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PAAJAF
— FOUNDATION —



PAAJAF
FOUNDATION

VOLUNTEER HANDBOOK

Volunteer Handbook

Subject: A Message from the Founder and Director

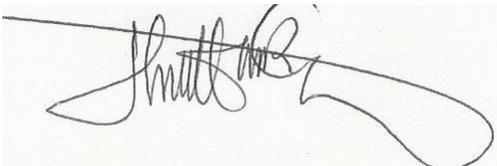
Dear PAAJAF Volunteer:

Since 2007, our volunteers have been at the heart and soul of The PAAJAF Foundation's work, by giving a helping hand to orphans and underprivileged children, youth and women in Ghana. Whether you have just joined our team, or have been with us for many years, I am confident that you will find our organization to be a highly rewarding place to serve. I wish you success as you help us fulfill our mission, and trust you will enjoy all the satisfaction that comes from being part of The PAAJAF Foundation family.

This handbook was developed to help guide you in your service and to acquaint you with the organization's values, policies and procedures, as well as your responsibilities as a volunteer. Please familiarize yourself with the contents of this handbook, as it is intended to answer questions you may have about your service with us. We hope that you will take pride in being a member of our team, and that your experience with The PAAJAF Foundation will be challenging, enjoyable and rewarding. Please do not hesitate to contact us if you'd like further clarification or information regarding any of the topics addressed in this handbook. The success of The PAAJAF Foundation begins with you – we could not do what we do for our beneficiaries and their loved ones without you.

Thank you for volunteering at The PAAJAF Foundation.

Sincerely,



Philip Appiah

Overview

- The PAAJAF Story

The PAAJAF Foundation (Providing Adolescents and Adults Jobs for Advancement in the Future) is working on behalf of underprivileged children, youth and women in rural Ghana to end poverty and illiteracy through education and job training programmes.

- Background

Philip and Juliet formed The PAAJAF Foundation, a Non-Governmental Organization recognised by the Department for Social Welfare in Ghana, to improve the welfare of underprivileged children, youth and women in the deprived community of Gbawe in Ghana.



- Inspiration

Philip Appiah and Juliet Adusei were inspired to establish the PAAJAF Foundation in Gbawe, Ghana, as they both had the same vision to help underprivileged children, youth and women children in this community.

As a young man, Philip had to work many jobs to support himself from junior high school onwards. Due to financial circumstances, he was forced to wait four years after completing junior high before he could consider entering senior high and later, a diploma course.

Philip and Juliet could see others in the community struggling too, and took note of the lack of school books and uniforms for students and difficulty for some to access school. This motivated them to help other young people from poor backgrounds, so they would have opportunities to be educated and end the cycle of poverty for a better life.

PAAJAF Serves Children



Erica, Age 9

Erica is an orphan whose mother passed away about six years ago. Since then, she has been living with her aunt Rebecca, who is married with four children of her own. Previously, the school authorities issued notices about Erica's unacceptable dress code and school bag, and even threatened Erica with expulsion. Her aunt did not have enough money to provide a uniform for Erica.

Since her aunt could not meet the expenses for Erica's education, she almost had to stop going to school. However, The PAAJAF Foundation decided to support Erica's education by providing tuition fees, books and food to her caretaker to maintain Erica's social well-being at home.

From continued donations these last 5 years, donors have supported Erica's future. She attends school at The Pearls School, can read and write and has learned English, Math and Science. Her future looks brighter, and her life better.

