



VOLUNTEER AGREEMENT – HAPPY HOME ORPHANAGE

Dear volunteer. We are welcoming you to Happy Home. A stay with the children in the village can be a very enriching experience, both socially and personally. If you are open to a culture different than yours, you can learn a lot and come back with a new perspective on life. For many years now, we have had several foreigners here in the village who have either come for Happy Home or other projects. A good number have left with tears in the eyes, most have had an unforgettable experience but unfortunately a few have also failed to grasp what this place has to offer and have had to leave prematurely. The Home is welcoming you to join the many who have had an unforgettable experience here but in order to do so we ask that you reflect on your capacity to follow the following agreement. If you think you're up for it, than all that will be asked of you is a commitment to the guidelines presented in this agreement.

1 CONTACT PERSON

If, after reading this agreement, you are still interested in volunteering with Happy Home, please contact volunteer@happyhomekenya.org. Please mention the period in which you would be interested to come and add your CV and a motivation letter explaining how you think you will fit in and be useful to the Home. You will undergo an interview and will later be given an answer to your application.

The selection process can take some time. Make sure you contact us at least 2 months before your planned volunteering assignment.

2 GENERAL GUIDELINES

Be aware that your presence in the Home and the village can have a large impact on the children, Happy Home itself and the community. Firstly, as a foreigner, you will quickly realise that you can almost never go unnoticed. Your behaviour will constantly be observed both on and off duty, and how “good” or “bad” you will be perceived will have a positive or negative impact on the perception of the Home in the community. Secondly, our children will naturally look up to you since in their eyes, you are different and special. Here again, your behaviour will surely influence their own behaviour and attitude, and we hope for the best. Remember that you are not here to exchange with them from the perspective of your own culture but rather to help them eventually become responsible adults according to their own culture. For this to happen, you will need to be very humble towards their culture and try to understand it by observing, not judging it or comparing it to what you know or rather what you've been thought in your culture.

The strict rules of conduct in this agreement have been developed from many years of volunteering experiences and cultural exchanges in the community. They are obviously meant to protect you in an environment that is and will remain quite unfamiliar to you, but also to protect the children's future, the Home and the people that have given a lot for this project to be where it is today. In this sense, your behaviour, like that of any other Staff, will be monitored and measured against this guideline by the Manager and his senior Staff. No matter how long you stay with us or how comfortable you may feel in this new environment, your volunteering assignment shall be terminated if you fail to adhere to any element of this volunteer agreement.



3 MINIMUM DURATION OF STAY

Three (3) months.

4 MAXIMUM NUMBER OF VOLUNTEERS AT ONCE

Two (2) volunteers.

5 ACCOMMODATION

The volunteers will be accommodated in the guestroom, located on the 1st floor of Happy Home's main building. It has been built for the volunteers to sleep in and have some privacy.

- ◆ There is a private toilet available for the volunteer next to the guestroom.
- ◆ Please remember to respect the children's sleep at night and to behave responsibly even when the children are not in sight. No drinking or smoking in the guestroom.
- ◆ Volunteers shall not bring visitors in the guestroom whether daytime or evening.
- ◆ Volunteers shall not take or allow children to go up to the guestroom.

6 MEALS

The volunteers are offered to have their meals with the children (three meals a day) free of charge. There is no special menu for volunteers or Staff so please be polite if there is food you don't like. Remember to be an example for the children. As most food items are grown or found locally, special diets or nutritious needs can not be met (vegetarians or people with certain food allergies may find it difficult to follow the established menus). If you want to supplement your meals with snacks or to cook a meal for yourself, please do so discretely in the guestroom. Don't eat such other foods in front of the children, nor give any snacks or sweets to the children.

7 TASKS

The work of the volunteers in Happy Home consists of three aspects:

- 1) Assist the professional staff (manager, nurse, social worker) with their office duties. You are expected to assist staff type their reports, offer computer advice or any other duty.
- 2) Tutor the children. Volunteers shall develop academic materials, create educational games, help the children with homework and prepare for exams, etc. Volunteers shall also communicate in English with the children to help them improve their English.
- 3) Provide material for newsletters to sponsors and friends of Happy Home. Volunteers shall send a monthly report including stories and pictures about the children and the home by the 1st of every month to volunteer@happyhomekenya.org

8 WORK SCHEDULE

The work schedule in Happy Home consists of six (6) days per week, from Monday until Saturday. Volunteers shall be on duty in Happy Home for a minimum of eight (8) hours per day. The volunteers are offered to take their weekly day off on Sundays. Note that during the school period, the children attend school in the morning from 06:30 to 12:30. In the afternoon, classes up to Class 3 return from 13:00 to 16:30 and class 4 to 8 return from 13:00 to 17:30. Class 4 to 8 also attend school on Saturdays from 8:00-13:00 and from 14:00-16:30.



