



PARTICIPANT PACK

The Founding 100 — Participant Pack

Welcome, application, terms and preparation for the Roots to Togo journey

DNA → DISCOVERY → TOGO → RECONNECTION

Draft v1.0 — October 2026 — for review before release to applicants

Organized by CYWEP (Children, Youth and Women Empowerment Program); designed and delivered by AFROAC (African Affairs Communications LLC)

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DRAFTING NOTE (REMOVE BEFORE RELEASE)

This pack is a working draft. Prices, payment dates, the cancellation scale, the participant terms and all travel requirements are **to be confirmed** by CYWEP — the terms and cancellation policy with legal advice, and entry requirements against official Togolese sources — before the pack is sent to applicants. Bracketed fields are to be completed.

1. Welcome to the Founding 100

Return. Reconnect. Reimagine. Thank you for your interest in Roots to Togo, an initiative of CYWEP (Children, Youth and Women Empowerment Program). The program is owned and coordinated by **Hemnia Djimagani, Program Owner & Lead Coordinator. AFROAC (African Affairs Communications LLC)**, our program design, operations and delivery partner, creates and runs the journey and handles the details, from the itinerary and logistics to suppliers, operations on the ground and participant support.

The Founding 100 is the first cohort of Roots to Togo: 100 members of the African diaspora — primarily Black Americans and African Americans, and also members of other diaspora communities — travelling together to Togo for a premium six-day heritage journey. It is not a conventional group tour. It is a journey of memory, culture and living communities, designed with Togolese historians, cultural custodians, guides, artisans and hosts, and documented for an international documentary and the "100 Stories" archive.

The journey follows four steps: **DNA → Discovery → Togo → Reconnection**. It begins months before departure with an optional ancestry pathway and pre-trip sessions, and continues after you return home through a reunion, follow-up opportunities and a legacy project in Togo.

Be an ambassador for Togo. As one of the Founding 100, you help tell a truer, fuller story of Togo. Share your journey before, during and after the trip, with honesty and respect: the welcome, the heritage, the landscapes and the people you meet. Let Togolese hosts speak in their own words, and ask before you post anyone's image. Buy from local artisans, restaurants and guides, recommend the businesses that served you well, and invite others to come and discover Togo for themselves.

DATES

The Founding 100 is planned for **September 2027 [dates to be confirmed]**. A smaller pilot delegation is planned for February 2027 to prepare the journey. Final six-day dates will be announced only once hotels, institutions and production are secured.

1.1 Your six days in Togo

Day	Theme	Highlights
1	Arrival & Welcome Home	Airport welcome in Lomé; hotel check-in; welcome kit; welcome dinner; introduction to Togo, its languages, etiquette and heritage.
2	Lomé: Memory & Identity	Historical orientation; city experience; fabrics and artisans; food tasting; genealogy / story circle; cultural evening.

Day	Theme	Highlights
3	Togoville – Lake Togo – Aného/Glidji	Lake experience; Togoville heritage; Aného/Glidji history; community lunch; coastal storytelling.
4	Kpalimé & Kloto	Nature and waterfalls; batik and artisans; coffee, cocoa or agriculture; cultural dinner.
5	Reconnection & Impact	Youth and community activity; business and creative roundtable; diaspora–Togo networking; filming; optional genealogy sessions.
6	Legacy & Closing	Reflection; artisan marketplace; personal commitments; final documentary interviews; Roots to Togo gala. Departures the next day.

The itinerary may be adjusted for weather, protocol with traditional authorities, safety or site availability. An optional 2–3 day northern extension to Koutammakou (UNESCO World Heritage) and Kara may be offered separately [to be confirmed; not included in the price below].

1.2 What is included

Your **land contribution** covers the in-Togo program:

- Hotel accommodation in Lomé for six nights (twin share unless you choose the single supplement);
- Meals as set out in the program, receptions and the closing gala;
- Airport transfers on the group arrival and departure days, and all ground transport for program activities;
- Guides, interpreters, entrance fees, cultural performances, community activities and genealogy / story sessions in the program;
- Welcome kit, including the Roots to Togo Passport and program guide;
- Pre-trip orientation sessions (online) and post-trip reunion activities [format to be confirmed].