What We Do

- **Building a Free Education Center:** The aim is to build a free education facility for low income families and underprivileged children aged 6 months to 15 years, who do not have access to local schools. It will create an environment in which all can learn and develop to their full potential. We will continue to run our Family Learning and Adult Literacy programmes in the center, which break the cycle of poverty by instilling a culture of generational learning in families and equipping parents with literacy skills they can share with their children.
- **Sponsor a Child:** This programme provides children access to live-saving resources such as clean water, nutritious food, health care and education. You have the opportunity to be part of their growth and development, and a real partner in their future.
- **Focus on Teens and Young Adults:** The PAAJAF Foundation connects at-risk young Ghanaians with life counselors and provides them with vocational training they can use to find employment. Through this we produce and share The Kid's Voice & Young Journalist's Adventure Magazine.
- **After-school Programme:** This programme aims to create a safe environment for youth to do their homework, interact with their peers, and engage in learning and social activities that enrich their lives and communities.
- **Gbawe Entrepreneurs Network (GEN):** Through this programme, we offer business education seminars and training for local entrepreneurs and the provision of initial working capital to people from Gbawe Community to end the poverty cycle.
- **The Exchange Programme Fund:** This fund helps us to subsidise accommodation of volunteers and interns. We mobilise volunteers through UN Volunteering and aim to provide volunteers a suitable base to assist us with our projects and gain valuable life and work experiences in Ghana

About the Gbawe Community

A suburb of Accra, Gbawe is a deprived community in terms of socio-economic amenities, had a gross population of roughly 44, 645 people and about 19,000 children under 13 years old. Gbawe has one public school, and because of the problem of congestion on amenities, it is being run on a shift basis. Though there are a few private primary schools around, the fees are high and most residents cannot afford the tuition to send their children to school.



WHAT YOU NEED TO KNOW TO BE A SUCCESSFUL VOLUNTEER

Becoming A Volunteer

- Fill in the application form
- Sign the volunteer rules and regulation form
- Pay your volunteer fee for your entire stay upon arrival at The PAAJAF Foundation
- Be honest and accurate about your qualifications, competence, experience, achievements and affiliations.
- Signing the child protection policy

Code of Conduct

- Fulfill all requirements as outlined on your job description
- Dress appropriately during working hours (this means shorts and skirt below the knee and your clothes must cover you).
- Be professional, friendly, open and respectful while working with The PAAJAF Foundation's team, and while representing them elsewhere
- Do not take any assets or property without permission
- Hold no prejudice in regard to religion, race, gender, age and disability
- Let the project leader know of any travel plans or days you will be absent
- Photos and videos taken of you or your visit, or photos and videos taken by you, should be able to be used in promotional materials and on the website, or should contribute to any other activities that will benefit the organization in its aims and objectives.
- Be on time to any agreed meetings and activities
- Commit to a working week of Monday to Friday, unless otherwise arranged with your supervisor
- Acquire a relevant travel and medical insurance prior to starting work
- Do not drink any alcoholic beverages or smoke during working hours or while with your host family, unless permission has been granted
- Be open-minded and participate in any activities that have been organized
- Show no favoritism towards any one beneficiary and treat everyone equally
- Do not give out any gifts or cash to beneficiaries yourself. Instead, discuss this with the PAAJAF team, so as to decide how best to distribute
- Set up and enforce explicit and appropriate professional boundaries to minimize the risk of conflict, exploitation or harm in all relationships with current or former staff members, board members, students and beneficiaries.

- Do not engage in any form of intimate or sexual conduct with current service users, supervisees or with others directly involved in a professional relationship which involves an unequal distribution of power or authority in the social worker's favour.
- Listen to your supervisors instructions and share your feedback, including any ways of improving PAAJAF's service.

Volunteer Placement

Volunteer Opportunities

There are two ways to volunteer at The PAAJAF Foundation, which are:

- Virtually from your home
- Working with us on the ground in the Gbawe Community

What Can Virtual Volunteers Do?

- Volunteers can help us in our efforts to fundraise from anywhere in the world, by creating a fundraiser page through Global Giving's website, so as to get friends and family involved. They can choose to fundraise for a particular child to sponsor or for a particular project. They can also organize a fundraising event, such as a Bake Sale or a Pub Quiz.
- Furthermore, we are looking for PAAJAF Ambassadors to function as country representatives that advocate for The PAAJAF Foundation in their home countries, and to raise awareness about what we do and how and why we need help. Ambassadors are also expected to try and fundraise in their home countries, find partners and volunteers and help us collect goods to be donated to the people we support here in Ghana. They become the local point of contact who shares information with all those interested in their country.
- Lastly, we are looking for individuals to help us design posters, leaflets and greeting cards for special occasions, such as Christmas and Birthdays.
- If you have any other skills or interests and any suggestion on how you could help us, then please let us know and will take that into consideration.
- Otherwise, you can also volunteer with us through the United Nations Volunteering Service on specific tasks as they become available.

