

VOLUNTARY WORK PLACEMENTS.

DETAILS OF THE HOST PROJECT			
Name	CHRIST FOTECH SCHOOL & ORPHANAGE		
Street address	ESAASE, ATWIMA AKROPONG		
Postcode	4813, KUMASI	City	KUMASI
Region	WEST AFRICA	Country	GHANA
Email	chrisfotec@yahoo.com	Website	
Telephone	+233-277420646	Telefax	

LEGAL REPRESENTATIVE			
Family name	(Mr/Ms) MR. BOATENG	First name	KWABENA
Position/function	DIRECTOR		

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT			
Family name	(Mr/Ms) BOATENG	First name	EMILIA
Position/function	MANAGER		
Email	chrisfotec@yahoo.com		
Telephone	+233-277420646	Telefax	

ICYE CONTACT / MENTOR OUTSIDE THE HOST PROJECT			
Family name	(Mr/Ms) NKRUMAH	First name	DOUGLAS
Organisation	ICYE GHANA		
Street address	TANOSO ABUAKWA ROAD		
Postcode		City	KUMASI
Region	WEST AFRICA	Country	GHANA
Email		Website	
Telephone	+233-242287344	Telefax	

PROFILE OF THE HOST PROJECT			
Type	* <input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	* <input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local	* <input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international
Number of local staff working in the project	4	Number of international volunteers currently working in the project	2

DESCRIPTION OF THE HOST PROJECT

Please present briefly the host project, like the people you work with, your aims and regular activities. Add information/photos (f.e. by regular mail) about the organisation as well as the target group you generally work with.

Christ Fotech School and Orphanage is a Governmental/Public Organisation which comprises of over 300 Children. The School has both Orphans and non-Orphans ages between 2yrs and 13yrs old.

The School population is over 300 pupils.

ACTIVITIES: Providing basic Education to the orphans and non-orphans.

Supporting the poor to attain basic Education.

Teaching Swimming, Computer, Sports and caring for the needy.

DESCRIPTION OF THE LOCAL COMMUNITY

Please present briefly the local community of the project (e.g. geographical, social and economical environment).

Christ Fotech is Located at Atwima Akropong in the Ashanti Region of Ghana. It is a small community called Esaase. The community has about 3000 inhabitants and it can boast of a Wildlife which is located 10minutes drive from the project.

The community has good drinking water, Electricity, Telephone and other basic amenities.

Farming is common in the community.

MOTIVATION TO COOPERATE WITH VOLUNTEERS

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

As a School and Orphanage, we believe that Child Development is very essential as far as we are concerned. Since the beginning of this institution, we have had International volunteers who have been of great help to the Orphans.

Currently we have volunteers who are Teaching and helping in various aspects.

For this reason we would like to host more volunteers who will impact more knowledge into the orphans for them to feel part of humanity.

Since 2003 until present, we have hosted volunteers in our organisation.

The volunteers were and are currently Teaching and helping the Orphans in various aspects like ;

Assisting the Teachers in Class rooms, Teaching the orphans how to use computer and the Internet, Teaching games, Swimming, helping in the administration work, and helping in the Farm etc.

This organisation would like to host 2 volunteers

PROPOSED ACTIVITIES FOR VOLUNTEERS

1. The opportunity to help in the administration, attend seminars and also travel with the kids to tourist centres during free times and weekends.
2. The volunteers will assist the Teachers in the class room, Teach the children how to swim, Teach Computer(basics) and how to use the internet
3. The volunteers will sometimes help in the School Farm where the Food staffs are used to feed the Orphans.
4. a)To tourist centres(Excursions) – Occasional
 b) Organising fund raising for the orphans – Occasional
 c) Organising football games among other Schools - Occasional

WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting Teachers in the class room	Painting and Art work	Computer training. Sporting activities	Assisting Teachers in classroom	Teaching and planning Programme for the coming week	Free Or Excursions	Free

Volunteers will have their vacation during their travelling month and also school vacations.

Any further arrangements will be done between the volunteer and the supervisor

VOLUNTEER PROFILES

This Organisation has no special requirements for volunteers. However volunteer who have passion to support development of orphans are welcome.

Preferably volunteers should be able to interact in English.

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE PROJECT

Please give some background information about the contact person of the volunteer. Describe what kind of support the host project offers the volunteer to get to know the project and to get familiar with the target group and the activities. Please indicate a short outline of the induction period.

ICYE Ghana contact persons are well trained and are familiar with icye rules and regulations.
They have also been given an internal training during camps and other training programme.

APPRECIATION OF VOLUNTARY WORK

Previous volunteers who worked at Christ Fotech were honoured with Diploma.

Most of the School blocks which were constructed by the volunteers were named after them.

Other activities such as farewell parties were organised for them. The same will be applied to volunteers who will show commitment and hard work.

