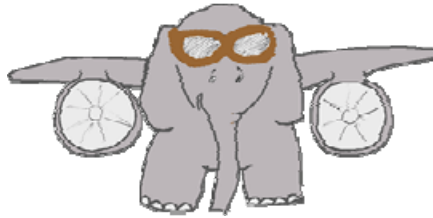


Pilot Post



Conditions and procedures for free carriage on Proflight for bags or suitcases containing school items for Project Luangwa.

Proflight have agreed to transport bags containing donated items for distribution by Project Luangwa free of charge from Lusaka to Mfuwe airport under the following conditions.

Conditions:

- This service is only for school supplies, laptops, books and certain sports equipment that has been donated to Project Luangwa for use by the schools and children they support.
- The bag must not contain personal items.
- All bags must adhere to the standard dimensions as per the Proflight baggage policy.
- Any one bag must not exceed 20kg in weight.
- Proflight will only take a maximum of 2 bags per flight to Mfuwe and only if there is space available. If there is not space available the bag will be placed on the next available flight with spare weight/luggage capacity.

Procedures:

- Your first step is to email Project Luangwa advising us that you wish to use our Pilot Post Scheme.
- Please include in your email, your name, flight details/arrival time at Lusaka, the lodge or camp where they will be staying and a brief description of what is in the bag (stationery, football shirts, books etc).
- Please drop me a quick email the day before your flight so that I can alert the Lusaka office.
- Please indicate inside or on the bags your name and email address so that we can confirm receipt of your items and where they are likely to be used. We are unable to thank you or let you know of the bag's safe arrival with an email address.
- **Please lock your bag with a small padlock (will can cut it off on arrival at the Project Luangwa office) or secure all zips etc with a strong tie-wrap.**
- On arrival in Lusaka please take bags to the Tours Africa office (upstairs) and leave them there.
- They will be expecting the bags as we will already have alerted them.
- Tours Africa will attach the official Pilot Post label and pass the bag onto Proflight who will put it on their next available flight that has spare luggage space.
- Bags that are not accepted will be safely kept in the Tours Africa office until the next available flight.
- On arrival at Mfuwe ground staff will put the bag in the Proflight office. Proflight will then inform Project Luangwa that bags are awaiting collection and we will pick the bags up from the airport.
- As the bag now has a Project Luangwa luggage label attached guests cannot collect the bag themselves.
- You may choose to donate the bag or suitcase to Project Luangwa. Donated travel bags and cases are passed on each January to sponsored kids who are at boarding school.
- If you want your bag returned, we do our utmost to comply with your wishes. You must indicate this on a label attached to the bags. However as there is no guarantee that the bags will be on the same flight as you or even arrive in Mfuwe before you leave, you should be prepared to lose the bags. At busy times of the year there may be a delay in the bags arriving in Mfuwe as our bags must wait for free space on a flight.
- This scheme is not available for people who want to hand out school supplies alone or for schools that do not come under the Project Luangwa umbrella. If you would like to join us in handing out your supplies please let us know before hand.

We are always immensely grateful for this continued service by Tours Africa and Proflight, who so kindly donate their staff's time and this facility free of charge.