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# Instructions

Dear Grade 11 Group,

You have received this doc because you have chosen a worthwhile project.

Here's what you need to do...

1) **MAKE A COPY of this Essential doc** (simply click 'file' 'make a copy')

2) **RENAME it to include 3 things:**

- a) Group No.
- b) Project name
- c) Destination

e.g. 12 Lavalla, Cambodia. 33 Trekking, Thailand. 62 Tabitha, Cambodia.

3) **SHARE it with:**

- Supervisor
- All group members
- Parents / guardians
- Agi Toth (Agi Toth / ATo)
- Service department (kathrynuwc@gapps.uwcsea.edu.sg)
- Outdoor Education department (cne@gapps.uwcsea.edu.sg, eba@gapps.uwcsea.edu.sg)

**Important - your group will not be allowed to go on PW if this document is not completed and shared properly so please do it!** It's also brilliant evidence of the [5 Stages of CAS](#) and makes it easy to complete IPAL (IPAL is the College's on-line trip system which links to ISOS, the College Duty Manager and your supervisor direct.)

**Your group can now go ahead and contact the organisation(s), ccing your whole group and supervisor.** If they confirm your dates (PW 2020 is from Monday 1st to Friday 5th June) you can complete all the "flags" below. You can start some of them now. The information from these flags will later be transferred to the IPAL system as part of your good trip planning protocols.

**First Aid Training & First Aid Awareness courses** - at least one member of each group must attend a **certified First Aid** one-day course. You will need to decide who will attend - they will have a qualification certified for 2 years. Everyone should have First Aid as a life skill so you are all encouraged to sign up for a certified course.

The rest of the group will need to attend a 3 hour after-school session run by our Outdoor Education (O Ed) staff. Important note - the after-school sessions provide First Aid **awareness only** they do not provide training as the O Ed staff are experienced First Aiders but do not run certified courses.

**Working with children?** you should take care to minimise possible negative impacts of your visit by reading [Voluntourism top tips](#).

**10 Flags** - you will need to turn them from red to green on IPAL

- 1) Trip Information / Setup
- 2) Participants List
- 3) Forms of Transport During trip
- 4) Accommodation Information
- 5) Partner Organization Information
- 6) Key forms of Communications During Trip
- 7) Location of Suitable Medical Facility
- 8) Local Adult Contact
- 9) To purchase Insurance -ignore this
- 10) Risk Assessment
- \* Extra Flag - if you choose to any "adventurous" activities.

