

PREPARING**for**SERVICE

Summer Sessions

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AcademicInformation

orientation

All first-time faculty to LCC International University will receive a brief orientation. This will include all the basics of getting around town, buying groceries, eating in restaurants, using local transportation, a tour of the university, a tutorial on how to use the photocopier and other equipment, and an introduction to the relevant academic policies and procedures for the summer sessions.

final course confirmation

Student registration for university summer session courses will occur in February. After these numbers have been tabulated, we will know whether there will be enough students to run each of the summer session courses. Although we attempt to test student demand before posting summer courses, it is always difficult to predict exactly how students will respond. From time to time we do have to cancel summer courses due to low enrolments. We will be in touch with you regarding the registration numbers for your particular course as soon as the information is available. We ask that you do not make final confirmation on your flights until this information is confirmed.

syllabi

If your course has been taught at LCC before, syllabi from previous semesters are available to give you an example of expected course content. If you have not received a syllabus for your course and would like one, please contact the department chair at LCC responsible for your course (information follows in the 'textbooks' section).

textbooks

LCC's procedures for textbooks are different than most North American institutions in that the university purchases texts on behalf of students. Textbooks then become part of the library holdings and are used for a number of years for a particular course. If the course you will be teaching has been offered before, it is likely that LCC already has textbook holdings for your course. This information is available from the department chair responsible for your particular course, or may be noted on a course syllabus from a previous term. If new textbooks are necessary, you should consult with the department chair to have the text approved and decide on the number of copies. Textbook budgets at LCC are quite limited and students often share textbooks. Some of you are likely already in dialogue about these items. If you would like further information, see the contacts below:

Business:	Marlene Wall	mwall@lcc.lt
English	Geri Henderson	ghenderson@lcc.lt
General Studies	Marlene Wall	mwall@lcc.lt
Conflict Studies	Giedre Gadeikyte	ggadeikyte@lcc.lt
Psychology	David Skeen	dskeen@lcc.lt
Sociology	Marlene Wall	mwall@lcc.lt
Theology	Jane Holslag	jholslag@lcc.lt

TravelArrangements

general information

You will be able to make your own travel arrangements to Lithuania by contacting one of LCC's travel agencies. This will allow you to work directly with the travel agent in order to see various itinerary and airline options. Virtually all staff fly into Vilnius (VNO), Lithuania's capital. Vilnius is approximately a four hour drive from Klaipeda, the city where the university is located. From time to time individuals are able to fly into Palanga (PLQ), which is only a 30 minute drive from Klaipeda. Flights into Palanga are usually more expensive with fewer flights arriving from Western Europe.

travel booking procedure

LCC partners with three travel agencies who are experts in European travel, including Lithuania. They are also familiar with LCC's programs and the travel needs of its North American volunteers. You will find more information below about our travel agents and their contact information.

1. Contact one of our travel agents, identify yourself as being from LCC and indicate to the agent what your departure city will be as well as your travel dates.
2. The travel agent will search for an itinerary that matches your needs as well as the date requirements.
3. Once you have confirmed with the travel agent that you are happy with the itinerary, you or the travel agent will email the itinerary to LCC for final confirmation.
4. The travel agent will then book the itinerary and arrange to have the tickets forwarded to you.

As you are arranging your flight, copy your emails to the Susan Clark at LCC (opportunities@lcc.lt). Susan coordinates all of the arrivals and departures of expatriates and needs to be kept informed of all travel plans. Please continue to copy her on all your correspondence with the travel agencies. All flight arrangements must be approved by Susan before you confirm and pay for your flight.

lcc's travel agencies

MENNO TRAVEL - Abbotsford, BC

Menno Travel can access "missionary fare" tickets for individuals departing from anywhere in North America. Common carriers used include Air Canada, British Airways, KLM, Air France, Sabena, among others. Irene Adkin, LCC's contact person, will be happy to help you with your travel arrangements to and from Lithuania as well as any personal travel you may have. You may also want to look at Menno Travel's website which has helpful travel information about passports, weather conditions, airports, etc.

