



Foxes' Community and Wildlife Conservation Trust
Foxes' NGO

The Volunteer Handbook

Professional and Non-professional Individual Volunteers



VOLUNTEER MISSION STATEMENT:

In the spirit of Foxes' Community and Wildlife Conservation Trust, volunteers shall strive to better communities through their willingness to participate in alleviating poverty and inequality.

This shall be accomplished in a socially and environmentally harmonious manner through healthcare, civic agency, and education.

Village Statistics

- The project area contains 16 villages with a population of 30,000 in a 15 mile radius
- 35% of villagers have HIV/AIDS
- Farmers in the village live on an income of \$20/month – 90% of villagers are farmers
- At Igoda primary school over 40% of children have lost at least one parent
- 71 orphans live in the children's village – from 2

HIV/AIDS

- In Tanzania: 1 in 12 people are infected, in Mufindi: 1 in 3 people are
- 1,400 children worldwide die every day from HIV/AIDS
- 700,000 children are born infected every year in Africa
- 26 million people have already died of AIDS worldwide, 95% of them in developing countries
- 28 million people in Africa have HIV/AIDS – every single day 5,500 people die

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Karibu Mufindi!

THE APPLICATION PROCESS

Volunteers come to us from many walks of life! We welcome both **professional** and **non-professional** individual volunteers. We consider professional volunteers to be anyone over the age of 25, who holds an undergraduate degree, or a professional certification (vocational, TEFL etc.). Professional volunteers are providing a skilled service that the Mufindi community might be lacking- such as doctors, nurses, and teachers. In order to apply as a Professional Volunteer, please visit www.mufindiorphans.org and follow the “Volunteer” tab to the Professional Volunteers link. We require a completed Volunteer application, an updated CV, a background check, and proof of travel insurance.

A non-professional volunteer is an individual under the age of 25, who has not yet completed their undergraduate degree, or does not hold a certificate (TEFL, vocational etc.). We require that all NP Volunteers commit to at least 4 weeks of service. The application process for NP Volunteers is slightly different, in that we require a more in-depth interview process. In order to apply as a Non-professional Volunteer, please visit www.mufindiorphans.org and follow the “Volunteer” tab to the Non-Professional Volunteer link. We require a completed application, an updated CV, three letters of reference, a background check, and proof of travel insurance.

We recommend you begin your application process 6 months in advance, and we must be able to confirm you arrival 6 weeks

ORIENTATION

Welcoming volunteers into our NGO family is always a joy! A short orientation will be held upon arrival. This orientation will include a short tour, a review of our Behavior Contract, Acceptable Internet Usage Policy, our Health/Safety Information, and our Volunteer Agreement Contract. This is the time where we will go over rules, expectations of service, and address any questions or concerns. During this meeting, an initial work plan and schedule will be drawn up which will be reviewed after a few days of work. Please come prepared to pay a CASH key deposit of 150,000 Tsh for the property deposit and the key deposit. This deposit will be returned upon check out once the room key is returned and the room inspection is performed.

EXPECTATIONS OF SERVICE

We believe the work we do is meaningful, purposeful, and powerful, and we hope our volunteers will find the same to be true. Over time, we have seen that our happiest volunteers are the ones who arrive having mentally prepared themselves. Please consider some of the following questions: **What does service mean you? What can you offer the organization? What is difference between service and charity? How**

will you know your work here was successful? Volunteers that arrive having considered how they want to spend their time, tend to get more out of the work they do.

Volunteers should also be aware that not all assigned tasks will be equally exciting or fun. You may be asked to wash dishes, sweep a floor, change a diaper etc. We have many projects working simultaneously and do our best to place volunteers based on their experience and preference. In order to do that, we ask volunteers to consider their own personal skill sets and where they think they will do their best work. We encourage you to come with a written list of expectations, goals, and work preferences to be discussed upon arrival.

It is also important to keep in mind that we hold our volunteers to the same standards as our employees. Volunteers will be expected to work 6 days a week for 8 hours per day. Each week, volunteers will meet with the Volunteer Coordinator to draw up a work plan and schedule. Volunteers are expected to arrive on time to their work site and to stay for the entirety of their shift. We try to accommodate most volunteer schedules when drawing up the weekly work plan. Volunteers may request a morning and afternoon shift with evenings off, an afternoon and evening shift with mornings off, or any combination as long as it equals 8 hours of total work time. However, most work in the village begins at 7:30 am and we encourage volunteers to begin their day at that time as well.

Below you will find an example of a typical volunteer work schedule!

7:30am	Report to Montessori School for Teacher's Prep Meeting
8:00 am	Begin School Day- work one-on-one with students
12:30pm	End School Day
12:30pm	Lunch
1:30pm	Report to Administration Building for Office Work (organization of files and reports)
4:30pm	End Work Day

This is an example schedule of a medical/doctor volunteer!

7:30am	Meet at Medical Container to sort donated medical supplies
9:00am	Meet the car to load up medical supplies to take to the Care and Treatment Center (clinic)
10:00am	Arrive at the clinic to unload supplies and meet with patients
4:00 pm	Leave clinic and head back to Children's Village

5:00pm	Meet with on-site physician to examine critical cases at the Children's Village
6:00pm	Meet with on-site manager for updates on critical cases

CULTURAL RULES

Dress

Clothing is an important part of any culture. Just as there is appropriate and inappropriate clothing for any environment, the same holds true for the work you will be doing. We ask all of our volunteers to do their best to follow cultural norms of dress. Women are held to high standards with regards to modesty. This means that shoulders and legs (at least covering the knee), should be covered at all times. Absolutely no shorts, short dresses, low-cut shirts, spaghetti straps, tank tops, halter/tube tops, short skirts etc. An everyday outfit for a woman in the village would consist of a long skirt and a t-shirt/long sleeve shirt, with a light jacket if needed. Long pants are also fine as long as they are not form-fitting. Leggings are ok, if worn under a long skirt. Cultural dress for men is fairly straight forward and usually consists of pants or long shorts with a t-shirt or long-sleeved shirt..