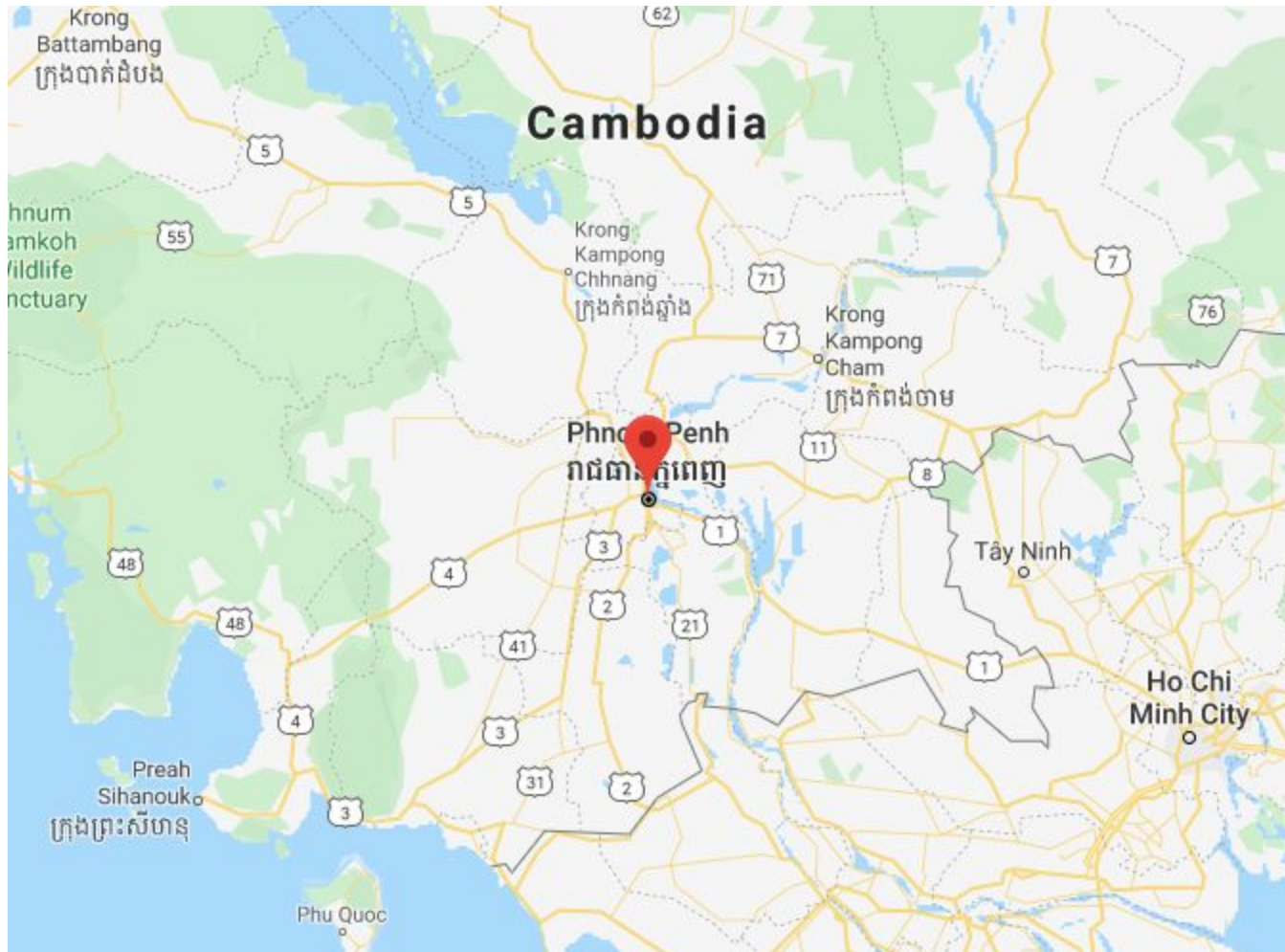
You can start filling in the answers to the questions under each flag now after reading the 'Important notes'. You should use the December and CNY break to work on the flags as the PW admin deadline is early in February. Please do note, you won't be allowed to purchase any airfare tickets until all the necessary admin work is done. *Thanks, Agi.*

# Basic Group Details

Your group can keep a central record here of all your key PW information e.g. research; email correspondence with organisations; ISOS information etc.

- Our Project Week Group # is 7
- Our Destination is Phnom Penh, Cambodia

Include a country / city location map(s) here:



# Flag 1 - Trip Information / Setup N

## Important Notes:

- You must not arrive at your destination earlier than 1 day before your project starts. You should return the day your project ends or the day after.
- If you wish to do any “**adventurous**” activities e.g. trekking, rafting, surfing, kayaking, diving, snorkelling etc. you will need to click an extra **Third Party Provider Flag**.

## Details:

- Where is your project? What is it called? (e.g. the GC name in which city/ town?)

Located in Cambodia, Phnom Penh, is Free The Bears.

- What CAS - Creativity, Activity and /or Service are you doing? (you can do all 3)

Service & Creativity (Cultural Activities)

- How many days do you plan to do CAS for? (5 full days in Singapore / min. 4 if overseas - allowing 1 travel day)

Four days of service till 3:00 and then creativity / cultural activities till the evening.

- How many hours per day (aim for 7-8 hrs per day. Evening courses can be added where required)

Six hours of service and x hours of creativity.

- What is the anticipated cost of your trip per person? (this may vary based on individual visa costs)

→ 950

# Flag 2 - Trip Participants

## Important notes:

- The passport must be **valid for at least 6 months after PW ends** i.e. to Dec 5th 2020
- Blood Group - ISOS highly recommend you know this. Allow at least 5 days for the test & result.
- Those travelling overseas will pay \$42 pp for ISOS support services. You can consult them before, during and after the trip using your corporate level membership [ISOS 02AECM000011](#)
- Boarding students may use Raffles Medical % the College Clinic +65 6775 5321

What are the passport names; expiry dates and visa requirements for each group member?

