



## **Christian Mission Aid (CMA) Visitor Policy**

This policy will apply to all visits arranged by Christian Mission Aid to any of CMA's projects in Kenya, Sudan or Uganda. CMA reserves the right to cancel any visit or project work activities as they deem necessary for the protection of the visitor and the organization.

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### **Purpose of the Visit**

It is understood that CMA is a mission not-for-profit relief and development organization. CMA's mission is to empower Christian churches in Africa to fulfill the Great Commission and build the foundation of Christian witness by supporting projects that address child poverty, aid the survivors of disease, natural disasters and war, and achieve sustainable community development.

CMA aims to make visitors aware of the poverty and hardship endured by its main target groups. Visitors will enjoy informed presentations from CMA's project personnel, community leaders and beneficiaries. In return, CMA hopes that visitors will have experiences that they will value for life, and which will empower them to act as informed advocates for the poor when they return to their home churches and communities.

### **Preparations**

1. The interested person or group will be required to send a resume along with a testimony from current or previous employer, College or University (if visitor is a student), and their pastors recommendation letter to the Public Awareness Department of CMA.
2. The visitor will need to show proof of a medical insurance coverage to ensure that they have proper medical coverage in case of an emergency or if a medical evacuation to the US or Canada is required. CMA will not be responsible for any medical expenses, transfers or medical evacuations of the visitor.
3. The visitor will be expected to arrange and receive the required vaccinations for yellow fever, malaria prophylaxis and any other required for his/her protection before leaving for his/her Africa destination.
4. The visitor will be expected to arrange for his/her own flights to and from their country of origin, they must have a return ticket as CMA will not be responsible for visitors once they have completed their time on the CMA projects.

### **Orientation, Itinerary and Debriefing**

1. Through email correspondence, CMA will organize and send an itinerary to the visitor well before the arrival date so the visitor will have time to direct any questions to the CMA Public Awareness Department.
2. Visitors should be aware that itineraries need to be flexible and are subject to change depending on the situation on the ground.

3. CMA will organize an orientation a day after arrival during office hours (Monday-Friday). The orientation will cover many informative topics to equip you with all the necessary knowledge to ensure that you will have a great experience. All visitors are expected to attend.
4. After the project visit, and before the visitor departs for his/her home country, CMA will organize a debriefing session to share the visitor's experience.

### **Accommodation**

CMA may arrange accommodation for their visitors at reasonably priced mission guesthouses close to the CMA offices and where the provisions are simple, clean and your meals provided. However, if the visitor would rather make other arrangements they may do so with notification ahead of time to the Public Awareness Department.

### **Conduct**

1. For security reasons, visitors are encouraged to stay with their group leader at all times.
2. Visitors should show respect and be sensitive to cultural differences of the people you will be visiting. This includes the clothes you wear, language used, and proper behavior is expected at all times.
3. Visitors are advised not to give their addresses to CMA project beneficiaries. Experience has shown this to be a disappointment to the visitors as beneficiaries tend to write letters to them constantly requesting assistance and money.
4. Visitors should not make any promises to beneficiaries. This has in the past led to misunderstandings between CMA and beneficiaries when such visitors do not keep their promises.
5. Christian Mission Aid is a Christian organization therefore, use of alcohol and drugs within CMA premises or project sites is not allowed and will cause for immediate termination of the visit. The Kenya law prohibits smoking in public places. Offenders are liable to prosecution.

### **General**

1. All visits to CMA projects must be agreed upon in advance and in writing.
2. As a non-profit making organization, CMA will not cover any costs incurred by visitors during project visits. Visitors cover their own expenses including travel and transport in the country, accommodation, food, safaris or any other expenses they may incur.
3. A breakdown of expected costs shall be sent to visitors in advance. The prevailing dollar rate at the time of the visit determines the stipulated costs. The visitor shall be informed of the costs during correspondence with CMA prior to the visit.
4. The visitor will cover all costs incurred by CMA staff accompanying him/her to the project sites. CMA strives to keep such costs at a minimum.
5. Visitors will reimburse CMA for any expenses incurred in the course of their visit.

6. Any gifts intended for the project should be coordinated with the CMA personnel on the ground and only given with their advice.
7. The visitor should not give cash to either CMA staff or project beneficiaries. Such gifts should be discussed with the project staff and directed through the CMA accounts department.
8. Visitors can make prior arrangements to send funds for their expenses to the CMA US or Canadian offices who will issue receipts. The CMA Nairobi office will keep accounting records and provide you with the accounting of all your expenditures.
9. CMA can arrange ahead of time for your airport transfers with a reliable tour company.

### **Property**

Visitors should take good care of their property. CMA is not going to be responsible for any losses or damage. Please sign up for any properties left with CMA (see attached form).

### **Safaris**

1. If a visitor is interested in taking a Safari, CMA can assist and also recommend a reliable tour company to organize and assist you.
2. Safaris can also be arranged ahead of time through correspondence and before you arrive in the country to ensure that accommodations will be available during the dates requested. Most lodges and other accommodations may be fully booked during the high seasons so it is advisable to plan at least 3 weeks in advance to ensure your booking.

**I have read, understood and will follow the guidelines during my visit to the CMA projects.**

Visitor Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kindly return this form to Christian Mission Aid via email:  
[cma@cmaid.or.ke](mailto:cma@cmaid.or.ke) or [pr@cmaid.or.ke](mailto:pr@cmaid.or.ke) or fax: +254 272 60 80.

**Return of this signed form, will facilitate a speedy and smooth planning of your visit.**