Contact Person: Irene Adkin
Email: irene@mennotvl.com
Phone: 1-800-667-5559

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Website: www.mennotvl.com
MENNO TRAVEL SERVICE OF MINNESOTA - Minneapolis, MN

This Menno Travel agency is a separate company from the one in Abbotsford, BC (They are in no way related to each other.) Like the other travel agencies, they can offer "missionary fare" tickets for faculty and staff who are traveling to Lithuania on behalf of an LCC assignment.

Contact Person: Anyone at Menno Travel Service
Email: menno@mennotravel-service.com
Phone: 1-800-635-2032
Website: www.mennotravel-service.com

SIAMA MISSIONARY TRAVEL AGENCY - Leiden, The Netherlands

SIAMA is a special agency that only books missionary travel. Because of their focus, they have received special status with many of the world's major airlines. You will experience the following benefits by booking through SIAMA:

- Discounted, missionary fares which are usually lower fares that you would be able to access with other travel agents
- Free stopovers
- One way tickets often at 50% of the cost of round trip tickets
- Free date changes with some airlines after tickets have been issued

SIAMA is located in the Netherlands, making communication a little more difficult than a North American travel agent. If you are interested in using SIAMA to book your travel refer to the Appendix 1 for more details. Please note that this agency is often slower to respond, so give yourself plenty of time if you plan to book through them or shop prices.

faq's - travel

What are my arrival and departure dates?

Your arrival and departure dates depend on the month of your assignment at LCC. All faculty are required to attend orientation which happens the day after the arrival date listed below. This will allow you to have time to acquaint yourself with the country, city and university. This will make your transition into the classroom much easier. Summer session dates for 2009 are:

May Session - Arrive May 7, Depart May 30
June Session - Arrive June 4, Depart June 28
July Session - Arrive July 2, Depart July 26

How will I get from the airport in Vilnius to Klaipeda?

LCC has arranged for a special shuttle service at the Vilnius Airport. Staff from the shuttle service will be waiting for you at the airport, transfer your luggage to one of their cars, drive you to the bus station in the center of Vilnius, help you to buy your bus ticket, and assist you onto the bus to Klaipeda. You will then be met by an LCC staff person at the bus station in Klaipeda.

If there are many LCC faculty arriving on the same day, the university will rent a van or bus and transport everyone together to Klaipeda. A few weeks prior to your departure, we will inform you of further details relating to your arrival and transportation to Klaipeda.

When should travel arrangements be made?

Travel arrangements should be made as soon as your assignment at LCC is confirmed. Flights to Europe fill quickly, especially during the summer. At a minimum, travel should be confirmed two months before departure. This will ensure that you have access to discounted fares and flights on the days you need to fly. However, we recommend that you do not confirm your ticket until after you have received final confirmation that your course will run (see the Academic Information section for more details).

How is my travel paid for?

There are two options for payment. Please notify the Charity Office of the option that you choose. LCC operates charities both in the US and Canada that are capable of issuing official receipts for tax purposes for American and Canadian contributions. You will receive a tax-deductible receipt for either option. (Charity Office contact information is available further on in this document.)

1. If you pay by personal credit card, you will need to send the ticket receipt and a check for the full amount of the ticket cost to the charity office. Then, the charity office will send you a receipt, as well as a reimbursement.
2. If you want the payment to be made by LCC through the charity office, you need to send the ticket invoice and a check for the full amount of the ticket to the charity office. You must do this at the time you confirm the booking in order for the charity to have the funds to pay for your tickets. The charity will then issue a receipt to you for the contribution for the travel.

What if I want to travel before or after my assignment at LCC?

Our travel agents are able to access tickets that allow for free stopovers in Europe on your way to or from Lithuania. You can then arrange your own personal travel from this city. Unfortunately you are not able to choose the stopover city as this will be determined by the airline from which the travel agent is able to receive the lowest fare. It will, however, be a major European city such as London, Frankfurt, Amsterdam, etc.