Meet Molly! Molly is a volunteer who knows it is important to dress appropriately for work every day. The first picture is an example of inappropriate dress. Her shoulders are exposed, as well as her cleavage. Her hemline is well above her knees. How can we make this appropriate? Add a sweater and some loose fitting jeans, and Molly can continue to wear her favorite dress, but now she is adequately covered. Thanks Molly!

We stress to our volunteers the importance of appropriate clothing, especially for women. First and foremost, we consider appropriate dress a matter of respect to the community within which you will work. It is a culturally sensitive issue that all

volunteers are expected to consider before their trip and during their work here. It is also a matter of personal safety. Though we consider our campus to be a safe place, women who are not covered adequately put themselves at risk for unwanted attention and harassment.

Please note: Rules in regard to dress will be enforced during work hours within volunteer housing out of respect for the men and women who work in those houses. After housekeepers and maintenance workers have gone home for the day, the dress code can relax. Note: between work hours of 7:30am-3:30pm, dress code will be enforced for all volunteers regardless of where they are working.

Dietary Rules and Restrictions

Whether you plan to do a homestay during your time with us or live on campus in volunteer housing, it is important to be aware of traditional diet with regards to any dietary restrictions you may have. We ask all volunteers to be thorough in filling out the Health Questionnaire and list ANY dietary restrictions or concerns. We are happy to accommodate most diets, but as meals are planned ahead, it is imperative that you disclose any special requests BEFORE you arrive.

Traditional Tanzanian diet is high in white flour. There is also very little meat eaten on a daily basis as it usually is reserved for special occasions like parties, weddings funerals etc. We have included an example menu with eating times for your reference so you know what to expect upon arrival. It is important to note that your volunteer costs cover the baseline of three meals per day. If you believe you will require more food or would like to supplement your diet with extra meat, fruits, dairy etc. you may. Volunteers may purchase extra food/bring food from town upon arrival. Please, note that this will be your responsibility to arrange, though we are happy to put you in contact with drivers and shopkeepers.

NOTE: The town of Mafinga (about a 2 hour car ride/3 hour bus ride) is the last stop to buy snacks, use the ATM, and buy large cell phone voucher amounts. We recommend that if you anticipate needing anything, you stop here and do some shopping before heading to the village and use the ATM. For pocket money, we recommend no more than 150,000 Tsh.

Coming to the village with a small supply of “comfort food” can make all the difference in the world. For example, if volunteers know ahead of time that they want to have extra fruit or yogurt in the village, ask your driver/volunteer coordinator where these purchases can be made! We also recommend a trip to town every 3 weeks to 1 month, depending on the length of your stay to replenish your supplies. It is also nice to get out and about in town. ☺

Example Menu:

Time	Meal
8:00 am	Fried eggs, a banana, toast, and tea/coffee
12:30 pm	White rice, beans, and greens
5:30 pm	Spaghetti with tomato sauce

Language

One of the biggest challenges facing volunteers is the language barrier. Though a few staff members are able to speak English, it can be challenging to navigate your way through the village without Kiswahili. We ask all of our volunteers to be flexible, open-minded, and patient while adjusting. Always ask questions and get clarification if you do not understand. We recommend purchasing a phrase book to bring around with you during your work here! When speaking English to locals, remember to slow down and enunciate your words. Often times, volunteers speak louder, rather than slower when trying to communicate across the language barrier.

Please indicate on your volunteer application if you will require the use of a translator. Cost of a translator is out of pocket and runs approximately \$7/day. The responsibility to organize the translator around a work schedule falls to the volunteer to ensure they communicate their needs ahead of time to the Volunteer Coordinator. We will happily provide a list of names and contact information for reliable translators who we work with!

Cultural context is another challenge facing volunteers upon arrival. In the Western world, we practice what is known as low context communication. This means that when we ask a question and exchange information, we expect straight forward and direct answers. For example, if someone asks what time work starts the next day, the expected answer would be “7:30am”. However, in East African culture, this straightforward approach might be considered rude and unfriendly. Instead, high context communication is used. When exchanging information, it is customary to sandwich answers to questions between greetings, stories, complaints about work, inquiries about family etc. For example, if someone asks what time work starts the next day, the answer might begin, “Well, last week, the weather wasn’t very good so we didn’t arrive to work until...”. This “beating ‘round the bush” can be very frustrating for those unfamiliar with the cultural context. Keep this in mind during your trip and you will find yourself slowing becoming accustomed to this way of life.

Promises of Gift Giving

Often, volunteers form close relationships and bonds to the members of the Igoda community while working here. It is tempting to make promises of money, gifts, return

trips etc. We **STRONGLY** advise all volunteers to clear any financial gifts or promises with management before mentioning them to members of the community. Due to cultural etiquette of gift giving, ANY promises, even those made in jest or half-heartedly, are considered obligations and it will be expected that you follow through. In order to protect our relationship with the community, as well as whatever relationships our volunteers may cultivate, please ask before initiating the conversation.

VOLUNTEER OPTIONS

Education Option

- Teach an adult English class.
- Teach English in a classroom at Igoda Primary School Teaching Library.
- Design children's teaching materials to supply the Interactive Learning Kindergarten.
- Teach children with disabilities (physical and learning).
- Tutor secondary school students in Math, Sciences or English.
- Read stories and/or teach English in the children's library or at the children's village.
- Plan and present a seminar in an area of your expertise (nutrition, maternal health, HIV/AIDS, agriculture, clean water, etc.)
- Teach computer skills (basic skills, word processing, etc.) in the Administration Office.
- Create income-generating ideas and projects.
- Teach arts, crafts or music to various age groups.
- Present a girls' empowerment class.
- Conduct research/data analysis/monitor and evaluating.