1.3 What is not included

- **International airfare** to and from Lomé, which you book and pay for yourself (group fares may be offered [to be confirmed]);
- Passport, visa and vaccination costs, including the yellow fever certificate;
- Travel insurance (required — see Section 6);
- Meals and drinks not listed in the program, alcoholic drinks, laundry and other personal expenses;
- Purchases at the artisan marketplace and personal gifts or donations;
- Extra nights before or after the program, and the optional northern extension;
- Any DNA test or genealogy research you choose to do.

ASSUMPTION TO CONFIRM

The inclusions above are a proposal based on the program budget and are an **assumption to confirm** once hotel and supplier contracts are signed.

1.4 How to apply

1. Read this pack in full, including the terms, the cancellation policy and the code of conduct.
2. Complete the application form (Section 2) and the media release (Section 7) and return them to Hemnia Djimagani at hemniadjimagani@gmail.com (or through the application platform, once announced) by [closing date to be confirmed].
3. Applications are reviewed against published criteria: personal motivation, contribution to the cohort, interest in legacy and follow-up, cohort balance and readiness to travel. Sharing DNA or genealogy information is **never** a requirement.
4. If you are accepted, you will receive a confirmation letter and an invoice for the deposit. Your place is secured once the deposit is received.

2. Application form

Please complete every section in capital letters or type directly into the answer cells. Fields marked (optional) may be left blank.

2.1 Personal details

Field	Your answer
Full name (exactly as in passport)	
Preferred name	
Date of birth (DD/MM/YYYY)	
Gender (optional)	
Nationality / nationalities	
Home address	
City, state / region, country	
Email	
Mobile phone (with country code)	
Occupation / profession	
How did you hear about Roots to Togo?	

2.2 Passport

Field	Your answer
Passport number	
Issuing country	
Date of issue	
Date of expiry	
Do you already hold a valid Togo visa?	☐ Yes ☐ No
Do you hold a yellow fever vaccination certificate?	☐ Yes ☐ No

NOTE

Your passport should be valid well beyond your return date (requirements to verify — see Section 6). Please do not send a copy of your passport with this form; we will ask for it securely after acceptance.

2.3 Emergency contact

Field	Your answer
Name	
Relationship to you	
Phone (with country code)	
Email	
Second contact (optional): name and phone	

2.4 Why you want to join

Question	Your answer
Why do you want to join the Founding 100, and why now?	
What connection do you hope to make in Togo?	
What can you share with the cohort (skills, networks, stories)?	
After the journey, which areas interest you?	☐ Education ☐ Investment / business ☐ Youth exchange ☐ Tourism ☐ Culture / arts ☐ Other: _____

2.5 Ancestry and genealogy (optional and voluntary)

You may — but are never required to — share DNA or genealogy information. Sharing is never a condition of acceptance, and you may change your mind at any time.

Question	Your answer
Would you like to share DNA or genealogy information?	☐ Yes ☐ No
DNA testing company used (if any)	
Summary of regions reported (e.g. "Benin/Togo 12%")	
Family history you know (places, names, stories)	
A story, object or question you would like to bring to the story circle	

PLEASE READ

DNA ancestry regions are statistical estimates based on reference populations. They do **not** establish nationality, ethnicity or a specific family line. Roots to Togo **never promises** a precise Togolese ethnic or family match. Please share only a summary: the program does not request raw genetic data (assumption to confirm). Any use of your ancestry story in media needs your separate consent (Section 7).

2.6 Dietary, medical and accessibility needs

This information is confidential. It is shared only with the staff who need it to keep you safe and comfortable.

Question	Your answer
Dietary requirements (vegetarian, vegan, halal, other)	
Food or other allergies	
Medical conditions staff should know about	
Regular medication you will carry	
Mobility or accessibility needs (walking, stairs, boats, heat)	
Any other support you would like us to plan for	

2.7 Room preference

Option	Details
☐ Twin share	Preferred roommate (name), if any: _____ ☐ Please match me with a roommate
☐ Single room	Single supplement applies — amount [to be confirmed]

2.8 Media consent (summary)

Roots to Togo will be filmed and photographed for a documentary. Please tick your choices here and sign the full media release in Section 7.

