight at Dar Mission Home

Day 2

- Early Morning: Depart for airport, & fly to Dodoma
- Morning: Arrive at Dodoma and eat breakfast
- Vist Village of Hope Orphanage
- Afternoon: Bus to Itigi and Lunch
- Evening: Check into housing, dinner, games, & rest-up

Day 3

- 8:00 AM Breakfast
- 9:00 AM Special Mass & Cultural Celebration
- 1:00 PM Lunch
- 2:00 PM Set up clinic and supplies
- 4:00 PM Games
- 7:00 PM Dinner
- 8:00 PM Down time

Days 4-7

- 8:00 AM: Arise, depart for clinic, and morning prayer with hospital staff.
- 8:30 AM: Breakfast
- 9:00 AM-1:00 PM: Working in Clinic
- 1:00 PM Lunch
- 2:00-5:00 PM Working in Clinic
- 7:00 PM Dinner
- 8:00 PM Dental CE & down time

Day 8

- 8:00 AM: Arise, depart for clinic, and morning prayer with hospital staff.
- 8:30 AM: Breakfast
- 9:00 AM-12:00 PM: Working in Clinic
- 12:00 PM Lunch
- 1:00 PM Travel to Vocational School
- 4:00 pm Travel to Dodoma
- 7:00 PM Dinner
- 8:00 PM Down time

Day 9

- Leave for Dar Es Salaam
- Return Home



REQUIRED DOCUMENTS

Valid Passport

Apply for passport no later than 6 months before our departure date, and if possible, have it expedited. If you already have one, check the expiration date; your passport must be valid for a minimum period of 6 months from the date of entry into Tanzania.

Temporary License (Doctors only)

All dentists or medical doctors who will be volunteering in a dental or medical capacity need to obtain a temporary dental or medical license from the Medical Council of Tanzania. Please see the requirements listed below. Gather the required documents before you submit your volunteer application. Upload the documents in the application when prompted and submit your application. DLF will then secure your temporary license for you.

**DON'T PROCRASTINATE
GATHERING REQUIRED ITEMS.**

Processing times in Tanzania can



be very slow and we need to allow plenty of time for processing the temporary licenses.

Documents needed for your temporary dental license:

*Note all documents must be in pdf and the size of each document must be less than 500k

- Copy of degree (MD, DDS, DMD, MDS.)
- Attach a current passport size picture. Do not wear light clothing for this photo.
- Make a color copy of your passport. This copy should be clear and not blurry and the information on the photo page should be clear and easy to read.
- Copy of birth certificate
- Copy of current dental or medical license.
- Copy of dental or medical school diploma.
- Copy of any residency or post-graduate programs completed.
- Current curriculum vitae.

Tanzanian eVisa

<https://visa.immigration.go.tz/>

All individuals are required to obtain a Tanzanian eVisa to enter Tanzania. This process is very quick and simple. The eVisa is only valid for 12 months from issue. Please NOTE: you will be asked for the following documents during application:

1. A square, passport style digital photo of yourself
2. A photo of the info page of your passport
3. Proof of your accommodations or hotel reservation.

These photos must be free of glare and shadow, please follow the instructions on the application so that you can avoid a delay during processing.

Information needed when filling out eVisa Application

- Select Multiple Entry visa and when asked for purpose of visit select "leisure/holiday".
- Address of where we're staying
 - Society of the Precious Blood
Province of Tanzania
Kisasa Headquarters
PO Box 932 Dodoma, Tanzania
- Phone number
 - +255 788 860 217
- Name of contact and email
 - Fr Vedasto J Ngowi, C.P.P.S Provincial Director for the Province of Tanzania. Email Address mwemav@yahoo.com



INSURANCE AND VACCINATIONS

Travel Insurance

All DLF volunteers are required to purchase and have Traveler's insurance. If you get sick or have an emergency at home, the cost of medical care and re-patriation can be extremely costly. For this purpose, and to make for a "worry-free" experience, you are required to have the following coverage with your travel insurance:

1. Medical Coverage
2. Accidental Death and Dismemberment
3. Re-patriation

Vaccinations

Although not required by the Country of Tanzania, your travel insurance will most likely require vaccinations. In addition to routine childhood vaccinations, the CDC recommends you obtain the following vaccinations:

- Covid-19
- Yellow Fever (Good for lifetime) *
- Typhoid (good for 2 years) *
- Obtain RX for malaria (Most of these medications need to be started before your trip, so consult with your doctor early and follow the administration recommendations before and after your trip)

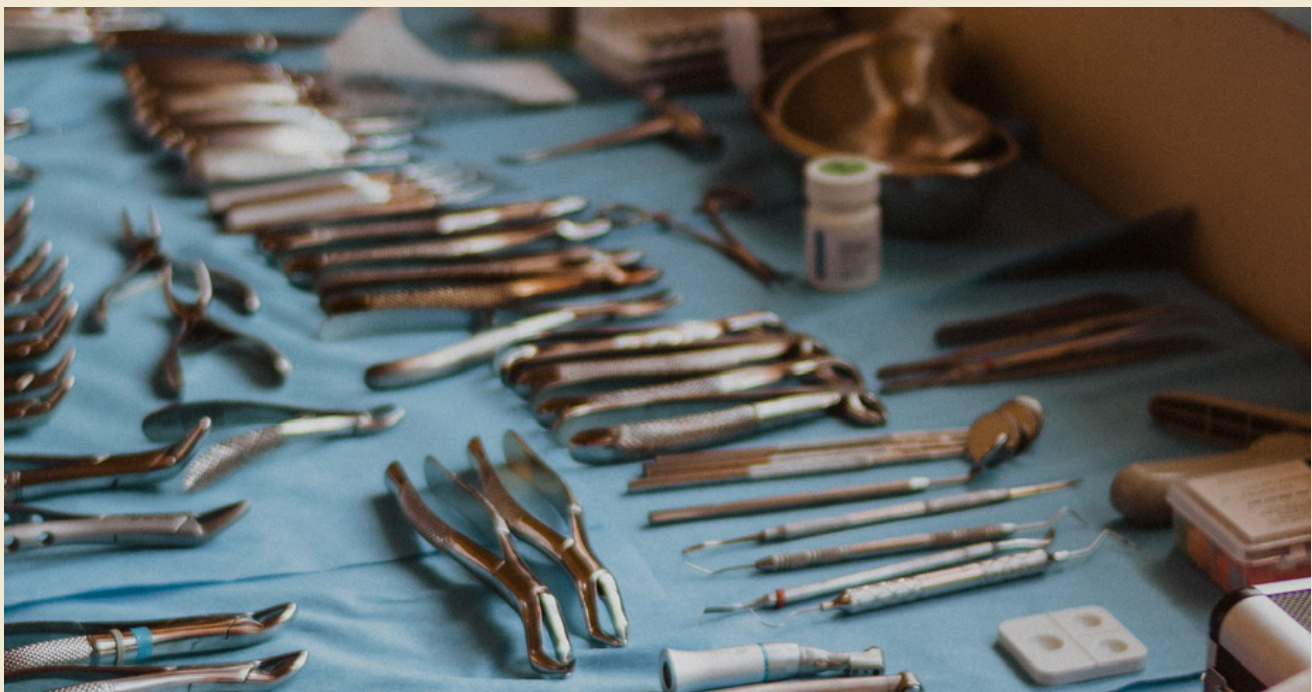
Malaria is very common in Africa. Humans get malaria from the bite of a malaria-infected mosquito. Symptoms of malaria include fever and other flu-like symptoms including shaking chills, headache, muscle aches, and tiredness. Nausea,

vomiting and diarrhea may also occur. If not promptly treated, malaria has the potential to cause kidney failure, seizures, mental confusion, coma, and death. Malaria can be cured with prescription drugs. The type of drugs and length of treatment depend on which kind of malaria is diagnosed, where the patient was infected, the age of the patient, and how severely ill the patient was at the start of treatment.

