**LVC National Orientation 2017-18**

**Beginning of Year (BOY)**

**Travel Instructions**

**Please read all the information on this instruction sheet before you make your travel arrangements to LVC’s National Orientation at the Lutheran School of Theology in Chicago from August 5-9, 2017.**

**Questions - contact** Drea Mast: [operations@lutheranvolunteercorps.org](mailto:operations@lutheranvolunteercorps.org), (202) 387-3222 x221

**Travel Reimbursement**

Although LVC will reimburse you for your Beginning of Year (BOY) travel (up to a certain “Travel Cap” per region) from your US depature city to National Orientation, **you are responsible for making your own travel arrangements to National Orientation**. LVC will coordinate your transportation directly from National Orientation to your LVC city (most Volunteers will fly from National Orientation to their LVC city, though some might drive).

LVC will not reimburse you for extended travel before arriving at National Orientation or for travel arrangements you make to your LVC city if those include extended travel. Examples of extended travel include, but are not limited to:

* Traveling back home after National Orientation to pick-up your belongings before going to your LVC City
* Attending a wedding, family reunion, etc.
* Visiting family and friends prior to arriving at National Orientation
* Driving to your LVC City from National Orientation (unless your Placement requires a car or you are carpooling with other Volunteers to your LVC City)

**In order to receive your BOY travel reimbursement, you must submit the BOY Travel Reimbursement Form and appropriate receipts by the time you get to National Orientation on August 5, 2017**. BOY and End of Year (EOY) travel reimbursements will be sent to you as one check at the end of October 2018. Reimbursements are dependent upon your successful completion of the LVC program.

**Arranging Travel to National Orientation**

**Please confirm travel arrangements no later than June 15 via our BOY Travel Arrangements Form (located on LVC’s website:** [**http://lutheranvolunteercorps.org/current-volunteers/**](http://lutheranvolunteercorps.org/current-volunteers/)**).**

**Location of National Orientatino:**

The Lutheran School of Theology at Chicago (LSTC)

1100 E 55th Street

Chicago, IL 60615

**Registration**: Registration begins at **1:00 PM on Saturday, August 5, 2017**. Please arrive at LSTC’s campus **no later than 3:30 PM** in order to complete registration in time for evening activities. Please email Drea Mast ([operations@lutheranvolunteercorps.org](mailto:operations@lutheranvolunteercorps.org)) and Erika Dornfeld ([midwest.chi.mil@lutheranvolunteercorps.org](mailto:midwest.chi.mil@lutheranvolunteercorps.org)) no later than June 15th if you are unable to arrive by 3:30 PM. If you arrive before 1:00 PM, there are restaurants for lunch and spaces on the LSTC campus where you can comfortably wait until registration beings in the LSTC lobby/refectory.

**Flights:** You should arrive at Chicago's Midway Airport (MDW). When searching for flights we have found that often the following airlines offer some very inexpensive options: Airtran, Southwest, and Frontier. It is best to visit the airline websites directly as their offers might not come up in general searches through Expedia or Kayak. If you fly into Chicago O’Hare (ORD), you will need to find your own transportation to LSTC.

LVC will provide you with instructions for transportation (shuttle schedule) to LSTC from the Midway Airport for Saturday, August 5 based on flight schedules.

**Bus/Train:** Greyhound, Boltbus, Megabus and Amtrak also provide service to Chicago, IL.

• All modes of transportation are accessible by public transportation to LSTC. Please refer to the Chicago Transit Authority website for detailed information and for the Trip Planner at [www.transitchicago.com](http://www.transitchicago.com)

• LVC will not provide shuttle service from the bus or train terminal.

• While traveling via bus or train allows you to bring additional luggage than traveling by plane, please keep in mind if you are flying to your LVC city from National Orientation **LVC will only cover the cost of one checked piece of luggage** that does not exceed the standard weight requirements issued by major airlines (50 lbs). You will be responsible for the cost of shipping other luggage to your LVC City, which is not reimbursable under the Travel Cap.

