**VOLUNTEER’S MANUEL**

**AIMS AND OBJECTIVES OF THE ORGANISATION**

1. Providing education to Children that would have otherwise not been able to access Formal Education.
2. Providing a safe place and home for orphans and abandoned children.
3. Equipping children with general life skills, this will benefit them and help them become responsible citizens.
4. To network with other Organization to improve the livelihood of children.
5. To empower families and communities to improve their welfare.

**VOLUNTEERS:**

The program is open to adults of all ages, skilled and unskilled, who are eager to serve, and have a willingness to learn and, at the same time, wish to gain a better understanding of them selves. Young and older adults are equally encouraged to participate

To become a volunteer working with Christian children’s Centre Uganda will undoubtedly be a life-changing experience. You will be getting to give your love and attention to children who most desperately need it.

To grow up as an orphan and needy, automatically means that a child is one amongst many. The children do not receive the same attention and personal care that a child would who was growing up with his or her parents, despite the best wishes of the center staff.

It is your duty to give as much love and attention to the children as you can. Think of them as yours, and share with them stories of your own country as well as learn and tell them stories of their own local culture.

You will invariably find that as a volunteer from abroad, you will become a curiosity to the local people. Just by your mere presence, it will bring esteem to the children’s home and you may well be able to assist them in receiving donations from community members that may not have been offered had you not been there. Utilize this sentiment, and offer to go with the staff when they go to take kids to the doctors and collect food and other materials for the kids

### Who do we need?

We need volunteers who are committed and have a strong desire and passion to help others. However, we urgently need individuals with experience in the following fields:

**We need volunteers with knowledge in the following areas: -**

    \* Teaching in all skills as a volunteer wishes
    \* Counseling
    \* Child health care
    \* Food Nutrition
    \* Entrepreneurial teaching
    \* Art and crafts
    \* Medical and first- aid
    \* Social work
    \* Medical and first- aid
 \* Parenting skill training
    \* Sensitizing and lobbing
    \* Counseling of children
    \* Teaching English and other foreign language.
    \* Life skills teaching.
    \* Gardening and livestock feeding.
    \* Fundraising
    \* Recreational activities and sports organizing
    \* Organize recreational sports activities

 \* Visiting guardians around the community
 • Instructors for computer skills classes, entrepreneurship and leadership training.
 \* Doctors, nurses, pre-med and nursing students to support staff at the community clinic.
 \* Administrative work
 \* HIV/AIDS, nutrition, and public health educators
 \* Grant writing and research
 \*IT and library skills to help manage the computer center and the community library.
 • Electrical, civil, or water resource engineers

### Volunteer’s Work:

Activities range from gardening to administrative work. Volunteers should prepare to assist with one or more of the following:

\* Teaching kids in the after-school program ranging from kindergarten, elementary/primary school, secondary school, or in the vocational school.
\* Helping students with homework i.e. tutoring
\* Work with students on extracurricular activities
\* Administration work in our offices
- Working in the new community library and computer center at the Academy.
\* Preparing progress reports for children who have sponsors
- \* Preparing monthly volunteer newsletters and help students with school newspaper.
\* Fundraising activities
\* Gardening and feeding livestock
\* General housekeeping work at the kids center and community school
\* Presenting workshops on community development, human rights, AIDS awareness and education, etc.
\* Help with seminars on entrepreneurship and leadership training for students and local residents.
\*Organizing and running youth camps.
\* Family outreach in the neighboring villages.
\* Counseling and career guidance
\* Construction work at charity organizations

### How much does it cost?

**Accommodation and First Month's Donation:**

We are very particular about financial transparency for all interested volunteers. All projects take a once-off "donation" on your arrival to cover your accommodation and to help them run their projects. You will give this **directly** to the director of the Center/ project upon your arrival. On each project's page, we have written the price that you will be expected to give when you come. All prices are in US$ but you can pay the equivalent in any major currency. You will notice that for many projects, the first month is a bit more expensive than subsequent months - this is because most have integrated a $250 donation to build up the project along with the monthly cost to cover your food and accommodation (usually $100 - $200 depending on the project). The directors are expected to provide you with feedback as to how your first month's donation is being used.