Environment Option (seasonal)

- Create/plant/harvest community teaching garden.
- Plant a local orchard with villagers
- Graft fruit trees for villagers to plant and earn income
- Tour income-generating projects and help families improve their implementation
- Hold a gardening seminar
- Teach recycling techniques

Health Option

- Assist HIV/AIDS patients at the local CTC (Care and Treatment Center)
- Provide general support at a local dispensary or health center
- Play football/soccer with the children from the children's village
- Coach a sports camp – especially needed for girls
- Follow Dr. Leena on village clinic days
- Teach a life skills class to local children (personal hygiene, children's rights, nutrition, good behavior, being able to say “no”, safe and dangerous places, etc.)

We encourage any and all volunteer ideas! If you do not see what you are hoping to do on this list, please do not hesitate to inquire about its possibility. There are endless needs in the village with endless opportunities to help. Volunteers are greatly welcomed in the village and their input is greatly appreciated. We encourage volunteers to take a look at their own skill set before embarking on a volunteer project. Where do your strengths lie?

VOLUNTEER COST & HOW TO PAY

Our volunteer pricing has been carefully determined to cover a variety of costs, both obvious and hidden. We believe in transparency of pricing for our volunteers and believe in being upfront about where your money goes in the village! It is important for our volunteers to understand the economics and labor of village life.

Firewood is a major cost as it is what heats and sterilizes all the water in the village. Firewood must be cut down, transported, and then cut up again once it reaches our campus. Our water, though stored in a tank, is pumped using electricity from our generators that must be maintained and manually operated by guards. If the generator is not working, water is then carried in buckets to the tank. Electricity is another complicated amenity that is carefully controlled and regulated due to cost and labor to maintain the generator. Apart from those amenities, your volunteer costs also include a cook and housekeeping services, including daily cleaning of living spaces. Your volunteer housing housekeeper, or “House Mama” as we call them, work around the clock to maintain the living standards of our volunteer housing, including 3 meals per day. In addition to housing maintenance and grounds keeping, we also provide an internet café, our Treehouse café, to our volunteers for their personal use throughout the day.

The safety and security of our campus, staff, volunteers, and children are of the utmost importance. We have guards working 24 hours a day at both the volunteer houses, and the entrances and exits to the campus. Volunteer costs also help to pay for transportation to the various project sites when the transport is related directly to work. Some volunteers will do most of their work on campus in our Children's Village, while others will require

transportation to village of Igoda or beyond for work in our clinics and primary and secondary school. Finally, volunteer costs include an administration fee.

- 1-8 Weeks: \$225 USD/week
- 9 weeks-24 weeks: \$210 USD/week (After a volunteer has stayed for over 8 weeks, the price per week drops.)
- Over 6 Months: Free!
 - *Long-term volunteers are very important to maintaining the operation of our organization. We believe strongly in the work they are able to do. Because of this, we feel it is important to provide room and board for all volunteers who extend their stay past 6 months. At the 6 month mark, volunteers will no longer be required to pay ANY money to the organization. We appreciate all that you do!
- Included in the cost:
 - Volunteer housing – includes a bedroom, a shared bathroom, kitchen and living area (Please note: Depending on the time of the year, we may be hosting more volunteers. Our accommodations are such that you may have to share a bedroom with one or two volunteers. If this is unsatisfactory for you, please note this on your Food/Lodging Form. We will do our best to meet all requests.)
 - Three prepared meals a day
 - Cleaning service of common areas.
 - Electricity and water
- Not Included in the cost:
 - Supplemented meals/Extra fruit, meat, or dairy
 - Personal Transportation
 - Excursions/Day Trips outside of volunteer activities
- **Your volunteer invoice will also contain the costs of your travel arrangements if you are an international, independent volunteer. These will be worked out with the Volunteer Coordinator during your application process and will include the price of airline travel, in-country travel, and necessary lodging accommodations before arrival on-site.**

It is possible and encouraged for volunteers to raise funds for their volunteer cost. People typically seek funds through various means: religious organizations, school/university organizations, family and friends, and/or local businesses.

NOTE: In the past, many volunteers have used crowd-sourcing sites like www.gofundme.com to raise money for the cost of their stay, as well as the project they intend to work with. If you would like to fundraise for the cost of your stay and a project, please email at foxesngo@gmail.com. We are able to provide PowerPoints, brochures, and budget sheets that can be used for fundraising presentations or talks. We ask that volunteers inform us ahead of time of all fundraising initiatives they will undertake. We often have advice based on experience that might be helpful to you in your fundraising efforts.

TO PAY: Once you have received your volunteer fee invoice from the Volunteer Coordinator, please make a payment under your name and given reference number (provided on the invoice). Volunteer costs must be donated by check (sent by mail) or online to the U.S. or U.K. non-profit organization. One can either pay online at the sites below. We ask that you donate the total cost of your volunteer fees to the charities (depending on your country of residency) or the volunteer costs can be transferred to the in-country (Tanzanian) bank account. If you are interested in making a direct bank transfer to the TZ account, please send an email to foxesngo@gmail.com for the banking details and account information.

Mufindi Orphans, Inc. (www.mufindiorphans.org)
1109 Somerset Circle
Lawrence, KS 66049 USA

Orphans in the Wild (www.wildorphans.org)
Rose Marie Cottage, Green Street
Brockworth, Glos GL3 4RT UK

TRANSPORTATION TO & FROM

Foxes' NGO is now directly handling all travel arrangements for international volunteers coming specifically to volunteer with our organization. The cost of travel (airline tickets, hotel, bus ticket etc.) will be included in the invoice for your volunteer fees.

If you arriving from in-country, or are arriving through a partner organization, information regarding independent travel is provided below.

Please contact us at foxesngo@gmail.com to begin making appropriate arrangements for travel.

Flying into/out of Dar Es Salaam

The international airport in Dar Es Salaam (capital of Tanzania) is the closest international airport and services all major airlines. A Tanzanian visa is required to enter the country, which can be obtained in your home country at the Tanzanian embassy or it can be obtained upon arrival at the airport.

