



**The Kellermann Foundation**  
Providing hope and health in Uganda

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**Healthcare Volunteer Checklist**

<b>NOW</b>	<ul style="list-style-type: none"><li>● Email Volunteer Application to: <b>bchvolunteering@gmail.com</b> <b>volunteer@kellermannfoundation.org</b></li><li>● Contact Guest House Manager at <b>managerguesthouse2@gmail.com</b></li><li>● Obtain or renew passport. Expiration date of passport must be at least 6 months after return date of trip.</li></ul>
<b>4 MONTHS OUT</b>	<ul style="list-style-type: none"><li>● Purchase airline tickets and travel insurance.</li><li>● Arrange in-country travel and/or accommodations. We can help with logistics.</li></ul>
<b>3 MONTHS OUT</b>	<ul style="list-style-type: none"><li>● Obtain immunizations and prescriptions.</li><li>● Register with State Department at <a href="https://step.state.gov/step/">https://step.state.gov/step/</a></li></ul>
<b>2 MONTHS OUT</b>	<ul style="list-style-type: none"><li>● Provide the following items using the <b>File Upload link</b> at <a href="http://www.kellermannfoundation.org/medical-volunteers">www.kellermannfoundation.org/medical-volunteers</a><ul style="list-style-type: none"><li>○ Passport</li><li>○ Yellow fever immunization</li><li>○ Airline ticket and itinerary</li></ul></li></ul>
<b>1 MONTH OUT</b>	<ul style="list-style-type: none"><li>● Apply for tourist visa at <a href="https://visas.immigration.go.ug">https://visas.immigration.go.ug</a></li><li>● Pay BCH Supervisory fee (required before arrival) using the <b>Payments link</b> at: <a href="http://www.kellermannfoundation.org/trip-payments">www.kellermannfoundation.org/trip-payments</a></li></ul>
<b>FINAL MONTH</b>	<ul style="list-style-type: none"><li>● Notify your financial institutions regarding travel.</li><li>● Pack and begin Anti-Malarial</li><li>● KF will be mailing two kindles (5" x 7") for you to deliver to Barnabas Oyesiga at BCH. Delivery instructions will be included.</li></ul>

BCH charges a supervisory fee of \$150 for a two-week rotation / \$300 for monthly rotation  
Sending institutions can pay:

- ❖ Via check to The Kellermann Foundation / PO Box 832809 / Richardson TX 75083. Please write "supervisor fee-student name" on the memo line.
- ❖ Online: <https://www.kellermannfoundation.org/trip-payments> Please write "supervisory fee-student name: in the comment section and include the credit card processing fee when prompted