We are thrilled that you are coming to the Unidad Académica Campesina-Carmen Pampa (UAC-CP)! Part of what makes the UAC-CP experience so unique for students and faculty are visits from people like you. This handbook was assembled to help you prepare for your trip and to allow you to feel more comfortable and “in the know” once you get to campus. You will find that the UAC-CP is a very busy place, and while we do our best to answer all your questions once you get here, having a basic understanding of life in Bolivia and on campus beforehand goes a long way.

Please read this entire handbook carefully and feel free to let us know if you have additional questions, suggestions or additions. It was created by seasoned travelers and your observations about what you’ve learned traveling will help future visitors to Carmen Pampa.

**Note:** To easily navigate this document, either use the bookmark panel found on the left of your screen (look for this button △) or click on headings in the Table of Contents on the next page.
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Handbook for Short-Term Visitors

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1. Introduction to the Unidad Académica Campesina de Carmen Pampa

History

Planning for the Unidad Académica Campesina-Carmen Pampa (UAC-CP), a college for the rural poor, began in 1990 when Sr. Damon Nolan, FMS, a 12-year veteran educator in the Yungas, concluded that a high school education was not adequate to give the rural poor control over their own destiny.

The initial planning for the College was a joint effort between the Catholic University of Bolivia, the Missionary Franciscan Sisters of the Immaculate Conception, the Diocese of Coroico, Bolivia, and the sub-central Villa Nilo—a local governing body of the Aymara Indian nation. (The people of the Nor Yungas are mainly of Aymara or Afro-Bolivian decent who, until 1952, were indentured slaves. Though most of the older people speak Aymara, Spanish is now the dominant language.) The four groups were united over their concern regarding the nonexistence of higher education for young people in one of South America’s poorest areas. Building a college, they agreed, would be a way to dismantle educational barriers and lift people out of poverty. In 1992 an agreement was signed with the local Aymaran farmers’ organization to build the College. Some of the farmers signed the pact with a thumbprint.

The College Today

Since the first group of 54 students enrolled for classes at the UAC-CP in 1994, the College has experienced tremendous growth. At the beginning of the 2015 academic year, 710 students enrolled for classes and thesis studies in one of the College’s five specialized degree-granting programs: Veterinary Science, Agronomy, Nursing, Education, and Rural Tourism (Eco-tourism) as well as in the Pre-university program. These areas of study are intentionally offered because they prepare graduates with skills that are applicable to improving the rural Bolivian economy.

In less than 20 years, the UAC-CP has become a vibrant catalyst for change in a region where the average family income is stunningly low. The first graduates are working to improve the lives of their
families and their communities. In addition, the College’s focus on production, research, community service, and leadership formation reach out to the surrounding region.

One of Sr. Damon’s original goals of the College was to provide equal educational opportunities for both men and women. The College is particularly proud that women make up slightly more than 50 percent of the student body and approximately half of all graduates (of the six UAC-CP graduates who have gone on to earn PhDs, four are women). At the beginning of 2016, the College reported that 555 men and women have graduated from the UAC-CP. To learn more about the work of UAC-CP graduates and other statistics, you can visit www.uaccpgrads.wordpress.com to see the results of a 2013 survey of alumni.

Mission of the UAC-Carmen Pampa

• To make Higher Education available to young people of rural areas and those who are, for whatever reason, are unable to pursue such studies.

• To prepare men and women who, inspired by principals of Christian vocation, are called to the service of others, with a high quality professional training and a commitment to Christian principals to guide their decisions.

• To be in constant search for truth and goodness by way of learning/apprenticeship, research, and community extension.

• To develop extension programs through specific projects that meet the needs felt in our communities; and integrate the successes of the university community into the countryside, strengthening and developing progress and socio-economic liberation, through academic, research and extension activities.

Goals of the UAC-CP

The UAC-CP has been internationally recognized for both its unique approach and ability to address and dissipate root causes of poverty. The College’s educational approach includes five key areas:

1. Rigorous academic studies;
2. **Extension** programs in neighboring communities that simultaneously provide practical experience for UAC-CP students and services for poor people of the rural area;

3. **Production** projects (i.e. coffee plant, meat factory, vegetable production, etc.) that provide practical experience for students and generate a source of sustainable income for the College;

4. **Research** projects that seek solutions for common problems facing rural communities;

5. An integrated **ethics and morality** component, based on Catholic social teaching that incorporates core, Christian values into professional work and personal lives.

In recognition of their vital work, a United Nations Subcommittee designated the UAC-CP as one of the seven most effective initiatives worldwide for the Eradication of Poverty in 2003. The panel sought to honor programs that are innovative, sustainable, and replicable. On May 3, 2011, the UAC model was recognized by the Education and Health Committee of the Legislative Assembly of Bolivia as a “Meritorious Institution of the State” for its work in higher education and sustainable development.

**Carmen Pampa Fund**

In 1999, Carmen Pampa Fund (CPF) was established in St. Paul, Minnesota, with the mission of generating resources to assist the growth and development of the UAC-CP.

Today, CPF is responsible for fundraising, disseminating information about the College in the US, facilitating relationships with US colleges and universities, and participating in the Joint Planning and Oversight Council that manages the relationship between CPF and the UAC-CP. In the current fiscal year, Carmen Pampa Fund will raise a little less than 40% of the operating budget of the College. In addition toCPF, the College receives funds from other international grant-making institutions. The UAC-CP receives no financial assistance from the Bolivian government or the Catholic University of La Paz.

Both the College and Carmen Pampa Fund share a vision of economic, environmental, and social justice for the people of Bolivia. Both institutions work together to find and support the visits of Visiting Professionals at the College in order to achieve this joint vision.

More information about Carmen Pampa Fund can be found on their website: [www.carmenpampafund.org](http://www.carmenpampafund.org).

2. **Arranging Your Visit**

If you have received this handbook, it is likely that your visit is already being coordinated! If not, please contact the UAC-CP External Relations Coordinator (ERC) to begin planning. **The information requested on this page MUST be relayed to the UAC-CP in advance of your travel to Bolivia.**

You need to submit the following:

1. Expectations Agreement
2. Emergency Contact Form

You will also need to work with the External Relations Coordinator to establish the following:

1. Visit mission/vision/purpose
2. Trip Dates
3. Trip Schedule and activities

3. Communicating with the UAC-CP

The External Relations Coordinator (ERC) will be the primary contact for your visit. The secondary contact will be Carmen Pampa Fund.

External Relations Coordinator (ERC)
*Primary Contact in Bolivia
Nora Harless
Email: externalrelationscp@gmail.com
Phone: (Bolivia country code: 591) 73593127

Carmen Pampa Fund Executive Director
*Secondary Contact in the U.S.
Hugh Smeltekop
Email: hugh@carmenpampafund.org
Phone: 339-235-4766

General Communication
Email: info@carmenpampafund.org
Website: www.carmenpampafund.org

Pre-Trip Communication
The ERC will primarily communicate with you through email. Please watch your email carefully and respond accordingly. If you would like to set up a phone call or Skype, let the ERC know!

Communication During Your Trip
If friends or family need to get a hold of you while you are in Bolivia, their best bet is e-mail. They can also use Google or Skype to easily call your Bolivian phone number. Feel free to also provide them with the e-mail and phone numbers for the ERC and CPF to use in the event they cannot reach you or in case of emergencies. For more information on the communication methods available to you in Bolivia, please see the “Communication” section included later on in this manual.

4. Travel Preparation Guidelines

Airline Reservations and Approximate Ticket Costs
Most visitors take American Airlines’ daily flight from Miami to La Paz. American Airlines is the only major U.S. airline with regular, direct service to La Paz. One flight leaves Miami at approximately 11:00 p.m. and arrives in La Paz around 6:00a.m. Roundtrip ticket costs are approximately $1,300 and can be booked through an online travel site or travel agent. As an alternative to American Airlines, some travelers have chosen to fly with Avianca or LAN. Both are reliable South American-based airlines which connect to La Paz through Lima, Peru or Bogota, Colombia.
Confirm your travel dates with the ERC before booking your ticket. Once you have booked your ticket, please send a copy of the itinerary to the ERC.