We strongly recommend you review other CDC guidelines and recommendations for vaccinations when traveling to Tanzania, these can be found at:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/tanzania>

**NOTE: Vaccination and testing requirements and/or recommendations by the Republic of Tanzania are accurate at time of printing of this manual, Government requirements and guidelines could change at any moment.*



WHAT TO BRING

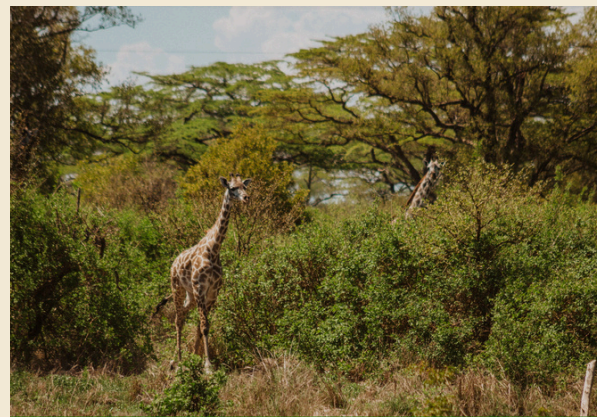
Most airlines will allow you to check up to two or three 50lb bags for no extra charge, in addition to your carry-on luggage. DLF requires all volunteers to use **only one personal 50lb bag**. The other luggage(s) will be used to transport supplies for the mission trip. We have many supplies that have already been donated for use in Tanzania, and we just need your help to get them there. We will work with you to coordinate getting these supplies to you before you depart.

Suggested Packing List

- **ALL TRAVEL DOCUMENTS**
- Basic Medical/Care Kit: acetaminophen/ibuprofen, antihistamine for relief from allergies and bites, diarrhea medicine, band aids, sunscreen, lip balm and insect repellent, malaria pills, tums
- Toiletries and personal medications
 - Body/Face wipes
 - Septic friendly toilet wipes
 - Hand sanitizer
 - Deodorant
 - Toothbrush
 - Medicine
- Your cellphone and charger
- Voltage adapter
- Sandals (thick-soled such as Keens, Chaco's or similar)
- Trainers / court shoes for working in the bush, for playing basketball or soccer, or for comfort and variety. Flip Flops for indoor use
- Towel set

- Clothing
 - Scrubs: You will be working in the clinic for 7 days
 - Additional clothing. Bring enough clothing for evenings and travel days. It is always a good idea to bring extra underwear and socks- don't forget pajamas!
- Music, e-books and other entertainment for long travel and downtime
- Photocopies or digital copies on your phone of important travel documents such as passport, immunization records, travel insurance, eVisa, plane tickets
- Hat and sunglasses
- Camera (most volunteers use their smartphone camera)
- A copy of this volunteer handbook
- Journal and pens
- Earplugs (between the roosters, the kids, and the kitchen staff, noises in the volunteer house start early)
- Dirty laundry bag (a clean plastic garbage bag will suffice) There are always opportunities for outside work. Packing a pair of work gloves is a good idea.
- Swimsuit
- Travel neck pillow. It can be a long flight to Tanzania. Some volunteers recommend compression socks. It can get cold on the plane and in the airports. A sweatshirt or warm long-sleeved shirt might be nice.
- Hand sanitizer
- Sleeping bag liner (optional)
- Dress clothes for Sunday if you plan on attending church.

VACATION SUGGESTIONS



While our organization focuses solely on the humanitarian portion of the trip, we understand that some volunteers may wish to extend their stay in Africa to explore activities like safaris, Mt. Kilimanjaro, or a visit to Zanzibar.

Please note that we do not arrange or coordinate any personal travel or vacation plans beyond the mission. If you decide to extend your stay, you will be fully responsible for organizing and covering all related costs, including transportation, accommodations, and activities. To help you get started, here are a few trusted local guides

Pure Afro Travels

"Why travel with us? Because it is our mission to provide excellent service, excitement and value for money to our clients. We offer hand-picked and the widest variety of accommodation, safaris and other activities available in Tanzania. Through years of experience in the tourism business, listening to our clients wishes and fulfilling them, we provide a personal touch often overlooked by bigger companies. Most importantly client satisfaction is our priority. We support local conservation and community development with a genuine commitment that goes back to my roots in Tanzania.

Welcome to the land of Africa's highest mountain, the largest lake in Africa, famous wildlife reserves, virgin sandy beaches, tropical climate and an extremely rich culture. This is Tanzania, my beautiful country – Karibu." - Method Bube Tibaijuka, Director

<https://www.pure-afro.com/>