

SAVEAFRICANOW



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Task Force Team Manual 2011

“Rebuilding Africa One Child At A Time”

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, keep in mind that these programs exist because of the financial support of our volunteers. After careful consideration of the actual costs involved within the program...it makes sense.

Your fees contribute to covering the costs of hosting you in Africa. These costs include providing you with food, housing and transportation, and other necessities during your trip.

If SaveAfricaNow had the finances to pay a Task Force Team volunteer, there would be no real need for the volunteer program. In fact, it would almost certainly be more beneficial and cost-effective to hire a local person instead. One of the primary reasons to hire locals is that they already know the language, live in the culture, and are most likely to stay involved.

SaveAfricaNow 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.

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 AIDS orphaned infants and children 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.

- **Activities and Games.** 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 in teaching 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 basic health, hygiene 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 stereotypes, 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 Can You Go?

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

- October 23, 2011

Groups of 8 or more can usually arrange to go at their convenience, provided the group stays for the same duration of time.

How Long?

Our programs run 2 to 12 weeks in duration.

How Much?

All program fees are 100% tax-deductible for US & Canadian residents. 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.

NOTE: After the 2-week base fee, each additional week of stay is only \$295

Duration and Fees:

Duration	Volunteer Fee
2 weeks	\$1,595
3 weeks	\$1,890
4 weeks	\$2,185
5 weeks	\$2,480
6 weeks	\$3,775
7 weeks	\$3,070
8 weeks	\$3,365
9 weeks	\$3,660
10 weeks	\$3,955
11 weeks	\$4,250
12 weeks	\$4,545

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?

- 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
- Transportation in Tanzania
- Government registration and processing in Tanzania.

Financial Breakdown

The base fee for 2 weeks covers the costs of:

- 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.

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
- Optional Serengeti Safari or Kilimanjaro climb

Discounts:

- **Early bird (\$398.00) discount if Program Fee is paid in full by March 15, 2011.**
- **Team leaders or group discounts – a group of 8 or more 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).**

TERMS AND CONDITIONS

1. Payment Policy

- 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.

- A \$295 non-refundable deposit, payable by check or credit card, is due at the time of enrollment.
- The remainder of the program fee and the completed volunteer forms are due 30 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 and the entire \$295 non-refundable deposit will be forfeited by the participant.
- 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 his/her 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 and the entire \$295 non-refundable deposit will be forfeited by the participant.
- If the participant enrolls within 30 days of his/her scheduled arrival date, the participant must pay the program fee in full upon enrollment.
- 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

- 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. Participant is then responsible to pay the difference in fee.
- 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. The remaining members are then responsible for paying the difference in fee.
- A discount may not be combined with any other discount.

3. Cancellation and Refund

- **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.
- 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.
- 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 in San Diego, CA USA

- **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. 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.
- 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.
- 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**. No portion of these funds are eligible for refund.
- 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.
- 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**.
- 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

- 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 8 or more, you can usually customize a start date.
- 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. If you've chosen the Intern Abroad program, please check on minimum and maximum durations of stay.
- Register Online** - <http://saveafricanow.org/registration/africavolunteer/index.html> 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.

- 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. Those who are 16 and 17 years old are accepted at some program sites at the discretion of the Program Director. Please contact a Program Director (MarJoe Bigbee – mjbigbee@saveafricanow.org) 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 Director 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 (http://saveafricanow.org/TFT/SAN_Minor_Application.pdf) in advance.

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