



Peace House Secondary School Individual Volunteering Overview and Guidelines

Peace House Secondary School (PHS) welcomes visitors and volunteers to their Tanzania school site, and strives to provide opportunities for a meaningful experience by combining opportunities to interact with the students as well as provide physical assistance with the construction and organization of the school buildings and furnishings.

Please read these guidelines carefully. There are specific requirements for volunteers to ensure the time spent is rewarding and productive for all involved. All prospective volunteers must complete a volunteer application, and sign a participation agreement. Submission of an application and agreement does not guarantee a volunteer placement with PHS. Acceptance decisions are based in part on the availability of volunteer positions and on-site housing.

All volunteers must be 18 years of age or older (21 for Partner Program). Youth between the ages of 14 and 18 may volunteer if accompanied by a responsible adult.

Lodging

PHS offers guest housing on the school site for visiting volunteers. Each Guest House has 4 bedrooms (each with two single or one double bed) and shared bathrooms, living and kitchen areas. In addition there are outdoor areas for gathering and relaxing. PHS visitors and volunteers will be provided with a copy of the School Rules, which they will be expected to follow during their time on-site. The use of tobacco and alcohol will be regulated, and no drug use will be tolerated.

Fees

Program Fees for volunteers vary, depending on the length of time spent at PHS. Included in the program fees for all volunteers are lodging, some meals (varies with type of volunteer program), orientation and training (before departure and in-country as needed), and guest house cleaning. Not included are transportation to and from Kilimanjaro International Airport, non-program related travel within Tanzania, optional cultural or tourist activities, extra food, insurance of any kind, visa, immunizations, airfare, or travel-related taxes.

Gifts and Donations

Volunteers will be given a list of donated items they may bring to the school. A general suggestion is that each volunteer use one suitcase (of the two allowed per passenger by airlines) to bring personal items, and the other to bring specified items needed by the school. Volunteers can obtain items by coordinating a collection at a church, school, community group, etc; by getting donations from stores or companies; or by purchasing the items. Examples of the types of items include athletic shorts & t-shirts, book bags, dictionaries, or sporting equipment. In some cases, volunteers may be asked to collect and bring funds to purchase items readily available in Tanzania. Volunteers are not permitted to bring items of their own choosing.

Volunteers are not permitted to bring gift items to be given directly to students. This includes candy, gum, pencils, money, or other small items. Any such gift items must be given to the PHS Director and will be used at school-wide festivals or events throughout the year.

Volunteer Programs

Volunteers are categorized by the length of time spent at PHS:

1 – 30 Days	Ambassadors
30+ Days	Friends

Ambassadors

Volunteers or visitors who stay between 1-30 days are considered **Ambassadors**. Because of the short time spent at the school, interaction with students is informal and may be limited. Ambassadors may simply observe and experience school life at PHS, or they may opt to become more involved by meeting some students, interact by playing games or sports, or be an English conversation partner. Once the Ambassadors have left PHS, they will be able to continue their involvement by increasing awareness about Peace House Foundation, and assist with fundraising projects in their home state. PHS staff will work with Ambassadors to provide meaningful daily volunteer activities based on what is needed on the site. If an Ambassador has a specific idea or activity suggestion, it can be submitted for consideration on the application form. All meals are provided – lunch, dinner, and tea breaks are taken in the School Cafeteria, and breakfasts are prepared by the volunteers using groceries and supplies provided in the Guest Housing. Guest House cleaning is provided. Ambassadors pay a Program Fee of \$50/day for their time at PHS. **Fees are payable in their entirety to PHF 30 days prior to the start of the volunteer's stay at PHS.** There are reduced rates for couples and families.

Ambassadors Volunteer Rates			
1-30 Days			
	One night	One week	1 month (30 days)
Individual	\$50	\$350	\$1,500
Couple	\$75	\$525	\$2,250
Child (traveling with Family)	\$25	\$175	\$750
Family (2 parents and 2 children)	\$125	\$875	\$3,750

Friends

Volunteers who stay longer than 30 days are considered **Friends**. PHS asks that Friends submit a written project proposal, outlining what the volunteer would like to accomplish during their time in Africa. Proposals will be evaluated on merit, as well as availability of volunteer positions and on-site housing. Some possibilities might include activities such as:

- ◆ Working with students
 - ◆ Tutoring English or other subjects
 - ◆ Teaching a skill or craft such as computer skills, drawing, music, drama, sewing, etc
 - ◆ Coaching a sport
- ◆ Staff development
 - ◆ Mentoring in teaching practices
 - ◆ Writing/developing curriculum
- ◆ Administrative work
 - ◆ Setting up and/or maintaining computer systems
 - ◆ Assisting the school librarian
 - ◆ Doing clerical support work
 - ◆ Development support work such as grant-writing, photography, etc
- ◆ Professional services (licensure required)

- ♦ Dental, medical or nursing services (necessary supplies and equipment must be brought along. Opportunities may include volunteering at other nearby organizations as well)
- ♦ Teaching or co-teaching
- ♦ Property Development and Maintenance
 - ♦ Landscaping work
 - ♦ Water usage engineering
 - ♦ Development of agricultural and/or farm animal programs
 - ♦ Land development

Once a proposal is accepted, staff will work with the applicant to refine and develop the proposal to create a plan that will be successful. It is expected that Friends will work on their projects a minimum of 6 hours per day, 4 - 5 days per week. It is expected that volunteers in these longer-term roles are self-motivated and able to work with minimal assistance. A staff member will be assigned to each Friend as the principle contact while at PHS, and the Volunteer Coordinator will be available to meet with volunteers and offer guidance and support as necessary.

Friends must be at least 18 years old. These volunteers have more of a chance to get to know students and be involved in more in-depth projects. Due to the extended length of stay, friends will have a different meal options to choose from including eating in the dining hall or purchasing groceries to prepare in the volunteer house. Bed and bath linens are provided and replenished weekly. Cleaning of guest housing is provided. Laundry services are the responsibility of the volunteer, although may be arranged for an extra fee. For the first 30 days, Friends pay \$50/day (Ambassador Rates) for their time at PHS. After 30 days, their daily fee is reduced to \$35/day. There are also special rates for couples and families volunteering together which are shown below. **Fees are payable in their entirety to PHF 30 days prior to the start of a volunteer's stay at PHS.** Additional groceries and transportation off-site are the responsibility of the volunteer.

Friends Volunteer Rates			
(Applies after 1st month on-site)			
	Nightly Rate	Weekly Rate	Monthly Rate
Individual	\$35	\$245	\$1,050
Couple	\$50	\$350	\$1,500
Child (traveling with Family)	\$17	\$119	\$510
Family (2 parents and 2 children)	\$84	\$588	\$2,520

If **Friends** stay less than 90 days, they are able to remain in Tanzania on a tourist visa and do not have to complete extra paperwork to be in the country. Volunteers who plan on staying longer than 90 days must enter Tanzania with a work permit. Due to these heightened requirements, planning for a Friends volunteer position usually takes 12 months prior to traveling to Tanzania and an application to the Tanzanian government for a work permit must be submitted at least 9 months prior to the planned departure date. (Please note: if a work permit has not been granted, travel must be postponed until the permit comes through. PHF has no control over the rate at which permits are granted by the Tanzanian government.)