The travel agent you choose will be happy to make any personal travel arrangements for you as well. The agent will bill you directly for your personal travel.

Sometimes LCC staff are curious as to why they cannot adjust their travel arrangements to Lithuania in order to fit better with their personal travel plans. In order for your travel to be tax receiptable, it must be a direct route to and from Lithuania. For this reason, any personal travel may only be coordinated from a free stopover, with any additional costs resulting from this being billed to you.

What if I want to use my own travel agent?

We prefer that you use one of LCC's travel agents because they are familiar with LCC and with travel to Lithuania. However, if for some reason, you prefer another agent we can accommodate this. Please note the following procedures for using your own agent:

- In order to receive the tax receipt, travel to and from Lithuania must be a direct routing. Any personal travel may only be arranged from a stopover city.
- We must approve the itinerary before you make final confirmation of the ticket. Itinerary should be sent to Susan Clark at opportunities@lcc.lt.
- You will need to pay for the travel yourself and then arrange to be reimbursed by the charity office. Please forward your receipt to the Charity Office.

What if I want to fly on points?

It is possible for you to use mileage or points that you have earned from previous travel. Contact your airline rewards office to book your ticket according to the appropriate dates listed above. Unfortunately you are not able to receive a tax receipt for airline points used for this purpose.

Who makes arrangements for any mandatory overnights enroute to or from Lithuania?

You will be responsible for making your own hotel arrangements with your travel agent. Hotel costs for mandatory overnights en route are not always included with discounted airline tickets. Your travel agent can help make arrangements for a mandatory overnight at the same time you book your tickets. Individuals who choose to make their own arrangements often stay at hostels, which tend to be less expensive than hotels but often involve sharing a room with others.

You will need to pay the cost of your overnight accommodation yourself. If you would like to receive a tax receipt for this cost, forward the receipt to the charity office for reimbursement, along with a donation for the same amount. We will issue a tax receipt for the donation and reimburse the expense.

When will I receive my tickets?

Your tickets will be sent to you approximately 10 days prior to your departure. The travel agent will request your address, if they have not already done so, and send them directly to your home. If you do not receive your ticket within 10 days of departure, contact your travel agent to confirm when you will receive it.

passports and visas

A valid passport is required for travel internationally. Be sure that your passport is valid for at least 6 months after your travel is complete. If you do not currently have a valid passport, you will want to apply immediately. Passport processing in Canada usually takes approximately 10 business days plus mailing time, if necessary. US passports can take up to 2 months.

Canadian and US citizens do not require visas for entry into Lithuania or the Schengen area as long as their stay is less than 90 days. If you plan to do any other traveling in the region you will want to check the visa requirements for the country. Entrance to Russia, Belarus, and Kaliningrad require a visa, regardless of citizenship. For more information about the Schengen Agreement, go to http://en.wikipedia.org/wiki/Schengen_Agreement.

medical insurance

If your current health care policy does not cover you internationally you will likely want to purchase a travel insurance policy for the time you are away. The 'Living in Lithuania' summer handbook has further details about medical care available in Lithuania.

Migration authorities require a proof of medical insurance in order to enter Lithuania. Please carry a document or card verifying your medical coverage, in the event that you are asked for proof of customs upon arrival in Lithuania.

accompanying spouses and children

We have had a number of faculty bring their spouse and/or children to LCC. We encourage you to bring family members with you to share in the experience. Please let us know as soon as possible if you plan to do this so we are able to make the necessary preparations. It is possible that a housing surcharge may result if different accommodations are required. See the “faq’s – finances” section for details about family program fees.

Financial Information

general information

There are no additional fees for teachers coming to teach during the summer at LCC. Teachers pay for their flight, food and local incidental costs. LCC will provide housing in one of our student dormitories, office space, teaching supplies and transportation to and from the airport .

faq’s – finances

The following are commonly asked questions and answers about financial arrangements for Summer Sessions.

How do I know what my total costs are for the summer?