Happy Home Orphanage

MIGORI - KENYA

www.HappyHomeKenya.org - volunteer@HappyHomeKenya.org



The volunteers will therefore adhere to the following work schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00	<i>Volunteer is not required on duty // optional volunteering possible at the school</i>					Monitor & assist children in home duties	<i>Volunteer is not required on duty</i>
.....							
12:00	Assist in preparing & serving lunch & cleaning the dining room					Monitor & assist in farming, leisure, sports, crafts, storybook	
13:00	<i>Volunteer is not required on duty // Optional volunteering possible at the school</i>						
14:00							
15:00	Assist in the office work (manager, nurse, social worker)						
16:00	Monitor the children's daily duties (laundry, bathing, cleaning, etc.)						
17:00							
18:00	Assist in preparing & serving dinner & cleaning the dining room					Assist the children with their homework & preparation for bedtime.	
19:00							
20:00							
21:00							

On school holidays (4 weeks in April, in August and in December):

- ◆ The specific timetable to cover the minimum of eight (8) hours will depend on the needs and tasks at hand each week
- ◆ Give tutoring classes to the children
- ◆ Assist in the office work (manager, nurse, social worker)
- ◆ Monitor and assist the children as they go for field work (farming)
- ◆ Monitor and assist in the Home duties of the children
- ◆ Leisure, sports, storybooks, crafts.

9 YOUR TIME WITH THE CHILDREN

The children have an established timetable of duties and other activities, which are already planned by the manager. The value addition of volunteers is not necessarily playing games with the children, because as you will quickly notice, this is something that they are already very good at themselves. What volunteers can add to the already functioning structure of the Home is the creation of educational material and the organisation of stimulating activities with the children, especially on weekday evenings, Saturdays and during the school holidays.

That being said, before engaging the children in any specific activity and program, the volunteer shall first check with the Manager whether the activity itself is adequate and whether the timing is right. For example, volunteers might be tempted to show the children pictures, to play music or movies for the children. Although in some cases, this can be a good initiative, as a foreigner, the volunteer is not able to determine what's "good" or "bad" for these children. This is why we ask that they always consult and report to the Manager.



10 OPTIONAL VOLUNTEERING AT THE SCHOOL

You will notice that on weekdays, your work schedule does not request your presence in the Home during morning hours and from 13 to 15:00 as the children attend their classes. Previous volunteers found that the best way to get to know the children and spend time with them was to accompany them at their school during these hours. The school where our children attend classes welcomes Happy Home volunteers to offer some of their free time to teach classes or to organise other extra-curricular activities. Should you choose to also volunteer at the school, an assessment of your capacities by the School Head teacher will determine how you can best contribute.

Keep in mind that your work schedule at Happy Home remains as explained in the previous section (8) whether you decide to teach or not, and that your volunteer work at the school should not have a negative impact on your work at Happy Home.

11 TOURISM IN KENYA?

Kenya is arguably one of the most beautiful places to visit on this planet. And while we encourage you to discover the country, this shall only be done after your stay in Happy Home. In other words, volunteers can travel or engage in any other activities only once the notification of departure (see on the end of this agreement) has been signed by the volunteer and the manager.

12 BEHAVIOUR SPECIFIC TO HAPPY HOME

- ◆ Volunteers shall report and behave as subordinates to the Manager, Nurse, Social Worker.
- ◆ Volunteers shall behave in a respectful manner towards the authorities both within the Home and the community.
- ◆ The way they talk and act, volunteers shall be positive role models for the children.
- ◆ Volunteers shall not take the complete responsibility of a child or the children either inside or outside the Happy Home compound. Never leave the compound alone with a child or a group of children under any circumstance. Volunteers cannot be given the responsibility of remaining alone in the Home with the children nor being the night caretaker. This is for the children's protection as well as your own protection in case something would happen to a child in such circumstances.
- ◆ Volunteers shall not judge or criticise the local culture in front of the children. Try to understand it and behave in accordance.
- ◆ Volunteers shall not visit the children's homes or communities whether accompanied or not and whether on or off duty. Your presence may create undue expectations or prejudices towards the Home.
- ◆ Volunteers shall not inquire about any health or other personal and sensitive issues concerning the children.
- ◆ Volunteers shall not show preferences towards one child or another nor shall they ignore or stigmatise another.



13 GENERAL BEHAVIOUR ON AND OFF-DUTY

Since Happy Home is located in rural Kenya, the following guideline should be followed strictly. In the village of Stella, you will join a small community that adheres to a certain social code of conduct. As a foreigner, you will receive particular attention and your behaviour will be closely observed. Therefore, you must behave in a responsible manner both on and off duty.

