

ZANZIBAR VOLUNTEERS FOR ENVIRONMENTAL CONSERVATION



A Guide Book through our Journey



Thank you for volunteer with us!

Welcome Notes from the Chairperson

Dear Volunteer,



Welcome to **ZAVECO!**

Zanzibar Volunteers for Environmental Conservation (ZAVECO) is a voluntary association of non-governmental organizations in Zanzibar. Dedicated to address environmental issues in the local community through education and volunteerism. We coordinate and promote environmental activities in the community and are able to create

locally excellent economy and environment to fight against poverty.

IT'S OUR PLEASURE that you have chosen to volunteer your time with us. We understand that your time is precious and we are honored that you are willing to spend some of it with us. Our organization depend on dedicated, passionate volunteers like you, to ensure that we operate efficiently and successfully.

This Volunteer Handbook provides answers to many of your questions and queries regarding the program we offer. It covers policies and procedures, and our mutual responsibilities. We urge you to read and understand it. If anything is not clear, please don't hesitate to discuss it with our Volunteer Coordinator.

Again, on behalf of our staff and everyone, we welcome you to our volunteer program. Thank you for your time to conserve our mother nature and spread awareness on the benefit of environmental conservation and protection.

Sincerely
Iddi Hassan Ali
Chairperson

Purposes of this handbook

This handbook has been produced to help you become a better volunteer. This book shares with you our vision, mission, programs, policies and practice and benefits of volunteering

Along with this guide book, participation in our volunteer orientation is the best way we can better get opportunity to know each other, express opinions, and create a better working relationship.

Please don't hesitate to ask questions any time. Our volunteer coordinator will be there for you. We also believe you will find ZAVECO a great place to volunteer.

Please take your time to read this handbook.

Our vision

To ensure that all citizens of Zanzibar communities embrace volunteer opportunities, to achieve better living socially, economically and sustaining the welfare of their local environment.

GENERAL INFORMATION FOR MEDIUM AND LONG TERM VOLUNTEERS BACKGROUND AND INTRODUCTION

This volunteering project offers a power vision. It is based on our firm belief that volunteers have a vital role to play in building a sustainable community (socially and economically). The project aim at connecting meaningful volunteer work and community engagement with millennium development goals as formulated by the UN. In this program individuals and groups work and live together on a project brought forward by the local community.

This is a personality building and self-discovering experience. It is a journey not only through the geography of our planet but also a journey through many cultures of the world. This program brings many people from different cultures and backgrounds to promote natural understanding and lasting peace through practical actions.

Your expectation as volunteers

1. Respectfulness of your commitment, time & confidentiality
2. To be part of a team
3. Gaining support from everyone on the ZAVECO Staff
4. A welcoming culture
5. To be recognized and appreciated for your work
6. The right to say no to projects and tasks that make you uncomfortable

What ZAVECO NGO Expects From You

1. Honor your commitment to our projects
2. Cooperate with the staff and fellow volunteers
3. Be prompt & reliable
4. Inform us of any changes to your commitment as a volunteer
5. Keep all communications with or concerning the NGO in our program confidential
6. Be respectful for your new living and working condition

Process for becoming our volunteers at our NGO

1. Complete application form (available on our website)
2. Submit required documents (e.g. referee letter) and any additional information upon request
3. Pay fees
4. Attend volunteer orientation
5. Complete and sign volunteer's agreement form
6. Start volunteering

PROJECT AND REQUIREMENTS

There are a variety of opportunities to volunteer your time and skills at ZAVECO. Currently we are working on seven projects.

1. Environmental education
2. Mangrove plantation
3. Mangrove litter cleanup
4. Crab farming
5. Bee keeping
6. Language and mathematic teaching
7. Seniors and retirees volunteers program

For detailed information please visit our website <http://zaveco.org/projects/>

Free time activities

You will join an itinerary of cultural and leisure activities with local community and other volunteers involving sports i.e. swimming, football. Excursions to Zanzibar historical sites, Dolphin watch, sunset cruise, visiting Jozani forest reserve, safari blue, Nungwi aquarium and Mnemba Island. These activities will be financed by the volunteers themselves. More options are available depending on the interest and financial positions of the volunteers. Please note that, you can only do this on weekends and Public holidays.

Offer: and one specialize Zanzibar traditional food festival night (all volunteers), visiting house for elder (specifically for those who will come under the SRV Program) and excursion to spice farm

Accommodation

Volunteers will be hosted at Kibele house where our headquarters is located. Volunteers share rooms with access to tap water, electricity and Internet although the network sometimes may not be good.