American Airline Reservations:
Flight information: 1-800-433-7300
Baggage information: 1-800-535-5225
La Paz office: 591-2-235-1360 (dial 011 first if calling from the US)
AA airport number (El Alto): 591-2-281-0114

Change of Flight Protocol
Occasionally, visitors may miss a flight or other circumstances arise to delay their arrival. If you have a change of arrival time or date, call and/or email the External Relations Coordinator immediately. In the event that you are unable to inform the ERC about a missed flight or change of schedule, send an e-mail at the earliest possible opportunity, even if you do not yet know your future flight information. If you have not communicated your change-of-flight information, and you do not arrive at the La Paz airport at the scheduled time, the ERC or another person will check email immediately and will work with you to coordinate next steps. Under these circumstances, please try to check your email regularly—at least every hour or so.

If your baggage is lost, speak with a representative at baggage claim in La Paz. You may also need to contact American Airlines at the baggage information number above.

Trip Cancellations
In the event of certain political situations (blockades, strikes, etc), it may be necessary to cancel or postpone your trip. The decision to cancel is often a difficult one to make and will be made after considering several informed assessments of a situation, but will sometimes be made at the very last minute, relative to your travel plans. It is for this reason that it is essential we have your contact information prior to your departure. At times, it is necessary to cancel trips when there is only speculation of potential political problems. While this is disappointing, please respect our decision. We are not willing to compromise the safety of our visitors, nor our UAC-CP staff.

If your trip is cancelled, please contact the airline to determine the re-booking of your flight or reimbursement of funds if you are unable to postpone your visit. Again, the political situation can change quickly and it may be possible, depending on your schedule, to arrive one or two days after your original arrival date.

Passports and Visa
The following recommendations are for US citizens only. Non-US citizens should look at the Bolivian embassy page for their country for requirements.

A passport is necessary to enter Bolivia. If you do not currently carry a passport, apply for one several months in advance of your trip. If your passport expires soon, be sure to apply for a new passport; your passport must be valid for at least six months beyond your scheduled return date. Make two copies of all important documents (passport, driver’s license, health insurance card, personal contact information, etc.). Leave one copy at home and carry the other copy with you in case your documents
United States citizens traveling on a U.S. passport must have a visa to enter Bolivia. There are two types of visas. The visa you must get depends on the length of time you plan to stay in Bolivia. You should work with the ERC to determine which visa is most appropriate for your trip. The ERC will assist in the visa process. We recommend starting the visa process at least 2 months prior to your trip date.

**Tourist visas** (for less than 90 day stays per calendar year) should be obtained by the Bolivian Embassy or Consulate in the U.S. prior to your departure. The ERC will provide you with the necessary paperwork and details for application. For more information, consult the Bolivian embassy’s website: [http://www.boliviawdc.com/visas-en/tourism](http://www.boliviawdc.com/visas-en/tourism)

The cost of the tourist visa is $160. The tourist visa to Bolivia is valid for ten years with a maximum stay of up to 90 days per calendar year. 30 per visit and 3 entries per year (total of 90 days).

Always consult the Bolivian embassy’s website: [http://www.boliviawdc.org/consulate/visas/sp](http://www.boliviawdc.org/consulate/visas/sp)

**US Embassy Registry**

U.S. citizens residing or traveling in Bolivia are encouraged to register and update their contact information at the U.S. Embassy in La Paz. Registration with the Smart Traveler Enrollment Program (STEP) should be done online and can be done in advance of travel. Information on registering may be found at the Department of State's Consular Affairs website: [https://step.state.gov/step/](https://step.state.gov/step/)

**Vaccinations and other Health Information**

Visitors are encouraged to consult a physician or travel clinic at least two months in advance of arrival regarding immunizations. Recommended immunizations for Bolivia are Hepatitis A, Hepatitis B and typhoid. Also, be sure that your tetanus and other routine shots are up-to-date.

Anti-malarial medication and the yellow fever shot are not necessary because carrier mosquitoes are not present in areas of higher altitude such as La Paz and Carmen Pampa. They are, however, suggested for visitors who plan for travel in lower elevation areas. Again, please consult your physician or local travel clinic. Documentation of yellow fever may be required for the visa depending which consulate you apply to.

Please also be sure to talk to your doctor (and, if you wish, the ERC) about any medical issues or concerns you have about visiting Bolivia, and find out if there are any precautions you should take. Carmen Pampa is located in a remote area, and while medical care is available, it is always better if you can avoid needing it.

Please be sure the ERC and other volunteer community members are aware of any health concerns (severe allergies, asthma, etc) you might have and how they can assist. Community members will have access to your emergency contact information in the case of an emergency, but will not have any health information you do not specifically share. Please leave a copy of your medical and insurance information with your emergency contact person in the U.S.
Medical Insurance
Know the extent of international coverage you have through your medical insurance provider before arriving in Bolivia. Bring copies of important medical records, prescriptions and your insurance card. You may need to talk with your insurance agent to learn exactly what your coverage includes. The following are suggested questions to ask your agent:

• Does the plan include hospitalization for accidents and illnesses while abroad?
• What is the maximum amount of coverage provided?
• What is the coverage for medical evacuation?
• In the event of death, what is the coverage for repatriation of remains?
• Do you need to pay cash up front at a clinic or for a hospital stay? What if you have no money?
• Does the plan cover visits to the doctor or medication prescribed while abroad?
• If you must use your insurance, what do you show as proof of world-wide coverage?
• If you obtain medical assistance while you're abroad, when/how should you inform the agency?
• What documentation of expenses is required? Does the bill need to be in English and the amount of the charges in U.S. dollars?

Make sure that you have a way to get in touch with your agent from overseas in case you have additional questions. Some cards list a 1-800 number, but remember that number only works if you are calling from inside the United States. You will need a phone number with an area code to call from Bolivia. (You can also call from Skype to the US number using internet.)

If you would like recommendations of health insurance providers that cover people living/working overseas, please ask Carmen Pampa Fund.

Past volunteers have purchased insurance through Global Underwriters (http://www.globalunderwriters.com) and International Medical Group (www.imglobal.com).

Travel Insurance
Travel insurance can come in handy in case of an emergency. As life in Bolivia is often unpredictable, you may want to consult your local travel agent about options for purchasing a plan for your travel. There are many insurance options for travelers which are generally inexpensive, such as the following:

• **Baggage Insurance.** Including cameras, clothing and incidentals, your baggage is worth at least $300 to $500. Simple baggage insurance plans are available at banks and travel agencies. Check your homeowners insurance policy as it may already provide this coverage.
• **General Travel Insurance.** You may want to consider a standard travel policy which not only covers stolen or damaged baggage but will reimburse you for expenses incurred due to travel mishaps such as airline strikes, etc. Again, banks and travel agencies have such policies available.


**Packing List**

For trips of one month or less, one or two pieces of smaller luggage is sufficient (a backpack and a small suitcase or duffel bag). We recommend that short-term visitors pack all necessities in carry-on luggage, as lost luggage can often take several days to arrive at Carmen Pampa. If you are traveling with other visitors, you can opt to bring one large, shared checked bag for liquid items (sunscreen, shampoo, etc), donations, and group items such as a health kit, snacks, etc. Checked luggage should be labeled. It should not be locked during flights as routine luggage searches are common and require airport personnel to break locks to open luggage.

Please check American Airlines’ website for current baggage and weight limit restrictions.

**Packing Hints**

Many UAC-CP visitors have found the following packing guidelines useful.

- Bring clothes you can wear multiple times.
- Do not pack anything you would be upset to lose—such as valuables and jewelry.
- Bring only comfortable shoes that have been broken in.
- Roll your clothing in your suitcase to maximize space and cut down on wrinkling.
- Use large-zip lock bags or mesh bags to keep items visible and separate.
- Bring at least a few articles of clothing that will dry quickly.
- If you bring older items, you can leave them behind when you leave to make room for souvenirs in your luggage (towels, clothes, etc).
- Keep in mind the purpose of your trip while packing.

**Clothing**

Dress is mostly casual at the UAC-CP. We ask visitors to wear appropriately modest clothing on campus. Sleeveless shirts and shorts are acceptable, but not recommended for daily wear as bug bites are common and itchy! Low cut tank tops and/or midriff shirts and short shorts/skirts are not acceptable. Consider the purpose of your visit - you may need professional clothing, a certain uniform, or work clothes. Talk to the ERC if you have questions. You will be able to hand-wash laundry during your stay at Carmen Pampa.