**Booking Fee:**

After you have been accepted into the project by the volunteer coordinator, then you will have to pay a non-refundable $50 booking fee. The numbers of volunteers applying has increased to over 100 applicants a year. Unfortunately only a third of those who promise that they will come, have in fact arrived. The wastage in volunteer coordinators' time and the fact that volunteers who could have come were refused due to holding the space for someone else who didn't turn up, has forced us implement it. We hope that by implementing the fee, only serious volunteers will thus secure the chance to volunteer in our projects. The booking fee will go towards paying for communication expenses incurred by the coordinators to keep in touch with you and the projects, and website maintenance. You will only be asked to pay this once you have had the chance to read all the documentation related to the project that you wish to volunteer in, and the volunteer coordinator has accepted you into the project. You will be given a week to pay from the time of acceptance.

**Extra expenses:**

There may be minimal extra expenses that you will also have to take into account e.g. some projects charge for airport collection (usually around $60) and a basic orientation when you would arrive. Some projects ask that you take language classes at the same time. You will pay the teacher or school directly when you take these. You will be told about any of these additional costs in the volunteer manual.

**Part 2.**

 **ACCOMODATION AND FOOD COSTS:**

Accommodation 100$ per week

You can view picture of one of the families that hosts volunteers. The homes where volunteers are placed provide a homely and safe environment. The volunteers share in the life of the family and build relationships with family members, co-workers, and local people in the villages.

Electricity is available, water and access to any road transport mess, There is Internet access at the center. However, there are no flashing toilets. There is refrigeration and bottled water is provided for drinking. Expect to share a room with another volunteer and adapt to rural village life style.

Food 45$ per week

However volunteers must know that there free to buy food from restaurants while away from home or when feel like so, also ready to adjust to local foods here, but still this fee must be paid.

Your donation will cover your accommodation arrangements and in most cases your food. Some of the projects only serve vegetarian food as part of their culture and easy access to it, in which instance, you may choose to arrange your own diet. In the end, most volunteers choose to eat what is prepared at the project however.

If you do wish to arrange your own food due to special dietary restrictions or preferences, then discuss it with the volunteer Co-coordinator that you will be corresponding with so that this can be taken into account.

It depends on what you will be doing in your free time, to determine how much you will be likely to need as extra pocket money to bring with you. In most instances, these costs will be fairly small due to Western currency being strong compared to that in developing countries

**WHY DO COST LESS**

Firstly, some of the other programs may include the cost of ticketing in their charges (although many don't) as well as provide classes for their volunteers to attend before coming, for which they will charge. (We will communicate by email with you all the necessary information which we feel you should know before you come). Besides this, they have their internal administration costs which they will be aiming at covering through your fees.

PJF does not act as a "middle man", and for this reason you should find these costs the cheapest available on the internet. We do all our work voluntarily. Each volunteer coordinator receives only a small amount from your booking fee to help cover their phone and internet bills associated with communicating with you. It is one of our ways of serving the children and the projects who are in need. To give is always so much more uplifting than to receive.

**Fundraising:**

Some volunteers in the past have raised their project donation money through collecting donations from friends and family or small fundraising events before leaving. Considering that in most cases, it will not "put you out of pocket" too much; it should not create too much difficulty for you, as we understand many volunteers may also be students. Our aim is to keep these donations to a minimum, but your contribution helps the projects significantly to maintain their premises and to improve their facilities.

On the other hand, there have been many volunteers, who after returning home from their volunteer ship, have wanted to fundraise for a particular aspect of the project where they volunteered. What this means for you, is that if you do decide to fundraise, write to Jjemba Mathew or Meredith Thomas and they can tell you whether or not you may be able to offer tax deductible donations for donors in your area who wish to support the project you are fundraising for.

### Cultural Immersion

As a volunteer, you get a completely different experience to that of the average tourist. For starters, you are accommodated on site at the project in which you are involved. This means that you get to experience real life as the locals live it - both an eye-opening and an interesting experience!

Our volunteers are placed with host families which gives them an opportunity to experience the culture of the local people.

