

Kwathu

**Children's
Home**



FREE HAVEN
COMMUNITY SCHOOL



Volunteer Handbook

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1. About Kwathu

A. Start: Kwathu Ministry started in October 2005 and it is a registered organization under the Ministry of Community Development Mother and Child Health. This ministry is a charitable project under registration number RNGO 101/1284/14 and it has been in existence for eleven years. We give all glory to God for making it possible for us to be able to see our dream and vision come to pass.

B. Mission:

- ❖ To empower children to sustain themselves in the future
- ❖ To provide education and practical skills training
- ❖ To promote and strengthen children's talents
- ❖ To develop a child's potential through guidance and life skills training
- ❖ To care for children who otherwise might not have a chance to be sheltered
- ❖ To provide a place for orphaned and vulnerable children to call "home"

C. Vision and Objectives:

- ❖ To model and promote a socially just community
- ❖ To provide children with equal access to education and healthcare
- ❖ To cultivate reciprocal relationships with the surrounding communities
- ❖ To value spiritual, physical, mental, and emotional development
- ❖ To foster self-sustaining projects such as: gardens, farming, and raising animals
- ❖ To generate income for the mission by providing modest accommodation for visitors and volunteers
- ❖ To provide economic opportunities such as the Kwathu Shop

D. Ministries: Kwathu Children's Home is a faith-based home in Livingstone that provides shelter, education, psychosocial support, life skills to vulnerable children, and care for orphans as well as HIV infected and affected children. This is all accomplished in a healthy, safe, and stable environment. Reaching out to the community in order to spread the love of God through the Bible is Kwathu Children's Home main aim. We have found ways of reaching out to the community according to how God has spoken to us and we support the community through the following ways:

- ❖ **Kwathu Free Haven Community School:** Kwathu Free Haven Community School is private, non-profit, learning center geared toward providing an education, spiritual foundation, nourishment, love, emotional

support, and individualized attention free of charge to 185 local vulnerable children in the Highlands Community.

- ❖ **Feeding Program:** In December 2015 the feeding program began and it has been running every Monday since. Nearly 200 vulnerable children gather at Kwathu Children's Home on Monday evenings to receive dinner. Beginning in 2017 the feeding program will take place Monday – Friday and up to 1,000 children will be fed per week. Some families struggle daily to buy food so we wanted to feed as many families as possible. The other vision includes feeding the homeless and the children who have no shelter and are forced to beg on the streets.

- ❖ **Arts Club:** Arts Club is a program for the community children. The children come to Kwathu Children's Home to draw, paint, and color. We also use this time to teach the children more about God. During Arts Club the children have the opportunity to play on the playground at the children's home.

2. About Zambia

Zambia, the thirty-ninth largest country in the world, is a landlocked country with a tropical climate. Eight countries surround Zambia, they are: Angola, Botswana, Democratic Republic of the Congo, Namibia, Tanzania, Malawi, Mozambique, and Zimbabwe. Zambia is comprised of ten provinces: Lusaka, Southern, Northern, Eastern, Western, North Western, Central, Copperbelt, Luapula, and Muchinga.

A. Zambia Overview:

- ❖ Population – 4.5 million (15, 510, 711)
- ❖ Life Expectancy – Male: 50.8 – Female: 54.1 – Total: 52.5 – World Rank: 217
- ❖ Capital – Lusaka
- ❖ GDP – 5%
- ❖ Religion – Christian
- ❖ Poverty – 60.5% of families live below the poverty line
- ❖ HIV/AIDS – 1,211,900 people living with HIV/AIDS 12.91% adult prevalence
- ❖ Tribes – 73 tribes and 73 languages
- ❖ Climate – Altitude 1,000 – 1,600 above sea level
- ❖ Language – English official language / Nyanja and Bemba are locally spoken in urban areas
- ❖ President – Edgar Chagwa Lungu since 11 August 2016
- ❖ Currency – ZMW Zambian Kwacha

3. Applying to Become a Volunteer

The volunteer application can be found online at www.kwathu.org/volunteerapplication. When you complete your application you can email it to kwathuoffice@gmail.com and/or Samantha@kwathu.org. If you are volunteering for a period longer than three months you will need to provide a copy of your police clearance/criminal background check in addition to your volunteer application.

A. In Country Costs

- ❖ Accommodation – \$10 per night
- ❖ Food – \$3 per meal
- ❖ Internet – \$10 per month
- ❖ Transportation – if you want to go to town or travel around Livingstone in your free time you will need money for transportation. The easiest way to get around is by taxi. Typically taxi rides cost less than \$1 but please be sure to bring extra money for transport if you plan on using taxis.