**Travel Caps**

LVC has a “Travel Cap” for travel reimbursements. The Travel Cap is the **maximum amount** you will be reimbursed for your BOY travel. The Travel Cap may include baggage fees for **one checked bag, to National Orientation,** that does not exceed the standard weight requirements issued by major airlines, as long as the total amount stays within the designated Travel Cap. **If you spend more than the Travel Cap, LVC will only reimburse you up to the limits described below.** You will receive details about End of the Year Travel Arrangements and Travel Cap during the summer 2018.

**You will not be reimbursed for food or lodging during your travel to National Orientation or for shipping costs.** Information on how to ship items to your LVC City will be shared with you in June.

LVC receives funding from the Placements to cover BOY and EOY travel. By saving money on your travel costs, you are helping to keep costs down for the Placements. *Please travel simply and sustainably.*

|  |  |  |
| --- | --- | --- |
| **LVC City** | **Destination** | **Travel Cap** |
| East Region (CT, DC, DE, GA, FL, KY, MA, MD, ME, NC, NH, NJ, NY, OH, PA, RI, SC, VA, VT, WV) | The Lutheran School of Theology at Chicago Chicago, Illinois | **$350** |
| Midwest Region (AL, AR, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, OK, SD, TN, WI) | The Lutheran School of Theology at Chicago Chicago, Illinois | **$200** |
| West Region\* (AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, TX, UT, WA, WY) | The Lutheran School of Theology at Chicago Chicago, Illinois | **$425** |

**\* Hawaii, Alaska, and International Travel** is negotiated individually. If arriving from any of these locations, please contact Drea Mast at [operations@lutheranvolunteercorps.org](mailto:operations@lutheranvolunteercorps.org) or at 202-387-3222 **before making your travel arrangements**.

**Driving to National Orientation**

LVC will reimburse travel by car at the rate of $0.24 per mile (the IRS rate for *moving*) and tolls (**you must provide toll receipts for reimbursement**) up to the Travel Cap. In addition, you must submit a detailed route map showing the start and end locations for your travel to verify the mileage. **Please note**, you are not reimbursed for gas separately, it is included in the IRS mileage reimbursement rate.

If your Placement requires the use of a car or you have received prior authorization to bring your car to your LVC City, and are driving to National Orientation and then directly to your LVC City, please track your mileage for the *entire trip. Then* submit the BOY Travel Reimbursement form after you arrive to your LVC city (**but no later than September 15, 2017.**)

**IF YOU ARE DRIVING AND ABLE TO CARPOOL, please consider driving with other volunteers in your area. Carpooling saves money!** If you have room for an extra passenger or would like to find a carpool ride to National Orientation, LVC will help you make connections with other volunteers. **Please indicate your carpool preference as indicated on the BOY Travel Arrangements Form**. If you have any questions regarding carpooling please contact Drea Mast at the LVC National Office at [operations@lutheranvolunteercorps.org](mailto:operations@lutheranvolunteercorps.org) or at 202-387-3222 no later than June 15, 2017 **if you are driving and can carpool or if you would like to carpool with a driver.**

**Travel to Your LVC City (Arranged by LVC)**

LVC will make the travel arrangements to your LVC City, unless you are authorized to drive. All Volunteers will leave directly from National Orientation to their LVC City on Wednesday, August 9, sometime after the closing ceremony at 12:00 noon. A shuttle bus will be provided to take you to the airport based on your flight departure. For those flying from National Orientation to their LVC city, **LVC will cover the cost of one checked piece of luggage** that does not exceed the standard weight requirements issued by major airlines. You will submit the receipt along with all your other BOY travel receipts, to be reimbursed in October 2018.

If your Placement requires the use of a car or you have received prior authorization to bring your car to your LVC City and plan to drive to your LVC City, consider **driving with other volunteers in your area. Please indicate your carpool preference as indicated on the BOY Travel Arrangement Form**. If you have any questions regarding carpooling please contact Drea Mast at the LVC National Office at [operations@lutheranvolunteercorps.org](mailto:operations@lutheranvolunteercorps.org) **or at 202-387-3222 no later than June 15, 2017.**

**Other Important Information**

* LVC Houses Are Simply Furnished
* What to Bring for the Year
* What to bring to Orientation
* Remember Your Identification Documents
* Purchasing Renter’s Insurance
* Your New Mailing Address
* Your Stipend: What is it, when is it paid?