### What dates are the programmes being run?

**You** determine when and for how long you wish to come. Please ask for the project pages however to determine whether specific months are free. These are generally up-to-date. In this way you will be much more likely to get a placement. Usually if you are intending to come for a short time only, e.g. three weeks or less, then apply anyway to whichever project you are interested in, telling your exact travel dates, and the director may be ready to let you come.

When you submit the application form, please think carefully about the time commitment that you will be able to offer. It makes it difficult for us to accept you for the month of May and then have you delay until June or July, when we had accepted someone else. It can be frustrating for both us and the directors who were relying on you at that time, and will mean lots of reshuffling. If you are unable to come at the time for which you booked in for, then you will lose your booking fee and may have to transfer to another project. If you can come later, then it is up to the discretion of the volunteer coordinator as to whether you have to pay another booking fee. Usually, if the date of your arrival changes by more than a third of the time you were intending to stay with us, then you will lose your fee.

For example: A volunteer books to come on 1st February for 3 months. She has to delay until the 15th March, but still intends to stay for 3 months. She will lose her fee because she has changed her dates by one and a half months (half the period of time she was intending to stay) and will interfere with bookings in May and June (very popular times for bookings).

Example 2: A volunteer books to come in April for 6 months. He then writes to say that he can only come in May for 5 months. He will not lose his fee because the time he has changed is less than a third of the original intended time. It will also not significantly affect the bookings.

If you intend to volunteer more than 6 months after the date that you apply, we recommend that you don't fill in an application form yet. Subscribe yourself to one of the mailing lists for volunteers so that you can keep in touch with us, but wait until closer to the period of time that you want to come. There is nearly always space 5-6 months from the date that you apply. Likewise, we prefer to know about your interest to volunteer at least a month before arriving. In special cases we can organize your arrival sooner than that, if there is a vacancy but it will be stressful for you to organize your travel and visas in time.

### How you can get involved:

Volunteers can get involved in a variety of ways - one of the most common is through volunteering in the project of your choice. However, you can take your volunteering to a higher level again if you wish. Below we provide some other opportunities that exist for dedicated and enthusiastic volunteers.

### Volunteer Co-coordinator:

In order to offer for this help, we need you to be familiar with the project with which you will offer to co-ordinate volunteers for. You may be a previous volunteer, or someone local nearby one of the projects who have the internet equipment and time necessary to assist the director of the Center / project. We pass on any applicants who wish to volunteer in the project to you and you answer their questions and organize their placements and travel details to pass on to the project director.

Especially if you will be travelling to a new project you may want to offer to help communicate with later volunteers and to assist the director with communicating with futures volunteers. In some cases, the project director may choose to assign a volunteer coordinator who is volunteering at the project and who may be given a small donation out of the volunteer’s fees with which to help cover internet and travel costs associated with communicating with new volunteers, but this will be negotiated by the director themselves.

It helps if you are comfortable with using internet and excel spreadsheets. You will communicate and receive your training from Jjemba Mathew (the director) to assist you to do your work professionally and responsibly.

### Sponsorship Co-ordinator:

Many orphanages and kids centers would like to receive sponsors for the children in their care. Especially when the children get older, higher education can be costly and beyond the reach of the orphanage to send them.

You may like to assist the director of a project that you identify with, in finding sponsors for the children and take photos and design information about the children to give potential sponsors. This will work well if you continue to communicate with volunteers who are still at the project and get them to send regular updates to the sponsors in your country.

Besides this, we believe in the sincerity with which you are coming to the project to help. You will be bringing skills with you that can assist the children’s' projects to run more efficiently, effectively and most importantly to provide the individual attention to the kids, that all directors wish to assure more of, for their children. This work and your sincerity are the most valuable asset of all, and so we wish to assist as many volunteers find placements in which they can serve without being exploited by any other agency in the process. A price can never be put on that.