The total cost for LCC Summer Sessions includes the cost of travel, plus up to \$400 USD for food and incidentals.

What is the fee for my spouse and/or children?

Spouses that do not have an assignment at LCC pay a housing surcharge. However, this would not be tax deductible since the spouse does not have an assignment at LCC.

In terms of children, if housing arrangements do not require additional money because of the child being there, and both of the parent's housing amounts cover the housing, there are no additional fees associated with bringing a child. If however, you need a larger apartment because of a child, there will be an additional housing fee. We will work with HR to determine this additional fee.

Please talk with the Susan Clark about your specific family situation and we will determine your fee.

What portion of my total costs are eligible for a tax receipt?

Travel costs for each participant with an assignment at LCC are eligible for a tax receipt. This assumes that your travel itinerary falls within the guidelines outlined in the 'travel' section earlier. In addition, up to \$400 USD of your food and living expenses are tax deductible as well. In order to receive a tax receipt for food/living expenses, you must deposit that amount with the Canadian or US Charity Office prior to arrival in Lithuania.

Upon your arrival in Lithuania, the charity will deposit your contribution for food and incidentals (up to \$400 USD) into your personal bank account.

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In order for us to make deposits directly to your bank account, we will need to receive your bank and account information. We ask that you fax, or scan and email us a check marked 'void' for the account to which you would like us to make the deposits. All the banking information that we need will be included on the check. We will also need to receive your SIN/SSN number in order to set up the deposit. Fax or email a copy of your voided check to the charity offices. Please note the contact information for both charities below:

US Charity	Fax	703.842.8064	email	uscharity@lcc.lt
Canadian charity:	Fax	801.409.6328	email	accounting@lccbc.org

Additional costs for spouses and/or children may or may not be tax deductible. Tax receipts may only be issued for costs associated with persons who are participating in LCC's programs. Contact LCC if your spouse is interested in a service opportunity while you are teaching. Your spouse's participation in this way would make it possible for their travel and extra housing costs to be tax deductible as well. If both spouses are participating in LCC's programs, costs for accompanying children are considered to be tax deductible.

To whom should the checks be payable?

Both Canadian and US checks should be made payable to: LCC International Fund, Inc.

CANADIAN CHECKS SHOULD BE SENT TO:

LCC International Fund Inc.
PO Box 2142
Abbotsford, BC V2T 3X8

US CHECKS SHOULD BE SENT TO:

LCC International Fund Inc.
39 Southgate Court, Suite 202
Harrisonburg, VA 22801

We request that all checks be accompanied by a note identifying what the donation is for. For example - "Kate Smith's summer airfare and food allowance". This will help us ensure that funds sent towards your expenses are credited to the appropriate place. Your flight costs are due at the time that you confirm the ticket with the travel agent since LCC needs to pay the travel agent at the time of ticketing. The \$400 USD for food and incidentals should be sent to the charity office at least 45 days prior to your departure.

In the past, some participants have had donors send funds directly to the charity offices. Others have collected checks from donors themselves and then forwarded as a batch. Use the method most convenient to you.

Will I be updated on donations that have been sent towards my summer costs?

Yes, if you are fundraising rather than paying your summer costs yourself, LCC will send you updates containing donor information and the total amount received. This will not only allow you to track your fundraising progress, but will also give you the information necessary to send a personal note of thanks to each donor.

Fundraising updates will be sent out to you prior to your departure.

What options are there for my supporter to give to me?

Please visit the website at <http://www.lcc.lt/partners/giving.html> for all options.

OPTION 1: SET UP A PRE-AUTHORIZED GIVING PLAN

Automatic monthly transactions can also be set up to transfer money directly from your or your supporter's bank account. This is the preferred giving plan.

OPTION 2: GIVE ONLINE

There is also an option to use our online giving system. Your online gifts are made by credit card (Visa/MasterCard) and processed by the charities. Your tax receipts arrive via mail.

