

SAVEAFRICANOW

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Task Force Team Manual

“Rebuilding Africa One Child At A Time”

In what areas can you help?

- Construction:** Without the proper facilities this project would be nothing more than a dream. You can help these orphans have a better quality of life through your labor of love. Whether you are a professional engineer, tradesmen or have a desire to put your hands to the plow, this is a significant area where your contribution will have a tremendous impact on these orphans. Imagine the sense of personal fulfillment of being involved in the creation of the facilities that will provide shelter, education and medical attention.
- Maintenance:** The ongoing upkeep is crucial to maintain and ensure that the entire facility is operating properly.
- Caring for children:** Caring for orphaned infants and children due to parents dying of AIDS can have a tremendous impact on a child's development and is one of the most rewarding areas available for volunteers. The children are always encouraged and delighted when they see new and smiling faces. They love singing and playing games that volunteers help to organize. When you share your affection and individual attention by holding an infant or a child, you are fulfilling a need that is very important to their future growth and well-being. Helping with daily routines such as feeding and clothing the children and playing with them are an essential part of volunteering and appreciated by the staff. It doesn't matter if you have a background in childcare or not, an open heart and a love for spending time with these children is what's most needed from volunteers in this area.
- Teaching children:** you will be providing these orphans (of all ages) with an opportunity for an education through educational games, arts & crafts, practical life skill instruction, sports and other exciting activities.
- Teaching English:** you will be creating an encouraging learning environment for the children to learn English. If you are fluent in English, you will have fun and sense the joy of teaching these young people.
- Assisting teachers:** Both inexperienced and experienced volunteers can teach and assist teachers the basics in various subjects. For example in English, you can teach vocabulary, assist with pronunciation and support students as they practice speaking English.
- Healthcare observation and assistance:** Health care professionals always welcome the presence of a volunteer and an extra pair of hands to assist them. As a volunteer your responsibilities may include teaching on basic health, cleaning and nutrition. Your work may also encompass physical therapy, activities, organizing and offering companionship. Volunteer assistance will be based on your experience and level of knowledge in the field of health.
- Working with HIV/AIDS patients:** a heart of compassion and sensitivity is required in caring for these precious AIDS orphaned children. Your involvement as a volunteer will also help to break down stereo types, as well as, reduce the stigma and discrimination often associated with AIDS victims. Your skills will be applied where most needed. In fact, you may be coordinating activities, supporting medical professionals who are directly providing care to patients or counseling children orphaned from AIDS. Whatever the case, there are many ways you can get involved based on your skills and the needs.

Anyone with energy and interest in this issue can make a meaningful contribution, and all are welcome.

When?

Available Starting Dates (travel time is not factored into the dates below):

September 18, 2007

January 15, 2008

June 27, 2008

Groups of more than 8 can in most cases arrange to go at the time of their choice, provided they stay for the same duration of time

How long?

Our programs run 2 to 12 weeks in duration. In the application process we have also enclosed a short Skills and Areas of Interest questionnaire. This will help us determine where your help can be most effectively applied and benefit the children.

Why Pay to Volunteer?

Why are we charging fees for our volunteers to participate in Africa? At first glance it may seem crazy to pay to volunteer in any program. However, after careful consideration of the actual costs involved within the program...it actually makes sense. Please keep in mind that these programs exist because of the financial support of our volunteers:

Your fees contribute to covering the costs of hosting you in Africa. (Some of these costs include providing you with food, housing and transportation, in addition to many other things.) If SaveAfricaNow had the finances to pay a Task Force Team volunteer, there would be less need for the volunteer program. In fact, it would almost certainly be more cost-effective to hire a local person instead, and they already know the language, live in the culture and are most likely to stay involved.

SaveAfricaNow also has experienced and professional facilitators. This support system also provides for volunteer preparation, training, transporting, housing, feeding, and supervising which is not cheap. Additional expenses include health care, re-entry services and much more, which also increases the cost of the program.

Other significant cost factors include the volunteer recruitment process, production of literature, training materials, phone calls and follow-up, sending mailings, website development, as well as, interviewing potential volunteers.

Ultimately, volunteering as a Task Force Team member is really a labor of love.

How Much?

All program fees are 100% tax-deductible for US & Canadian residents, and many people successfully fundraise. US & Canadian residents should speak with a tax advisor to learn how the cost of international airfare can be tax-deductible.

A deposit of only \$295 per person is required to reserve your space today. This non-refundable deposit will be applied to your program fee.

Program durations are available for 2 to 12 week stays.