B. Additional Costs

- ❖ Other costs to consider are costs for your flights, visa (\$50 for single entry and \$80 for multiple entry), travel insurance, and vaccinations. If you plan on staying longer than a month you will have to pay \$225 for an extension that lasts three months.
- ❖ Upon your arrival a Kwathu staff member will pick you up at the airport for a \$5 fee.
- ❖ Volunteers should try to arrive on Saturday or Sunday. On Sunday afternoon volunteers will be given a location and culture orientation. The official program begins on Monday.

Note: All money should be exchanged at the bank. Please do not change money in the street to avoid unfair exchange rates. The following are a list of recommended banks:

- ❖ Zanaco Bank
- ❖ Barclays Bank
- ❖ Stanbic Bank
- ❖ Standard Chartered Bank
- ❖ Invest Trust Bank
- ❖ Indo Zambia Bank
- ❖ Finance Bank
- ❖ FNB

4. Program Overview

Volunteers can spend their time assisting in different areas at the school and the children's home. There are a variety of activities, both in the mornings and in the afternoons, that volunteers can request to help with. Below are descriptions of a few of the various areas where help is needed.

A. KFH Community School

- ❖ **Preschool**: Volunteers placed in the preschool class will assist the classroom teacher with activities such as: taking children to the bathroom, playing games with the children, helping them complete their assignments, singing songs with the children, reading them books, doing crafts with them etc. Volunteers will need to arrive no later than 07:30 and remain until 12:00.
- ❖ **Primary Teaching Assistant**: Volunteers who are placed in classes one through six will assist the classroom teachers with a variety of activities including: taking children to the bathroom, grading papers, making worksheets, working in small groups with children who need additional help, etc. Volunteers will need to arrive no later than 07:30 and remain until 12:00.
- ❖ **Tutoring**: Many of the children at KFH Community School need one on one attention. Volunteers who are interested in the tutoring program will be working with one to five students at a time who need additional help and who are falling behind in class. Tutoring volunteers will help children who have difficulty reading and children who need extra help with their assignments. Volunteers will need to arrive no later than 07:30 and remain until 12:00.
- ❖ **General Work**: Each morning before school begins the children come early to eat breakfast. Volunteers who want to assist with the general work and upkeep of the school can help prepare and serve breakfast to the children. Help is also needed to keep the school clean. Classrooms need to be swept and mopped, school supplies need to be organized, and many other small jobs need to be completed. Volunteers who want to help in this area should arrive at school by 06:30.

B. Kwathu Children's Home

- ❖ **Feeding:** Monday through Friday from 12:30 – 13:30 Kwathu Children's Home provides lunch for the children from KFH Community School and other vulnerable children in the community. Help is needed to prepare and serve the food, set up the tables, wash the dishes, and sweep after the children leave. Volunteers helping with the feeding will need to arrive at 7:30 and remain until 14:30.

- ❖ **Child Care:** In the afternoons volunteers can help care for the children at the children's home. The younger children arrive home from school at 12:30 and the primary school students come at 15:30. Duties would include bathing the younger children, helping them with homework, reading them books, and entertaining them. Volunteers would need to help from 12:30 to 17:30.

- ❖ **Arts Club:** Every Friday from 15:00 – 17:00 Arts Club is offered to children in the community who want to come color, paint, and make crafts at Kwathu Children's home. Volunteers who want to help with Arts club would need to arrive at the children's home on Friday at 14:30 to set up and remain until 17:30 to clean up.