What Can On-site Volunteer Do?

Volunteering with us will give you an insight into development work on the ground, and will be an asset on your CV. At the same time, you will be able to learn about a different culture, learn the local language and make many new friends. You will be working with inspirational community members and motivated staff members who want to make a difference in their community. Your help and support will really be able to create positive change for the whole of the Gbawe community. In addition, you will be contributing to cultural exchange, which would aid in broadening the community members understanding of the world and creating open-mindedness.

If you choose to volunteer with us in Ghana, you can choose to spend your time teaching, assisting in hospitals and clinics, helping with the after-school programme or coaching at the community football club. In addition, help is much needed with administrative and organizational tasks, such as, fundraising, communication, campaigning, project design and much more.

We really appreciate your ideas and feedback on how to improve and make our organization even better. In addition, we would be happy for any donations you can bring with you while volunteering in Ghana.

We require all volunteers who come to Ghana independently to be over the age of 18.

Education Volunteers

We are looking for volunteers to help teach at many of the local schools in the Gbawe community. Many of the children that we sponsor attend these schools and will also benefit from your service. You will be able to choose the subjects that you wish to teach and what age group, primary school, junior high school or senior high school, or a mixture of the three – please indicate your preference on your application form. Before you arrive, we will provide you with a clear working schedule so that you know what to expect and can also bring any relevant teaching materials.

To teach at the primary school level, you do not need to be a professional teacher. However, to teach at the junior high school or senior high school levels, you would be expected to be a professional teacher with qualifications.

We hope that during your lessons you will be able to inspire and motivate the children to do well at school and to continue their education. You will be a role model to them and, thus, we hope you will behave accordingly. We also hope that you will be able to share with the students and staff your experiences of how schools run in your home country, and how teaching can be improved here.

Health Volunteers

The Gbawe community, where PAAJAF works, is in great need of better health services. Therefore, we are looking for volunteers to work in the local health clinics.

If you are a qualified nurse, you will be able to work alongside the nurses and help them in their day to day tasks. You will also be able to share ideas for improving the health services currently being provided, and replace any absent nurses. If you are a qualified doctor, you will be able to assist the doctors at the local health clinics too. You will be able to observe the way the doctor's work in this community, and provide them with suggestions for improving their service.

You will bring fresh new ideas and perspectives to the health clinics, and will be able to improve the work of the local doctors and nurses in the long term. In addition, you will be providing the community with much needed health services.

It would also be helpful if you could help us monitor our sponsored children's health, and help us identify any extra needs they may have to improve their health or any medication that they need. This will mean that we will be able to start fundraising for this requirement.

After-School Volunteers

Volunteers helping with the After-School program will be needed to assist the students in writing a magazine to be published online and distributed within the community. With this project, the students would need to be taught how to research their topic of interest and then how to write creative, engaging and compelling articles. Classes on media in general would also be of great help, in order to bridge the gap between those educated in this area and those without access to such education. We also hope that once we have computers, you will be able to assist us in teaching IT to the children. Students with access to such resources and such education have a higher chance of being employed in the future and receiving a higher salary, which will aid them in their fight out of poverty.

You will then also be able to help with our online learning platform for the sharing of ideas and problem solving between students globally.

In addition, you can assist the children with their homework in any subject and give those that are behind in class, perhaps because they had to miss school due to illnesses or financial issues, extra classes.

Coaching Volunteers

The PAAJAF Foundation is looking for volunteers to help coach a second division football team in Gbawe. The players are 18 years and older. Not all of the players have been to school, and most come from very poor backgrounds. We hope that with your presence you will be able to inspire them and motivate them, so that they can feel appreciated and know that people care about them. Not only will you be able to train them in football, but you will be able to organise fun activities as warm ups to build friendship and a team spirit. This will take their minds off their daily struggles.