NOTE: After the 2-week base Fee for Volunteer Abroad, each additional week of stay is only \$295

Duration and Fees:

Duration	Volunteer Fee
2 weeks	\$1,949
3 weeks	\$2,244
4 weeks	\$2,539
5 weeks	\$2,834
6 weeks	\$3,129
7 weeks	\$3,424
8 weeks	\$3,719
9 weeks	\$4,014
10 weeks	\$4,309
11 weeks	\$4,604
12 weeks	\$4,899

Please read our Terms and Conditions for more details regarding the program fee. If you are planning on doing some fundraising please review our Fundraising Guide:

What does the Fee Cover?

The base fee for 2 weeks covers the costs of:

- An experienced Program Manager who will serve as your coordinator, guide, and liaison with our SaveAfricaNow staff.
- Professional, locally-based staff to provide orientation, supervision and guidance throughout your stay.
- Travel medical insurance and emergency evacuation insurance.
- Important documents, including in-depth volunteer handbook, orientation information, and in-country information material.
- Transportation to and from the airport, to and from cultural and learning activities, and to and from your daily volunteer work placement.
- Local phone calls.
- In-coming international phone service.
- A toll-free 24-hour emergency hotline in the U.S.
- Accommodations
- Meals
- Coordination of volunteer work
- Visa
- Transportation in Tanzania: (SAN covers all ground transportation in Tanzania; please do proper flight scheduling to ensure you do not incur additional flight charges).
- Government registration and processing in Tanzania.

Financial Information (breakdown)

27% Program Development & Management

18% Outreach

13% Volunteer coordination

16% Administration

22% Field expense

4% In-country start up

The fee for every additional week after two weeks is \$295.

(Optional Serengetti Safari or Kilimanjaro climb – not included in program fees)

What is NOT included in the program fee?

- Costs associated with obtaining a visa or immunizations (when needed).
- International and domestic airfare and corresponding airport departure taxes.
- Personal Internet time and long-distance (domestic and international) phone calls.
- Laundry service

Discounts:

- Early bird (\$50.00) discount if Program Fee is paid in full by July 15, 2007 (\$50.00) discount for September 2007 trip.
- Team leaders or group discounts – a group of 8 would receive an \$800 discount, plus a \$100 discount for each additional person. Call the SAN office for more detailed information.
- Family discounts – same family receives a \$100 discount for each family member (call the SAN office for more details).

1. Payment Policy

1.1 Participant has agreed to pay the applicable program fee in US currency in which they chose at enrollment in consideration of SAN providing the opportunity for Participant to participate in providing humanitarian and educational assistance, and in consideration of SAN providing accommodations and other services for Participant.

1.2 A \$295 non-refundable deposit, payable by check or credit card, is due at the time of enrollment.

1.3 The remainder of the program fee and the completed volunteer forms are due 45 days prior to the date that Participant is scheduled to arrive at the location designated by SAN as the start location (the “scheduled arrival date”). If the program fee is not paid in full 30 days prior to departure, the participant will be cancelled from that program.

1.4 If the participant enrolls 30-60 days prior to their scheduled arrival date, the participant has 10 days from the date that they have enrolled to pay the remainder of the program fee and to complete their volunteer forms. If the program fee is not paid in full 10 days succeeding the date of enrollment, the participant will be cancelled from that program.

1.5 If the participant enrolls within 30 days of their scheduled arrival date, the participant must pay the program fee in full upon enrollment.

1.6 Registration forms received less than 60 days prior to the scheduled arrival date will be accepted only upon review and subsequent approval of SAN.

2. Discount Policy

2.1 Family Discount: If the participant receives the “Family Discount,” but the individual that is volunteering with the participant has cancelled, then the discount is forfeited and the participant will receive a new invoice informing them of the fee increase.

2.2 Group Discount: A Group Discount applies to a group of eight or more individuals traveling to the same program site and beginning their program on the same program start date. If members of said group cancel, leaving the remaining number of participants under 8, the “Group Discount” is forfeited. The remaining members will receive new invoices informing them of the fee increase.

2.3 A discount may not be combined with any other discount. Please also see section 2.2 for more information.

3. Cancellation and Refund

3.1 SAN reserves the right, in its sole discretion, to reject an individual at any time prior to departure, or to cancel the **SAN** program in which Participant is scheduled to participate.

3.2 In the unlikely event of such a cancellation, or if Participant has been rejected, the total amount paid to **SAN** will be refunded, unless the cancellation is due to non-payment by the agreed upon due date. Other than such refund, **SAN** will not be responsible to Participant for any other refund, costs, interest, liability or damages of any kind.

3.3 If Participant cancels for any reason, Participant must notify **SAN** in writing. The cancellation will be effective upon receipt of the writing by **SAN** in its offices either in Niagara Falls, Ontario, Canada or San Diego, United States.

3.4 SAN incurs substantial administrative and planning costs prior to the departure of Participant. Therefore, regrettably, if Participant cancels his or her participation in the **SAN** program, funds paid by Participant to **SAN** can be refunded only as set forth below in section 3.5. The \$295 non-refundable deposit will not be refunded. Participant, however, may apply the \$295 deposit to another **SAN** program to be scheduled within 12 months of the scheduled arrival date, subject to space availability.

3.5 If the cancellation is effective more than 60 days prior to the scheduled arrival date, the program fee paid, less the deposit, will be refunded. If the cancellation is effective between 60 and 31 days prior to the scheduled arrival date, Participant will be charged 50% of the program fee and the balance, less the deposit, will be refunded. If the cancellation is effective within 30 days prior to the scheduled arrival date, Participant will be charged 75% of the program fee and the balance, less the deposit, will be refunded. No portion of the program fee is refundable if the cancellation is received on or after the scheduled arrival date

3.6 If the Participant is fundraising, all contributions from sponsors must be received by **SaveAfricaNow** prior to departure. If Participant has fundraised over the amount of the Program Fee, the initial \$295 deposit is not eligible for a refund. If funds are received after the departure date, the total amount of those funds will be held on file for one year from the original program start date to be use for another **SaveAfricaNow Task Force Volunteer program**. No portion of these funds are eligible for refund.

3.7 No refunds will be made for unused portions of the program or because of Participant's failure or inability to participate in the **SAN** program.

3.8 Participant is responsible for transportation to the start location. Participant is also solely responsible for any airfare or other travel fees, charges, expenses or penalties, that might result from

any cancellation of or change in Participant's program, whether Participant cancels the program or it is cancelled or altered by **SAN**.

3.9 It is very important that the Participant understands the cancellation policy. If it is not clear, Participant should ask for clarification. **SAN** cannot make exceptions to this cancellation policy for any reason, including medical emergencies. **SAN** strongly urges Participant to purchase trip cancellation insurance.

Program Signup Checklist

1. Pick a Start Date

Be sure to review start dates for your program and site; start dates fill up fast, especially during the peak summer season. If you're traveling as a group of 6 or more, you can even customize a start date.

2. Plan How Long You'll Stay

Choose a duration period from 2 to 12 weeks. Maximum stays may apply during peak season. Please contact us to confirm availability in advance.

Download the application online at www.SaveAfricaNow.com or call us to enroll in the program. You can reserve your space with a \$295 (USD) deposit. Please read our Terms and Conditions for more details regarding the program fee.

4. Confirm your program fee and if there are any discounts that may apply. The program fee is 100% tax-deductible for US & Canadian residents.

Age Policy

Although anyone can participate, **SaveAfricaNow** does review every volunteer application carefully, screening our volunteers to ensure their safety and the safety of the communities in which our **Task Force Team** programs operate.

If you have any questions about these policies, please contact us and we will work with you to explain how the policies are applicable to you. The minimum age requirement for volunteers on SaveAfricaNow Task Force Team programs is 18 years old when unaccompanied by an adult. Sixteen and 17 year olds are accepted at some program sites at the discretion of the Program Manager. Please contact a Program Manager to submit an Application for Enrollment.

The minimum age for a child traveling with a parent or guardian is 8-years old. If a volunteer is between the ages of 8 and 16, the accompanying guardian must be a parent or a legal guardian. Exceptions to this policy have been made in the past (for example grandparents, aunts/uncles), please contact our Program Manager for further details.

SaveAfricaNow welcomes family participation in our programs. Some families may want to travel with children less than 8-years old, in which case the SaveAfricaNow Africa Director must give prior approval. SaveAfricaNow programs have no upper age limit.

Again please note, for information about discounts, please read our payment policy. Please note that initial invoices and statements may not reflect these discounts until our Finance Department reviews eligibility.

NOTE: If you will be younger than 18 years old at the start of your program please download and submit a Minor Application form in advance.

Congratulations on your decision to enroll in a SaveAfricaNow Task Force program!

To reserve your space in the program, a non-refundable deposit of \$295 is required – this deposit will be applied to your program fee. Please review our Terms and Conditions for more details or contact us if you have further questions about the deposit or program fee.

The program fee is 100% tax-deductible for US & Canadian residents and many people fundraise. More information on fundraising will be sent to you upon receipt of your application and deposit.

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