5. Before You Go

- A. Flights:** Several airlines fly into Livingstone Zambia. You will need to research for the best deal in regards to your choice of flights.
- B. Visa:** When you arrive at the airport you will pay for a **business visa**. You can either purchase a single entry business visa for \$50 or a multiple entry business visa for \$80. A multiple entry business visa is recommended if you plan on traveling to neighboring countries during your stay. Business visas are good for thirty days. If you are staying more than thirty days you must report to immigration on day thirty to obtain a work permit. This will cost K2,250 (approximately \$225). Please tell the authorities at airport immigration that you want a business visa and specify if you would like the single entry or multiple entry visa to ensure you are provided with the correct stamp.
- C. Vaccinations:** In order to ensure you do not have any health complications while in Zambia you need to receive a series of vaccinations. All vaccinations need to be administered at least two weeks before your arrival in order for your immune system to adapt to the immunization. Below is a list of recommended vaccinations:
- ❖ Tetanus
 - ❖ Hepatitis A & B
 - ❖ Typhoid
 - ❖ Yellow Fever (optional however if you want to visit other countries while in Africa you need this shot)
 - ❖ Polio (optional)
 - ❖ Meningitis (optional)
 - ❖ Measles, Mumps, and Rubella (optional)
 - ❖ Rabies (optional)
- D. Malaria Medication:** Malaria has been an ongoing crisis in Zambia but measures have been taken to reduce death caused by Malaria. By 75%. It is recommended but not required that volunteers take an antimalarial prescription before, during, and after your stay. Your doctor can help you decide which medication is right for you and they can discuss other measures you can take to prevent malaria. Malaria can be treated effectively early in the course of the disease, delay of the treatment can have serious or fatal consequences. If you think you have malaria seek medical attention as soon

as possible. You should also go to your doctor for a check up when you return from your trip.

E. Insurance: You will need to inform the Kwathu staff of your insurance details, emergency contact details and any medical issues you may have. Please make sure you have insurance in your country of origin before traveling to Zambia as there is no insurance policy offered in Zambia for travelers coming from outside the country. Note: Kwathu is not responsible for any potential medical bills.

F. Packing: Please ensure to bring everything you think you will need with you as you will have limited opportunities to purchase items here. Below is a list of items you should consider packing:

- ❖ Sun Screen
- ❖ Medication for malaria and any other medication you may need such as pain reliever or cold/flu medicine
- ❖ Insect Repellent
- ❖ Body Lotion
- ❖ Adapters for your electrical appliances
- ❖ Towels
- ❖ Toiletries
- ❖ Sun Glasses
- ❖ Water bottle
- ❖ Camera
- ❖ Books, a journal, or other forms of entertainment

6. Arrival In Zambia

A. Airport Arrival: Below is a list of emergency numbers for the Kwathu Staff. When you arrive at the airport one of the staff members will meet you there to pick you up for a fee of \$5.

❖ Mr. Phiri	+260 97 7862642
❖ Mrs. Phiri	+ 260 95 4558989
❖ Gerturde Muchimba	+ 260 97 7792349
❖ Samantha Knaub	+ 260 96 2863379

B. Orientation: On Sunday you will have orientation regarding the culture, ministry, and policies. For your safety and well being it is essential that you follow all instructions given to you by the staff members.

C. Accommodations: Accommodations are available at Kwathu for a fee of \$10 a night (see section 7).

D. Activities and Relaxation: There are many different activities you can participate in during your free time. For a full list of activities please ask the Kwathu staff. There are also a number of great restaurants in town as well as local markets you can visit to buy traditional African souvenirs

E. Alcohol, Drugs, and Smoking: Kwathu property is a smoke and alcohol free area. Any volunteer caught in possession of, or using illegal drugs on Kwathu property or at any time during their stay in Zambia will be escorted from the premises and may be reported to local authorities. While drinking alcoholic substances is prohibited on Kwathu property, there are several restaurants and bars in town where volunteers can consume alcoholic beverages.

F. Laundry: You can either do your laundry by hand or ask to use the washing machine at Kwathu for a \$3 fee. If you wash your laundry by hand you are free to use the water at Kwathu; however, please use the water wisely in order to avoid unnecessary water bills.

G. Personal Belongings: Personal belongings should not be left scattered around your room. Please take care of your valuables and ensure to store them in a safe place. If you have a large quantity of cash or you have other valuable items you need to you can ask one of the Kwathu staff members to place it in a safe.

- H. Wifi Access:** For a fee of \$10 a month you can purchase access to the wifi at Kwathu. You can also go to MTN or Zamtel in town to purchase a Zambian SIM Card for your phone which will allow you to call, text, and have access to 3G internet.
- I. Safety:** At night it is especially important that you travel in groups of two or more. To get to town from Kwathu you should take a taxi. Kwathu Staff can provide you with a list of phone number for local trustworthy taxi drivers. Please avoid carrying large quantities of cash and valuables with you.
- J. Food:** Self-catering to all the pots, plates, and cutlery is provided. You can purchase meals from Kwathu for \$3 per meal. Please inform staff a head of time if you plan on purchasing a meal.
- K. Water:** The water at Kwathu comes from a borehole 100 meters deep and is therefore safe to use and drink. If you prefer you can also purchase mineral water from the Shoprite, the local grocery store.