- **Pants and light, long-sleeve shirts** to protect yourself from bugs
- **Short-sleeved shirts**
- **Rain poncho or jacket and umbrella**
- **Sturdy shoes for hiking and sports**
- **Boots and/or shoes for hiking or working good in mud and rain**
- **Sandals for around campus or in the shower**
- **Work clothes** for painting or other tasks
- **Fleece jacket or sweatshirt (or 2)** - Nights can be cool in Carmen Pampa. It can be quite cold in La Paz. If you have two, you can layer!
- **Warm hat and gloves.** Again, La Paz can get quite cold.
- **Pajamas**
- **Underwear and socks**
- **Modest swimsuit.** For swimming activities
- **One normal/nicer outfit** to wear in La Paz or Coroico (jeans and a nice shirt)
- **Casual dress clothes for presentations, etc.** Depending on the purpose of your visit
Toiletries
If you forget a general toiletry item, most are available for purchase in Carmen Pampa or Coroico. In addition to your regular toiletries, we recommend packing:

- **Prescription medicine.** Be sure to consult your physician at least two months ahead if you need to request an extended prescription for the time you will stay at Carmen Pampa. Carry medicines in original, labeled prescription bottles. Bring any prescription medicine you take regularly or might need in an emergency as well as a prescription for travelers’ diarrhea (generally ciprofloxacin).
- **General medicines:** Aspirin/Tylenol, allergy medicine, Pepto Bismol, decongestant, anti-diarrheal medicine, anti-motion sickness medicine, anti-itch cream (Groups may want to bring one health kit to share, with general over-the-counter medicines, first aid kit, sunscreen, bug spray, hand-sanitizer, etc.)
- **General topicals:** Hand sanitizer, sun screen, insect repellant with DEET, lip balm
- **Back-up contacts or glasses.** It can be dusty and dirty in Carmen Pampa, so you may prefer glasses to contacts.
- **Toilet paper or Kleenex.** Most bathrooms require you to carry your own!
- **Baby wipes or GermX wipes.** In case the water goes out or you eat a messy orange while traveling.
- **Towel and/or face wash.
- **Soap

Miscellaneous

- **Laptop computer with Ethernet plug or Ethernet plug adaptor.** (There is only wifi in the Volunteer House.) It is also necessary to have an HDMI to VGA port or adaptour if you plan to use the projector for presentations. A CD/DVD drive is also useful.
- **USB drive and/or external hard drive for backing up documents.
- **At least US$200 in small bills and medium bills.** Please see section 4 for more information about money and exchange rates. *Make sure your US bills are not ripped, as they will not be accepted for exchange.
- **Credit or Debit Card.** To use at ATMs. We recommend having 2 types of money, just in case (cash and card, for example).
- **Emergency info, phone numbers, insurance information, etc.
- **Plastic baggies.** For keeping important things like cameras, phones, and passports dry
- **Snacks.** Especially if you are a picky eater or have dietary restrictions. You will not get to choose what is served to eat, and you will not be happy if you are hungry! Plan ahead and bring some granola bars or other food, just in case!
- **Wide brimmed hat and sunglasses.** The altitude makes the sun stronger
- **Flashlight or headlamp
- **Water bottle.** Nalgene and similar brands are perfect as they don’t break and can easily be filled with hot or cold water.
- **Small back pack for daily use
- **Camera, memory card and other camera accessories
- **Pocket knife and nail clipper (remember to put in checked luggage)
- **Book(s)/ cards/ journals.** It get dark early at Carmen Pampa and you may need to entertain yourselves! Cards can also be a fun way to interact and share culture with students
- **Converters/adapters** for American electronics which use 110 volts. The UAC-CP uses a standard current of 220 volts (Note: Newer laptops and digital cameras generally do not require voltage converters, while small appliances (hair dryer, curling iron, electric razor) usually do need one.
Check your piece of equipment before plugging it in to see if it indicates 110V or 220V---or both!
We have quite a few converters at the house, ask the ERC before going out and buying one.

- Money belt
- Watch/alarm clock
- Notebooks and pens/pencils
- Inflatable neck pillow and eye blinds for the overnight flight to La Paz and travelling in general.
- Ear plugs for traveling and sleeping through the nightly “sounds of Bolivia!”

If You Have Extra Room in Your Suitcase
If you have extra room in your suitcase, please contact the ERC to see what you can bring down for the UAC-CP or long-term volunteer community. Some ideas may include:

- **Donation items for the UAC-CP.** The most beneficial way to help the UAC-CP is through monetary donations to the Carmen Pampa Fund, but small donations from visitors are also appreciated. The ERC can provide you with ideas.
- **Donation items for the Long-Term Volunteer Community.** The volunteer house always appreciates gently used bedding and towels, especially pillows. We also welcome gifts of items that are difficult to find in Bolivia (peanut butter, Nutella, dark chocolate, cheese, etc.). Please contact the ERC for more ideas.
- **Mail and packages.** Family and friends of current UAC-CP visiting professionals and staff often find it helpful to send small packages or mail down with visitors, both to save money and assure safe arrival. If you’re willing to carry a package, please share your mailing address the External Relations Coordinator at least three weeks before your departure so that they can make arrangements for a package to be sent to you.

5. Money, Fees, Currency, etc.

**Trip Costs and Payment**
As a short-term visitor staying in the volunteer house or adjacent apartment, you are asked to contribute to the house fund to cover your costs including: food, lodging, internet, electricity, some trip support, etc. The current cost is 70Bs (approximately $10 USD) per person, per night. Please bring this in cash (Bolivianos if possible). The ERC can help you estimate some of the additional costs, if you would like (taxi to airport, hostel, etc).

**Exchanging Money**
Money is easily exchanged from US dollars into Bolivianos or Bs (pronounced ’bees’). The current exchange rate is approximately 7 Bs per US dollar. Dollars can be exchanged for bolivianos in La Paz or Coroico (the closest town to the UAC-CP). Most visitors find it most convenient to immediately exchange dollars at the El Alto airport (the exchange fee is very minimal). You will need your passport to exchange money. Dollars can be changed most easily in denominations of $20, $50 or $100, but the bills must be in perfect condition, and older bills may not be accepted. **(Even the SLIGHTEST tears or marks on the bills means they will not be accepted)**. We advise visiting your bank during slow hours to request new bills before traveling to Bolivia.

When exchanging money watch out for false bills or money exchangers who do quick and inaccurate math. Feel the bills carefully and count the money before walking away.
ATMs and Credit Cards
Cash is the preferred method of payment while traveling in Bolivia. Travelers’ checks are not recommended as they are very difficult to cash. With the exception of a few places in La Paz, credit cards and debit cards are rarely accepted in Bolivia. They can, however, be used to withdraw money from ATMs. Past visitors have found that debit/check cards offer much lower service rates than credit cards.

There are ATM machines in Coroico and La Paz. It is recommended that visitors withdraw money—dollars or bolivianos or both—from the ATM at the airport in La Paz when they arrive.

If an ATM fails to dispense requested money, copy down the name of the Bank, the location, and the time of the attempted withdrawal in case you find out later that money has been mistakenly withdrawn from your account.

Before leaving, make two copies of all credit cards front and back. Keep one copy at home, and take the other with you. It will come in handy if your credit cards are lost or stolen. You should also call your credit card company to tell them you are traveling abroad so they do not block your account due to purchases made in Bolivia. Visitors are also advised to consult their credit card companies in advance of travel about service rates for international withdrawals.

6. Communication

Internet
As a short-term visitor you will be able to use the internet in the Guest House. Internet use is also available in the computer labs on both campuses for a minimal cost. However, the internet may not always work and the facilities may not always be open. Internet is also available in internet cafés in Coroico.

Phones
You are encouraged to purchase or borrow a Bolivian cell phone to use during your visit. There is cell service in Carmen Pampa only through the company ENTEL. International cell phone plans do not work in Carmen Pampa, but may work in Coroico and La Paz. A cheap Bolivian phone costs approx. $15 and calling cards are readily available for 10 Bs ($1.20). These can be used to communicate with other Bolivian lines, as well as to receive and make international calls. The cheapest option is probably calling from Skype or Google to a Bolivian phone (approx. 9-12 cents / minute).