Name - as it is in passport (important for flight bookings)	Expiry (must be valid to December 5th 2020)	Visa Requirements
Shruti Manish Doshi	29th April, 2024	(Singaporean Passport) Not Required
Cheng Albert Rui	16th Feb, 2023	Visa Required
Vongpusanachai Prad	1st Oct, 2022	'Probably not'
Cui Chen 崔宸	17th Jul 2029	Visa Required
Li Zhongrui 李中睿	9th Jan 2023	Visa Required
Ueno Minayo	3rd August, 2021	Not required

-What Immunisation requirements do you need?

-Who holds your medical records in Singapore, or your home country, i.e. what is the clinic / doctor's name and contact number? (you will use this information on your ID card)

-Who is attending a Certified 1st Aid course vs the awareness course?

Student Name	Doctor / Clinic Name	Contact Number	Blood Group	Immunisations Needed (if any)	Allergies / Illnesses / Medication	Attending Certified First Aid Course or awareness course?
Minayo Ueno	Nichii International Clinic Dr. Chin Yee Lee	65119301	O	N/A	N/A	Yes
Cui Chen	N/A	N/A	O	N/A	N/A	Yes
Li Zhongrui	N/A	N/A	B	N/A	N/A	Yes
Albert Rui Cheng	SMU Campus Clinic	6333 9300	A	N/A	N/A	Yes
Prad Vongpusanachai	Dr. Araya Chokrungravanon	+66 2667 1000	O	N/A	Dust	Yes
Shruti Manish Doshi	Doctor: Dr. Benjamin HO  Clinic: Apex Clinic  Address: Block 844, Yishun, Street 81,	+65 6753 5621	O	N/A	Eggs and Dust.	Yes

## Flag 3 - Forms of Transport During Trip

### Important Notes:

- ISOS and the College strongly advise against using unregistered vehicles such as Uber and auto-rickshaws where your safety may be compromised. Driving motor bikes or cars is not allowed.
- Departure and return should be no more than 1 day prior to the start and end of your project. You can not miss any lessons on Friday 29th May!

### Details:

- What modes of transport will you be using? (*flights / ferry / coach*)
- Flights, **TBC**
- What are your outbound departure and arrival details?
- **TBC**
- What are your inbound departure and arrival details?
- **TBC**
- Which registered taxi companies operate at your destination?
- **TBC**

[Link](#)

Outbound Date: <b>May 31st</b>	Dept time: <b>13:25</b>	Flight : <b>JQ593</b>	Arrival Time: <b>14:40</b>
Inbound Date: <b>June 5th</b>	Dept time: <b>15:25</b>	Flight: <b>JQ594</b>	Arrival Time: <b>18:25</b>

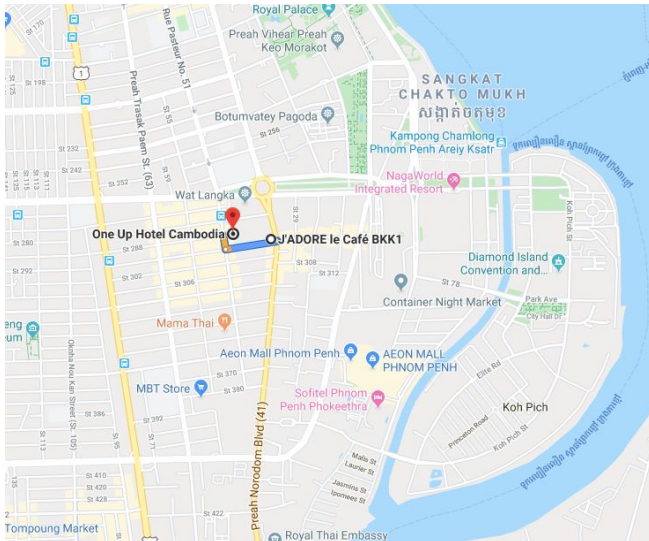
# Flag 4 - Accommodation Information

## Important Notes:

- Your group should not be in the same accommodation as another group. It makes sense to be close to your project. (Airbnb is best avoided - it is not fully regulated and you should be over 18.)
- You can not switch accommodations without prior approval from your supervisor; Agi Toth and / or the College Duty Manager. If approved we will update IPAL Flag 4 in the event of an emergency or when we need to contact you.

