

VOLUNTEER CONTRACT

Please submit this document to Kwetu Faraja at least 1 month prior to your departure. Also be sure to send us your itinerary as soon as you have it! Note: all information in this document will be kept confidential by Kwetu Faraja administration.

Form can be emailed to: Kwetu.Faraja@gmail.com

or mailed by post to:
223 W 12th Street
Anderson, IN 46016

Travel Dates: Arrival _____ Departure _____

Name as it appears on Passport: _____

Name you preferred to be called: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary phone: _____ E-mail: _____

Date of Birth: _____ Gender: Male Female

Check here if you would like to be added to our mailing list to receive newsletters.

In case of Emergency

Name: _____ Relationship: _____

Phone: _____ E-mail: _____

TELL US ABOUT YOU!

Highest level of education completed: _____

Degrees, Majors, minors: _____

Hobbies/Special talents/Interests: _____

Religious affiliation: _____

_____ Initial here to indicate you have read this page.

What do you hope to achieve during your time in Tanzania?: _____

Concerns, fears, worries about traveling to Tanzania: _____

Tell us about any previous experiences volunteering: _____

- Check here if you would like to receive information about debriefing at the completion of your trip.

MEDICAL INFORMATION

Please let us know of any physical limitation or medical conditions which may for any reason interfere with your ability to fully participate in the program, or require medical attention.

1. Please list any potentially serious medical conditions (either physical or mental) for which you have seen a doctor and/or received medical care within the last 5 years.

2. Please list any medications you are currently taking, will be taking while in Tanzania, and/or have been prescribed to take:

_____ Initial here to indicate you have read this page.

3. Please list any dietary restrictions:

Note: An important part of your trip is to experience the local foods. It is our hope that you would approach eating in this trip a part of your learning and growing experience.

4. Please list any allergies you have to food items, medicine, bugs bites, animals, etc. Be as specific as possible and please list your reaction to each listed allergen.

POLICIES AND PROCEDURES

Dress Code:

The dress code in East Africa is very modest. You are expected to abide by the following guidelines. If you are found to be wearing inappropriate clothing you will be asked to change so that you don't embarrass yourself, and you don't offend other people

FEMALES

Women must wear dresses or skirts that come to the calf or longer and should cover the knee when sitting. Showing any skin above the knee is offensive to others. In the big cities there will be more women who wear trousers, but this is not common in the village setting. Trousers can be worn at tourist destinations such as Serengeti, but should be loose fitting. Leggings/Spandex/tight jeans are NEVER acceptable. Shirts can be sleeveless, but please do not wear spaghetti straps, shirts with open backs, shirts that show your stomach, or shirts that show excessive cleavage. Make sure that your clothing is not transparent. It is good to test your clothing in full sunlight to see if it can be seen through! Even when you are at the guesthouse, be aware that visitors may drop by at any time. Always keep a skirt or wrap handy!

MALES

In Tanzanian society Men wear trousers and children wear shorts. However, clothing restriction for males is pretty relaxed. If going someplace formal it is best for males to wear trousers.

_____ Initial here to indicate you have read this page.

Cigarettes and Drugs:

Use of cigarettes of all forms, tobacco products, illegal drugs, or abuse of prescription drugs while on the Kwetu Faraja campus is strictly prohibited. Many of our children have a history of addiction and substance abuse. Your participation in such activities is a hindrance to their recovery process.

Alcohol Use:

Underage drinking is strictly prohibited. Alcohol is prohibited on the Kwetu Faraja campus. The legal drinking age in Tanzania is 18. For those of age, the consumption of alcohol is allowed in moderation while off-campus. Drunkenness is strictly prohibited.

Protecting Children’s Rights:

There are some very important guidelines to consider regarding your time with our kids. While we encourage full interaction with our boys, you should not put yourself in compromising situations. Never go off by yourself with one of our kids – there should be three people present at all times. Even though some of our boys are older and it is easy to view them as adults, they are still under our care and in need of protection. Any physical interaction of a sexual nature with any of our children or teens is strictly prohibited. While some of our older boys may flirt with female guests, we ask for you to set the appropriate boundaries to prevent confusion and chaos. Kwetu Faraja is fully committed to promoting children’s rights, notably their right to be protected from harm, abuse, and exploitation.

Electronics/Internet:

You are coming to a developing nation where Wi-Fi is rare, electricity is scarce, and network connections are not dependable. However, the Kwetu Faraja campus will have internet and electricity available beginning in March 2016. We ask for you to use internet in moderation. Spend your time interacting with our kids and members of our community, and working on various projects. Please consider an electronics fasting period while you are with us!

RULES AND EXPECTATIONS

As a safety precaution for all parties, we must have a mutual understanding of how one should act as a guest of Kwetu Faraja. Please read the following items and mark your initials to indicate your agreement to adhere.

_____ I will not use profanity.

_____ I will not use cigarettes, illegal drugs, or abuse prescription drugs

_____ I will not consume alcohol on the Kwetu Faraja campus

_____ I have read and understand the Policies and Procedures and will adhere to them.

_____ I have read the cultural insights document on the web, and I will do my best to be sensitive to each of these.

_____ Initial here to indicate you have read this page.

_____ I realize that by coming to Tanzania I represent my home country/ church/ school/ organization, and I also represent Kwetu Faraja in all of my interactions. As such I intend to represent all parties in a positive light.