That said however, because we don't charge for our services, we cannot offer the security that a larger organization may be able to provide. Volunteers travel individually, not in a group (unless coming with their own friends or partners) and in the occasion of something disastrous, we rely on the directors of the projects to assist you. If a volunteer is unhappy with their placement, the volunteer coordinator will try his or her best to reassign the volunteer to another project, but we can't take on responsibility for the volunteer should they be dissatisfied and want a refund. That is an arrangement between the project director who the volunteer paid the money to and the volunteer. We do ask to hear from volunteers however if the director did not refund their money. To be on our website, one of the criteria that they have to agree to is to refund a volunteer's food and accommodation money if the volunteer wants to pull out early.

### What kind of work will I do as a volunteer?

Most projects will be more than ready to integrate any special skills that you may bring with you into their programme. In general however, you can expect to be involved in the following sorts of tasks:

* Office work, using the computer to assist in making of newsletters etc.
* Running kindergarten classes or tutoring kids.
* Assisting the children with their homework, reading those stories and organizing creative activities for them.
* Assisting in fundraising activities.
* Giving individual attention to children whom the director has identified and assigned for you to take a special interest in.
* Helping with toddlers and their daily care.

### Can I volunteer in another way?

Definitely! If you don't have the time to volunteer by visiting and staying for some time at the kid’s center but would still like to help out with the work we are doing, we would gladly accept your help.

We need help in networking with new centers and orphanages, collecting items for volunteers to take to the orphanages, designing web sites for orphanages. Please feel free to contact any of the project coordinators or the director to offer your support. You can get in touch with us by checking out the details at the last page of this Manuel

### Which projects can I volunteer in?

We have partnerships with orphanages and children’s projects in numerous areas in Uganda. The directors of each project have designed programmes and activities to provide volunteers with rewarding and inspirational service experiences, as well as to provide the children in the projects with the much needed love and attention that they deserve. Please you can write and ask more about other charitable organization in Uganda.

### Is this a religious organization?

No. Prince Joseph Foundation is not a religious based Organization.

Some of the projects which we organize volunteers for may have their own religious leanings but all directors understand and endorse the true spirit of Christianity and as such will never push their own beliefs on you. Your beliefs will be respected at all times, and we expect that you will respect theirs likewise.

### How do I apply?

Simply fill in the volunteer's form and we will try to get back to you with in a couple of weeks. Please have patience, as your requests are being dealt with by volunteers themselves, and so sometimes there may be a delay. If you don't hear back from us within a couple of weeks, please try to write to us again to ask how your application is going. Sometimes we aren't able to respond to your application because inadvertently you may spell your email address wrong when you fill out the application form, or sometimes people's email addresses block our reply emails. And sometimes, maybe for some mysterious reason, we just didn't get your message. It is our policy to reply to all emails that we get, so there will be a reason why you haven't heard back from us within the 2 week period.

Answer the forms as fully and as honestly as you can. You will see from the application that we are not into bureaucracy but we do like to get to know you!

You are responsible for your air ticket and travel related expenses. PJF does not take any responsibility for this. In some places you may be provided with a bicycle to get around, but in others, you will have to pay for your bus fares to and fro.

If you receive notification from us that we would like you to come, we will expect you to reply back with clearer dates with in a week, and an expression of your continued interest so that we could book your space more firmly. Unfortunately we do get some people who apply on a whim, and then later change their minds after we have informed that we would be happy to accept them. In order to try to solve this problem, we do rely on continued communication from your side about your interest. It also helps you, us and the centers directors to get to know each other better.

### I don't speak the language in the country where I want to volunteer. Will this be a problem?

In many of the projects, the director can understand English, and sometimes the kids too. If the project is in a country where the language is different from your mother tongue, we strongly advise that you take quick language classes for the most used words. Like names of places e.t.c.

### What are the food and accommodation arrangements?

### Are there any restrictions on the volunteers that you take?

Volunteers should be 18 years old at the time of their travel. There is no upper age limit; Most of our volunteers are between 18 and 48 years of age however.

Volunteers have to have a short study about Uganda and the organization rules and objectives

Volunteers must be willing to work 5-8 hours a day

Volunteers must know that desks can change for the advantage of the organization

No volunteer is allowed to carry out any activity which is not agreed upon with in the day’s program.