Flying to/from Mufindi

It is possible to take a chartered flight from Dar Es Salaam to Mufindi during the months of September-March. The cost is approximately \$450 USD per person one way. The flight takes roughly 2 hours and flies over the beautiful southern Tanzanian highlands. If interested, please contact Safari Air Link to see the potential flight schedule. (www.SAL.com)

Flying to/from Iringa

From Dar Es Salaam, you can also take a chartered flight to Iringa. This is a good option for anyone who does not feel comfortable taking a bus or wants to save time. Flights are through Auric Air (www.auricair.com) and cost about \$180 USD one way. The flights arrive at 8:30 am, which would leave plenty of time to take a bus or taxi from Iringa to Mufindi.

Driving to/from Mufindi

When coming from Dar Es Salaam take the one and only highway (which is paved) all the way to Mafinga. The roads from Mafinga are packed dirt and often in poor condition so budget extra time for this section (make sure you have a spare tire).

It is possible to hire a driver from most places in the country to Mufindi, where Igoda village is located. The cost from Dar Es Salaam to Igoda Village is \$500 USD per car, which can carry four people plus luggage. The drive takes between 10 and 12 hours. If interested, please let the managers know, and they can send a driver with good English proficiency to collect you at the airport/hotel.

Taking a bus to/from Mufindi

There is a coach bus from Dar Es Salaam to Iringa or Mafinga that leaves in the morning. It costs about \$25 USD for either option and takes 10-15 hours of travel. The bus does stop periodically for toilet and food breaks. Upon arrival to Iringa, you would have to take a mini bus to Mafinga (about \$2USD, 1-2 hours), where there is the option to take the local bus to Igoda Village (for about \$2 USD, leaving daily at 2pm and 2-5 hours of travel) or the option to hire a taxi for the remaining distance to Igoda Village (for about \$50 USD and 1-3 hours). If taking the bus from Dar to Mafinga direct, you will arrive too late to ride the village bus, so you must hire a cab. *Please note: Safety and security very much depends on the bus line. In order to keep our volunteers as safe as possible, we ask that if you are interested in this option, please let the volunteer coordinator know so that we may arrange your tickets for you.*

No matter which travel arrangement you choose, please let us know so that we may offer recommendations, advice, arrangements etc. We are more than happy to discuss the best options for our volunteers based on their budget and schedule!

GETTING AROUND

When living in a rural community there is an expectation of scarcity of resources. This means that restocking supplies is difficult and can require a 3 hour car ride to the closest town. Because of this, we ask our volunteers to plan and pack accordingly. We recommend 1 weekend per month to plan a trip to town for supplies. Please note that the cost of the transportation and supplies will be out of pocket so budget accordingly as well. Often,

volunteers coordinate with each other to consolidate trips to save time and money. Refer to our packing list which we have included as a base line for what to bring. If you have any questions with regard to packing or availability of supplies, do not hesitate to ask!

VOLUNTEER IMMERSION PROGRAM

We require all new, first-time volunteers to spend their first two weeks of their stay at a Children's Village house. However, we suggest that ALL volunteers participate in this program at least once during their service. We do this because it enables volunteers to truly get to know the community they are serving very quickly. We consider it a "mini-homestay" where volunteers can start to form relationships with our children and House Mothers. It also jumpstarts language acquisition and builds independence. New volunteers will move in immediately to a Children's House. Amenities are simple. Children's Village Houses are on the same generator schedule as the rest of the NGO so electricity is available. The bathrooms are "squatty-potties" and bucket showers. Volunteers will be asked to share a room with the children- usually between ages 10-16, or with other volunteers. Meals will be traditional: ugali, greens, and beans. Bread and tea are common breakfast items in the children's houses. We encourage volunteers to bring a small gift for their House Mother who will help in preparing your meals, drinking water, and hot water for showers. A great gift might be a solar light, a head lamp with batteries, Tupperware, and kitenge (cloth to make clothing).

VOLUNTEER HOUSING



Included in the volunteer cost is food and housing. The food is typically Western in style and the volunteer housing is cement and brick walls, wood floors, and ceiling board with a tin roof. Please mention any specific dietary concerns or restrictions in the Food/Lodging Form (including vegetarianism, allergies, etc.). The accommodations are modern – running water, Western toilet, and electricity by generator. Compared to other places in the region, we consider our amenities to be fairly reliable. However, because we rely on a generator, occasionally maintenance issues do cause us to lose power or running water, sometimes for a few days at a time. We do our best to fix all maintenance issues in a timely manner.

The only means to contact home are limited phone and internet services. A phone can be purchased in town cheaply (\$40) and usage vouchers are available everywhere, thus communication to home and people in the region is easy. Even if you do not purchase airtime vouchers, a phone with an activated Tanzanian SIM card will be able to accept calls or texts without cost to you. Internet access is limited to usually a few hours per week, depending on the volume of volunteers. Please inquire once on-site about the current volunteer internet schedule. If you have a pressing need to use internet while on-site, please let the Volunteer Coordinator know before your arrival so that we may make appropriate adjustments.

As said before, volunteer housing is a shared space so you may be asked to share a room with one, two, or even three other volunteers. Volunteer housing can be a really great place to make connections with other people from all around the world. If you would like to know ahead of time who your roommates might be, please email the Volunteer Coordinator who can put you in touch with the other current or expected volunteers.

LIVING IN A HOMESTAY

Some of our volunteers choose to do a Homestay as part of their volunteer work. There are MANY advantages to this housing option, such as closer contact with members of the community and higher rate of language acquisition. Common amenities for a Homestay include electricity, 3 meals per day, and a private bedroom with a lock on the door. Running water is NOT a common amenity in a Tanzanian household; therefore bucket baths are the expectation. Also, drinking water in the home is boiled, though rarely filtered. We recommend volunteers purchase their own bottled water for drinking/brushing teeth etc. A

box of water (10 liters of water) can be purchased in Mafinga rather cheaply. If you plan on doing a homestay, we recommend stopping in Mafinga to purchase a few boxes of bottled water and other supplies. A homestay is a great way to gain cultural understanding and adapt to rural life even faster. The families who come forward as hosts are often very eager to learn about our volunteers as well. Many even trade Kiswahili lessons for English lessons in the home!

