



Providing Home and Education
to Under Privileged Children

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VOLUNTEER'S POLICY

Our Volunteer program is open to anyone with compassion to children, a sense of humor and someone who are willing to spend some quality time with the children.

Individuals of all ages are welcome to volunteer with us at any time of the year.

Please read the Volunteer Policy before filling out the application form.

Below is the school calendar that shows the period when the children are back to school and when they come home for holidays. This will help you decide the desired period that you would like to volunteer at Help Africa.

Term	Begins	Ends	Holiday
Term 1	February	April	May
Term 2	June	August	September
Term 3	October	December	December and January

Help Africa has different activities that are carried out every year as seen below:-

a) HOLIDAY ACTIVITIES

1. Library

We have a library with reading books and text books to help children in research on their holiday work given at school as well as story books to improve on their reading skills and English.

You can contribute to this by:-

- Creating small group reading sessions with the children and ask them questions about the stories.
- Reading story books to the children under ages 5-8 years and to test their ability to comprehend the story's plot.
- You can create a game that helps to tell the story in the book that relates to the story in the book as this will help the children to retain knowledge from the story.
- Guiding the children in choosing books that in the library that will help them to improve their spoken English and reading skills.
- Picking out pictures from the story to test the children's understanding of the story.

2. Computer Classes

During holidays, children from Primary 4, 5 and 6 have computer lessons from the library 2 days a week. You can contribute to this by:-

- Availing the children with basic knowledge in computer.
- In this you divide the children into two groups i.e. those with some knowledge on computers and those with no clue.
- You can introduce new computer programs to those with knowledge with computer and teach computer basics to those with no clue about computers.

3. Art and Crafts

Every holiday some of the Help Africa children interested in tailoring and sewing have training classes by Streetlights Uganda. They are taught to make paper beads, table mats out of bottle tops, bracelets, bow ties, needle cases and small purses.

The children's work is sold every year at the Summer Camp in Denmark and the funds raised are used to take care of school requirements, to replace worn out uniforms and shoes, health and education buffer and skills development programs like Music dance and drama and foot ball

As a volunteer, you can contribute to these activities in the following ways:-

- Teaching the children in any other items in art and craft.
- Advertising and helping to sell the craft work made by the children (if you can).

4. Music, Dance and Drama (MDD)

Concerning the MDD Program, Help Africa formed a choir in the names “**Help Africa Children’s Choir**” in January 2018. As it’s our Mission to equip our children with handy and development skills, we are helping the children to realize their potential and promote their talents in this field.

They engage in activities such as:-

- *Gospel, traditional songs, original compositions and cultural troupe.*
- *Creative traditional and dances*
- *Drama*

You can get involved and support the Children’s Choir by:-

- Fundraise for traditional music instruments, singing and dancing costumes.
- Teaching or training a group of children to play the instruments.
- Teaching or training in music and dances and drama (It is optional).
- Promote the Help Africa Children’s Choir in other parts of the world as this will create more awareness in supporting the children.

5. Child sponsorship program.

As Help Africa’s aim to provide Education to Orphans and Vulnerable children. Our dream is to have a happy illiterate free generation. We still have many children in big numbers but not on the website yearning for sponsorship to attain a good stable education for a bright future.

As a volunteer, you can contribute to this program in the following ways:

- You can help in recording videos of children with no sponsors and uploading them on the Help Africa social media plat forms so that they can get an opportunity to sponsorship.
- You can choose to sponsor a child individually or group sponsorship (if possible).

6. Letter writing and cards.

- During holidays children write letters to their sponsors, you can help the staff to follow up on this so that they can write them well.

- During Christmas season you can help children in making and decorating Christmas cards that are sent to the respective sponsors.

7. Games and sports.

As a volunteer, you can contribute to sports activities in the following ways:-

- Soccer is one of the games liked by most children especially the boys. You can teach the children any other sports game like handball, badminton, table tennis, cricket, volley ball, basket ball and others.
- You can donate or fundraise for the sports equipments like sports shoes, balls, jizzes, volley ball nets and others.

8. Family visitations

Family visitations is done once every year during holidays where the staff members and the volunteers if any get involved in this activity by visiting sponsored children's homes in different areas of Kampala to update sponsors on current situation of the child and family and finding out the progress of the family.

- As a volunteer you will have a chance to experience the way of living the conditions of living of the children's families.
- You can advise and sensitize on health and hygiene if possible.

b) SCHOOL TIMES

This refers to the time when the children are back to school and explain different activities that the volunteers can get involved in at school.