PersonalFinancialManagement

There are a number of personal financial issues you will want to consider prior to your departure to Lithuania. This information is broken down into two categories:

- 1. Banking Arrangements**
- 2. FAQ's – Banking**

The information below will give you some preparation suggestions.

banking arrangements

Bring at least two ATM (debit) cards with you to withdraw cash from your account.

Accessing funds in Lithuania from your bank account at home is easily done via an ATM card (debit card). There are many ATMs that will accept your cards. The majority of Lithuanian ATMs accept ATM cards that operate on the Cirrus system, and some ATMs are also beginning to accept cards based on the Plus system. You can check the back of your ATM card to see which system yours operates on. ATMs also accept cash withdrawals from a Visa or MasterCard. This is not the best option as most credit card companies charge interest immediately on cash withdrawals. You may be able to avoid this charge by 'front loading' your card with cash prior to making a withdrawal. This means that you would transfer cash onto your Visa or MasterCard so that you have a credit balance that you can then withdraw without interest. It is advisable to contact your credit card company prior to leaving North America to confirm their policy.

It is important that you have two ATM cards available to you to withdraw cash. You may find that from time to time one of your cards may be rejected. This usually happens because the technology is malfunctioning, not because there is a problem with your card or your account. Most banks also place a limit on the amount of cash that you can withdraw in a day. Contact your bank to find out what your limit is. They may also be able to change this limit at your request. In such a case, it is helpful to have another card available to you. Many expatriates use their ATM card on a regular basis but use a Visa or MasterCard as a back up. It is usually wise to also carry a small amount of cash with you in the case that you are in a situation where neither of your cards work.

faq's – banking arrangements

Will I have 24-hour access to an ATM?

Although ATMs are available 24 hours a day in Lithuania, many staff have found that during certain hours of the day they cannot withdraw funds from their account. This typically occurs between the hours of 12:00pm and 4:00pm. This is because it is the middle of the night in North America and the systems are offline for the purposes of updating. You may want to keep this in mind if you need to make cash withdrawals during the day.

What language will ATM information and instructions be in?

When traveling internationally, you will find that upon inserting your card the first prompt you will have is to choose a language. In Europe, there are usually at least four language choices, one of which will always be English.

When I withdraw cash from an ATM, what currency will it be in?

The currency you receive from an ATM will always be the currency of the country you are in. If you want another currency, you will usually have to withdraw funds in the local currency and then go to currency exchange to obtain the currency that you want. The exception to this is US dollars. You are able to withdraw US dollars from a few ATM machines in Klaipeda, and you are often able to do this at a bank. For more information, ask the HR Office once you get to LCC.

Will there be a limit to the amount of cash I am able to withdraw from an ATM?

Your bank at home sets your cash withdrawal limits. Limits are usually both daily and weekly. You will want to confirm these amounts and determine if they need adjustment. For example, if you think you may need to withdraw a large amount on the same day or in the same week, you will want to ensure that the amount does not exceed the limits on your cards.

You may also find it useful to contact your credit card company before leaving North America to advise them that you will be traveling. It is helpful to give them your North American departure and return dates, as well as a general idea of the countries you will be visiting so that your credit card will not be denied when you use it outside of your normal spending locations.

What type of fees can I expect for using my bank cards internationally?

Before leaving North America, you will want to find out from your bank what service fees you can expect, as this will affect some of your banking habits. In particular, you will want to determine what fee is charged for international cash withdrawals. You may also want to research how your bank determines its exchange rates on international charges to your credit card.

Appendix1

making travel arrangements with siama

All LCC faculty and staff have the opportunity to book through SIAMA World Mission Travel agency. SIAMA is an agency that only books missionary travel. Because of their focus, they have received special status with many of the world's major airlines.

SIAMA is located in the Netherlands making communication a little more difficult than a North American travel agent. However, the benefits are usually worth the extra effort. Here are a few items to note when booking with SIAMA:

- All individuals booking with SIAMA must be members and have a missionary status. LCC has a group membership with SIAMA which qualifies all LCC faculty and staff.
- SIAMA only sells discounted tickets. This means that you MUST book early as space is limited. If SIAMA does not have space available, it does not mean that there are no seats left on the flight. You may be able to secure a seat with another travel agency. SIAMA, however, cannot access these higher priced seats.
- SIAMA has missionary contracts only with major world airlines. Because of this, they are not always able to access local tickets that will take you from a smaller North American city to a major departure city. You may have to purchase these connecting flights locally.