Read the account below from a current volunteer about her homestay experience:

“Choosing to do a homestay is the most enriching part of my experience. I feel way more connected to the community that I service because I live with them. My host family is so welcoming and they have done so much to make me feel at home. I have a Baba (father) and a Mama (mother), two Dada (sisters), and 5 Kaka (brothers). There is always something to do, someone to talk to, something to help out with around the home. Getting involved in the chores was a great way to spend time with my family, which means my Kiswahili is improving. My advice for future volunteers would be to ask a TON of questions. Ask where things are, ask how to prepare food, ask anything. And don't be embarrassed just because you think it is a silly question. There are no silly questions when everything is new and different. I totally recommend it for anyone who really wants the full experience.” – Molly, Volunteer of 1 year

If you are interested in a homestay, please indicate that on your Food/Lodging Form. You also have the option of choosing to do a homestay for only a portion of your stay, depending on availability in volunteer housing. You will then be contacted to confirm your housing choice and be updated on the available amenities in your home so you can be best prepared for your stay! We have included a recommended packing list for a Homestay below:

- Solar light, torch, or flashlight
- Washcloths/towels
- Sleeping bag/extra blankets or pillows
- A water pitcher for bucket bathing

We recommend bringing a homestay gift for your family. Similar to the gift for House Mothers, we recommend solar lights or headlamps, kitchen tools/utensils, kitenge (cloth for making clothes) etc. These can be purchased in Mafinga. It is also nice to bring something from your home/hometown- pictures of your family, small knickknack of a known landmark, sports team, or important figure.

LONG-TERM VOLUNTEERS

We are always in need of long-term volunteers! We consider long term volunteers to be those who want to stay 6 months or longer. We believe that the longer you are able to stay,

the bigger impact you have, as it takes 4 to 6 weeks to get acclimated and find your footing. Most volunteers upon arrival start out as very dependent as everything is a learning experience at first. However, with time, you will gradually gain independence and be amazed at what you can accomplish! Currently, we are looking for long term volunteers with TEFL certification to work in local kindergarten classrooms. If this sounds like you, please let us know!

HEALTH, MEDICAL & PERSONAL SAFETY

Tips for Staying Healthy

There is little to be concerned about when staying in Igoda village in terms of health. There are local health clinics that have trained doctors and nurses in case of any illness or ailment. There are many local *duka la darwa* (small pharmacies) that sell a variety of medications that may be needed to alleviate most minor symptoms/sicknesses; they are all available for a *very* low price in the village. Any costs incurred for health care needs are the sole responsibility of the volunteer. Below is a list of common medications available:

- Ciprofloxacin and Flagyl – for stomach aches/severe diarrhea
- Panadol/Paracetamol– for headaches and fever reduction
- Doxycycline – for malaria prevention
- Coartem – for malaria treatment
- Erythromycin- for skin infections

We also have an on-site clinic ran by a Nurse and Clinical Assistant with a small amount of medicine as well. We recommend bringing a hefty supply of your preferred painkillers, Pepto-bismol, anti-diarrhea meds like Imodium, and laxatives. The change of diet can wreak havoc on some people's stomachs so we recommend you come prepared. Ask your doctor before you leave your home country if they recommend any vitamin supplements for diets that tend to be low in protein.

Not available:

- Cough/cold remedies such as Nyquil or Sudafed
- Sleep aids
- Sore throat lozenges
- Tampons
- Anti-itch creams or sunscreen
- Cephalosporins

It is recommended to receive all of the vaccinations your doctor advises before arriving in Tanzania. However, malaria does not exist in Mufindi as the elevation is too high to harbor mosquitoes. Thus, mosquito nets are not necessary here. If spending any time along the way

from Dar Es Salaam to Igoda village it would be a good idea to take anti-malaria pills as directed, but once in Igoda it is your choice. Be sure to bring any medication you have been prescribed for the duration of your visit. It is also recommended to always use and drink bottled or filtered water, even when brushing your teeth. In case of emergency, the volunteer pays any medical evacuation expenses. Purchasing traveler's insurance (or confirming personal insurance plan coverage) are the responsibilities of the volunteer. As part of your application, we ask all volunteers to show proof of travelers insurance.

Medication

We ask all volunteers to be forthcoming about any pre-existing medical conditions, both physical and mental health. If you are taking any medication, we must know! Living in a rural community requires better preparation in case of medical emergencies. Please disclose any health issues on the Health Questionnaire, including food or medication allergies.

Personal Safety

Guards on duty protect the volunteer housing 24 hours a day. The people of Igoda are very kind and welcoming; there is no civil or tribal unrest. As when traveling anywhere, it is always recommended to be cautious and use common sense. For example, never walk at night alone, keep your valuables close at hand, make sure to always lock windows and doors when you leave, etc. Mufindi is a very safe place with minimal crime of any type- though we have very curious children!

WHAT TO DO IN AN EMERGENCY

Volunteers should never hesitate to contact management in case of any emergency. Upon arrival, you will be given a list of phone numbers. We recommend you keep this list with you at all times- both written on paper and in your phone. Cell phone signal can be hard to find so always let someone know where you are going before you leave the Children's Village and venture off. Volunteers are expected to be back in their housing by night fall, and if you plan on being out later, please let your housemates/volunteer coordinator know. We also recommend you keep a photocopy of your passport with NGO contact information on your person at all times- especially when traveling outside of the village. This is known to seasoned travelers as your "Oh S*&! Card". You will probably never need it but it can make all the difference in the world in an emergency.

BEHAVIORAL CONTRACT

We hold our volunteers to the highest standards with regards to behavior. We expect all of our volunteers to be polite, respectful, and flexible. Keep in mind that as a volunteer, you are not only representing our organization, but your home country as well! We also request all of our volunteers sign a behavior contract in their introductory meeting after arrival. The content of this contract is outlined below.