◆ Happy Home volunteers WILL:

- Dress appropriately (as per “dress code” below. Females who do not adhere to an acceptable dress code are stigmatised, males as well but to a lesser extent.)
- Adhere to safety precautions (While it is quite safe during daytime, there is relative insecurity once the night falls, especially in areas where the “nightlife” takes place.)
- Respect and be highly sensitive to religion and religious beliefs. Religion (majority Protestants) plays a central role in setting and enforcing the desirable code of conduct in the village.

◆ Happy Home volunteers will NOT:

- Consume and/or sell any drug
- Consume alcohol (drunkards, considered as such even for drinking a beer once in a while, and drug adepts are highly stigmatised in the community.)
- Smoke in sight of Happy Home children or community members
- Leave the village or wander around at night.
- Bring or hand gifts to the children (to avoid children associating foreigners or volunteers with gifts). If you bring clothes, gifts, toys, etc. give them to the Stock Keeper without the children seeing you doing so.
- Demonstrate love/affection in public (caresses/kisses are highly inappropriate).

◆ Dress code: Please use judgment in selecting clothes that respect this dress code. You can also buy clothes in the nearby town Migori at about 3€ per piece. In case of doubts about clothes, please ask the nurse or manager for advice.

- Male & Female: Must not display excessive skin (*even during the hot seasons*).
 - Clothes must cover the shoulders and knees.
 - Low-cut clothes that can reveal the lower back/stomach are highly inappropriate.
 - Skin-tight clothes that display body curves are inappropriate.
 - Do not wear “alternative” clothes but select conventional or conservative clothing.
 - Do not wear worn-out or dirty clothes. Change or wash your clothes daily.
 - A few sets of “formal” clothes and shoes must be available for occasions, where people take much pride in looking clean and “smart”.
 - Hide your tattoos and remove your piercings if visible.
 - Dreadlocked hair are not adequate.
 - Leave your jewellery at home (Fancy watches, earrings, necklaces, rings, etc.)
- Female: Most women in the community wear a loose blouse/T-shirt and a medium to long skirt. Please comply with this. Trousers/pants can be worn during evening time as protection against mosquitoes. Ensure your chest/cleavage is covered at all times by not wearing excessively loose, nor excessively tight or low-cut tops.
- Male: Most men in the community wear a shirt/T-shirt and long trousers. Do not wear shorts nor walk topless. You can carry one pair of shorts for sports. Earrings for men are not adequate. Like dreadlocks, braided or plated hair are also not adequate for men.



14 HEALTH AND SAFETY ISSUES

Be aware that the safety (robbery / rape / road accidents / etc.) and health conditions (HIV / TBC / Malaria / etc.) might not be the same here as what you are used to in your home country.

Before your departure, make sure you inform yourself well about health and safety issues in Kenya and that you take the required vaccines, preventive and curative medication, and documentation. While in Kenya, we strongly advise that you follow the health and safety precautions you have read before your departure. Be aware that you did not build any immunity towards the diseases which are common here, so you need to be more careful than local people.

Volunteers shall purchase at their own expense a personal health and accident insurance with coverage in Kenya for the full duration of their stay in Happy Home. A valid (not expired) insurance is a precondition for a volunteering assignment in Happy Home (and also a precondition for a possible extension of your stay). This insurance shall cover for any accidents, infections, diseases, illnesses or any incidents which could occur during their full duration of stay at Happy Home as well as emergency repatriation back to Nairobi or his/her home Country. Volunteers will also sign the discharge of responsibility form at the end of this agreement. Happy Home shall not be responsible in case of any incident, accident, emergency that may occur during your stay in Kenya. The volunteer will not sue Happy Home Orphanage for any reason.

15 REPORTING TO THE BOARD DURING / AFTER THE ASSIGNMENT

During the assignment, the volunteer will be asked to write a small monthly report, including what he/she has been doing, the activities of the children, and small stories about the kids. We ask the volunteer to send pictures to illustrate the report as to contribute to newsletters to donors. You are expected to send these by the **1st of every month** to: volunteer@happyhomekenya.org

A copy of the report shall also be handed to the Manager for the Home's files. For that purpose, internet facilities are sometimes available in "Stella" or in the nearby town of "Migori".

At the end of their assignment, volunteers shall also write a final report and send it **latest one month after their departure** to: volunteer@happyhomekenya.org. This report must be written in English. It will be transferred to the Manager for feedback and for the Home's files. Please note that your report may also be published on our website. We ask volunteers to send us a CD with the pictures taken in Happy Home, for us to use on our website.

16 CONFIDENTIALITY CLAUSE

All documents and reports related to Happy Home issues, staff and children are strictly confidential. If you assist the manager, nurse or social worker with any issue, these shall not be sent to any other person than the manager himself and the board of trustees of Happy Home. Similarly, the reports you send to the person in charge of volunteers shall not be further spread by the volunteer. The Board of Trustees shall decide on the information which shall be published. No document shall be posted on internet (websites, blogs, Facebook, etc.) by the volunteer.