## Details:

- What is the name and address of your accommodation?
  - **One Up Banana Hotel**
  - **Street 51 Corner 288 BKK1 Street 51 Corner 288 BKK1 Phnom Penh, 12302, Cambodia**
- What are the contact details? (phone number / email / website)
  - **+855 23 211 344**
  - **1uphotelcambodia.com**
- How far is it from your project?
  - **350 meters from pick up point**
- Add a location map showing the project and accommodation locations here:



- How much is the accommodation pp per night? (max S\$20pp per night or 3 star)
  - **\$19.50 USD**

Date of Check in: **31st May, 2020**

Date of Check out: **5th June, 2020**

# Flag 5 - Partner Organisation(s) Information

## Important Notes:

- If volunteering you should not arrive empty handed. Plan ahead to create lesson plans; create resources or collect donations.

## Details:

- What is the name of your GC / Service / Adventure and / or Creative company? *(record all organisations you plan to work with)*

GC: Free The Bears

TBC

- What are their contact details? *(address / phone numbers / email / website)*

### Free The Bears Programme Contact Details:

- Email: [pesei@freethebears.org](mailto:pesei@freethebears.org)
- Phone: +855 92434597
- Personal Phone: +855 12354769
- Address: #26, St 334, BKK1, Chamkarmon, Phnom Penh
- Website: <https://freethebears.org/>

- What time do they open and close?

- Open: 8:00AM
- Close: 4:43PM

- What costs are involved? *(volunteer fees; activity or course costs; donations requested)*

### (Free The Bears Programme) Includes:

- Entrance Fee
- Lunch
- Reusable Bottle
- Free Bears T-Shirt
- Transport to the foundation and back to Phnom Penh.
- USD70 Per Person

- What resources are you preparing / taking? *(If applicable)*

- N/A

- Add the location of all your partner organisations to your map (above)

- Phnom Tamao Wildlife Rescue Centre, located around 40km south of Phnom Penh



# Flag 6 - Key Forms of Communication During Trip

## Important Notes:

- On arrival at your destination you must “check in” with your supervisor to let them know you have arrived safely. You must do the same when you return to Singapore.
- At least 1 person per group should have mobile access. Check your location has wifi coverage.
- If you buy local sim cards you must inform your supervisor for them to update IPAL
- Some students spend more on their phone bill than their PW! Remember to activate data roaming before you travel but turn it off when not needed.
- Make use of free wifi areas and free apps like Hangouts.

## Details:

- What are your group members phone numbers?

### Singaporean:

- Minayo: 85337151
- Rita: 90261746
- Albert: 91193276
- Bella: 91388078
- Prad: 98200045
- Shruti: 91733931

- Who will have roaming enabled?

- TBC

- Do you plan to buy local sim cards or use free wifi to communicate with your supervisor / ISOS / family etc?