Standards of Behavior

1. Work cooperatively with all youth, families, volunteers, employees of Foxes' NGO, and all others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth and the community.
2. Provide a safe environment; do not harm youth or adults in any way, whether through sexual harassment, physical force, mental abuse, or any other neglectful behavior.
3. Obey the laws of the locality, state, and nation.
4. Strive to be a positive role model for the community.
5. Participate in meetings/volunteer trainings as appropriate to duties willingly and with a positive attitude.

Attitude

Life in a rural community is difficult. Though we do our best to provide reliable transportation, water, and electricity, situations do arise where we lose one, two, or all amenities. We have systems in place to fix most foreseeable issues, but we are reliant on a whole network of people in order to keep our operations running smoothly. There will be times where you may have to walk longer distances because rain has washed the roads out, or go without electricity because of a storm. We consider these problems to be a part of daily life for our community and do our best to take them in stride, and we expect our volunteers to do the same. Comparatively, our living conditions are luxurious to some members of our community and we try to remain sensitive to this. Because of this, we ask our volunteers to be flexible and maintain a positive attitude even in tough conditions.

Relationships

Intimate relationships between volunteers and between volunteers and locals are discouraged. We understand this to be a hard rule to enforce, but we expect all of our volunteers to be safe and discreet. No one is allowed in the volunteer housing except for volunteers and APPROVED guests. That being said, ALL guests, regardless of the amount of time spent on campus, must be approved by authorizing management **at least 1 week** prior to arrival. Short-notice guests will not be allowed on campus. **No exceptions.** We urgently remind our guests that the Iringa region is a 35% HIV prevalent area. The NGO is not liable for the consequences of unsafe behavior.

Smoking

Our campus is smoking-free. There is a zero tolerance policy for smoking in the volunteer houses, work spaces, or around children. If you must smoke, please do so outside in private designated areas. These will be pointed out on your tour upon arrival. Fines will be imposed for smoking inside as the clean-up for the next volunteer is very expensive.

Drinking

Drinking alcohol is only allowed in volunteer housing after your work day has been completed. Drinking before or during your shift is absolutely prohibited, and will result in expulsion from the NGO. There is no drinking in public spaces. There is no drinking with locals or employees. Please respect the cultural norms in Tanzania and remember that alcohol is reserved for parties, weddings, funerals etc. If you do intend on drinking during your stay, you may bring your own alcohol, or request beer/wine for an additional charge on your Food/Lodging Form. However, please be discreet.

Guests

We do allow short-term guests to visit volunteers on campus. However, your guest must be approved at least 1 week in advance. No exceptions. There is also a per day charge for your guest that will be discussed pending approval. No locals are allowing in volunteer housing. No exceptions.

Property Damage

Breakage and damage to the property does happen. Upon arrival and departure, each volunteer will be subject to a room inspection. If any damage occurs during a volunteer's stay, a fine will be charged and paid before departure. Volunteers will be asked to pay a property deposit of 100,000 Tsh CASH upon arrival. If no breakage or damage to property occurs, the volunteer will receive the deposit back in full.

Key Deposit

Upon arrival, each volunteer will be expected to pay a key deposit of 50,000Tsh. When checking out, each volunteer will receive their full deposit back once the key has been returned. If a volunteer is unable to produce their key, the deposit will be kept and go towards the replacement fee.

Rule Violations

Unfortunately, violations of our rules and expectations do happen. Everyone makes mistakes and we absolutely believe in second chances. Upon the first rule infraction, a verbal warning will be issued. Upon the second rule infraction, a written warning will be issued and filed. If a third infraction occurs, the volunteer will be subject to expulsion from our

organization and departure arrangements will be made. Please note, volunteers who are expelled from our organization forfeit their volunteer costs and will NOT receive a refund. Volunteers will be escorted off the premises and will be responsible for their own travel arrangements.

Pocket Money in Mufindi

We recommend that volunteers bring 100,000 Tsh to 200,000 Tsh in cash with them to the NGO, excluding the 150,000 Tsh for the property and key deposit. Below is a list of possible ways to spend your money. Support the local village economy!

- Go out to eat in a local restaurant
- Hire a taxi to Mafinga and go shopping
- Make a purchase from our sewing school
- Buy a gift for your host family or House Mama
- Go to the traveling market
- Pay a secondary school student for Kiswahili lessons
- Purchase local artwork
- Give a tip to a House Mama for washing your clothes

Free Time in the Children's Village

Depending on the time of year, the NGO can either be full to the brim with volunteers or you might find yourself one of two or three. We recommend that volunteers bring activities to pass the time such as books, arts and crafts supplies, musical instruments etc. And living in the village can be a great time to learn a new hobby as well! Expect to have one to two hours of down time each day and we recommend that volunteers take time for themselves. This is an important part of service- self-care! Particularly for long term volunteers, it can be tempting to push aside enjoyable routines that were important back home such as exercise or cooking. Finding ways to incorporate these into your life in the village can be challenging but well worth it! Establishing a routine in a new environment is healthy and you will find yourself adjusting faster if you do. And if you are unsure about the feasibility of an activity, ask!

WHAT TO PACK...

Below is the packing list we recommend for a one month's stay. Please review our seasonal guide below to determine weather conditions to best prepare for your stay!

Suggested Packing List:



- Sunscreen and hat for sun protection
- Prescribed medications
- Raingear (jacket, pants, boots etc.)
- Warm clothing- think layers!
- Quick drying clothes
- Culturally appropriate clothes
- Personal toiletries
- Camera
- Torch/Flashlight/ headlamp
- Extra blankets
- Boots
- Kiswahili Phrase Book (if needed)
- Notebook/journal/pens

Seasonal Guide:

Please note: This is a VERY general overview of the seasons in Mufindi. For accurate and up-to-date information, please ask the Volunteer Coordinator. Seasons in Mufindi are very different from the rest of TZ.

- November-January: big rains (multiple rain showers per day, warm)
- February-April: short rains (one rain shower per day, warm days, cool nights)
- May-August: wet season (cold, muddy, misty and foggy most of the day)
- September-October: dry season (no rain, hot both day and night, dusty)

- Cold = 40° F
- Cool = 55° F
- Warm = 70° F
- Hot = 85° F

DONATIONS

Many volunteers not only fundraise for their stay, but also hold fundraising events for the Children's Village as well. There are many items needed by the children and staff of the NGO that can only be bought abroad or are prohibitively expensive in-country. We ask that if volunteers are able, they bring some of these items with them to Mufindi. International airlines have a two baggage allowance- and in the past, volunteers have brought one bag for themselves and another bag full of donated items. Carrying items like this is a great way to transport donations as shipped packages often accumulate customs fees and taxes that exceed the value of the donated items inside.

Please take some time to look over the [Donations and Needs List at the end of this Handbook](#). If you are able, please consider bringing some of these items with you!

And if you are looking for fundraising ideas, look no further!

- Hold a Penny Drive at a local school- Children bring in their loose change over the course of a week and the collected money goes to purchasing needed supplies!
- Get hip and join a crowd-sourcing website like www.gofundme.com to explain your fundraising goals to family and friends! Use a social media platform like Facebook to spread the word!
- Partner with a local Rec organization (YMCA, Boys and Girls Club etc) to hold a School Supplies Drive at a public event! Price of Admission? One school supply item! (new or gently-used)

LOCAL ATTRACTIONS

Tanzania is a beautiful country and we encourage all volunteers to get out and explore! There are many local attractions that can be reached fairly easily such as Fox Farms, Iringa Town, Mafinga, and Ruaha. If you have the chance, book a safari! Go hiking! Weather permitting, the list is endless! We recommend volunteers budget for excursions outside of the village and organize trips with other volunteers. Ask around once you arrive and we are confident you will make fast friends with the other volunteers! In this handbook, we have included a list of transportation options and contact information for easy organization. We also recommend checking out some guide books and travel blogs to help.

EXIT INTERVIEW & DEPARTURE

We are always sad to see our volunteers leave. However, it gives us a great opportunity to find out what our volunteers like about our organization and to collect any suggestions/recommendations they have. Therefore, we ask all our volunteers to sit down with us for an exit interview to share their favorite stories, their biggest challenges, and to impart some wisdom before they go. We also ask our volunteers to write us a short blurb about their experience here to be included in this handbook! We consider this information to be very valuable and encourage all volunteers to disclose as much as they can. Once the exit interview is complete, the volunteer can check out, complete the final step of the room inspection, and receive their property and key deposit back!

VOLUNTEER STORIES

“Volunteering at the Foxes’ NGO was my first experience in Africa of any kind. I will never have a better one. These people and this place seep into your body and soul to forever change you. I cannot even begin to give only one highlight, so I must give several: teaching adult English has been one of the most empowering moments of my life, visiting clinics in different villages has given me the true scope of the obstacles faced and the hope that is alive here, making lifelong friends with some of the villagers has been inspiring, and playing soccer with the kids of the children’s village has been exhausting in the best possible way! I recognize already that my place in this world is much larger and at the same time much smaller than I could have ever dreamed of understanding before coming here. I will be back next year.”

–Annie ,March-April 2010 Minneapolis, Minnesota U.S.A.

“We volunteered as part of an elective project in our final year of medical school. We were driven to the orphanage in the dark and it wasn’t until the following morning that we discovered the stunning setting for this project. Through Jenny and Geoff we were immediately integrated into the community. We spent our time visiting local villages, schools, clinics and the homes of anyone who asked for help. Any spare time was spent playing with the incredibly happy children in the orphanage. The people of Mufindi are so welcoming, friendly and so desperately in need of help. This NGO is really working to address the problems caused by the HIV/AIDS epidemic in the whole community. At times it was hard but the overall experience was incredibly rewarding. We have already booked out return visit! “

-Will & Vikki August 2009 Swansea, Wales

“Hi! My name is Maria Lehti, I come from Finland. I spent 2 months in Igoda Childrens Village in Mufindi volunteering. At home, I work as a nurse in Toolo Hospital in the neuro-surgery division. In Mufindi, I worked mainly under Dr. Leena Pasanen, accompanying her on her home-based care visits as well as working in the children’s houses. The patients and cases that I encountered here are very different from those in Finland, I found myself improving professionally during the home visits as my knowledge and expertise grew. In the Childrens Village, my job included preventive teaching, including hand washing and nutritional advice. I believe that Mufindi is a worthy destination to visit and there are all kinds of volunteer opportunities to be found.”

- Maria, February 2014

“I’m Heli, a 19-year-old girl from Finland. I spent part of my gap year after high school in Tanzania, five months altogether, a little bit over one of them in Mufindi. I like to be with children, so I spent time in children’s village, helping at house nr 2 which is a “baby house”. There were 10 kids, youngest one was about 6 months old and the oldest ones were twins, 4yrs. I was there every day in the morning helping to get children ready for their daycare and then every evening playing with kids and helping to feed and bathe them before their sleeping time.

However, the most interesting part of my work was my “part-time-mama job”. In baby house there was a little girl, Loveness, with a huge delay in her development. She was over a year old, but couldn’t even roll over, let alone walk or even crawl. She never smiled, her muscles were very weak, she was still malnourished (she had come to the orphanage severely malnourished as a little baby) and anemic. So I started to take care of her in the volunteer house every day about from 9 to 16. I fed her a lot, played with her, took care of her as well as I could and just spent time with her. And after a month she was like a different baby, still a lot behind but doing better every day.

I found my job as a “mama” very interesting, rewarding and amazing, it really taught me a lot and I was so happy to see how my baby was getting better and happier, I felt myself so useful. It didn’t feel like working to me and I really enjoyed my time in Mufindi. Also my job at house 2 was enjoyable, I had done the same job in another orphanage for 3 months before arriving to Mufindi so I knew what to expect. All the children were adorable and it was very nice to work with them.

There were only two things that were not that nice during my stay in Mufindi: washing diapers every evening and being forced to leave my baby there, saying goodbye is always hard but especially when saying goodbye to a little one I love so much.