Use	Your choice
Documentary filming	☐ Full ☐ Limited ☐ No filming
Photographs in program materials	☐ Yes ☐ No
Social media	☐ Yes ☐ No
Use of my ancestry / family story	☐ Yes ☐ No

2.9 Declaration and signature

- The information in this form is true and complete to the best of my knowledge.
- I have read this participant pack, including the price and payment terms, the cancellation policy, the participant terms and the code of conduct, and I agree to them if my application is accepted.
- I understand that DNA results are estimates and that Roots to Togo does not promise a precise ethnic or family match.
- I agree that CYWEP may use my personal data to assess my application and organize the program, and that health and ancestry information will be kept confidential and shared only as described in this pack.
- I am, or will be, aged 18 or over at the time of travel (assumption to confirm).

Applicant	
Signature	
Full name	
Date	

3. Price and payment

Item	Amount (USD)	When
Land contribution, per person, twin share	\$1,950	—
Single supplement	[to be confirmed]	With the balance
Deposit	\$500	On acceptance [within 14 days of the acceptance letter — to confirm]
Balance	\$1,450	About 60 days before departure [date to be confirmed]

ASSUMPTION TO CONFIRM

All figures in this section — the \$1,950 land contribution, the \$500 deposit, the \$1,450 balance, the single supplement and the payment dates — are **figures to confirm** by CYWEP. They follow the program's recommended hybrid funding model, in which participants pay their own international airfare and a land contribution, and sponsors cover the rest of the in-Togo program.

3.1 How to pay

- Payments are made in U.S. dollars to the program account named on your invoice: [bank / payment platform — to be confirmed].
- Please quote your name and invoice number with every payment. Any bank or card fees are paid by the participant [to be confirmed].
- A receipt is issued for each payment.
- If the balance is not received by the due date, CYWEP may, after a written reminder, treat the booking as cancelled by the participant and apply the cancellation policy in Section 4.
- Payment plans or partial support may be considered case by case [to be confirmed].

3.2 Why participants contribute

The land contribution covers part of the cost of the in-Togo program. Sponsors and partners are being sought to cover the rest. Any surplus is intended for the legacy project in Togo and the program reserve.

4. Cancellation and refund policy

PROPOSAL TO CONFIRM

The whole scale below is a **proposal to confirm with legal advice** before it is offered to participants. Day counts are calendar days before the first day of the program.

4.1 If you cancel

Cancellations must be sent in writing (email is accepted) to Hemnia Djimaghi, Program Owner & Lead Coordinator, at hemniadjimaghi@gmail.com. The date we receive your notice is the cancellation date.

When you cancel	What is refunded
More than 90 days before departure	Full refund of amounts paid, minus a \$150 administration fee
60 to 90 days before departure	The \$500 deposit is kept ; any other amount paid is refunded
Less than 60 days before departure	No refund , unless your place is filled by another approved participant, in which case amounts paid are refunded minus the \$150 administration fee
No-show, or leaving the program early	No refund for unused services

4.2 If the organizer cancels or postpones

- If CYWEP cancels the program, you receive a **full refund** of all amounts paid to CYWEP.
- If the program is postponed, you may keep your place on the new dates. If you cannot take the new dates, you receive a **full refund** of all amounts paid to CYWEP.
- If the itinerary changes in a minor way (for example, an activity replaced for weather, protocol or safety reasons), no refund is due.

4.3 Other points

- Refunds are paid within [30] days of the cancellation date, by the original payment method.
- You may propose a replacement participant; they must meet the eligibility criteria and be accepted by CYWEP.
- CYWEP is not responsible for international airfare, visa or vaccination costs. We strongly recommend flexible or refundable tickets and travel insurance that covers cancellation.
- A participant removed from the program under the code of conduct is not entitled to a refund (Section 5).

