



# **VOLUNTEER PACK**



Dear Volunteer

Thank you for your interest in the The S.A.F.E. Foundation's volunteering programmes!

This information pack aims to provide you with as much information as possible about volunteering to enable you to have a complete and enjoyable experience. It also aims to ease your mind of any apprehension you may have about volunteering abroad as well as giving you specific guidelines about the do's and don'ts of your project.

We've split this pack into sections for ease of reference, but please make sure you read through each one thoroughly as each volunteer is responsible for themselves once away, and also for compliance to the terms and conditions at the end of this pack.

The sections are as follows;-

- **Applying for your project**
- **Preparing for your project**
- **Getting to your project**
- **Being at your project**
- **Staying on after your project**
- **When you come home**
- **FAQ's**
- **Testimonials**
- **Application**
- **Terms and Conditions of Volunteering**

We understand that whether this is your first time volunteering or you fiftieth you want and deserve to know every detail possible about what will happen whilst you are away, so if you find that you still have questions after reading through this pack, please get in touch with us at the office, and we will answer your queries as best we can!

## APPLYING FOR YOUR PROJECT

In this section;-

-  **How to choose your project**
-  **What happens if I don't get my choices?**
-  **Paying for your project**
-  **Refunds**

### How to choose your project

- Some of you have already chosen which project you want to apply for and have been notified of the availability, but there will still be a few of you who are undecided and need more information before committing yourselves. If you haven't already chosen, it is important that you go for a project that is a good balance between comfort and challenge. Push yourself to choose a programme that you would not necessarily have thought about before and most importantly – be brave!

- On saying that, everyone has skills or strong points which will come in useful when travelling and meeting new people. Choose a project that reflects your genuine interests and one in which you envision yourself being useful and productive.

- There are several reasons why people choose to volunteer abroad, and high amongst them is the desire to learn about new cultures and experience life in a new setting, to help people less fortunate than themselves and to conquer personal goals. For these reasons it is good to be apprehensive and even a little scared about the project, and these feelings certainly shouldn't put you off.

- Remember to ask questions if you have uncertainties about a project you're interested in. For instance, some countries are not best suited to vegetarians. Others require some basic knowledge of a foreign language. Although we will try to give you as much information as we can about your chosen project, there are always extras that people like to know.

- You also need to think carefully about logistical issues, such as dates, travel arrangements and vaccinations etc, so be sure to choose a project that suits you all round.

**- When you have shortlisted a selection of projects you are drawn to, fill in the application which you will find at the bottom of this pack. Make sure you fill in all relevant sections, including emergency contacts and any special requirements. Please attach two passport sized photographs and send it back, with the relevant fees to The SAFE Foundation, Volunteer Programme, 11-14 Williams House, Columbus Walk, Off Brigantine Place, Cardiff, CF10 4BY**

### What happens if I don't get my project choices?

- There will be times when your first choice of project is unavailable, which is why we ask you to list several choices. You will be placed on your second if your first is fully booked and your third if your second is, and so on. This is why you should consider all your choices very carefully. Be open and flexible. Once you have submitted your project choices you will not be able to change them, and you submit them on the understanding that we will endeavour to grant your first choice but it is not always guaranteed.

### Paying for your project

- Once you have completed your application form, please send it in with the correct fee as stated in your specific project information details. This fee is payable by cheque or postal order made out to The SAFE Foundation. We will also accept fees paid via our justgiving page, which can be found at [www.justgiving.com/thesafefoundation](http://www.justgiving.com/thesafefoundation)

### Refunds

- We cannot refund project fees under any circumstances except emergencies. If in the unfortunate event that an emergency hinders your ability to complete your project, please contact one of the volunteer programme staff as soon as you can.

## PREPARING FOR YOUR PROJECT

In this section;-

-  **Booking your flight**
-  **Insurance, visas and vaccinations**
-  **Local customs and expectations**
-  **What to take**

### Booking your flight

- Volunteers are responsible for their own travel to and from the project, so it is down to you to choose your flight with due care. However, we may be able to offer our opinions about airlines and fares and in some cases be able to suggest appropriate booking agents.

### Insurance, visa and vaccinations

- Many countries require visitors to have visas, and you will be expected to arrange the most appropriate visa for your stay. Most short term volunteers can visit their project on tourist visas, which are the cheapest and most efficient way of entering the host country. As most volunteers plan to travel after their project, a tourist visa is the most popular and suitable visa. Although the price of a tourist visa alters from country to country they are usually between £30 and £45.