**LVC Houses Are Simply Furnished**

Each LVC City has a group of people that supports the local program (Local Support Network). Many will volunteer with Program Staff during the summer to ensure that everything is set up and ready for your arrival. Our Local Supporters will also provide basic staple foods for your fridge and cabinets so you don’t have to go grocery shopping the minute you arrive in your city!

All LVC houses are furnished with:

* Beds
* Dressers
* Tables
* Chairs
* Lamps
* Appliances
* Basic kitchen supplies
* Most of the houses are furnished with fans
* Most houses have an old television or small radio, but some do not.
* Most houses have washers and dryers and, again, some do not. For those of you who do not have in-house laundry facilities, one of the ways you’ll get acquainted with your neighborhood is by being a regular at the local Laundromat! For houses that don’t have a washer & dryer, your house community will receive a laundry stipend.

**What to Bring for the Year**

In addition to your clothing and personal care items, you will need to **supply your own linens** including pillow(s), sheets, blankets and towels. You may choose to pack lightly for the year and carry all of your personal effects to National Orientation and then on to your LVC City or you may ship your personal effects to your LVC house. LVC does not reimburse the cost of shipping. Refer to the Beginning of the Year Travel Instructions form for details about luggage reimbursement (one piece of luggage, below the travel cap).

**A note about simple and sustainable living:** Part of building community this year will be to determine your collective understanding of simple and sustainable living, particularly as it relates to household belongings, how you spend your time, what kind of food will you eat, etc.

That said, LVC suggests that you leave behind personal televisions and other “luxury” items. In recent years, many Volunteers have chosen to bring cell phones, laptops, and tablets, but we encourage you to consider that these items may be considered “luxuries” rather than necessities, and we challenge you to think about the impact having these items has on the Core Practice of living simply and sustainably. In additional, having these items makes you susceptible to the possibility of theft, which can occur while you are out at a coffee shop, sitting in the park, at your Placement, or waiting for public transportation. Likewise, LVC houses, while not more susceptible to burglary than other homes, have been burglarized in the past. Even with safety training and awareness these situations cannot always be controlled.

**What to Bring to Orientation**

* Casual, lightweight clothing, walking shoes, and an umbrella
* Cash ($20-$40, including small bills and coins)
* Notebook/ Journal and Pen
* Toiletries, etc.
* Reusable water bottle

**Remember Your Identification Documents**

It takes a little time to get yourself established financially in your city. You will receive your first stipend check on your first day of work, August 14, 2017. However, opening a new bank account may take up to 10 days and cashing a check without a local state I.D. can sometimes be difficult. LVC will provide a letter of residence indicating you are a participant in the program and confirming your LVC house address. However, you **will need your social security card and/or a birth certificate** (or passport) to obtain a state I.D. with your new address, open a bank account to establish residency.

**Purchasing Renter’s Insurance**

We strongly recommend that you consider purchasing a renter’s insurance plan to cover your personal belongings. **LVC does not provide renter’s insurance for volunteers.** You and your housemates may want to do some research to find an insurance company that could provide a group policy, but even an individual policy would cost an average of $10 per month. We also recommend recording serial numbers of all electronic equipment or engraving items with an I.D. number. LVC claims no responsibility for lost, damaged or stolen items.

**Your New Mailing Address**

Housing assignments are made by Program Managers in the early summer. You will receive this information from them prior to your arrival to National Orientation, and in time for you to ship any personal items to your LVC city.

**Your Stipend: What is it, when is it paid?**

You should receive 1½ month’s stipend on your first day of service (for half of August and the full month of September). You should then receive your next stipend on the 1st of the October, and on the 1st of every month following. Your last stipend check will be on July 1st. It is very important that you receive your stipend at the beginning of each month.

Your monthly stipend is made up of three or four amounts:

1. Food stipend: $130
2. Living stipend: $130 ($150 for second years)
3. Rent due to LVC: Varies from City to City
4. Transportation stipend: Varies from City to City; may not be included in your monthly stipend if your Placement gives you a monthly pass or card for public transportation.