- TBC

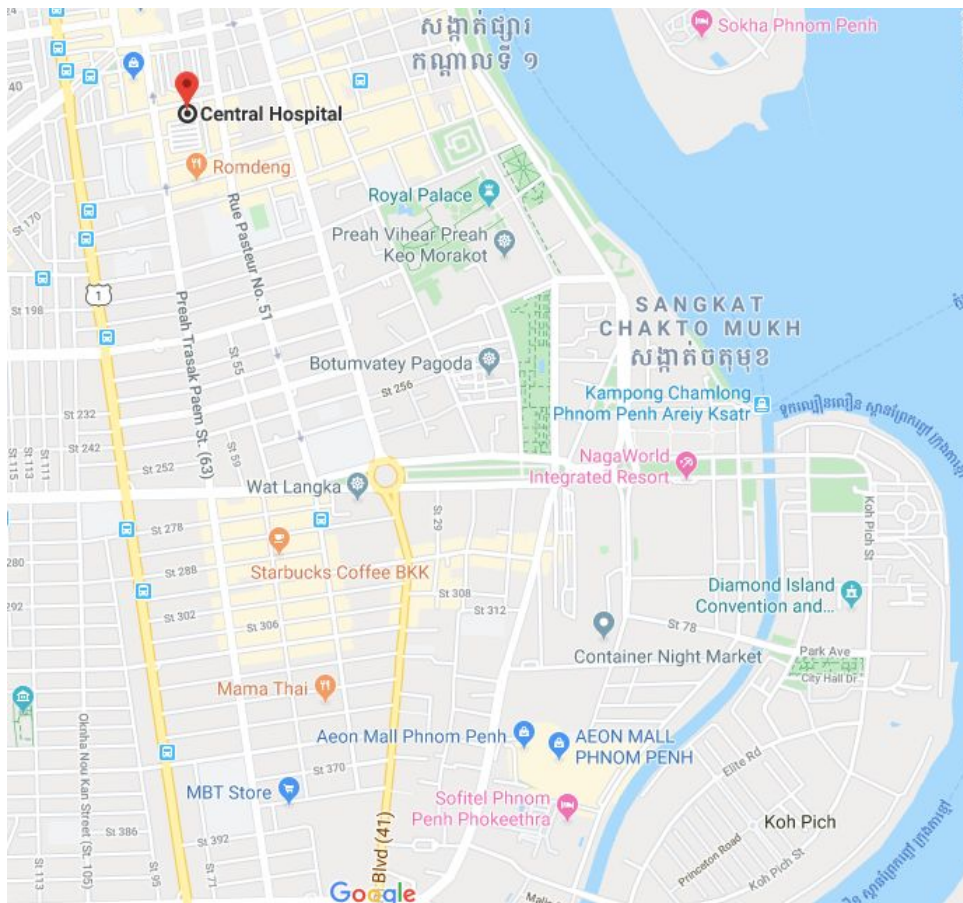
# Flag 7 - Location of Suitable Medical Facility (@ The Destination)

## Important Notes:

- In the event of any concerns, no matter how minor, you are encouraged to call the ISOS 24/7 phone number for your country. They will advise you on treatment and if you need to visit a clinic or hospital they can notify the medical facility. To keep costs down call their local branch and use WhatsApp or a landline.

## Details:

- What is the name of the nearest suitable hospital / 24hr clinic? (ISOS can advise you on this)
- **Central Hospital**
- What are the contact details? (phone number / address/ email / website)
- **TEL: (855) 23 214955 /23 214966**
- **email [info@central-hospital.com](mailto:info@central-hospital.com)**
- **language [www.central-hospital.com](http://www.central-hospital.com)**
- Locate it on your map



# Flag 8 - Local Adult Contact Information

## Important Notes:

- As soon as the group is ready with the plans for the upcoming project your supervisor will send a standardised email to the local contact notifying them that you will be travelling with the support of ISOS, the UWCSEA Duty Manager and your own travel insurance.

## Details:

- Who will be your contact person at the destination? *(this is usually someone at the project / organisation)*

**Primary Contact @ Free The Bears: Khuoy Pesei**

**Title: Awareness Communication and Education Team Manager**

- What are their contact details? *(address / phone numbers / email)*

**Email: [pesei@freethebears.org](mailto:pesei@freethebears.org)**

**Work Phone: +855 92434597**

**Personal Phone: +855 12354769**

**Address: #26, St 334, BKK1, Chamkarmon, Phnom Penh.**

# Flag 9 - Travel Insurance

## Important Notes:

- Students travelling overseas must purchase individual fully comprehensive travel insurance.
- You can book easily via school, who use Chubb. The policy offers higher coverage at a lower rate. To book your insurance you will need to use our Jotform.
- Family policies - double check that you are covered when not travelling with your family.

## Details:

- Who have you booked your travel insurance with? *(you can do this easily via school)*
- TBC
- How much did it cost? Flat fee \$26. Does not include your ISOS coverage.
- TBC

# Flag 10 - Risk Assessment

## Important Notes:

- You will meet your supervisor to discuss the possible risks and how to mitigate them.
- You will use the ISOS website for travel advice [ISOS 02AECM000011](#)
- You are encouraged to email or call ISOS with any questions or concerns you have before travelling.

## Details:

- Are you aware of the possible risks for your chosen CAS activities?
  - TBC
- Are you aware of the possible risks at your destination?
  - TBC
- What plans do you have to mitigate (reduce) these risks?
  - TBC

*Well done on gathering the information for the 10 flags. This is an excellent trip planning and is important for IPAL and your 5 Stages of CAS. Please check you have shared this document with everyone to allow them access to the key information quickly. If plans change you simply update this doc and ask your supervisor to update IPAL too. Thanks, Agi.*

# Budget

**Important Notes:** It is important to carry sufficient funds in a variety of forms. You are advised to have available at least one of the following within your group:

- Cash (check the ideal currency e.g. local or US\$)
- Credit Card (i.e. Visa/Mastercard) or Traveler's Cheques
- Reminder - you should not carry more cash than the country allowance permits

The estimated costs **PER PERSON** are:

<b>Flights / Train / Coach</b>	\$229
<b>Visas / Arrival Tax</b>	\$ 40
<b>Airport / Departure Taxes</b> (if applicable)	\$
<b>Insurance</b> (must be fully comprehensive)	\$ 26
<b>ISOS</b> (\$43 Per Person)	\$43
<b>Accommodation</b> (Costs should be approx S\$15-20 per person, per night)	\$ Total = 135 Per night cost \$ =
<b>Ground transport</b>	\$
<b>Food / Drink</b>	\$
<b>Free The Bears Programme</b> (USD70 Per Person)	\$400
<b>Action-based activities by Third Party Providers</b> (if applicable)	\$
<b>Any additional costs - entrance fees/ phone calls/ First Aid Kit</b>	\$
<b>TOTAL COST PER PERSON</b>	\$

NB: Only UWC Global Concern trips or Outdoor Education trips with approval should be allowed to exceed \$1000 to \$1200. If remaining in Singapore you do not need to buy insurance or pay for ISOS coverage. You will use your normal cover. Air-miles can be used but the actual value of the flight must be included in the budget.

**Emergency Money/ Contingency** (This is money you should bring back to Singapore if no difficulties arise. It is additional to the budget)

Type \_\_\_\_\_ Amount \$ \_\_\_\_\_

# Itinerary - Detailed Daily Schedule

ISOS should know your location / vicinity at any given time to help ensure your safety. Please include a detailed daily itinerary outlining your timings and plans/activities for all days spent at your destination. [Itinerary example](#)

## Day 0: Departure from Singapore

Saturday, 31st May, 2020

Duration	Time	Location	Event	Details
1h 25min	12:00	(SIN) Singapore Changi Airport Terminal 1	Meet and gather at the airport. Check-in baggage and departure.	
2h 15min	13:25	(SIN) Singapore Changi Airport Terminal 1	(Direct) Flight departs from Singapore for Phnom Penh.	Airlines: Jetstar
	14:40	Phnom Penh International Airport Terminal 1	Flight arrives in Phnom Penh.	Address: 12000 មហាវិថី សំរោងទ័ព, Phnom Penh, Cambodia  Location: 7 km (4.3 miles) west of the capital city of Phnom Penh
			Transport to hotel: One Up - Banana Hotel.	Address: Street 51 Corner 288 BKK1 Street 51 Corner 288 BKK1 Phnom Penh, 12302, Cambodia

## Day 1: Arrival to Phnom Penh, Cambodia

Monday, 1st June, 2020

Duration	Time	Location	Event	Details
-	8:00	J'adore Le Cafe / Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	Pick up for transport to the bear sanctuary.	
-	9:30	Phnom Tamao Wildlife Rescue Centre, located around 40km south of Phnom Penh	Arrival at bear sanctuary.	Participants should also bring closed footwear, sunscreen and suitable clothing for a day in the forest.
30min	9:30 - 10:00		Receive presentation induction.	
1h	10:00 - 11:00		Tour around bear sanctuary.	
30min	11:00 - 11:30		Making enrichment items for the bears.	
30min	11:30 - 12:00		Put out enrichment items in bear's enclosure.	
1h	12:00 - 13:00		Lunch break.	
1h 45min	13:00 - 14:45		Tour around Wildlife Rescue	

			Centre.	
45min	14:45 - 15:30		Help keepers with afternoon feed.	
-	15:30		Leave for Phnom Penh.	
-	17:00	J'adore Le Cafe / Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	Return to Phnom Penh to drop off point.	