You can also choose to install an ENTEL chip in an unlocked American smart phone, in order to use data as well as phone service.

The ERC can let you know if the volunteer house has any extra phones or assist you with phone/SIM purchases and use. Please be aware that service can occasionally go out in Carmen Pampa due to electricity outages.

Mail
While it is possible to receive mail at Carmen Pampa, it is VERY slow, and unreliable. Generally, short term visitors are not here long enough to receive mail. Long-term volunteers often appreciate if
short-term visitors can bring down mail for them from the U.S. Please ask the ERC if you would like more information.

7. Transportation

Around the UAC-CP
The UAC-CP has two campuses, upper campus/Campus Leahy/arriba and lower campus/Campus Manning/abajo. To get between campuses you can either choose to walk (approx. 20 minutes) or you can flag down privately owned public transportation. Rides between Campus Manning and Campus Leahy cost 2 Bs, and availability can be inconsistent. Visitors will have to walk around campus and potentially to and from nearby communities depending on the purpose of their visit.

To/From Coroico
Public minibuses and minivans and buses travel (irregularly but relatively frequently) every day to and from Coroico. They charge 5 Bs. for a ride to/from both the upper and lower campuses. These vehicles, or movis, usually run from 6 am to 7 pm, depending on the day. Transportation is much less frequent when students are not on campus.

On Campus Manning, transportation can be found at the bridge in Carmen Pampa (there is a shelter, too, to wait under) or just outside the Visiting Professionals House in front of the blue tienda or store. On Campus Leahy transportation stops at the edge of the driveway. Stand on the side closest to Coroico to go to Coroico, the other side is for going to Campus Manning. In Coroico there is a bus stop ("parada") on the road out of Coroico to Carmen Pampa. When leaving Coroico, it is a good idea to confirm that the vehicle is going all the way to Carmen Pampa as some go only go as far as San Pedro.

Also, in the rare occasion that you might find yourself stuck in Coroico, you can opt to walk (it is an approximate 2 ½ hour walk from Coroico to the UAC-CP) or take a private taxi. Private taxis generally cost between 60 – 70 Bs. and it is important to differentiate between the College and Carmen Pampa when negotiating a cost prior to travel or you may be left at the upper campus rather than lower. When contracting a taxi, be sure that the vehicle has license plates or that you know the driver. Often it is necessary to contract a taxi if you are trying to leave Coroico after 8 pm.

As a last resort, you can also sometimes get a vehicle going from Coroico to Trinidad Pampa. The vehicle will let you out at the turnoff to Carmen Pampa, or even closer at the path that leads down to Campus Leahy, near the UAC-CP’s water system.

In the occasion that you wish to contract a private vehicle to go somewhere around Carmen Pampa or Coroico, the ERC or other long-term volunteers can give you the numbers for local drivers.

To /From La Paz
Depending on your comfort level and everyone’s schedule, a long-term volunteer may be able to meet you at the airport in El Alto. If not, you will be asked to either make your way to Carmen Pampa using public transportation or the ERC can arrange a private taxi for the trip. Details of the two options are included below. When you return to La Paz at the end of your trip, you can again choose which option you prefer. The ERC can also give some recommendations for hostels in La Paz, or there are several listed in Apendix I of this handbook.
La Paz to Carmen Pampa: Public Transportation
To take public transportation to Carmen Pampa you will need to leave from the terminal MINASA in Villa Fatima. If you are going straight from the airport, it is recommended that you take a taxi to the terminal (approx.. 90 bs). If you need to do business in the center, take the taxi first to "San Francisco", or the "centro" (approx.. 70 bs).

From the centro you can either take a taxi to terminal MINASA (approx. 20-30 Bs) or take a minibus (2 Bs). minibuses leave from Calle Potosi in front of the Hotel Presidente (see map below). The minibus should say "Villa el Carmen". It is always a good idea to ask if it goes to terminal MINASA before you get on. Ask the driver to let you out when you get to the terminal, it is about a 20 minute ride.

From Terminal MINASA you can take any minivan (30 Bs) or minibus (20 Bs) to Coroico. Minivans are a little bit more expensive because they are slightly faster and more comfortable. Be sure to contract one inside the terminal (not outside on the street) and make sure they write down your name on the bus list and give you your ticket. On Monday afternoons (after 4 pm) it is often possible to take a direct minivan (35 Bs) or minibus (25 Bs) to Carmen Pampa. Ask around. Prices also go up by 5 Bs on holidays and some weekends.

Once you get to Coroico (2-3 hrs), ask around for the "Parada a Carmen Pampa". This is just a spot on the street. Ask the drivers if they are going to Carmen Pampa or the UAC (pronounced WALK). If you are arriving to the UAC for the first time, be sure that they leave you on "Campus Manning" "abajo" or at "la Casa de los Voluntarios". The ride will cost 5 Bs and take you almost straight to the volunteer house.

When returning to La Paz on public transportation, simply take the reverse route. The only difference is you will often need to go to the bus terminal in Coroico (when arriving in Coroico, movis drop passengers in the plaza). There is a 1 Bs. terminal fee that a terminal official will ask you to pay once you are in the vehicle.

La Paz to Carmen Pampa: Private Taxi
We have several trusted taxi drivers we use to go to/from La Paz. Please ask the ERC or another long-
term volunteer for a recommendation and a number. Costs are usually 400 Bs to/from La Paz and 450 Bbs to/from the airport. Cost is per vehicle, and vehicles can take from 4-7 people. Taxis can also be arranged to take you to other destinations, such as Copacabana.

Around La Paz
Many tourist sites in La Paz are within walking distance from the hostels; maps are available at most hostels and people are always willing to give you directions. Public minibuses or trufis can be used to access sites outside walking distance, they generally cost 2 Bs in the city center and 2.6 - 3 Bs for more distant places like Zona Sur or El Alto. If you are uncertain, confirm with the driver that they will take you where you want to go prior to getting on. To get off, ask the driver to leave you in a certain place or call out “voy a bajar!” or “me quedo!” to get the driver to pull over. There is also a network of telefericos or cable cars in La Paz that run like a subway, with different lines and stations. Telefericos cost 3 Bs per trip.

It is advisable to only use “Radio taxis” when taking taxis in La Paz. These taxis have numbers on top of them and there will be a company radio in the taxi for driver/dispatcher communication. You can look up a Radio taxi number online or ask a nearby hotel or restaurant to call one for you. Never let a stranger get into your cab. If a driver and/or other passenger insist that someone else get in, you should insist on getting out and taking a different cab. For extra security precaution, you can take a picture of the taxi’s license plate to text to a friend and let them know you’re on the way.

La Paz Center to Airport
To get to the airport from your hostel, you or the ERC will arrange for the hostel to call a taxi service. Generally you can fit 4 people in each taxi (though they will let you squish in a fifth for an extra fee). Taxis to the airport cost 70-90 Bs. When taking taxis, it is best to always use a taxi service or radio taxi that you call. Taxis that you flag down on the street are not always safe. You can always ask at any hostel, restaurant, museum etc for help calling a taxi, or carry a radio taxi number with you.

8. Living in the Volunteer Community
As a visitor to the UAC-CP you will likely be living as part of our volunteer community. This may mean staying in the Volunteer House or in a nearby apartment. We ask visitors to contribute 70bs a day to the house budget for food, internet, and maintenance. We also ask that you share in community chores and responsibilities. Please ask the ERC or any long-term volunteer if you have any questions or refer to the Guest House information sheet in your room.

Living in Community – Our Vision
The Volunteer community at the UAC-CP is a safe space for volunteers and visitors to live and support each other in a sometimes-challenging environment. Although we may come from different backgrounds, beliefs, and traditions, we are united by our shared mission to serve and support the College. For this reason, despite our differences, we all choose to intentionally live together in a community. Given that the UAC-CP was founded by the Missionary Franciscan Sisters of the Immaculate Conception, we try to maintain our community in the spirit of St. Francis. This means we try to share the simple lives of those around us and imitate their respect for the environment. We are committed to assisting everyone, but especially the poorest.

As a visitor to the College, you form part of this important community. Community responsibilities include helping with chores, attending weekly community meetings, and supporting others. Weekly
community meetings include discussion of practical house matters for everyone followed by an optional session to share and to reflect on our experience here. These times of reflection and sharing are simple and are generally prepared by the participants according to their particular taste and preferences.