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- Because of the difference in time zones and the high cost of international phone calls, SIAMA prefers that all correspondence between themselves and passengers be done by email.

SIAMA CONTACT PERSON

We work with all SIAMA representatives to help arrange flights. You can contact a representative at one of the following email addresses. When you send the email, put "MS2A" in the subject line and it will go directly to our assigned representative.

siama@siama.antenna.nl

membersupport@siama.nl

FIRST REQUEST

The first step in booking travel with SIAMA is to request a provisional booking. A provisional booking is a guaranteed reservation that allows SIAMA to put your name into their system and reserve space for you on your requested flight.

When making your first email request to SIAMA for a provisional booking, you should be sure to include the following information:

1. Indicate that you are with LCC International University. This allows you to access their services through LCC's group membership.
2. Give your full name (as it appears on your passport), address and phone number.
3. The full names (as it appears on passports) of any other passengers (spouse and/or children) for which you are also requesting a booking.
4. If your booking request includes children, please include the age of each child. Your child's age will determine the ticket price.
5. Indicate your departure and arrival cities.
6. The dates you would like to travel. The arrival and departure dates for your particular assignment are included in other information you have received from LCC. If you are not sure what your arrival and departure dates are, please email your LCC recruitment representative.
7. Indicate your airline preference, if you have one. SIAMA has access to most of the major world airlines however they are not always able to find available space. They will do their best to use your preferred airline, but if this is not possible they will make a provisional booking for you on another airline.
8. If you are only requesting a one way ticket, please indicate this clearly in your email.
9. Send your email to one of the email addresses as mentioned above. Also copy your email to the Susan Clark at LCC (opportunities@lcc.lt). Susan coordinates all of the arrivals and departures of expatriates and needs to be kept informed of all travel plans. Please continue to copy her on all your correspondence with SIAMA.

SIAMA is a very busy office, receiving hundreds of email requests each day. Because of this, you may not hear from them immediately, however they do guarantee that they will respond to you within four days of your initial request.

MAKING CHANGES

SIAMA will respond to your email with a provisional booking if there is space available on the dates you requested. If the dates you requested are not available, they will send you an itinerary with the closest dates to those which you provided them. In this case, they will choose dates earlier than your requested departure date to Lithuania, and will choose dates that are later than the date you give them for your departure from Lithuania. This is to ensure that you do not arrive at LCC later than your assignment start date, nor will you leave earlier than your assignment end date.

SIAMA will send you a reservation number with their provisional booking. You should quote this number in all future correspondence with them.

If you are not happy with the provisional booking they have emailed you, respond to them with your questions and requests until you are satisfied.

FLIGHT CONFIRMATION

Once you are happy with your itinerary, you can indicate by email that you would like to confirm the reservation. You must have the itinerary approved by the Expatriate Recruitment Director before confirming the flight.

You are still able to make free changes to your itinerary after confirming the reservation, as long as SIAMA has not yet issued the tickets. If tickets have already been issued, you are allowed to change it free of charge.

CANCELLATION

If you need to cancel your flight and the tickets have not yet been issued, there is no fee. If the tickets have already been issued you will be charged a fee of 50 EUR by SIAMA, plus an additional fee may be charged depending on the airline.

TICKET PAYMENTS

Please refer to the “How is my travel paid for?” question in the “FAQ’s – Travel” section.

RECEIVING YOUR TICKETS

Your tickets will be sent to you approximately 10 days prior to your departure. The courier cost is added to the cost of your ticket. SIAMA will send you an email indicating that the tickets have been sent, along with the DHL (courier service) tracking number. You will be able to track your ticket package on the DHL website (www.DHL.com) using this information.