- Long term volunteers may require a volunteer visa, depending on the length of their stay. Each project differs in the duration length and so advice should be sought from The SAFE Foundation before buying a visa for a long term stay.

- Volunteers are also responsible for their own vaccinations and malaria cover. A doctor or nurse is in the best position to advise you on the necessary jabs and whether or not your project lies within a malaria zone. You should seek advice from your surgery and take action on that advice.

- Construction project volunteers **MUST** make sure they are up to date with their tetanus jabs. You will be asked to sign a paper to confirm this and failure to do so means your removal from the project without refund.

- It is also a good idea to carry your vaccination history card with you in case of emergency or necessary treatment.

**- Volunteers should be aware that occasionally things happen that are beyond anyone's control and for which The SAFE Foundation cannot prepare them or accept responsibility. For example, traffic accidents or environmental occurrences. Therefore, volunteers are responsible for their own insurance cover and to exercise caution and care at all times.**

### Local customs and expectations

- The SAFE Foundation volunteer programme is designed to reduce cross cultural stigmas and improve understanding between different people all over the world. Cultural sensitivity and respect is a major theme of any project you will find yourself on, which is why we encourage volunteers to do their research about their country of choice before they go. Try to learn a few local phrases or greetings, or try to read about acceptable dress customs or polite gestures. Nobody expects you to be fully-fledged in the practices of locals, but as long as you try your best, and be polite and respectful at all times.

- The countries in our programme are in the developing world and some communities have very little in the way of material possessions. For this reason it is advisable that you go without your favourite jewellery, expensive clothes or fashion items, and only wear the basic necessary items.

- It is important to remember that people do things differently in other countries, and whilst we may be shocked at some practices, to others they can be part of a way of life deeply intertwined with history and national identity. Volunteers must bear it in mind that we are not always right about things just because we're from a relatively strong economic background, and that what may work for you may not work for others. Please do not condescend people for their practices or try to get people to see things differently.

## What to take

- You will need to take appropriate clothing, so it is always wise to research seasons and the weather before you go. Remember that a lot of countries have a rainy season, so check to see when that is and pack waterproofs if appropriate.
- It is also wise to take insect repellent and sun cream. In certain countries a mosquito net is also appropriate.
- If the weather is going to be hot take a hat and some long sleeved, loose fitting clothes too.
- Some projects require volunteers take sleeping bags roll mats or sheets. This information will be provided in the specific project information that will be sent to you on confirmation of your placement.
- You should take strong walking boots or shoes with you as most projects involve at least a little walking around. This is particularly relevant on construction projects and maybe less so on teaching placements, but as a lot of our projects are rural, there may be some walks to get to and from the placement site.
- If your project involved being around lots of children, it is always a nice idea to take some toys or recreational objects that can be shared. For example, skipping ropes, bouncy balls or pen and paper sets are ideal. Any toys that cannot be shared may be detrimental and make some children feel left out, so always make sure that what you bring does not risk excluding anyone.
- It is also nice to take photographs of home. These come in handy for long term volunteers who are missing people back home, but also to show local people a little of your life, too as a great way of opening up communication and sharing stories. In the same way, it's nice to bring something cultural from home to show local people on your project something of where you come from. This should not be anything that is going to display wealth and a better standard of living, but rather something small, such as a postcard or a traditional souvenir
- Each project may have specific requirements for volunteers in terms of what to take, so it is important you read the specific project information when you have been accepted for any extras you might need.
- **Most importantly, volunteers need to take a good attitude! As you know, some projects may be economically poor, but remaining strong and positive and being committed to the work of the project means that volunteers are contributing greatly and extremely effectively to the community. It is tempting to want to promise continued financial support or support of other kinds to the people involved in the project, however there is a big difference between good will and productive development. Please remember all projects are part of The SAFE Foundation's development programme, which is designed intricately in conjunction with indigenous people, and with years of research. Any extra factor, however small, may alter the projected outcome of the overall project and may not be conducive to development strategy.**

## GETTING TO YOUR PROJECT

In this section;-

-  **Flights**
-  **Meeting Points**
-  **Internal travel**
-  **Contact details**

### Flights

- As previously stated, volunteers are responsible for their own flights but please inform The SAFE Foundation when you have booked your flight, so that we can pass on the flight details to the partner charity that you shall be working for when you arrive. This helps the partner charity with any arrangements they need to make and is also contributes to ensuring your own safety.

### **Meeting Points**

- Some partner charities will arrange to meet volunteers at the airport, in which case you will be notified, however most projects designate a meeting point nearer the placement to which volunteers will be expected to make their way. Any volunteers expecting to arrive early should notify The SAFE Foundation in advance so that alternative arrangements can be made.