ICYE Ghana will also award certificates of participation to volunteers.

RISK PREVENTION

The environment can be described as a safe working environment because the orphans live at the project and they are well cared for.

The volunteers also live outside the project. Volunteers are however advised to use mosquito net since mosquitoes are common in Ghana.

This is to prevent Malaria.

Good drinking water and food are provided as well.

BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

Records of volunteers indicate that Christ Fotech has transformed tremendously due to their immense contribution to the Orphanage.

This has increased the number of intake of the orphans.

The community is proud of the International volunteers they receive.

BENEFITS: COMMUNITY DEVELOPMENT
CHILD DEVELOPMENT
GOOD EDUCATION
SPORTS ETC.

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation:

Volunteers are provided with a room including Toilet and a Bath room. Each volunteer has his/her own room.

The volunteers will live with a host Family but separate apartments.

Food:

Food will be provided to volunteers by the host family. However volunteers have their Refrigerator where their can keep their fruits.

VOLUNTARY WORK PLACEMENT

DETAILS OF THE HOST PROJECT			
Name	EDWENASE REHABILITATION CENTRE.		
Street address			
mailing address			
Postcode		City	KUMASI
Region	WEST AFRICA	Country	GHANA
Email	MODWOLE@YAHOO.COM	Website	
Telephone	00233-24-3505752	Telefax	

LEGAL REPRESENTATIVE (OF THE HOSTING PROJECT)			
Family name	(Mr AYIWOLE	First	MODESTO
	/Ms	name	
)		
Position/function	PROJECT MANAGER.		

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT			
Family name	(Mr	First	
	/Ms	name	
)		
Position/function			
Email			
Telephone		Telefax	

ICYE CONTACT / MENTOR OUTSIDE THE HOST PROJECT			
Family name	(Mr ASARE	First	NANA
	/Ms	name	
)		
Organisation	ICYE GHANA		
Street address			
Postcode		City	KUMASI
Region	WEST AFRICA	Country	GHANA
Email	modwole@yahoo.co.uk	Website	
Telephone		Telefax	

PROFILE OF THE HOST PROJECT			
Type	<input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	* <input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other

Registratoion number			
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	* <input type="checkbox"/> National <input type="checkbox"/> international

AIMS OF THE HOST PROJECT

*Our key objectives are:

To relieve the anxiety of enquirers, by assuring them of our concern, and the full support of our service

To trace relatives, in order to advise them of the enquiry

To open a line of communication between enquirer and enquiree

To act as intermediaries until such time as trust is established between the parties

Where appropriate, to seek to resolve the difficulties which brought about the break in the relationship

Educate inmate to become part of society.

The target group is from 13 to 30 years. And have a staff level of 20.

DETAILED DESCRIPTION OF THE LOCAL COMMUNITY

*According to the 2000 population census, the population of the district in 1970 was 27,573 and 55,801 in 1984. The total population in 2000 was 122,595 and estimated to be 143,876 in 2005 with an inter-censal growth rate of 3.2 percent, which is the same as the regional growth rate. It is however higher than the national growth rate of 2.7 percent

*The analysis of the population structure reveals a high economically active population of 50.6 percent, which indicates an immense human resource potential for development. This could be attributed to in-migration of labour to seek employment in the district agriculture and mining.

*An analysis of the spatial economy reveals that the provision of services in the district is inadequate and their distribution too skewed in favour of the district capital. Again, there is an absence of important facilities such as market structures, libraries, veterinary services and so forth in all the communities.

MOTIVATION TO COOPERATE WITH VOLUNTEERS

*The motivation to host volunteers is the additional human resource which the centre demands. If you have already experiences with volunteers, please explain. Since when they are working with you? What were they doing? How do you evaluate their contribution?

*We have been engaged volunteers in programmes in short team basis since 2005. This is from two weeks to six weeks. The following are some our the project's activities;

*Recreation,Dress Making,Tailoring, Rurual craft, Basic catering, Agric(vegetables, rabbitary etc.)

* There is assessment form which is fill in every month to ascertain the performance of every staff. There is also personal observation of the various heads of the department.

We have been hosting volunteers for sometime now. Currently we have both Local and

international volunteers who are helping in various areas and also learning Catering, Craft work Dressmaking etc.
 Their contribution has brought smile on the faces of volunteers and the disabled.

*We will be hosting at least host two {2}.

WORKING SCHEDULE AND VACATION (AS EXAMPLE)

Please give examples for work schedules of the volunteers. About 30-35h

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Helping in the dressmaking	Helping with the catering services	Art and craft works	Helping the orphans and the disabled	Free. Sometimes Playing football with students and travelling to tourist centres	Free Volunteer can play musical instrument during free time.

Considering the fact that the volunteer will have 2 days off (vacation) for each working month (24 days for 12 months voluntary service), please indicate which period will be the best for the volunteer to take his vacation?

Volunteers will have their vacation anytime upon arrangement with the project supervisor.

VOLUNTEER PROFILES

**Skill in musical instrument, health issues, Agriculture, Craft & Decoration.*

CONTACT PERSON / VOLUNTEERS RESPONSIBLE PERSON IN THE PROJECT

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project. Meetings/evaluations between the volunteer and the contact person are held on a regularly basis.

ICYE Ghana contact persons are well trained and are familiar with icye rules and regulations.

They have also been given an internal training during camps and other training programme.

APPRECIATION OF VOLUNTARY WORK

Please describe in which way you will give some credit to the volunteers for their work. (For

example a certificate recognising the voluntary work, particular awards, a farewell party etc.)

Volunteers will be given certificate of participation from ICYE Ghana. Also the centre will issue certificate of contribution to deserving volunteers.

RISK PREVENTION

Please describe how you will (guarantee) a safe living and working environment for the volunteers, how you will prevent risks and crises. (For example health risks, diseases through work? Safety of location of the project? Etc.)

We will Provide a regular education on safety rules and regulation and educate vounteers on the possible risk porn areas.

We will alert volunteerl about the potential risk measure which has to be taken.

BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Please describe detailed which arrangements for board and lodging will be offered to the volunteer(s), working in your project.

Accommodation:

Volunteers will have their own apartment.

Food:

Volunteers will eat from the centre anytime of the day.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project			
Name	HANDI VANGELISM		
Street address			
Postcode		City	ACCRA
Region	GREATER ACCRA	Country	GHANA
Email	bcmhandi@ghana.com	Website	
Telephone	0244-771472	Telefax	
Legal representative			
Family	(Mr/Ms) ASHELY	First name	PASTOR

name				
Position/function	PROJECT MANAGER.			
Contact person / VoLUNTEERS RESPONSIBLE in the host project				
Family name	(Mr/Ms)	DARKO	First name	PHILIP
Position/function				
Email	dophilis@yahoo.com			
Telephone	0244897463/021-245460	Telefax		
ICYE Contact / MENTOR outside the host project				
Family name	(Mr/Ms)	NORTEY	First name	RUTH
Organisation	ICYE GHANA			
Street address				
Postcode		City	ACCRA	
Region	GREATER ACCRA	Country	GHANA	
Email		Website	www.icyegh.org	
Telephone	0243316110	Telefax		
Profile of the host project				
Type	<input type="checkbox"/> * Non profit organization or association <input type="checkbox"/> Other			
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> *Non-governmental	<input type="checkbox"/> Other	
Activity level	<input type="checkbox"/> *Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> international

Description of the host project	
<p><i>Please present briefly your aims and regular activities. Add information/photos (f.e. by regular mail) about the organisation as well as the target group you generally work with. Please give information about the number of staff involved in the project.</i></p> <p>*Our key objectives are:</p> <ul style="list-style-type: none"> • • Taking care of street and homeless children. • Children with disabilities. • Taking care of Orphans • To relieve the anxiety of enquirers, by assuring them of our concern and the full support of our service. • To educate inmate to become part of society. <p>The target group is from 13 to 30 years. And have a staff level of 20.</p>	
Description of the local community	

Please present briefly the local community of the project (e.g. geographical, social and economical environment)

*According to the 2000 population census, the population of the district in 1970 was 27,573 and 55,801 in 1984. The total population in 2000 was 122,595 and estimated to be 143,876 in 2005 with an inter-censal growth rate of 3.2 percent, which is the same as the regional growth rate. It is however higher than the national growth rate of 2.7 percent

*The analysis of the population structure reveals a high economically active population of 50.6 percent, which indicates an immense human resource potential for development. This could be attributed to in-migration of labour to seek employment in the district agriculture and mining.

*An analysis of the spatial economy reveals that the provision of services in the district is inadequate and their distribution too skewed in favour of the district capital. Again, there is an absence of important facilities such as market structures, libraries, veterinary services and so forth in all the communities.

Motivation to cooperate with volunteers

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

**My motivation to host volunteers is the additional human resource which the centre demands.*

**We have been engaged with volunteers in programmes in short team basis since 2005. This is from two weeks to six weeks. The following are some of the project's activities;*

**Recreation, Dress Making, Tailoring, Rural craft, Basic catering, Agric(vegetables, rabbitary etc.)*

** There is assessment form which is fill in every month to ascertain the performance of every staff. There is also personal observation of the various heads of the department.*

**We will be willing to host two {2}.*

Proposed activities for volunteers

1. *Please describe what you can offer to volunteers in terms of service and learning opportunities.*

** The volunteer will develop the habit of self development and personal initiative as part of our working with kids and the staff.*

2. *Explain what will be the role of the volunteer in the project.*

** The task of the volunteer is to contribute to the development of the physically challenged in the project to be welcome into society.*

3. *Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for **each** volunteer, in case you will host*

more than one, what will they be doing.