5. Participant terms and code of conduct

Every participant, personality, staff member and crew member agrees to the following. These terms are a proposal and an **assumption to confirm** with legal advice.

5.1 Participant terms

1. **Eligibility.** Participants are members of the African diaspora, aged 18 or over at the time of travel (assumption to confirm), and able to take part in a six-day program involving road travel and moderate walking, with reasonable adjustments on request.
2. **Travel documents and health.** You are responsible for holding a valid passport, Togo visa and yellow fever certificate, and for following health advice (Section 6).
3. **Insurance.** Travel insurance with medical and evacuation cover is required. You must send policy details before departure.
4. **Program changes.** The itinerary may change for weather, protocol, safety or site availability. Participation of any high-profile personality is not guaranteed.
5. **Filming.** The program is filmed for a documentary. Your media choices (Section 7) are respected, but you may appear in the background of group scenes.
6. **Privacy.** Personal, health and ancestry information is used only for the program, stored securely, accessed only by named staff and deleted or anonymised after a retention period [to be confirmed].
7. **Concerns and complaints.** Raise any concern with the participant services lead or the safeguarding focal point during the program, or in writing to hemniadjimagni@gmail.com afterwards.
8. **Applicable law.** [To be confirmed with legal advice.]

5.2 Code of conduct

Commitment	What it means
Respect cultural protocol	Follow the guidance of guides, custodians and staff on greetings, dress, seating and behaviour. Traditional authorities set the rules in their communities.
Respect sacred spaces	Ask before entering, standing, photographing or filming. Respect every no-film zone without exception. Take nothing — objects, soil or materials — from sacred sites. Ceremonies are never staged for cameras.
Ask before you photograph	Seek consent before photographing or filming any person. Never photograph children except through the agreed consent process with parents and the responsible partner.
No cash gifts to children	Do not give cash, gifts or personal contact details to children. If you wish to give, contribute through the legacy project .
Pay artisans fairly	Pay artisans and vendors the agreed price. Bargain respectfully, if at all. Marketplace artisans keep their sales revenue.
Honour the truth	Speak about ancestry and history with care. Do not present DNA estimates as proof of a specific ethnic or family link.

Commitment	What it means
Behaviour	Treat everyone — fellow participants, hosts, staff and crew — with courtesy. Zero tolerance for harassment, discrimination, exploitation or unsafe behaviour.
Alcohol	Drink responsibly, if at all. No alcohol at sacred sites, community visits or youth activities. Staff may exclude anyone who is intoxicated from an activity.
Safety instructions	Attend briefings, be on time, use the buddy system, follow medical, food, water and security guidance, carry your staff contact card and tell staff before leaving the group.
Media	Refer media enquiries about the program to the designated press contact.

5.3 The organizer's right to remove a participant

CYWEP may remove a participant from an activity or from the program for a serious or repeated breach of the code of conduct, for behaviour that puts others at risk, or on medical advice. Where possible a warning is given first. A removed participant is not entitled to a refund and pays any cost of changing travel arrangements or returning home early.

ASSUMPTION TO CONFIRM

The participant terms and code of conduct are proposals in this draft. **Assumption to confirm** with CYWEP, the local advisory council and legal advice.

6. Travel requirements and packing list

TO VERIFY

Entry and health rules change. Every requirement below must be **verified** against official Togolese sources and your own government's travel advice before you travel. Participant services will send a confirmed checklist [date to be confirmed].