Even though you are only here a short time, we want you to feel welcome in our community. Please feel free to join in and share with long-term visitors. Living and working far from friends and family can be difficult and we want you to feel happy and supported. Please also do your best to help others feel the same way.

Amenities
Visitors are given their own room in the Volunteer House or sometimes stay in a nearby apartment. Apartments have private bathrooms. Please let the ERC know in advance if you have a housing preference, as accommodations depend on space availability. The Volunteer House has several shared bathrooms, and shared living room and kitchen. If you are staying in the Volunteer House you can mostly plan on warm showers, working electricity, and wifi. However, it is not uncommon for one or more of these thing to go out. Please be patient and let a long-term volunteer know if you have problems.

The Volunteer House also has an English and Spanish library and extensive DVD collection from which you can check out items, please be sure to log them in the notebook and return them before you leave.

When it is time for you to move out, please remove all items from the room and clean the room by dusting, sweeping the floor, and returning the room to the same condition it was when you arrived. Any dirty sheets or towels can be left near the laundry area in the communal pile.

The Volunteer House is a very old building. Please help us maintain it for the future. If you notice any problems, let the ERC or another long-term volunteer know so that they can get them taken care of immediately. Please also do your part to keep the house clean. Although we have weekly chores, when the house is very full it gets dirty quickly.

Bathrooms
Bathrooms are common use for all people living in the Guest House, including special visitors—so please do your part to keep the bathrooms clean.

First and foremost: All toilet paper must be put in the trash can, NOT in the toilet.

Generally, the bathrooms are cleaned once a week for community chores; however, if there are a lot of people in the house it may need some extra TLC. If you notice the house is running low on toilet paper, go buy some. If you notice that the trash can is full, take it out. If you see that the shower is extra dirty, clean it.

Water outages can occur from time to time. In case of a water outage, the large plastic tubs filled with water can be used to bucket-flush the toilet. Please make sure the tubs are kept full with water at all times.
Laundry
The Guest House has a laundry washing area with a cement sink, some wash basins, and lines to dry laundry in the sun. Detergent (both in bar and powder form) are purchased with community money.

Communal laundry (dish towels, wash clothes, and the linens of visitors) can be washed by a paid UAC student, who comes once-a-month to clean the house. All communal items that need to be laundered should be piled on the corner at the end of the hallway near the washroom.

A few important comments about the laundry area:
1. Close the laundry room doors when not in the laundry area to prevent small animals from entering the house.
2. Always keep laundry detergent/bars of soap on the inside of the laundry room to prevent them from getting wet (and ruined) in the rain.
3. The washing of all personal laundry (clothing, towels, sheets, etc.) is each person’s responsibility.
4. Please be considerate: If you notice communal laundry (towels, sheets, etc.) hanging on the line that is dry, please take it off the line, fold it, and put it away in the main linen closet on the second floor. If they are left on the line and it rains, they may have to be re-washed.
5. If it starts to rain while you are at home, go out to check if anyone’s laundry is getting wet. Please take it off the line and leave it inside the laundry room.

Internet and Computers
Internet will be available to you in the Volunteer House. By using the directions on the living room desk, you can set up your personal computer and phone to the house wifi. There are computers with Internet in the libraries of both campuses.

The College has very limited (and expensive!) bandwidth available during the day. Please do not download large files or videos online during the day or make regular Skype calls, as it creates difficulties for others users trying to do their work. If you have large files to download (music, podcasts or movies), or phone calls to make, please do so after 11pm or before 8am. If possible, try to limit internet use to communicating with home and work tasks. Being in Carmen Pampa is a good opportunity to unplug and immerse yourself in the experience at hand.

If the internet ever goes out, for example after a power surge, ask a long-term volunteer to help you reset it.

House Money and Budget
In general the house money is used for buying food, gas, and household supplies, paying the electric bill, house maintenance, and contracting a student for house laundry. It is not used for alcohol or personal snacks/food. Money is kept in a “duct tape envelope” in a blue binder in the cupboard. Please write down all income and expenses in the ledger book. For security purposes, please do not leave the money outside of the cupboard or take money out in front of students. The spending of house money for any items outside of the norm (furniture, larger kitchenware items, padrino items etc.) should be discussed first as a community.
If English teachers or other professional visitors who want to cook a special meal to share with a group of students, it should be paid for by their own money, NOT the common fund. English teachers who want to do a cooking session as part of their lesson plan should discuss with other English teachers whether or not they can use the English fund for this teaching purpose.

If you have a question about whether or not something can be purchased with house money, ask long-term volunteers.

**Food/Cooking schedule**

People generally have breakfast on their own and dinner/supper together. Lunches are a mixed bag. Once class schedules are determined, the Guest House will have a community meeting to talk about choosing a night to cook dinner. Everyone should have at least one night when they cook per week. Everyone is expected to help with the clean-up every night after dinner. If the community decides, one person can be assigned to dishes every night.

If you have a dietary restriction, please let the ERC know prior to your visit. This will help us prepare for your arrival. We try our best to accommodate all dietary restrictions. If possible, we ask visitors to be as flexible as possible with their diets. This will allow you to experience Bolivian culture in the fullest.

Visitors may also choose to eat the student-run subsidized cafeterías called “cooperativas de alimentación” or “copes.” The copes are open from Monday to Saturday. Breakfast is free for all UAC-CP students, staff, and visitors and is served at 8:30 am. If you would like to eat lunch (12:00 pm) and dinner (6:45 pm) in the cope, please consult with the ERC to coordinate and provide payment. This is a great opportunity to interact with and to get to know students. They appreciate having visitors and teachers eat with them.

Also, privately run food kiosks provide regular “almuerzos” for about 10 Bs. per lunch on both Campus Leahy and Campus Manning. This is a good way to become familiar with traditional Bolivian “platos.”

**General Kitchen Stuff**

1. Water: *Boil* it (5+ minutes) and *filter* it!
2. Cupboards/Food Storage: Keep things closed tightly!
3. Teflon Pans: Don’t scratch them!
4. Garrafas (gas canisters): Listen for the horn!
5. Refrigerator: Make sure it’s not unplugged!
6. Towels and Washcloths: Keep hand towel and dish towel separated and change towels when they become dirty. Thinner towels are generally used for covering up food (bananas, bread, etc.)
7. Curtains: Turn off the “television” when it gets dark!
8. Garbage: Organic and inorganic
9. Cleaning supplies: Student helpers.
10. Labeling leftovers

**Shopping in Coroico**
Everyone takes turns doing the shopping—a majority of which is done regularly in Coroico on Saturday or Sunday. Monday is typically a day of rest in Coroico and most stores, merchants, and restaurants are closed. Also, it can also be difficult to find community transportation to Carmen Pampa on Monday. Therefore, every time someone goes to town it is best to consult with other community members to see if you need to grab anything. Long-term visitors will show you around shopping in Coroico your first time.

Two separate lists are taped to the cupboards, one for Coroico and one for La Paz. Be sure to write down items that should be purchased with Guest House money so that the next person to go to either Coroico or La Paz can take the list.

Many common items such as eggs, paper napkins, matches, light bulbs, etc., can be found in Carmen Pampa and it is most convenient to buy these things in the village rather than haul it all back from Coroico. Sugar, flour, and rice can be bought in large 50 pound bags in Coroico from the store by the Carmen Pampa parada.

The College produces some of its own food products. The Guest House purchases these products, such as coffee, meat, chicken, and vegetables whenever possible. Always get a receipt to indicate that you have either paid or purchased the items on credit.

Security Guidelines
The front door to the house is left unlocked during the day if residents of the Volunteer House are around campus. However, the door must remain locked (from the inside) when residents are away (including on upper campus), and at night before the last person has gone to bed. In the case of the front door being locked, there is a side entrance door, accessed through the Sisters’ patio, in case you should ever arrive late and find the house locked.

Although very rare, items have been stolen from the Guest House. It is recommended that very valuable items like passports and large amounts of money be kept in a locked suitcase inside your room.

As a general rule, people who do not live in the Volunteer House, should not be allowed inside, especially students. If you would like to visit with a new Bolivian friend, ask the ERC and other long-term community members if it is acceptable for them to visit and at what time. You can also arrange to meet with them elsewhere.