7. Expectations of Volunteers

A. Communication Book: Please make sure to sign in and out during each visit and to wear your name badge while you are working.

B. Attendance: It is your responsibility to report to work on time. Absenteeism or tardiness may cause undue stress on other staff members who will have to fill in for the absent volunteer. If for some reason you will be absent or late to your placement please let one of the staff members know and arrange for someone to take over your duties.

C. Dress Code: The clothes you wear should reflect the requirements of the job and the working conditions. During your work hours both men and women should wear clothing that falls below their knees in order to be respectful of the Zambian culture. During your free time you can wear anything you like.

D. Driving Requirements: Volunteers who will be driving a vehicle as part of their duties must:

- ❖ Be 19 years of age or older
- ❖ Have a valid international drivers license and a good driving record
- ❖ Have completed a defensive driving course within six months of beginning the volunteer position to drive a vehicle from Kwathu.
- ❖ Be registered as a volunteer with Kwathu Children's Home
- ❖ Report any vehicle accident to Kwathu directors

Note: any accident caused by a volunteer's careless driving will result in the volunteer being responsible to pay any and all insurance bills and other penalties.

8. House Rules

We would like you to have a thoroughly enjoyable, rewarding, and fun stay with us in Zambia. With experience we have found that certain actions by a minority can have a negative impact on the majority of volunteers, thus we have implemented certain guidelines which will allow everyone to enjoy the accommodation at Kwathu Children's Home. To help us maintain the high standard of cleanliness, comfort, and safety that make the Kwathu guest house a home for all volunteers please read the House Rules and abide by them at all times throughout your stay.

A. General

- ❖ 1. Please be respectful of others at all times of the day where noise levels and cleanliness are concerned .
- ❖ 2. Please clean up after yourself as you go to ensure that all volunteers feel comfortable in the accommodations and they are not overwhelmed by your unkempt belongings
- ❖ 3. After 22:00 noise levels must be kept to a minimum especially in the house and where people are trying to rest.
- ❖ 4. Kwathu property is a smoking and alcohol free area. Any volunteer caught in possession of, or found to be using illegal drugs on Kwathu property, or during their stay in Zambia, will be escorted from the premises and may be reported to the local authorities.
- ❖ 5. Please turn off all lights/TV/music and other electrical appliances as you leave the house if they are not likely to be needed for a while.
- ❖ 6. If a volunteer is responsible for damage to the house or any part of the Kwathu property that volunteer will be charged the fix and/or replace the damaged items.
- ❖ 7. Please take care of the keys issued to you. If you lose or damage your key you will be charged a replacement fee.
- ❖ 9. When you are doing your laundry, showering, and washing dishes please use the water carefully and do not waste the water.
- ❖ 10. There are weekly power outages several times a week so please keep this in mind and remember that you are in a different country.
- ❖ 11. Volunteers are allowed to have visitors but all visitors must leave by 21:00.
- ❖ 12. On the day of your departure please be out of your room by 10:00.

B. Toilets and Showers

- ❖ 1. Please leave the toilet and shower areas in clean conditions after every use.
- ❖ 2. Personal toiletry items should be kept safe

C. Bedrooms

- ❖ 1. To ensure there is equal space for everyone please use the cupboards and hanging space which are provided for your use
- ❖ 2. Personal belongings should not be left lying around the room
- ❖ 3. Please be respectful of other volunteers especially those who need more sleep than you. If you wish to read late please use the sitting room. If you arrive late in the night please try to avoid waking up other volunteers.
- ❖ 4. Although we have no problem with volunteers getting together, we kindly ask that you refrain from having sex on Kwathu property. If you do feel you want to get to know each other better we can recommend local hostels and guesthouses that can provide you with a private room.
- ❖ 5. Please make your bed each morning and ensure that personal items are stored neatly and not left lying around the house.

D. Sitting Room

- ❖ Please turn off all electrical appliances if you are the last one leaving the room – especially the TV and DVD player
- ❖ Please do not leave personal items in the lounge.

E. Kitchen

- ❖ 1. After every meal or drink please wash, dry, and put away any items you have used.
- ❖ 2. Please wipe down the wall top, cutting board, oven, tap, and sink area after every use (Zambian insects love your leftovers!)
- ❖ 3. Make sure to check your food as to avoid leaking and consuming out of date products
- ❖ 4. Please label your food
- ❖ 5. Please store all of your valuable items in your lockable cupboard

We hope you enjoy your stay at Kwathu and have the most memorable experience. Thank you and we look forward to welcoming you to Africa – the most beautiful place on earth.