6.1 Requirements to verify

Requirement	What to check	Done
Passport	Valid well beyond your return date (commonly at least six months — to verify) with blank pages for visa and stamps.	☐
Togo visa	U.S. citizens need a visa; an e-visa is available. Apply through the official Togolese e-visa service [link to be provided] and carry a printed copy.	☐
Yellow fever certificate	A yellow fever vaccination certificate is required for entry. Carry the original in your hand luggage.	☐
Travel insurance	Required. Medical cover including emergency evacuation; cancellation cover strongly recommended. Send policy details to participant services.	☐
Health advice	See a travel-health professional 6–8 weeks before departure: malaria prevention, routine vaccinations and any personal medication.	☐
Flights	Book your international flight to Lomé (Gnassingbé Eyadéma International Airport, LFW) to arrive on Day 1, and share your itinerary with participant services.	☐
Money	Togo uses the West African CFA franc (XOF). Bring some cash for personal spending and the artisan marketplace; card acceptance may be limited.	☐
Forms	Application, media release, participant terms and health questionnaire signed and returned.	☐

6.2 Good to know

- French is the official language; Ewe and Kabiye are national languages. Interpreters are provided for program activities.
- September can bring rain in southern Togo; expect warm, humid weather.
- Drink bottled or treated water only, and follow staff guidance on food.
- Electrical plugs and voltage: to verify; bring a universal adapter.

6.3 Packing list

- Passport, printed e-visa, yellow fever certificate, insurance details and copies of each (kept separately);
- Light, breathable clothing, plus **modest dress** (covered shoulders and knees) for sacred sites and community visits;

- One outfit for the closing gala [dress code to be confirmed];
- Comfortable walking shoes and sandals; a light rain jacket or umbrella;
- Hat, sunglasses, sunscreen and insect repellent;
- Personal medication in original packaging, with a copy of prescriptions, and a small first-aid kit;
- Universal plug adapter, phone charger and power bank;
- Reusable water bottle;
- Some cash for the marketplace and personal spending;
- A family story, photograph or object for the story circle (optional);
- A notebook for your Roots to Togo Passport reflections.

7. Media release

Roots to Togo is documented by a professional crew for a documentary (20–30 minutes), short films, daily social media content, portrait interviews and a photo archive, including the "100 Stories" archive. This release lets you choose, separately, how your image, voice and story may be used. No fee is paid for these uses.

7.1 Your choices

Use	Your choice
A. Documentary and films Filming of you, your voice and interviews for the documentary, sponsor film and program videos.	☐ Full — I may be filmed and interviewed ☐ Limited — group scenes only, no interviews or close-ups ☐ No filming — please avoid filming me
B. Photographs Use of photographs of me in program materials, reports, the website and press.	☐ Yes ☐ No
C. Social media Use of photos or video of me on Roots to Togo, CYWEP and AFROAC social media channels.	☐ Yes ☐ No
D. My ancestry story Use of my DNA / genealogy information and family story in the documentary, the "100 Stories" archive or media.	☐ Yes — with my name ☐ Yes — without my name ☐ No
E. Name and quotations Use of my name and words I say in interviews or reflections.	☐ Yes ☐ No

7.2 Terms of this release

- Materials may be used by CYWEP and AFROAC, its program design, operations and delivery partner, to tell the story of Roots to Togo and to promote the program and Togo, in any medium, worldwide, for an unlimited period [to be confirmed with legal advice].
- Your choices are reconfirmed on arrival and you can change them at any time by telling staff or writing to hemniadjimaghi@gmail.com. A change applies to future uses; material already published or broadcast may not be fully withdrawn.
- You may ask staff to stop filming or photographing you at any moment during the program.
- Your ancestry information is never published without a "Yes" to option D, and is always presented as an estimate, never as proof of an ethnic or family link.
- Photographs or filming of other people, community members and children follow the program's separate consent process.

Participant	
Signature	
Full name	

Participant	
Date	

ASSUMPTION TO CONFIRM

The wording of this release is a proposal. **Assumption to confirm** with legal advice and the documentary producer.

7.3 Contacts and who runs the program

Roots to Togo — The Founding 100

Organized by CYWEP (Children, Youth and Women Empowerment Program)

Program Owner & Lead Coordinator: Hemnia Djimagani, CYWEP — she coordinates the program, alongside AFROAC

Email: hemniadjimagani@gmail.com • Phone / WhatsApp: +1 (240) 401-1628

Program design, operations and delivery: AFROAC (African Affairs Communications LLC), Washington, D.C. — afroac.org

Budget and finance: Fetehe Tebeje, CEO, AFROAC — ceo@afroac.org