. Directors at different projects may allow a little discretion with the age - if you are 17 they may consider you, so don't despair - they will, however, require that you bring signed parental permission with you, and may ask to communicate with your parents before fully accepting you into the project

### Can I communicate with the director of the project where I want to volunteer?

When you apply through our website, we will pass on your information to the director or volunteer coordinator of each child’s home. Some of the directors have email contact and will then directly communicate with you any extra information you wish to know. Please remember that they are very busy people and coupled with the fact that they are in developing countries with difficulties accessing the internet, it may take time for them to respond to your e-mails. For this reason, many of the projects have elected a volunteer Co-ordinator to deal with the applications. Often-times, these are longer term volunteers already at the project, who maintain a close contact with the director or they have already returned home from volunteering at the project and wish to stay involved in this way.

Other orphanages however, do not have email contact or have requested us to deal with the arrangement of volunteers. In this case, we will ensure that you know all you wish to know in order to assure your comfort and mental peace. You will be communicating at all times with people who are very familiar with the project that you will be getting involved in.

### Can I communicate with volunteers who have already been to the project?

Certainly! We encourage all prospective volunteers to get in touch with past volunteers. This not only benefits the volunteer, but it also ensures that there is continuity between the efforts of volunteers and that knowledge and hints are passed on.

### When I arrive, what are the arrangements for collection at the airport?

If you inform us of your flight details, then your volunteer co-ordinator will ensure that arrangements are made to get you safely to the project where you will be volunteering.

### What about visas, vaccinations and all that horrible stuff?

Please check out from the embassy in your country what the visa requirements are. You should enter on a tourist visa. We do not have the arrangements in place yet for applying for volunteer visas.

For travelling to any country in Africa, you are required to have taken yellow fever vaccination. You will be given a yellow card which the immigrations will not check upon your arrival but when you **leave**. If you intend to travel around to different countries, then it is advisable to get your cholera shot too.

Other vaccinations like hepatitis are optional and it is up to you to decide whether you think it necessary or not

### What if I get sick?

Before travelling, you should make yourself aware of all health requirements for the region you will be travelling to and get the suitable vaccinations before leaving.

Be aware that in Africa and some parts of Asia, malaria is common, so bring the necessary prophylactics (preventatives) before you come, mosquito net are available which will cover your whole body.

If you do get sick, then the director of the orphanage will make sure that you can get suitable medical treatment. It is up to you to decide whether you wish to take out medical or travel insurance before you go.

You should organize your own medical and travel insurance as this is not covered in our programme.

### Is there anything else that PJF require?

We would love to hear back from you as to your experience when you return from your volunteering so that we can include it in our volunteers' experiences section which is linked off each project page.

We would really appreciate it if you would offer to be a correspondent for future volunteers who wish to volunteer in the same project that you visited.

### Steps to take if you wish to volunteer:

* Fill out the volunteer form
* We try to respond to your application or queries within 2 weeks. Sometimes we are unable to respond, due to an incorrect email address being given, or server errors which mean we may not get your email or your email box is full or has certain restrictions on it which don't allow our responses to get through to you. It is our policy to respond to all emails that we receive, so please do get back to us if you don't hear from us within a couple of weeks.
* Once you have been accepted into a project, you will be asked to pay a $50 booking fee within a week of acceptance. This gives you time to contact a travel agency and ask questions of your coordinator in order to decide if the project is for you.
* Collect toys for Games at the center
* Prepare yourself and your ticket and be ready to begin your adventure!

|  |
| --- |
| **VOLUNTEER’S RIGISTRATION FOAM**First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_\_Sex \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mailing address (include Apt. and or c/o) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_ Home Telephone Number (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day Telephone Number (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please read and after sign Your Organization/Church Name (if applicable)­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By filling the above form I agree with all the terms and condition of being a volunteer at Prince Joseph Foundation Uganda, I will stand by them and serve to reach the goals of this organization within the time I will be volunteering at the center.I sign this form within my outstanding conscious and out of love to help the children’s at Christian children center Uganda, I pray God help’s me to fulfill my Godly ambitions while serving with other staff and volunteers at Christian children’s center.Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Co-Signature \*by parent or guardian (required if participant is under 18 year of age)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |