

Flights for Volunteer Managers on the 10 Week Summer Expedition - 10F
(22nd June – 16th September 2010)

Once you have booked your flights please send the flight information to Amy Robertson at head office via post or email (Amy.Roberton@Raleigh.Org.uk) so we know when to expect you.

Advance Volunteer Managers/Field Base Team

On every expedition there are some team members that arrive one or two weeks prior to the main staff group. They are the **Deputy programme manager** (up to 2 weeks early), the **Logistics Team**, **Finance Manager**, **Administrator**, **Communications officer**, **Photographer** and the **Advanced Medic** (a week early). If you are not sure of the dates you should arrive on, please get in touch with Raleigh Head Office.

If you are part of the advanced team please follow the same instructions for booking flights as the main volunteer manager team but on the appropriate dates.

Raleigh will do 2 picks ups; 1 late afternoon and 1 late evening on the start date of the expedition. The times will be roughly 1600 and 2200, but we will be flexible based on your arrival times – most arrivals fall into these times.

If you arrive earlier than that OR if you don't see a Raleigh rep, you should just wait on the silver chairs to the right of Arrivals.

Recommended Flights

The following flight is the 'recommended' flight based on time and price and for those of you who may like to catch the same flight. The cheapest seats I found on this flight were offered by Expedia. This may not necessarily be the cheapest airline, Continental, Delta and Mexicana often offer reasonable prices.

You are welcome to look around and buy any flight you wish, providing you are at the airport in San Jose to meet the pick up times on 22nd June.

Outward

22nd June London Heathrow (LHR) Depart 06:20 To Madrid (MAD) Arrive 09:40 Flight IB3169 Madrid (MAD) Depart 12:05 To San Jose (SJO) Arrive 15:05 (22nd June) Flight IB6313

Return

16th September San Jose (SJO) Depart 17:20 To Madrid (MAD) Arrive 11:35 (+ 1 day) Flight IB6314 17th September - Madrid (MAD) Depart 13:45 to London (LHR) Arrive 15:05 Flight IB3176
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NB: If flying via the US you need to complete one of these at least 4 days before flying
<http://www.visitusa.org.uk/visitors/esta.aspx>

Flights for Volunteer Managers on the 5 Week Summer Expedition – 10G
(22nd June – 11th August 2010)

Once you have booked your flights please send the flight information to Amy Robertson at head office via post or email (Amy.Roberton@Raleigh.Org.uk) so we know when to expect you.

Raleigh will do 2 picks ups; 1 late afternoon and 1 late evening on the start date of the expedition. The times will be roughly 1600 and 2200, but we will be flexible based on your arrival times – most arrivals fall into these times.

If you arrive earlier than that OR if you don't see a Raleigh rep, you should just wait on the silver chairs to the right of Arrivals.

Recommended Flights

The following flight is the 'recommended' flight based on time and price and for those of you who may like to catch the same flight. The cheapest seats I found on this flight were offered by Expedia. This may not necessarily be the cheapest airline (Delta, Mexicana and Iberia often offer reasonable prices).

You are welcome to look around and buy any flight you wish, providing you are at the airport in San Jose to meet the pick up times on 22nd June.

Outward

22nd June London Heathrow (LHR) Depart 12:05 To Newark (EWR) Arrive 15:15 Flight CO111
Newark (EWR) Depart 17:15 To San Jose (SJO) Arrive 20:25 (22 nd June) Flight CO1796

Return

11th August Depart San Jose (SJO) Depart 11:35 To Houston (IAH) Arrive 16:31 Flight CO1415
Houston (IAH) Depart 18:25 to London (LHR) Arrive 09:35 (+1 day - 12 th August) Flight CO4

NB: These flights fly via the US. When flying via the US you need to complete one of these at least 4 days before flying <http://www.visitusa.org.uk/visitors/esta.aspx>

Arriving in Juan Santamaria (San Jose) airport / Costa Rica / Central America

San Jose is a small airport. There is only one arrivals area. There is very little here - a few silver metal benches and a limited fast food stall.

If you are in Costa Rica and need help, arrive early and don't know what to do, or your plane is diverted, I have put useful phone numbers and instructions for making a reverse charge call below.

- Planes are diverted now and then - usually to Panama City, Liberia or Managua due to poor weather in Alajuela (the area that the airport is located in) - if this happens your airline will either put you up in a hotel for the night and fly you back to San Jose in the morning or put you on an airport bus to San Jose.
- You should also be aware that usually at least one person's bags don't make it - **don't worry**, the airlines are great at ensuring they are sent to Field Base within 48 hours. It's a good idea to have a toothbrush / clean underwear, spare t-shirt in your hand luggage.

If you have been travelling in Costa Rica before the expedition arrival date

If you have been travelling Central America before the expedition arrival date you can meet us at the airport at one of the advised times **OR** at our stay over spot in San Jose **OR** make your own way to Field Base in Turrialba. The in-country staff team will contact you in the months running up to the expedition to arrange this - to do this it is vital to have your flight details as soon as possible.

Return Flights:

For your return flight we need to transport you to the airport from Field Base in Turrialba which is a 2.5 hour drive.

All Raleigh staff operate a policy of no night driving. This means that the earliest the bus can leave is 05:30. You will need to be at the airport at least 3 hours prior to your flight, so the earliest time you should book a return flight would be 11:30am on the 16th September.

(An unofficial but important note!)

At the end of each expedition there is lots of 'wash up' work to be done to prepare for the start of the next expedition. VMs normally arrange a small trip for at least a couple of days to the beach together to celebrate the end of the expedition so you may want to allow a little more time in country to relax with your fellow volunteer managers! The vast majority of VMs usually do this – Raleigh covers the cost of buses to the beach, but after that you are responsible for travel to the airport, which is very cheap and easy. You should note your JLT insurance cover ends on the date of the official return flight at the end of expedition. So you should extend cover accordingly.

Useful Information:

- **Please** don't give these numbers out to people – they are not for non-business use.
- If you do we will not be able to give these numbers out in future to people who may need them.
- Next of Kin should still use the London numbers if they need anything and Head Office will communicate with the staff in Costa Rica & Nicaragua. **These numbers are only in case you need help or assistance upon arrival.**

Field Base: 506 2556 4109

Ross' Mobile: 506 8888 8306

Julian's Mobile: 506 8836 5886

Deputy Expedition Leader's (DEL) Mobile: 506 8888 8316

How to make a Reverse Charge phone call (It's in Spanish - doesn't matter, just do the following)

- Dial 110
- Press 1 to continue when the woman stops talking
- Enter number you want to call when the woman stops talking
- Say your name after the tone
- Wait