### **Internal travel**

- Internal travel that is necessary for the completion of the project shall be provided for, however any extra travel that you wish to do in your spare time is the responsibility of the volunteer.

### **Contact details**

- The contact name, number and email address if applicable of the partner charity representative of your specific project is given in the specific project information that you will receive once being accepted on a project.

## **BEING AT YOUR PROJECT**

**In this section;-**

-  **Accommodation**
-  **Orientation**
-  **Work hours**
-  **Meal times**
-  **Days off**
-  **Emergencies**
-  **Rules**

### **Accommodation**

- On most volunteer projects accommodation is basic. Although you will have everything you need, it is likely that your accommodation will be simple and minimal. If you have any special requirements in terms of accommodation, please let us know as soon as possible so that we can notify our partners at the earliest opportunity.

- Some projects may accommodate volunteers with local families. Home stay arrangements are always a great way to experience local life, but again it may be basic. If you stay with a family it's a nice idea to take a small gift to show appreciation for their hospitality.

### **Orientation**

- On arrival volunteers will be briefed by the project leader as to the basic layout of the programme and any extra information you need to know. The first day of your project will be introducing you to the work and the local people that you will spend the duration of the project with. You will also meet any other volunteers taking part in the project and have a chance to ask any questions.

### **Work hours**

- Work hours are relative to the job that you have chosen to do, so you will find extra details in the specific project information, however it is usual that you will work early in the morning, at 8.30am/9am with a break for lunch at 1pm and then from 2pm until 5pm

### **Meal times**

- A food budget will be provided and volunteers will buy and cook for themselves in most cases. Groups shall be divided into cooking teams who will work on rotation and leave work hours early to prepare meals. On several projects, however, meals will be provided already made.
- On construction projects or other labour intensive placements volunteers may not be expected to cook their own meals and you will be told about alternative arrangements during your orientation.

### **Days off**

- Volunteers will normally have two days off per week. This is usually a weekend, but in some cases is a day in the week and a Sunday.

### **Emergencies**

- In the event of an emergency or sickness volunteers should seek the advice of the project leader and the partner charity representative who will take the necessary action.

### **Rules**

- Volunteers **MUST** respect the rules of your placement and act responsibly and sensitively at all times. Specific project rules will be detailed at orientation, but on all projects there are a few standard rules which must be observed.
  - Under no circumstances will recreational drugs be tolerated.
  - Whilst it is up to the volunteer to use his or her own discretion when drinking alcohol, excessive drinking is not acceptable and will hinder your ability to work effectively.
  - If you are a smoker you must observe local customs relating to smoking in public, and if necessary apply discretion and cultural sensitivity when smoking.
  - During the project volunteers must not go off on their own without having good cause or without advising the project leader. For safety's sake you must report all of your movements off the project site or out of your accommodation.

## **STAYING ON AFTER YOUR PROJECT**

### **In this section;-**

-  **What to do**
-  **Keep us informed**

#### **What to do**

- Sometimes volunteers decide they would like to stay in the country of their project after it finishes to give them opportunities to see a bit more of the country and visit tourist places. If this is the case and you want advice about the best places to go, feel free to approach the representative of the partner charity as they may be able to help you plan your onward journey.

#### **Keep us informed**

- Although volunteers are no longer representatives of The SAFE Foundation when they finish their project, we like to know your future plans just in case we need to contact you or in case of emergency.

## WHEN YOU COME HOME

In this section;-

-  **Feedback**
-  **Debrief**
-  **Testimonials**
-  **Other volunteers**
-  **Fundraising**

### Feedback

- We would love to hear how your project went on your return, so will send you a feedback form to fill in and send back to us. We also welcome phone calls from volunteers to tell us stories of their time away and let us know the things that worked and the things that didn't

### Debrief

- Long term volunteers will be invited to visit us for a debrief session which will allow any reverse culture shocks to become manageable. Returning home from a long project is not always easy and we are happy to help volunteers readjust.

### Testimonials

- We would like all volunteers to write a testimonial of their time away which can be published on our website and in other media. Space on your feedback form will be provided for this purpose, but please be sure to fill it in as it is an important part of the development of our overall volunteer programme.

### Other volunteers

- Occasionally we may ask you to visit us to talk to other volunteers who are thinking of going to the same project as you. Alternatively we may ask you if other volunteers can email you. If you do not wish to be contacted for this reason, please let us know on your return.