17 VISITORS

If you want to receive visitors (family or relatives) during your stay at Happy Home, please note that you should ask a special permission from the Manager. Should your request be granted, you shall inform him about the number of visitors. Only short visits (max. 3 days) will be accepted.

18 RETURNING VOLUNTEERS

Volunteers wanting to return to Happy Home after their first stay will have to contact volunteer@happyhomekenya.org at least one month before organising their second trip. The acceptance of returning is not guaranteed and depends on 1) the volunteers' behaviour during the first stay and 2) the timing of other volunteers during that period (max 2 volunteers are accepted at once). They will go through the same procedure and guidelines as anyone else. They will also sign the volunteer agreement. The only compromise possible might be on the duration of the second stay.

19 VOLUNTEERS WILLING TO ASSIST IN FUNDRAISING

Those volunteers who are willing to assist the Board of Trustees in fundraising or networking for the home after returning from their assignment in Happy Home are encouraged to do so. Please do not undertake fundraising or networking activities before contacting and discussing them with volunteer@happyhomekenya.org as to ensure you do not counter legislation and to ensure transparency. The partner organisations supporting Happy home in different countries are entailed to provide tax-certificates. We can thus better discuss your ideas before putting them into action.

I have READ AND AGREED the volunteer agreement and am aware that failure to adhere to it is a valid motive to terminate my volunteering assignment,

Name:

Sign:

Date:

Note: We hope that this agreement is not discouraging you to become a volunteer. You'll soon understand when arriving here that following these guidelines can only allow you to have a more interesting experience in Kenya. It will allow you to gain respect from the community and to leave a positive trace behind.



VOLUNTEER ARRIVAL & DEPARTURE

VOLUNTEER ARRIVAL INFORMATION

Happy Home Arrival date: / / 20....

Planned departure date: / / 20....

Extended departure date: / / 20....

I certify

- to have understood that failure to adhere to any element of the volunteer agreement is a valid motive to terminate my volunteering assignment,
- being aware of my tasks (including office work, tutoring and monthly reporting),
- that I shall not remain alone with the children at Home nor shall I leave the compound with one or many children without being accompanied by a Staff member,
- being aware of the confidentially clause,
- being aware that I shall not undertake fundraising activities for Happy Home either during my stay or after without informing volunteer@happyhomekenya.org,
- having read and agreed with the discharge of responsibility form,
- that I will behave professionally and will report to the manager of Happy Home.

Signature of the volunteer:

Signature of the manager:

Date:

Date:

VOLUNTEER DEPARTURE INFORMATION

Actual departure date from Happy Home: / / 20....

In case of early departure or termination, please explain the reasons:

.....

.....

I certify that I will send my final report to Happy Home latest one month after departure.

Signature of the volunteer:

Signature of the manager:

Date:

Date:



VOLUNTEER IDENTIFICATION FORM

First Name:

Last Name:.....

Nationality:.....

Date of birth:

Country of Residence:.....

Address:

Signature:.....

.....

.....

Email contact:.....

Phone number in Kenya:.....

ADD THE
PICTURE
HERE

Contact person in case of emergency:

Name:Relation to volunteer:.....

Country of Residence:.....

Address:

.....

.....

Email contact:.....

Telephone number (country code + number): + (.....)

Health information and insurance:

Particular medical condition, medications or allergies:

Blood group:

.....

.....

Name of insurance cover:.....

Policy insurance number:

Dates of coverage: from ... / ... / 20.. to ... / ... / 20..

Insurance emergency telephone number (country code + number): + (.....)



DISCHARGE OF RESPONSIBILITY

The undersigned volunteer,

Name

Nationality.....

Date of birth:

- declares that he/she has come to Happy Home Orphanage in Kenya on a voluntary basis from ... /... /20... to ... /... /20... and, if applicable, extended to ... / ... / 20...

- declares that he/she has read and understood the necessary information about health and safety hazards in Kenya and that he/she will act in consequence during the full stay in Happy Home.

- declares that he/she has taken a personal health and accident insurance with coverage in Kenya and including emergency repatriation back to Nairobi or his/her home Country. That this insurance covers for any accidents, infections, diseases, illnesses or any incidents which could occur during their full duration of stay at Happy Home.

- declares that he/she discharges Happy Home Orphanage for any responsibility and liability in case of accidents, infections, diseases, illnesses or any incidents or damages which could occur during the stay of the volunteer at Happy Home or in the community. He/she will not sue Happy Home Orphanage for any reason.

Signature of the volunteer:

Date: .../...../20...