Do not lend items from the volunteer house out. If someone insists on borrowing something (such as a key) ask a long-term volunteer. As a short-term visitor, you can always use the excuse that you don’t know where it is. As a general rule, things you lend out in Bolivia do not get returned.

The ERC and other Volunteer House members will have access to your emergency contact information. We also encourage visitors to share any information they feel comfortable sharing and that might be important in an emergency (for example, allergies or medical conditions). Please feel free to pass along the ERC’s phone number and the CPF number to anyone you feel might need to contact you in an emergency.
Alcohol, Drugs, and Smoking

**Alcohol is not allowed on the UAC campus.** Furthermore, students are not allowed to drink anywhere in the municipality of Coroico (like the county). Visitors are allowed to have a drink with a meal in Coroico, if they choose. We do ask, however, that you be respectful and discrete if drinking. Alcohol is viewed differently in rural Bolivia, people seen having one drink are assumed to be having many. Remember, your actions reflect on future visitors to the College. Please refrain from drinking in the presence of students and staff or being around students who are drinking. We ask that visitors do not go out with students in Coroico.

Alcohol is also allowed, in moderation, inside the Volunteer House. Please be respectful of other community members when consuming alcohol, and consider whether you will have work responsibilities later. Alcohol is not purchased with community money, so please be considerate about pitching in if you plan to partake.

**Smoking is not allowed on the UAC campus.** If possible, please refrain from smoking. If you must smoke, please do it in the laundry patio. Please be respectful of community members (don’t smoke near their clothes, etc).

Drug laws in Bolivia are very strict. Even the U.S. Embassy warns that the U.S. government can do nothing for you, if you are arrested for drugs in Bolivia. Many people wait years for a trial. **We caution all volunteers to not do drugs in Bolivia.** *Note: Coca is not a drug. It does contain the substances used to make cocaine, but in very trace amounts. (Think tea versus pure caffeine.??) Coca is a very important part of the life and culture in Bolivia. We encourage you to try chewing coca or drinking coca tea, and learn about this interesting plant during your visit.

*If a student is seen intoxicated, drinking, or doing drugs on campus, it is our duty to report the instance in writing to UAC-CP General Director.* Please let the ERC know about the incident.

9. **Helpful information about the UAC**

At first, arriving in the UAC, as any new place, can be confusing. Below is a bit of basic information about the College to help you get your feet under you. Please feel free to ask the ERC or any other long-term volunteer if you have any questions or concerns. The more questions you ask, the sooner you will feel comfortable at the College.

**Campus Layout**

The UAC-CP (UAC is pronounced “walk”) has two campuses. **Campus Leahy,** named after UAC-CP’s co-founders Dick and Ann Leahy, is located on the mountain above the community of Carmen Pampa and is often referred to as the “upper campus” (or, in Spanish, “arriba”). **Campus Manning,** named after the late bishop of Coroico Thomas Manning, is the “lower campus” (or, in Spanish, “abajo”) located in the community of Carmen Pampa.

The main administrative offices and the departments of Agronomy and Education and the College’s Pre-University program are located on Campus Leahy. The departments of Veterinary Science, Nursing, and Rural Tourism are located on the lower campus, Campus Manning. There is a supplement administrative office located in the Rural Tourism building on Campus Manning. The Guest House and neighboring convent are also located on Campus Manning.
Classes and Schedule
With the exception of English classes, all classes at the College are offered in four-hour time slots once per week to accommodate a high number of faculty members who commute to and from La Paz. To allow for this unique schedule, students have class 7-11am and 2-6 pm, Tuesday –Saturday. Classes within the major area of study are four hours long with a mid-way 30 minute break.

Students have a 10:30pm curfew. Please end activities at 10:15pm so they have time to get to their rooms.

Uniform
All students are required to wear gray uniform shirts in the classroom. Teachers, administrators and long-term volunteers are required to wear beige shirts and black pants. Visitors can dress as the wish, but we do ask you to dress appropriately for the activities you will be realizing

Flag Raising Ceremony *(Hora Civica)*
Short-term visitors are encouraged to attend the weekly flag raising ceremony on Tuesday mornings at 8:15am. For Campus Leahy, the ceremony is held on the concrete soccer field and for Campus Manning the ceremony is on the patio just outside the Guest House.

Staff, students, and professional visitors are required to attend and usually use this opportunity to make announcements about upcoming events during the week.

Libraries and Computer Lab
Combo library/computer labs are located on both Campus Leahy and Campus Manning and are open most school days from 8:00-10:30pm.

In order to check books out of the library, you must fill out the register and sign your name.

- Hours for photo copies and borrowing books: 8:00am- 10pm
- Internet cost: 1 min-15 min. 1 B., 30 min. 2 Bs, 60 min. 3 Bs
- Printing and Photocopying: 50 cent/page

In the even you can’t get your printing or photocopying to work in the library, you can go to a private business. There is a kiosk on upper campus that has a photocopier (that sometimes works) and other office supply needs. Many of the shops around lower campus that have photocopying capabilities. Printing and photocopying is also available in Coroico.

Religion and Campus Ministry
The UAC-CP is a Franciscan, Catholic institution. Although we welcoming of people of other beliefs, we do ask that you be open to and respect the Catholic rules and traditions of the institution. If you are interested in becoming more involved in the religious life of the institution there are several options:

Catholic masses are held every Wednesday evening at 6:30 p.m. in the chapel on Campus Leahy and every Thursday at 6:30 p.m. in the church on Campus Manning. Sunday mass is only held in Coroico at 10 am.
Pastoral, the religious campus youth group, meets every Tuesday evening, alternating between upper and lower campus.

**Comunitario**
The goal of the UAC is to provide affordable education to poor, marginalized, rural populations. In order to help keep the costs low, all students are required to do 80 *comunitario* hours a semester (4 hours a week). *Comunitario* can be thought of like a work study program—the students do maintenance and cleaning at the school, and as a result they pay less for their studies. We encourage all visitors to participate in *comunitario*. It is a great opportunity to work alongside and get to know the students. *Comunitario* hours are open Monday-Friday from 7-11am and 2-6pm. The ERC can help set up your participation in *comunitario*.

10. **Helpful Information about Bolivia**

**Time**
Bolivia is four hours behind Greenwich Mean Time, which means that if it is noon in Chicago, it is 2:00pm at the UAC-CP (or 1:00 pm during daylight savings).

**Climate**
Temperature varies considerably with altitude. During summer (December to March)—the rainy season in Bolivia—daily rains can last for hours at a time.

- **UAC-CP**: The temperature at UAC-CP stays relatively constant at a comfortable 65 to 80° Fahrenheit year round and is a few degrees cooler at night. During the winter months it can get colder. Humidity is moderate. Note, however, that the weather can change at the drop of a hat, from rainy and cooler to sunny and hot. Be prepared for weather changes with a raincoat or rain poncho, a hat for the sun, sunglasses, and comfortable shoes that are not too hot but good for the mud.
- **La Paz**: Temperatures are also relatively constant throughout the year in La Paz, although considerably cooler at night or in the shade. Average daytime temperatures range from the 50 to 75° Fahrenheit. Nighttime temperatures dip to 32°. Due to the altitude, the air is very dry.

**Safety**
Relatively speaking Bolivia is one of the safest countries in South America. Nevertheless, visitors should follow basic, common sense safety precautions and err on the side of caution. This is especially true in urban areas and after dark. Visitors should be aware that violent crimes, although rare, do occur in rural areas and as foreigners they do stand out.