### Fundraising

- Sometimes volunteers wish to continue supporting the work of The SAFE Foundation on their return from a project, and there are plenty of ways you can help if this applies to you too. We encourage our supporters to arrange their own fundraising events which could be anything from gigs to themed parties or sponsored events. We are on hand to guide you through the process and support you if needs be. If this is something you are interested in let us know!

- We would love you to keep in touch on your return and encourage you to come to The SAFE Foundation parties, which are a great way of sharing your experiences, meeting other supporters and partying all while helping the projects which we run.

## FAQ'S

### WHAT HAPPENS IF MY FLIGHT IS DELAYED AND I CAN'T GET TO THE MEETING POINT ON TIME?

If this is the case, then you should notify The S.A.F.E Foundation and the partner charity representative as soon as the airport notice informs you of the delay. Special arrangements

may have to be made as long as we're informed early enough. There are useful numbers in the specific project information that you will receive on confirmation of your placement.

#### **WHAT HAPPENS IF I NO LONGER WISH TO ATTEND MY PROJECT?**

If this is the case you MUST inform all parties as soon as you can. However, refunds will only be provided if you cannot attend for emergency reasons, in which case we may ask you to provide evidence of your inability to go.

#### **WHAT IF I DON'T GET A VISA IN TIME?**

It is the responsibility of the volunteer to make sure all travel arrangements are in place before you go. If you do happen to leave visa requirements too late, most embassies offer a service by which you can turn up to the embassy on the day and process your visa more quickly.

#### **WHAT DO MY VOLUNTEER FEES COVER?**

Fees cover your accommodation, food and tools that you need to be able to do the job, administration of your project and internal travel. They do not include getting to and from the project or any extra activities you decide to do when you're there.

#### **A FRIEND AND I WANT TO VOLUNTEER TOGETHER, IS THIS POSSIBLE?**

Yes. Although we don't like to encourage large groups of people because big groups tend to stick together and not integrate with locals as well as individuals do, partners or groups of three are easily arranged as long as there are spaces available on the project you have chosen.

#### **WILL THERE BE SAFE DRINKING WATER AT MY PROJECT?**

Each country is different in terms of safe drinking water, and it is up to you to investigate online or otherwise the standard of water you can expect to find. However, as a general recommendation, the SAFE Foundation suggests only drinking bottled water when abroad.

If you have any more questions, please get in touch with [info@thesafefoundation.co.uk](mailto:info@thesafefoundation.co.uk) and we'll be happy to chat about issues you may have.

#### **TESTIMONIALS**

**Here are some examples of how SAFE volunteers have been effected after their project;**

"Volunteering has changed my life and given me a different perspective on the world in really positive way. I feel more connected to those around me as well as happier in myself"

“No-one can really understand it until they’ve done it. The sense of fulfilment and purpose is amazing. I would recommend it to anyone with a sense of adventure and a love of new places”

“I have become addicted to volunteering! Just being able to immerse myself in a new culture and find out how other people live has provided me with amazing insight. I’m much more understanding of different cultures now, and it has helped me see areas in my life in Britain that I can improve on and do differently”

“Loads and loads and loads of fun!”

“I couldn’t imagine myself doing so much hard work before I left, but I threw myself in at the deep end, and I’m so glad I did! I got so much out of it because I put so much in! Everyone was really helpful and the kids at the project were really cute! I’m in love with volunteering and will definitely do it again!”

## **CONTACT**

For more information, please contact one of the SAFE Team on 02920 020685 or email [info@thesafefoundation.co.uk](mailto:info@thesafefoundation.co.uk)