1. English and Computer Lessons at school.

Help Africa works closely with Kawuku Parents School where all Help Africa children between ages 4 to 14 years go to. During school time, the volunteers go to help with the children at school in Kindergarten and other classes depending on your skills and what you would wish to share with the kids. You can engage in activities like:-

- Teaching them new kindergarten songs.
- Teaching them numbers/counting.

- Story reading
- Computer lessons for children in Primary 4 and 5 Classes.
- Teaching and playing with the children educative games like spelling bee for P.4, P.5 and P.6 classes.
- Getting involved with the children in co-curricular activities every Fridays like games and sports.
- Helping out at the kitchen during breakfast and lunch to serve meals to the children.

2. Administration work.

This involves activities done at the office.

As a volunteer, you can be part of this in the following ways:-

- Filing documents as instructed by the staff.
- Helping with office works in the accounts department.
- Helping the staff in updating the child sponsorship database to ensure all of the information listed is current and accurate.

3. Promoting and Marketing Help Africa.

Help Africa is a growing goal oriented non-government organization. As a growing organization a volunteer can help in the following ways:-

- Net working and marketing the charity organization through fundraising and donations so that we can be able to make a difference in many vulnerable children's lives.
- Via marketing, a volunteer can help in updating different social media platforms of Help Africa i.e. face book, instagram, you tube and also coming up with ideas that can make the website look catchy to attract more sponsors, donors, volunteers.
- Video capturing and editing.

c) OTHER PROGRAMS

1. Arrival

You are picked up by the driver and one of the staff in the Help Africa Van.

2. Orientation

On arrival the volunteer is taken through an orientation in the following:-

- Taking a tour around the Help Africa office and introduction of the staff members.
- Briefing about Help Africa, Katanga slum and taking him/her through the program depending on the period of stay.
- Acquiring a SIM CARD for communication and mobile data for use outside the office premises.
- Visit to the Katanga slum.
- Visiting and touring the schools to interacting the children i.e. Kawuku Parents School and Muyenga High School.

3. Accommodation

Help Africa has a very affordable accommodation which goes for 15 USD per night, 12 USD for laundry per week.

4. Working hours and public holidays.

- Help Africa offices are open Monday to Friday from 9:00 am to 5:00 pm.
- We are closed on weekends and public holidays.
- During Holidays we are open on Saturdays from 9:00 am to 12:00 pm to enable holiday programs to take place.

5. Transport means.

In Uganda there are different means of transport. For example Motor Cycles locally referred to Boda Boda, public taxis for 14 passengers to and from the city taxi parks and Uber. Volunteers below 18 years are not allowed to use boda boda unless if they are given consented from their parents.

6. What we offer

- 1) We offer lunch during working days. You will have to for catering for dinner and lunch over the weekends.
- 2) Free Wi-Fi Internet at the office.
- 3) A certificate of Completion.

d) VOLUNTEER'S EXPECTATIONS

a. Before you arrive at Help Africa

After you have confirmed to volunteer at Help Africa, we kindly request you to do the following:-

- Before you start volunteering, you are required to prepare an activity plan for the children in areas you are best at.

b. Dress Code

The dress code at Help Africa is “smart casual.”

- For women, you are required to wear trousers, knee length skirts and shorts, shirts/top and practical footwear.
- For men, you are expected to wear pants or knee length shorts, a descent shirt, and practical footwear.
- Over the weekends you can wear any cloths of your choice.

c. Testimonial

Volunteers staying for a period of 3 weeks and beyond are required to write a testimonial describing their experience and activities involved while volunteering at Help Africa. This is should be done before leaving back home and present to the Programs Manager.

e) OPTIONS

a. Short tours and trips.

During leisure time, volunteers are free to go out for fun whenever they have time by visiting interesting areas in and outside the city for instance movies at the malls, African Market,

Church/Mosque, Super markets, restaurants and bars, African market and African troupe center, Museum, Universities, Zoo etc.

b. Safari Tours.

A volunteer is free to arrange his or her own trip to explore the peal of Africa e.g. Jinja to see the source of the Nile and the falls, Water rafting in Jinja, visiting National Game parks like Murchison falls National Park, Queen Elizabeth National Park and many others depending on your interest.

Help Africa hires out the van to volunteers at a cost depending on where you will be touring.

NOTE:

- Volunteers below 18 years are not allowed to move alone in the city without a staff.
- If you don't fall in love with our local food, you can always prepare your lunch.
- “**MUZUNGU**” word: Don't feel offended with thus word. It means a white –person.
- Transportation i.e. airport pick up and drop off is included on the invoice.

CONCLUSION:

Thank you so much for showing interest in volunteering at Help Africa to make a difference in the lives of orphans and vulnerable children in Uganda.