Many sports teams in Ghana do not have access to experienced coaches and can, hence, not improve. Therefore, we also require our volunteer coaches to have had experience in coaching before.

In addition, you can also help organize sports competitions between schools and work as a sports teacher at a local school.

FAQs

1. Do I need any special qualifications?

No. Placements do not require any formal teaching qualifications.

2. Do I have to bear the costs incurred during my volunteer work?

Yes, the cost of your volunteer placement will depend on the length of your stay and your accommodation preference. However, below is a general break-down of the costs.

Volunteers may incur the following costs:

- Air-port pick-up and drop-off (\$70)

- One time contribution to The PAAJAF Foundation and its projects (\$200), so as to allow for program's operations and administrative costs of your placement
- PAAJAF staff T-Shirt (\$15)
- One-time contribution to educational institution/ health clinic placed at (\$100)
- Orientation tour of Accra (Independence square, National Theater etc.) (\$100)

Accommodation Costs:

Volunteers can choose their accommodation preferences, and the volunteer fee will be paid accordingly.

Host family:

One night cost of living with host family (room with bed, utility bills, use of bathroom and common space) (\$7)

Food with host family (both breakfast and dinner) (\$7)

*Additional compensation to host family may be incurred for stay, depending on timeframe.

Hotel:

The hotel, Citizen Kwasi Hotel, is located in the Gbawe community, in walking distance from the PAAJAF base and many schools. It has been selected upon suggestion of a project visitor from the UK.

One night – room with fan, running water, double bed, desk, generator, TV, fridge (\$15)

One night – room with fan, AC, running water, double bed, desk, generator, TV, fridge – (\$20)

Extra:

We can also organize a day or overnight trip for you to Kakum National Park and Cape Coast castle and other tourist areas. The cost of this can be discussed upon arrival.

We have set-up the **Exchange Programme Fund** for those who want to volunteer at PAAJAF but don't have funds. Interested volunteers can fundraise through our website and the amount raised will be used to take care of accommodation and food for staying in Ghana and 15% of fundraise goes to the development project you want to support.

3. Do I need a visa to legally enter into Ghana?

You should contact the Ghanaian Embassy or High Commission in your country to get information on visa requirements. Additionally, on arrival in Ghana you will receive a customs stamp indicating the extradition date of your current Ghanaian visa (normally one to two months). Visa renewals are handled at the local Ghana Immigration office, and require two passport size pictures per application. *PAAJAF Foundation will assist volunteers in extending their stay if required.*

4. Where will I stay? What is it like to live with a host family?

To gain insight into the way of life and culture in Ghana, volunteers are normally placed with host families. Volunteer eats breakfast and an evening meal with the host family and sleeps in one of the rooms in their home. Since PAAJAF Foundation does not have sponsors at this point, all volunteers are placed in a hotel or guest house in Gbawe Community.

5. How can I get the most out of my volunteering experience?

The volunteer experience will give back as much as you put in. Here are some helpful suggestions to maximize the benefits of your stay:

- Come with eagerness, an open mind and a flexible attitude
- Bring additional materials or donated funds so you can kick start innovative and engaging projects
- Be patient and willing to listen and learn. Enthusiasm goes a long way!

6. What can I expect from PAAJAF Foundation?

PAAJAF Foundation is here to support you. The Foundation will secure your placement, arrange your lodging, provide necessary advice and do everything possible to help make sure your experience is a rewarding one.

7. Do you award certificate for Community Services?

Yes, a Certificate of Appreciation from the PAAJAF Foundation! The Certificate is issued for any form of volunteering work at PAAJAF. Certificate Type:

- Bronze for achieving 50 hours volunteering
- Silver for achieving 100 hours volunteering
- Gold for achieving 200 hours volunteering
- Platinum for achieving 350 hours volunteering