From,
The Kwathu Team

“Zikimo – Thank You!”



Part One: Applicant's Information

First Name: _____

Last Name: _____

Gender: _____ Age: _____

Date of Birth: ____ / ____ / ____
Day Month Year

Passport Number: _____

Citizenship: _____

Date of Issue: ____ / ____ / ____
Day Month Year

Date of Expiry: ____ / ____ / ____
Day Month Year

Street Address: _____

City: _____

State or Province: _____

Postal Code: _____

Country: _____

Nationality: _____

Phone Number: _____

E-mail Address: _____

Current Profession: _____

Languages Spoken: _____

Part Two: Background Information

❖ A. Educational Background: (list the highest level of education completed)

❖ B. Work Experience: (list all employers and the duration of employment)

- ❖ C. Previous Volunteer Experience: (list any relevant volunteer experience and describe the type of volunteer work you completed)

- ❖ D. Reason for Wanting to Volunteer at KFH Community School/Kwathu Children's Home: (please state the reasons why you want to volunteer at this establishment and what your expectations are)

Part Three: Medical and Dietary Information

- ❖ A. Medical History: (please list any relevant medical information – such as if you suffer from any physical or mental illnesses or disabilities)

- ❖ B. Medication: (please list any medications you are currently taking / will be taking during your stay)

- ❖ C. Allergies: (are you allergic to any food, plants, animals, etc.?)

- ❖ D. Dietary Habits: (are you a vegetarian, vegan, gluten free, and/or do you have any special food requirements?)

Part Four: Work Interest:

Volunteers can spend their time assisting in different areas at the school and the children's home. There are a variety of activities both in the mornings and in the afternoons that volunteers can request to help with. For descriptions of these activities please see section four in the Volunteer Handbook.

Please note that school will be closed on the following dates:

- ❖ 9 April – 7 May 2016
- ❖ 7 August – 10 September 2016
- ❖ 4 December – 7 January

During these dates the children from the children home will be home all day so volunteers can work at the children's home both in the mornings and afternoons during these times.

- ❖ A. Which area are you most interested in assisting with?

- ❖ B. Would you prefer to volunteer in the mornings, in the afternoons, or all day?

- ❖ C. Do you have any previous experience working or volunteering in that field?

- ❖ D. Are you applying with a partner or friend? If so please state their name to ensure you are placed with them.

Part Five: Duration of Stay and Accommodation

A. Please list the start date and end date of the time period when you would like to volunteer:

- ❖ Start Date: ____ / ____ / ____
Day Month Year
- ❖ End Date ____ / ____ / ____
Day Month Year

Upon request accommodations can be provided for volunteers who need a place to stay during their time in Livingstone. If you wish to be provided with housing accommodations please indicate below. If you already have housing accommodations please state the name of the establishment where you will be residing while in Livingstone.

Part Six: Emergency Contact

Provide the following information for a relative or friend who can be contacted in case of an emergency

Name: _____ Country: _____

Address: _____

Phone Number: _____ E-mail: _____

Relationship to you: (friend, family member, etc.) _____

If you have a friend or family member in Zambia who can be contacted in case of an emergency please fill in their details below

Name: _____ Country: _____

Address: _____

Phone Number: _____ E-mail: _____

Relationship to you: (friend, family member, etc.) _____

Part Seven: Closing Remarks

❖ How did you hear about this program?

I _____ here by apply for participation in the Kwathu Free Haven Community School/Kwathu Children's Home Volunteer Program. I declare that all of the above information is true and accurate.

Please provide the following information:

❖ Name: _____

❖ Date _____ / _____ / _____
Day Month Year

❖ Signature: _____

Part Eight Contact Info. for KFH Community School and Kwathu Children's Home

- ❖ Address: Kwathu Children's Home
P.O. Box 60021
Livingstone, Zambia

- ❖ KFH Community School Email: samantha@kwathu.org
- ❖ KFH Community School Phone Number: + 260 96 2863398
- ❖ [Kwathu Children's Home Email: kwathuoffice@gmail.com](mailto:kwathuoffice@gmail.com)
- ❖ [Kwathu Children's Home Phone Number: +260 97 7862642](tel:+260977862642)

Kwathu Free Haven Community School and Kwathu Children's Home are charitable projects under registration No.R. N.G.O. 101 / 0284 / 14