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Dear Cornel Ngaleku Children Centre (CNCC) Volunteer,

“WELCOME TO THE CENTRE!! KARIBU SANA !! THANK YOU - THANK YOU!! ASANTE SANA”

Thank you very much for choosing to participate as a Volunteer of the CNCC. We are very delighted to welcome you on board!!

We assume that since you applied to volunteer with the CNCC, you would have a certain interest in learning about the children of CNCC and the people who have put their efforts in raising these children who have been identified as at risk in their own environment. Along with this, hopefully, come respect, curiosity and sensitivity to differences in customs, traditions and expectations.

Below is a list of guidelines to help promote understanding, goodwill and suggestions to help maximize your personal intentions and aspirations and the experiences that you may take along with you back to your country:

1. TRAVEL ARRANGEMENTS

Volunteers are responsible for their own personal travel arrangements from their own country to the nearest town which is either Arusha or Moshi.

Volunteers need to obtain an appropriate visa from their own country or this can be obtained on arrival from any of the Tanzania International Airports (Dar es Salaam or Kilimanjaro). A visitor's visa is currently US\$50 valid up to three months.

If you plan to arrive at Kilimanjaro International Airport (midway between Arusha and Moshi) at night (e.g on a KLM flight from the Netherlands), the CNCC Coordinator based in Arusha will arrange for you to be collected and brought to Arusha and delivered to suitable affordable accommodation for the night. On the following morning the Coordinator will assist you to carry out necessary shopping and banking before delivering you to the Arusha bus station to catch a bus to Usseri where you will be collected to the Centre.

Travel from CNCC to Arusha or Moshi at the end of your stay can be arranged subject to prior consultation with the Sister in Charge of CNCC.

2. PERSONAL REQUIREMENTS

Volunteers are responsible for arranging their own insurance (medical and personal property).

Volunteers are expected to have sought medical advice prior to travelling and have taken necessary vaccinations as required. CNCC takes no responsibility for injuries that volunteers may meet whether inside or outside the Centre.

The minimum period of work as a volunteer (from abroad) at the Centre is 2 months. However a shorter period will be considered depending on circumstances.

3. LIVING ARRANGEMENTS AND EXPECTATIONS AT THE CNCC-LETO

Volunteers will be accommodated in a designated guest house within the Centre.

CNCC will not provide meals to the volunteers unless invited by the Nuns or workers.

Volunteers are required to contribute for their accommodation by paying US\$5/night. Other voluntary contributions will be accepted. In this case, monies will be paid to the Sister in Charge of CNCC.

Daily working hours will be according to mutual agreement with the Sister in Charge of the Centre. Taking part in the care of children will be expected as the core routine. Please see form --- **'Day Scheme for Volunteers of the CNCC'**.

Volunteers must keep the guest house dean and tidy during their stay and take utmost care of the property of the Centre. **Any damage will be made good by the Volunteer.**

Your personal items must always be kept in a safe place within the guest house or carried with care on your person. CNCC takes no responsibility for any loss or damage of volunteers' property whether inside or outside the Centre.

Leto is a relatively safe community; however as in any community there may be some unforeseen dangers and we urge you not to travel alone especially after dark. You also need to know that Leto is very near the border of Kenya and there are many strangers that travel back and forth across the border especially on market days. CNCC will not be responsible for any risks taken outside the Centre.

Your friends and family are welcomed into the Centre with prior consultation with the Sister in Charge. However, please note whomever you bring into the Centre will be your responsibility. Their actions will reflect on you directly.

4. LANGUAGE AND COMMUNICATION

Kiswahili is the national language of Tanzania and everybody at the Centre speaks the language. Most understand very little English. Therefore, a Beginners' course in Kiswahili is recommended for non-speakers of the language but it is not mandatory. However a Kiswahili dictionary or phrase book would be useful.

The language also incorporates the culture of the group. It is important that when you speak to other community people at CNCC you use a language style that is clear and understood. Speaking softly and slowly is advisable. Even if your communication is not understood, you may not be aware as the local people are very respectful of visitors and may not want to offend them by saying they don't understand or agree with what you say.

The Centre respects opinions of staff and volunteers and expects to resolve issues in a fair manner. In the first instance, please discuss your concern to the person involved; if this fails, to the Sister in Charge; and if not satisfactory to the Coordinator .

The use of the Centre's internet is possible. Time will be arranged in consultation with the Sister in Charge of the Centre.

5. EXPECTED CODE OF CONDUCT

CNCC expects from the volunteers that they display genuine **LOVING CARE FOR THE CHILDREN**.

People in this area are a modest people in mannerism and dress and it is a good idea for women to wear clothes that fall below the knee. You may wish to purchase the beautiful and inexpensive 'kanga' or 'kitenge' from the market and use as a wrap around below the waist. It is also a good idea to wear modest tops or blouses that do not expose cleavage.

Food and water are precious commodities and should be valued, understood and not wasted, especially during times of drought.

The use of recreational drugs is illegal and highly discouraged. If you choose to use drugs outside the Centre, you are on your own!!

Volunteers will be expected to display faultless and ethical behaviour at all times in order to keep the good image of the Centre.

6. AGREEMENT

Volunteers will sign two copies of these rules to the effect that they agree with the conditions herein before taking up residence at the Centre.

On returning to their home countries, volunteers hopefully will become good and honourable ambassadors for CNCC by promoting it positively.

Expected period of working (with dates) as a volunteer at CNCC _____

I accept to abide by the conditions set in these regulations and any other which are generally applicable to the Centre but not specifically mentioned here.

Name of Volunteer:

Name of Head of CNCC

Signature of Volunteer

Signature of Head of CNCC

Witnessed by:

Name: _____

Signature: _____