Food

Food will be provided to the volunteers throughout the project period. Volunteers might share cooking in turns, with a support of a local kitchen staff. Volunteers with meals restrictions should inform the camp leaders on arrival for prior arrangements. Vegetarian meals will be available.

Language

Kiswahili is the National language spoken by most Tanzanians. Knowing a few words and phrases of Kiswahili is highly appreciated by the locals. In the projects people will be able to communicate in English. A large number of people in Tanzania are able to communicate using

basic English phrases and words. It is very important that volunteers can communicate at least basic English in order to benefit from the project activities.

Skills/ Requirements for our projects:

Most of our projects are suitable for volunteers who are:-

- 18 Years and above
- Interested in conservation
- Open minded and independent
- Good team players
- Able to work under limited resources and less supervision
- Have basic English language skills
- Love to work with children

Project Finances

Volunteers are expected to pay \$15 per day with a minimum of 2 weeks spent on any one project (\$210). This fee is non-refundable and should be paid on arrival day. The duration of stay will be confirmed during the application process. The fee does not cover the following costs:-

1. Cost of visas, Permits, or any expenses related to immigration or official procedures
2. Cost pocket money, holidays, and other free time activities.
3. Cost of any medical services, food and accommodation before or after the project agreed dates
4. Food and accommodation outside the designated place of the project unless planned and approved by ZAVECO.

For those tourists who visit Zanzibar and wish to participate in one among of our project for less than 2 weeks, they are warmly welcome. They are required to pay \$25 per day. The fees will cover refreshment and lunch at the placement.

Written references

We require the contact detailed of two referees to be handed in with application form. One referee is from an employer or teacher and the other referee to confirm the character of the volunteer, ideally from a person who has known the candidate for a long period of time. Both referees should be in the form of a professional, and not family or friend. These references serve to confirm the character, reliability and maturity of the applicant, and should be in English

Insurances

Please be aware that, there is no insurance or coverage for a volunteer. If you fall ill or have any accidents you will have to cover the cost by yourself. You are therefore strongly advised to organize insurance prior to arrival.

Airport Pick up

\$10 – One-way trip pick up from the Airport to the orientation place.

Meeting point

Volunteers will be picked up at Zanzibar International Airport on their arrival. And for those who travel by boat, the pick-up point will be at The Old Dispensary, opposite the Port. Please inform us at least seven days before arrival, exactly arrival date, time and flight number so that we can arrange pick up.

POLICIES AND PRINCIPLES

Clothing

Modest cotton clothing (not tight, flashy, ripped or displaying potentially offensive inscriptions or illustration) is the most appropriate. Military wear is prohibited and not accepted

Cool summer clothes:

A Few nice clothes for parties, ceremonies and special occasion

Long pants and long sleeves shirts

Short and t-shirt that cover the shoulders

Rain wear and folding umbrella

Sandals and walking shoes

Pajamas

Bandana, scarf or sun hat

Bed sheets and mosquito nets

Sports wear

Absence

If you cannot take part in any assigned activities, please notify our staff as soon as possible
Please contact

Fatma Ali Abdallah

fatma@gmail.com

+255773454634

Attendance

Volunteers will be required to sign in whenever they begin their services and sign out when they finish. This will help track your volunteer hours.

Gifts, Tips, & Soliciting

In general, it is okay to accept cards and other gifts that are under \$10. Any questions regarding gifts should be directed to the camp leader.

When volunteering your time with us, we request that you refrain from soliciting any political and religious beliefs or your own business/enterprises.

Security

It is every volunteer's responsibility to maintain the security of the office. Please inform a staff member if you have concern over an individual in the center.

Termination Policy

Failure to adhere to policies of our organization may lead to immediate release and removal from the work place. Basis for immediate dismissal may include but not limited to:

1. Misconduct or insubordination
2. Reporting for a volunteer assignment under the influence of alcohol or drugs
3. Theft of property or misuse of equipment or materials
4. Falsifying statements on the volunteer application process
5. Mistreat fellows or staff
6. Releasing confidential information
7. Willful violation of any agency rule; any deliberate action that is extreme in nature and is obviously detrimental to any person.
8. Possession of dangerous or illegal firearms , weapons or explosive while on duty

Contact information

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Follow us on:

Website @ www.zaveco.org

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Volunteering is our pride