## Day 2: Phnom Penh, Cambodia

Monday, 2nd June, 2020

Duration	Time	Location	Event	Details
-	8:00	J'adore Le Cafe / Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	Pick up for transport to the bear sanctuary.	
-	9:30	Phnom Tamao Wildlife Rescue Centre, located around 40km south of Phnom Penh	Arrival at bear sanctuary.	
1h 30min	9:30 - 11:00	Phnom Tamao Wildlife Rescue Centre, located around 40km south of Phnom Penh	Help keepers with morning cleaning.	Participants should also bring closed footwear, sunscreen and suitable clothing for a day in the forest.
15min	11:00 - 11:15		Break.	
1h 15min	11:15 - 12:30		Food preparation. (Preparing food for bears.)	
1h	12:30 - 13:30		Lunch break.	
1h`15min	13:30 - 14:45		Painting bear houses.	
45min	14:45 - 15:30		Help keepers with afternoon feed.	
-	15:30		Leave for Phnom Penh.	
-	17:00	J'adore Le Cafe / Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	Return to Phnom Penh to drop off point.	

## Day 3: Phnom Penh, Cambodia

Monday, 3rd June, 2020

Duration	Time	Location	Event	Details
-	8:00	J'adore Le Cafe /	Pick up for transport to the bear	



		Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	sanctuary.	
-	9:30	Phnom Tamao Wildlife Rescue Centre, located around 40km south of Phnom Penh	Arrival at bear sanctuary.	Participants should also bring closed footwear, sunscreen and suitable clothing for a day in the forest.
1h 30min	9:30 - 11:00		Help keepers with morning cleaning.	
15min	11:00 - 11:15		Break.	
45min	11:15 - 12:00		Food preparation. (Preparing food for bears.)	
1h	12:00 - 13:00		Lunch break.	
1h 45min	13:00 - 14:45		Making hammock for the bears.	
45min	14:45 - 15:30		Help keepers with afternoon feed.	
-	15:30		Leave for Phnom Penh.	
-	17:00	J'adore Le Cafe / Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	Return to Phnom Penh to drop off point.	

#### Day 4: Phnom Penh, Cambodia

Monday, 4rth June, 2020

Duration	Time	Location	Event	Details
-	8:00	J'adore Le Cafe / Joma Cafe Bkk1, located on Norodm Blvd, Corner of Street 294	Pick up for transport to the bear sanctuary.	
-	9:30	Phnom Tamao Wildlife Rescue Centre, located around 40km south of Phnom Penh	Arrival at bear sanctuary.	Participants should also bring closed footwear, sunscreen and suitable clothing for a day in the forest.
1h 30min	9:30 - 11:00		Continuing to make hammocks for the bears.	
15min	11:00 - 11:15		Break.	
45min	11:15 - 12:00		Finishing with the making of the hammocks for the bears.	
1h	12:00 - 13:00		Lunch break.	
2h 30min	13:00 - 15:30		Enclosure maintenance. (Building of bamboo fence.)	
-	15:30		Leave for Phnom Penh.	
-	17:00	J'adore Le Cafe / Joma Cafe Bkk1,	Return to Phnom Penh to drop off point.	

		located on Norodm Blvd, Corner of Street 294		

## Day 5: Return to Singapore

Monday, 5th June, 2020

Duration	Time	Location	Event	Details
			Check out of hotel: One Up - Banana Hotel.	
			Transport to Phnom Penh International Airport (Terminal 1).	
1h 25min	14:00	Phnom Penh International Airport Terminal 1	Meet and gather at the airport. Check-in baggage and departure.	Address: 12000 មហាវិថី សហព័ន្ធរុស្ស៊ី, Phnom Penh, Cambodia  Location: 7 km (4.3 miles) west of the capital city of Phnom Penh
2h	15:25	Phnom Penh International Airport Terminal 1	(Direct) Flight departs from Phnom Penh to Singapore.	Airlines: Jetstar
	18:25	(SIN) Singapore Changi Airport Terminal 1	Flight arrives in Singapore..	

Include these details:

Breakfast  
 Travel time  
 Morning activity  
 Lunch  
 Afternoon activity  
 Travel time  
 Dinner  
 Reflection/ Briefing for next day/ Media

# Additional Flag

For 'Adventurous' groups using Third Party Provider (TPP)

- What is the name of your Adventure company?
- What are their contact details? (address / phone numbers / email / website)

## Research / Extra Information:

(Please use this section for details not required for the flags above!)