## VOLUNTEER APPLICATION FORM

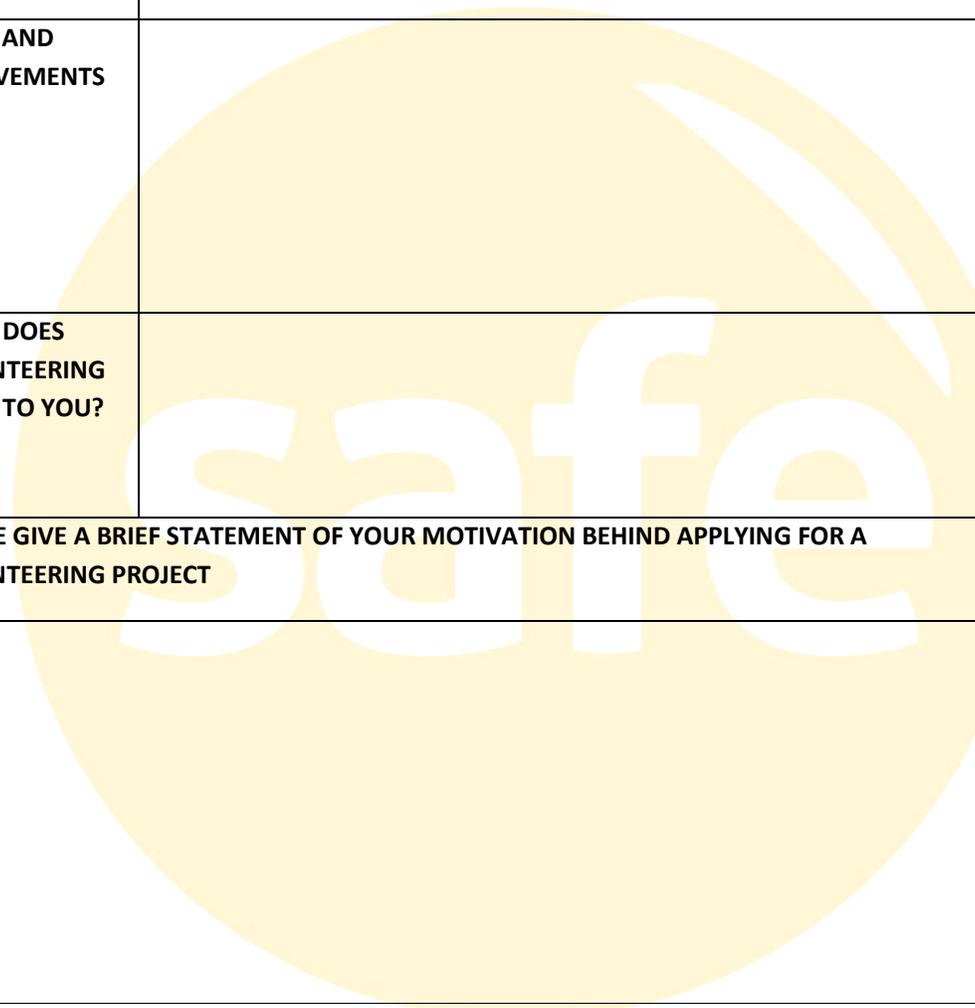
### PERSONAL DETAILS

<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL</b>	
<b>PASSPORT NUMBER</b>	
<b>DOB</b>	
<b>EMERGENCY CONTACT NAME/NUMBER</b>	

### PROJECT DETAILS

<b>NAME AND CODE</b>	<b>REASON FOR CHOICE</b>
<b>DATES OF INTENDED TRAVEL</b>	<b>From:</b>  <b>To:</b>
<b>DIETRY REQUIREMENTS</b>	
<b>ACCESS REQUIREMENTS</b>	
<b>OTHER SPECIAL REQUIREMENTS</b>	

<b>DO YOU HAVE ANY HEALTH ISSUES OR AILMENTS?</b>	
<b>PREVIOUS VOLUNTEERING EXPERIENCE</b>	
<b>SKILLS AND ACHIEVEMENTS</b>	
<b>WHAT DOES VOLUNTEERING MEAN TO YOU?</b>	
<b>PLEASE GIVE A BRIEF STATEMENT OF YOUR MOTIVATION BEHIND APPLYING FOR A VOLUNTEERING PROJECT</b>	



## TERMS AND CONDITIONS OF VOLUNTEERING

- The SAFE Foundation cannot take any responsibility for any accident incurred on the project. Personal volunteer safety is the responsibility of the volunteer.
- It is the responsibility of the volunteer to take our appropriate travel insurance prior to travel.
- It is the responsibility of the volunteer to ensure well timed travel to and from the project, allowing time to get from the airport to the designated meeting place.
- The volunteer must act responsibly at all times and take care not to cause harm to themselves or to others.
- The volunteer is expected to act respectfully at all times and in accordance with local cultural traditions and requirements.
- It is the responsibility of the volunteer to ensure that they have researched local customs as best they can prior to travel.
- It is the responsibility of the volunteer to listen attentively at briefing and instructions given by the supervisor and members of the partner charity in regards to work undertaken.
- Volunteers must act in accordance with camp rules and regulations as well as the law of the country of the project.
- If the volunteer has any issues that they feel the partner charity need to know, they must report it on arrival to the partner charity.
- Volunteers will act in accordance with procedures detailed at orientation in the event of an emergency

tick here if you have read, and agree to, the terms and conditions of The SAFE Foundation

Signed \_\_\_\_\_

Date \_\_\_\_\_