I _____ have read each point listed in this document. I understand I must abide by the rules and expectations while a guest of Kwetu Faraja

Full Name Printed

Date

Full name signed

KWETU FARAJA PHOTO RELEASE

We promise to use any photos that are taken of you during your visit, in a positive respectful way to promote the mission, vision, and values of our organization.

I, the undersigned, hereby give Kwetu Faraja permission to use my image and pictures taken of me in any forms of online, print, and multimedia marketing tools used to generate awareness of the organization.

Full Name Printed

Date

Full name signed

KWETU FARAJA MEDIA POLICY

Social media is one of the major tools for communication. We are excited about any ways that you would like to promote Kwetu Faraja using social media, but we also want to guard the integrity of our organization. It is important to understand that any posts reflect directly upon our organization. Don't say anything online that you would not be comfortable saying face-to-face!

As a Kwetu Faraja Volunteer I agree to the following rules of social media conduct:

- I will not use obscene or offensive language on Kwetu Faraja's media outlets or in reference to Kwetu Faraja on my personal social media outlets.
- I will not post pictures of offensive conduct on any social media related to Kwetu Faraja
- I will not knowingly misrepresent Kwetu Faraja's program or mission on the social web. If I am unsure of a policy or program I will refer the question to Kwetu Faraja staff.

_____ Initial here to indicate you have read this page.

Full Name Printed

Date

Full name signed

LIABILITY WAIVER

Note: If volunteer is younger than 18 years of age, this agreement and release must be signed by a parent or guardian. This document is a binding release, which, in certain situations, will reduce or eliminate Volunteer's legal rights and legal recourse. Please read carefully before signing. By completing these fields and signing this document you acknowledge that you have read and understand this document and are agreeing to the terms and policies contained herein.

THIS WAIVER, RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT is between (name of volunteer)_____ (“**volunteer**”) and Kwetu Faraja Inc. (“**KFI**”) This agreement and release is entered into in connection with the program offered by KFI under which KFI provides the opportunity for volunteers to participate in volunteer service and cultural exchange. Volunteer enters into this agreement and release in consideration of the opportunity to participate in the program and for other good and valuable consideration, the sufficiency of which the parties acknowledge.

To indicate agreement with the stated policies, initial at the bottom of each page and provide a full signature on the final page of this document.

Personal Property Loss

KFI takes all reasonable measures to ensure the security of volunteer's personal belongings. However, petty theft occurs worldwide. KFI will not be held responsible for the loss of or damage to, volunteer's personal property or equipment. KFI strongly advises volunteer not to bring expensive or irreplaceable items including but not limited to, camera, computers, portable music players, cell phones, other electronic equipment, and /or jewelry to the program.

Emergency Medical Treatment

Should any medical emergency arise which precludes Volunteer's ability to consent to emergency treatment, KFI will endeavor to communicate with volunteer's emergency contact to request permission for any necessary treatment. If KFI personnel believe, in their sole discretion, that time or circumstances do not permit such communication, Volunteer authorizes KFI to consent on his or her behalf to any medical treatment including all types of medical examinations, diagnosis, medication, or physician or hospital care, that is deemed advisable by, and is to be rendered under the general or special supervision of any hospital, medical clinic, or physician. Volunteer agrees not to hold KFI

_____ Initial here to indicate you have read this page.

responsible for actions or consequences relating to any such medical or emergency treatments or the failure to provide such medical treatment.

Acknowledgement, Waiver, Release, Indemnification and Hold Harmless

Volunteer acknowledges that the program involves travel to a developing country with a possibly unstable political system and differing cultural expectations and practices. Volunteer acknowledges that there are risks inherent in such trips including but not limited to forces of nature, accidents, or illness in remote places without immediate access to adequate medical facilities, a lower standard of sanitation, work site injury, and travel by air, automobile, truck, on foot, or by other conveyance. As consideration for participation as a volunteer, and of the services, food and transportation arranged by KFI, the undersigned acknowledges, appreciates, understands, and agrees to the following:

- I acknowledge and understand that there are risks of loss, both to person and to property, associate with participation in the program. I expressly and voluntarily assume the risk of death or other personal injury associated with participation in the program, whether or not caused by the negligence or other fault of KFI and further accept that there are also risks that may arise due to actions of other participants, which I also expressly and voluntarily assume.
- I for myself, and on behalf of all my heirs, assigns, representatives, and next of kin whatsoever, and on behalf of the participant, if the participant is under the age of 18, agree to release, hold harmless, and indemnify KFI, and its successors, liability insurance carriers, officers, directors, employees, and agents from any and all liability, claims (including for personal injury and property damages), demands, causes of action or damages that I may hereafter have for injuries or damages arising in any way from participation in the program or while on or upon the premises where the program is being conducted.
- I am in good physical condition and have the physical ability to participate in the program and am legally competent to understand and complete this agreement. I acknowledge that this is the entire agreement and that no contrary or conflicting representation, inducements or promise, orally or otherwise have been made by anyone to induce me to sign this agreement. I have read this agreement and hereby execute this agreement without coercion.

Volunteer Signature: _____ Date: _____

For volunteers under 18 years old, a parent or legal guardian must also sign below:

Parent/Guardian Signature: _____ Date: _____

_____ Initial here to indicate you have read this page.