**General Safety Rules:***
- Please store your valuables (including passports) in safe, dry places such as in your suitcase in a locked room. If you would like an important item stored in a more secure place while at Carmen Pampa, talk to the ERC to make arrangements.
- When walking after dark in Carmen Pampa or Coroico, and when exploring La Paz, please use the buddy system.
- Be sure to advise others of your whereabouts and plans. Someone should know where you are at all times and when you plan to be back.
• In La Paz especially, do not flaunt your money. Know where your passport and wallet are at all times, and do not put them in your back-pocket or the outside pocket of a backpack.
• Carry your phone, and use it! If you are running late or your plans change, let people know so they do not worry!
• Know what you are eating/drinking. You should drink only bottled beverages or water you know has been treated (if you are unsure, ask! Most touristy places are careful with how they prepare their food/drinks). Avoid raw fruits and vegetables unless you can peel them (such as oranges). Especially do not eat lettuce/salad. When washing fruits and vegetables to eat fresh at home, you should add a couple drops of chlorine to the water or you can purchase DG-6, a product sold in Bolivian pharmacies.
• Practice common sense road safety: If you have a seat belt, use it! Use radio taxis, trusted drivers, and vehicles with license plates.
• Dogs can be aggressive, especially at night or if protecting their owners or property. Be aware of strange dogs. If dogs become aggressive, pick up a rock or stick to throw at them. Do not run away. Most dogs are vaccinated against rabies, so while not a major concern, it is a possibility.

Safety in La Paz: Pickpockets are common in La Paz and often work in teams with elaborate schemes that attempt to distract you. You may be spilled on, or a person may “accidentally” drop something in front of you. If this happens, keep walking. Do not accept assistance from anyone who offers to “help” wipe off whatever has been spilled on you. There are also a growing number of scams that involve thieves impersonating law enforcement officials who demand your identification. Actual law enforcement officers will not stop you on the street or demand identification. Again, keep walking or if you are in a cab, ask to get out immediately. To avoid robbery, wear a money belt and keep no important documents, phones, or money in your pockets or backpack. If possible, keep passports and excess money in a safe at the hostel and only care the money you will need that day.

Health
To deal with the mountainous terrain and living conditions, people should enjoy good physical/psychological health and have normal energy levels. Age is not a constraint. Special dietary needs or other medical conditions might present a problem. It is best to consult with the ERC and your doctor prior to traveling to address any concerns. For the health needs of visitors, there is a health center located on campus near the Volunteer House where a doctor or nurse is available year round.

A Bolivian nurse and doctor live very nearby for night-time emergencies. If necessary, transportation will be arranged to the hospital in Coroico seven miles away for treatable emergencies. In general, it is recommended that people go to La Paz for any type of medical treatment. In severe cases, visitors or employees will be accompanied to one of the modern hospitals in La Paz. If you start having health issues, please tell the ERC or other long-term visitors sooner rather than later. This allows us to help you before the problem gets too severe.

Please also use common sense regarding personal safety. It is common in rural Bolivia for people to do things, or do things in a way, we would not consider safe in the US (for example, doing manual labor in flip-flops). This does not mean that you need to do these things. If you feel like an activity presents a danger to yourself or others feel free to stand back, walk away, or advise the ERC of the situation.

Altitude Sickness
Altitude sickness can affect those who normally live at low altitudes and ascend approximately 8,000 feet. Visitors often experience altitude sickness in La Paz, nearly 12,000 feet above sea level. Symptoms include headache, nausea, breathlessness, racing pulse, lethargy, insomnia, loss of appetite and dehydration. Altitude sickness is significantly less prevalent at UAC-CP, at about 6,000 feet, although visitors often feel lethargic in their first few days on campus. To stave off the effects of altitude sickness, drink plenty of water (two liters a day), rest often, eat lightly, walk slowly, and refrain from strenuous exercise. Non-aspirin pain relievers and caffeine work well to fight headaches. If you are concerned about altitude sickness, or know yourself to be susceptible, please talk to your doctor prior to travel. There are some prescription medicines available to treat/prevent altitude sickness (Diamox is a common one).

11. Cultural Primer
"Perhaps the greatest power of educational exchange is the power to convert nations into peoples and to translate ideologies into human aspirations."
—J.W. Fulbright

“Bolivian time”
The Bolivian time-table is always subject to change, which means not everything happens when it is scheduled and sometimes, without warning, it doesn’t happen at all. The best way to deal with unpredictable schedules is to accept that you are on “Bolivian Time” and go with the flow. Embracing “Bolivian Time” can be a good opportunity to take a break from the fast pace of American life and enjoy the moment.

Social Graces
Greet people individually when you meet them and say goodbye individually when you leave. If the greeting is male-female or female-female, Bolivians will often press their right cheek to yours with a small kiss when they meet you or say hello. Greetings between men consist of a combination of handshakes and pats on the shoulder.

Accept Bolivians’ offers of food, drink or small gifts. However, don’t feel obligated to eat or drink something you think could cause illness.

Be conscious of rural Bolivians’ hunger. Please do not eat in front of UAC-CP students or local community members, unless you are at a meal or in an environment where everyone has food. Often people have not eaten. If you must eat around or with students—on a nursing trip to the rural communities, for example—please bring sufficient food along to share with everyone, as others may not have food.

Even if you know only a little Spanish, speak it with Bolivians. They are generally very patient listeners and will try to help you speak.

The Aymara
Between fifty and sixty percent of Bolivians are of Indigenous heritage and speak either Aymaran or Quechua. The native people of Bolivia are often called campesinos because they live in the campo, or rural area. Until the 1950s a significant portion of the Aymaran people lived in slave-like conditions. Many students at UAC-CP speak Aymara or Quecha as their first language. Campesinos living in Carmen Pampa and the surrounding communities speak Aymara.
**Local food**

Bolivian meals typically consist of a bowl of soup, followed by a meat dish that includes at least two forms of carbohydrates, such as breads, potatoes or rice. Many fresh fruits and vegetables are available. Be sure to have a *salteña*, Bolivia’s most popular and unique pastry.

Bolivians wish each other “bon appetite” with the word *provecho*, the reply to which is *gracias*. *Provecho* is said both before and after a meal.

If you have dietary restrictions, please understand that these may be difficult to accommodate during your visit to Bolivia. We highly encourage people to be as flexible as possible with their diets in order to experience Bolivia to the fullest. If you have concerns about your diet, please discuss this with the ERC prior to your trip. It is also a good idea to bring along granola bars or other snacks in case you are unable to eat what you are served. Please keep in mind that while it is generally considered impolite to reject food in Bolivia, people will understand if you politely explain that you are unable to eat something for health reasons. Do not feel obliged to eat anything you feel might make you sick.

**12. Important Advice**

**Gift giving**

Gift giving is not expected in Bolivia. Please do not bring many gifts and/or distribute them broadly, as this reinforces the stereotype that visitors are rich, and it can build an expectation of gift-giving for future visitors.

If you would really like to give to your new friends at the UAC-CP, please talk to the ERC about getting in touch with Carmen Pampa Fund to help with fundraising efforts support the College now or in the future. Donations to support general operations at the College are the **most beneficial** way to support the UAC-CP and all of its students. The ERC can also guide you if you would like to bring material donations or work on a service project during your visit.

If you are at the UAC-CP long enough that someone asks you to borrow or “*prestar*” money or other items (such as electronics), please consult the ERC or other long-term volunteers for guidance. This is a very cultural practice. Try not to take offense if or when this happens. While this decision is ultimately left to the discretion of the volunteer, we would strongly suggest not entering into an agreement of this nature. Often, though the formal definition of “*prestar*” implies repayment or the return of any loaned item, the cultural interpretation of the word tends to mean, “to give.” We would caution visitors to think about whether the request is one to which they would like to contribute without the expectation of repayment. Again, we would also caution against loaning money or other items broadly to students as it can affect future visitors and will likely be noticed by other UAC-CP students.

While we as volunteers and visitors understand that we are devoting our time here and not making a salary, we must simultaneously think about how the concept of the “volunteer” appears to Bolivians. The idea of working without making money is a particularly foreign concept and is often confusing to students or others in the UAC-CP community. We must also remember that even though we may not be earning money during our time here, the ability to find the funds to come here is still a privilege that
would likely not be available to most Bolivians. Therefore the perception of volunteers as wealthy is understandable, regardless of its truth.

Padrinos
Padrinos and madrinas (or, godfathers or godmothers) are a large part of Bolivian culture, particularly in the countryside. Godparents are sponsors—not just of baptism, but of both Catholic rites, Aymara customs (like the ritual haircutting “rutucha”) and secular things (like t-shirts, soccer balls, bottles of soda, etc…). It is very likely that students or community members will at some point ask you to be the padrino or madrina of something. We suggest that you always be cautious of assuming the role of “padrino” or “madrina” or giving out “handouts” to UAC-CP students or local community members. (Everyone here is poor, and many are desperately so, but gift-giving often generates jealousies and dependencies and should be done wisely. Please consult with long-term volunteers when discerning gift-giving or “loan”-making. As a UAC-CP policy, it is prohibited for foreign visitors (temporary and permanent) to be godparents of baptism.