So all in all, I think I have learned a lot in Mufindi, enjoyed my stay there, and I warmly recommend volunteering in Mufindi to anyone who loves children!”

- Heli, Volunteer of 2 months, March 2014

“I love the project with a Children’s village that actually is built like its own little community. It really felt like a safe and happy place. Most of the employees were great and always very welcoming. I specially loved Maria and Sijali in the baby house and all the Kindergarten Teachers...Our kids were AWESOME, and it mind-blowing to hear some of their unbelievable backgrounds. Sometimes, I felt like I wasn’t doing enough work but that’s why it was good for me to realize that for a young person with only a high school

education, the purpose of volunteering wasn't necessarily to "develop" the community, but to just be here for the children and give them some of the love they otherwise might not get. When it comes to the actual volunteer work, I liked the fact that I had the opportunity to try different things and be quite free about what I wanted to do.

Working with children in a third world country had been a big dream of mine for as long as I can remember. What I now tell people when they ask what it was like, I say it was FANTASTIC, because it really was. After getting over the worst culture shock and homesickness, there were some nights when I couldn't even sleep because I was just so happy! My main work in the Children's village included helping around at the baby house, assisting the Children in the kindergarten and organizing different things in the office. I also got the opportunity to follow Dr Leena on one of her Home Base Care days, and that day actually became very important to me as it was the day that assured me that I want to be a doctor as well. If I were to choose three of my favorite things during my whole time volunteering, it would be living with a local family and therefore learning to love the Tanzanian lifestyle, meeting so many inspiring and incredible people, and spending time with the babies every day. I warmly recommend this NGO for anyone who wants to volunteer in a down-to-earth, friendly place with the most beautiful views and the happiest kids! Looking back now, I can only say that I'm amazed and truly grateful for how much this whole experience enriched my life."

-Aamu, October-November 2014

"At first my students were terribly shy and hardly spoke and if they did it was behind a hand or with a pen in their mouth so inaudible but slowly things improved. Sema kwa sauti-"say it loudly" is etched into my Kiswahili vocabulary. If nothing else I have driven everyone mad with my songs that get stuck in our heads. One of my best memories from here will be walking up the hill each morning to class with 15 teenagers shouting across the valley:

"There was a farmer had a dog and BINGO was his name o!"

-Sally, TEFL Instructor, February 2015

DONATIONS AND NEEDS

Below is a list of needed items by Foxes' NGO, broken down by department. Many of these items cannot be purchased in-country (in Tanzania) or are far less expensive if purchased elsewhere and brought to the NGO. It is preferable that items are carried with a volunteer or traveler in a suitcase, rather than shipped, as customs can be quite unforgiving- with packages often accumulating fees and taxes that are

more expensive than donated items. If you would like to send items, please contact NGO Management at foxesngo@gmail.com, so that we can help to arrange the transport of donations! Thank you so much for taking the time to help our children!

Children's Village (Guardianship & Child Welfare Department)

Clothing

- Reusable cloth diapers and water-proof plastic pants
- Gently used Baby clothes (all sizes)
- Gently used preemie clothing
- Baby socks, shoes, and hats (specifically hard-soled "walking" shoes for toddlers)
- Gently-used Boys' clothing (ages 4-14 years)- pants, jeans, t-shirts
- Gently used Girls' clothing (ages 4-14 years)-leggings, long skirts, t-shirts
- Girls' bras- training bras and cup size A, B, and C, tank tops with built-in bras
- Rain Jackets- all ages
- Warm coats/fleeces- all ages
- Shoes- All Sizes: sneakers/trainers, flip flops/thongs, water-proof boots/crocs

Household Needs

- Solar lamps
- Solar flashlights/torches
- Headlamps
- Batteries (AA and AAA)
- Baby bottles and nipples

- Preemie Baby bottles, with slow flow nipples
- Bottle brushes to clean baby bottles
- Umbrellas
- Towels- both hand towels and bath towels
- Sheets- single bed
- Water-proof covers for single beds
- Baby bathtubs
- High chairs
- Baby carriers (Ergo, Baby bjorn, etc)
- Baby bags

Toys/Gifts

- Building blocks (mega blocks, duplos, legos)- the green base to build upon is also nice

- Puzzles for toddlers and young children (wooden and large floor puzzles)
- Soccer balls/shoes/jerseys/pinnies
- Jump ropes
- Soft balls for young children
- Floor activity mats for babies
- Pencil boxes/bags for school supplies
- Arts and crafts kits (bracelet making kits, jewelry making kits etc.)
- Dictionaries (English-Swahili/Swahili-English) for Secondary School Students
- Swings (both baby swings and big kid swings)

Education

- Elmer's white glue
- Rubber cement
- Paintbrushes
- Child-friendly scissors
- Packets of colorful beads (large)
- Packets of gold beads (large)
- Tape (scotch, duct, and electrical)
- Assorted toys for physical development (balls, jump ropes, Frisbees)
- Crayons
- Washable markers
- Washable finger-paint
- Erasers
- Watercolor paints
- Tissue paper, in a variety of colors
- Pencil sharpeners
- Rulers
- Paper clips
- Rubber bands
- Butterfly clips
- Thumb tacks
- Paper folders
- **Construction paper- Super NEEDED!**
- **Cardstock- Super NEEDED!**
- Permanent markers (sharpie's), in assorted colors and sizes
- Batteries (AA and AAA)

Health

- First-Aid Kits (small and large sizes)

- Children's Tylenol, Motrin, Advil, Panadol (any fever reducer)
- Infant Fever Reducer
- Orajel
- Allergy Medicine (anti-histamines, Adult and Child)
- Adult Painkillers (NSAID, Acetaminophen, Paracetamol)
- Latex/rubber gloves (in all sizes)
- Multi-vitamins- children (chewable) and adults
- Pre-natal vitamins
- Wound Care items (gauze, bandages, antibiotic creams etc.)
- Ace-bandages (for sprains)
- Cortisone cream