Friendships and Romantic Relationships
We ask visitors to please refrain from starting romantic relationships during their time at the UAC. You are here for a short time to learn and volunteer. Romantic relationships may distract you from those goals. Please try to focus your energy on building understanding and friendships instead of romantic relationships.

Additionally, we ask you to consider that cross-cultural relationships involve many complicated factors, especially when people are from such starkly different realities as the US and rural Bolivia. The amount of time you are at the UAC is not sufficient to work through these challenges or create the foundation for a lasting relationship.

While we encourage working alongside the students and getting to know them, personal boundaries are important. Be cautious of things such as body language, and use of social media. It is important to remember that male-female friendships do not exist in rural Bolivia as they may in your home country. Spending a lot of one-on-one time with someone of the opposite gender might easily be misconstrued as more than friendship, even to one of the parties involved.

If you would like more information on this subject, talk to the ERC or consult the long-term volunteer handbook (in the kitchen cupboard).

Visitors who pursue romantic/exclusive relationships with UAC-CP students and/or thesis students will be asked to leave.

Visiting Locals
Opportunities may sometimes arise to visit locals and local communities. We think these are amazing opportunities for learning or growth. Please talk to the ERC about your visit so they can prepare you for the realities, customs, etc you will encounter on your visit. Visiting someone’s home is a very big honor and should be undertaken with respect. If you are interested in visiting a local community or a student’s home during your stay, talk to the ERC to be sure you are advised as opportunities arise.

Comfort
Part of a successful trip to the UAC-CP is experiencing what it is like for students to live and study here, as well as understanding the realities of structural poverty in rural Bolivia. This means, you will be experiencing and seeing things that are not always easy. *Physically and mentally, you will not always be comfortable during your time at the UAC.* Your discomfort may range from taking cold showers to being unable to communicate in Spanish to having to take a hard look at your own biases, misconceptions, and worldview. This discomfort is an important part of your learning and growing experience here, however, *we also want you to enjoy the experience.* The ERC and other long-term volunteers are happy to help you address any issues with your lodging/food arrangements, as well as help you process and understand the realities you see here. We just ask that you please keep an open-mind and come prepared to be outside your comfort zone.

**Expectations for Future Visitors/Volunteers**

Please be aware that you, as a foreigner, stand out in Carmen Pampa. You are a matter of curiosity and your actions are being watched. Small communities, such as the UAC have long memories. Be cognizant of your actions. The things you do today will affect treatment and expectations of visitors and volunteers in the future.

**TO BE A WELL-PREPARED TRAVELER AND CONSIDERATE GUEST IN BOLIVIA . . .**

- Travel in a spirit of humility and with a genuine desire to meet and talk with local people.
- Do not expect to find things as you have them at home. You have left your home to find difference.
- Do not be too serious. An open mind and a sense of humor is the beginning of a wonderful experience at UAC-CP.
- Do not let others get on your nerves. You have come a long way to be a good ambassador for your country, to learn as much as you can and to enjoy the experience.
- Know where your passport is at all times.
- Do not worry. It can take the fun out of your Bolivian experience!
- Do not judge the people of Bolivia by the one person with whom you have had trouble. This is unfair to the Bolivian people as a whole.
- Remember that you are a guest in Bolivia.
- Cultivate the habit of listening and observing, rather than merely hearing and seeing.
- Realize that other people may have ideas, lifestyles and concepts of time which are very different from yours—not inferior, only different.
- Be aware of the feelings of local people to prevent what might be offensive behavior.
- Taking photographs must be done with respect. Always ask before taking a photograph of a community member or student.
- Make no promises to new local friends that you cannot fulfill. This is especially important around UAC-CP. If you want to do something special for people you meet, talk about its feasibility with members of the long-term volunteer community who have more experience before suggesting it to your new Bolivian friend. This includes even such small things as promising to send pictures of local people that you have taken.
- Devote some time to daily reflection in order to gain a deeper understanding of your experiences.
- This is a learning adventure, *it will not always be “fun.”* The water will go out, the electricity will go out, you may be hot, cold, wet, tired or hungry. This is part of the experience! Try to relax and
go with the flow. It is the not-so-fun things that sometimes make for the best learning - and the best stories when you get home!

• If you believe in what we do at the UAC, please consider supporting the College when you get home. The ERC and Carmen Pampa Fund can guide you in leading a fundraiser or making donations!
Appendix I: Hostels in La Paz

There are a variety of great places to stay in La Paz, and you will be able to find just the right place no matter your budget or taste. See the list below for ideas, and ask some volunteers where they like to stay.

Hostal Naira Sagarnaga Calle N°. 161 (Located right across from the San Francisco Basilica.) – Mary and Oscar is frequently at the front desk and a friend of anyone from the UAC-CP! If you tell Mary that you are from Carmen Pampa, you can get a 10% discount. The Naira is centrally located and is a great meeting place. They also are very willing to hold documents at their front desk for us.

Phone: 591 – 2 – 2355645
Fax: 591 – 2 – 231 – 12 – 14
Web: hostalnaira@entelnet.bo

They have 22 rooms, offering various accommodations.
Single Room: $37.00 Double Room: $35.00 Triple Room: $77.00 Couples Room (single double bed): $54.00 Rooms have private baths, offering 24 hour hot showers. Complementary breakfast for guests is served from 7-10 am at the Banaís Café located on the first floor within the Naira. Cable TV, telephone service, laundry, and heaters are available. An Internet Café is located in the basement of Banaís Café and wireless is available in both Banaís Café and guest rooms.

Casa de Huéspedes Montañes, Calle Sagarnaga 319.
Phone: 591-2-2319610

A very comfortable and quiet little hotel. Good beds, hot water 24/7, wifi, very quiet,, very safe. Shampoo, soaps, towels provided. Doubles (full bed, private bath) are 200 Bs, 160Bs with shared bath and singles are 100 Bs with private bath and 80 Bs with shared bath. There is an internet café just outside the inner door of the hotel that has Skype. The entire hotel has WiFi and Cable TV, and most of the rooms are carpeted. No breakfast.

Most recently, people have started staying at a few new places:

Lion Palace, Calle Linares 1017 (Two blocks up the Calle Sagarnaga and to the left about 3 blocks)
Phone: 591-2-2900454, E-mail: info@lionpalacehostel.com, www.lionpalacehostel.com
Rooms are clean and comfortable. Wi-fi, cable TV, and private bathrooms with hot showers are available in every room. Breakfast is included. Shampoo and soap is not provided, so bring your own. Singles are 70-80 Bs. per day, doubles 100 Bs.

York B&B, Calle Sagarnaga #229 y Linares Phone: 591-2-004855
Rooms with shared and private bathrooms. Rooms with shared bathroom are around 95Bs a night. Breakfast included. You can make reservations on their facebook page. Staff speaks English.

Muzungu Hostal, Calle Illampu esquina Santa Cruz A441, Phone: 591-2-2451640
Private room. Large shared 30 person dormitory for 45 Bs a night. Option for breakfast included. Clean.
Appendix II: Key College Faculty and Staff Contact Information

The ERC has a more email and phone information for many of the important contacts in and around the UAC. There is also a list of phone numbers in the cupboard at the guest house. Long-term volunteers can advise you as to the best way to communicate with people.

UAC-CP Administrators
- Padre Alejandro, Director General
- Lic. Jose Luis Mamani, Academic Director
- Lic. Maritza Silvia, Academic Secretary
- Dra. Sara Álvarez, Legal Counsel and Human Resources

Professional Visitor Coordinators
- Lic. Nora Harless, External Relations Coordinator

Academic Departments
- Agronomy: Ing. Juan Luis Beltran, Director
- Education: Lic. Celia Moncada, Director
- Veterinary Science: Dra. Dany Chambilla, Director
- Nursing: Lic. Zayda Blanco, Director
- Rural Tourism: Lic. Francisco Mercado Directors
- Languages: Lic. Aubrey KimbleSarah Neuberger, Director
- Pre-University: Dra. Sara Alvarez, Director

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