* The following will be some of their responsibility,

- *Teaching basic numeric*
- *Teach reading*
- * Preparing material for school activities.
- * *Musical instrument*
- *Other recreational activities.*
- *Initiative activities by volunteer will be most welcome.*

4. *Please provide a list of tasks and frequencies of tasks (on-going, occasional?)*

* Activities of daily living. This includes,

*Making sure that children takes their meals,

*Taking bath,

*Preparing them to attend school,

*Helping them in doing homework,

*Taking siesta,

* Engage them in sporting activities, story telling and excursion to places of interest.

*Recreation, Dress Making, Tailoring, Rural craft, Basic catering, Agric(vegetables, rabbitary etc.)

Working schedule and vacation

**The volunteer will be responsible for the upkeep of the children. Most of their functions are stated below. Volunteers prepare them for their daily activities and also guide them to do their home work. The schedules will be arranged with the volunteer*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>MORNING Preparing and ensuring that the children's are ready for school.</p> <p>AFTERNOON Assisting kids in doing the home work.</p>	<p>MORNING Preparing and ensuring that the children's are ready for school.</p> <p>AFTERNOON Assist with training in the fields of English lesson, Computer lesson,</p>	<p>MORNING Preparing and ensuring that the children's are ready for school.</p> <p>AFTERNOON Play games with the children,</p>	<p>MORNING Preparing and ensuring that the children's are ready for school.</p> <p>AFTERNOON Give seminars on basic</p>	<p>MORNING Preparing and ensuring that the children's are ready for school.</p> <p>AFTERNOON Helping the</p>	<p>Free. Sometimes Playing football with students and travelling to tourist centres</p>	<p>Free. Volunteer can play musical instrument during free time.</p>

<p>EVERNING Prepare the kids for bed.</p>	<p>EVERNING Prepare the kids for bed</p>	<p>Helping in doing there home work.</p> <p>EVERNING Prepare the kids for bed</p>	<p>on basic computer skills.</p> <p>EVERNING Prepare the kids for bed</p>	<p>orphans and the disabled.</p> <p>EVERNING Prepare the kids for bed</p>		
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Below are some of the functions of the volunteer :

*Taking care of children and the youth during breakfast,

*Assisting them to learn some basic hand works.

*Teaching musical instrument.

*Assisting weaker kids in doing there homework.

*Teaching decoration/art for sustainable living.

*The above weekly activities will be schedule based on the skill of the volunteer.

*Volunteers will be having there vacation during weekend and also during school vacation as started below.

*Volunteer will be having there free times during the weekends and during school vacations. The vacations are as follows, December for Christmas holidays, Easter holidays in April and final vacation from last week in July to September .

Volunteer profiles

**Skill in musical instrument, health issues, Agriculture, Sports Craft & Decoration.*

If specific skills like language, technical or manual skills, age, gender, etc. are required, please justify.

*Musical instrument , skills in Agriculture, Skills in Art craft or decoration and any other manual skill will be a plus.

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

Meetings/evaluations between the volunteer and the contact person are held on a regularly basis.

ICYE Ghana contact persons are well trained and are familiar with icye rules and regulations. They have also been given an internal training during camps and other training programme.

Appreciation of voluntary work

** We will give recommendation letter to all deserving volunteers.*

Risk prevention

**Provide a regular education on safety rules, regulation and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measure which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible disease like malaria will be introduced to volunteers.*

Benefits for the project and the community

.It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

Volunteer profiles

**Skill in musical instrument, health issues, Agriculture, Sports Craft & Decoration.*

**Musical instrument , skills in Agriculture, Skills in Art craft or decoration and any other manual skill will be a plus.*

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

Meetings/evaluations between the volunteer and the contact person are held on a regularly basis.

ICYE Ghana contact persons are well trained and are familiar with icye rules and regulations. They have also been given an internal training during camps and other training programme.

**Training on interpersonal relationship skills, good communication skills, intercultural learning*

Appreciation of voluntary work

Please describe in which way you will give some credit to the volunteers for their work. (For example a certificate recognising the voluntary work, particular awards, a farewell party etc.)

** We will give recommendation letter to all deserving volunteers.*

Risk prevention

**Provide a regular education on safety rules, regulation and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measure which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible disease like malaria will be introduced to volunteers.*

Benefits for the project and the community

It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

PROJECT DESCRIPTION

DETAILS OF THE HOST PROJECT

Name	SYGMA CHILD SCHOOL		
Street address			
mailing address	P.O. BOX 647, NSAWAM- GHANA- WEST AFRICA		
Postcode	647	City	NSAWAM
Region	WEST AFRICA	Country	GHANA
Email	sygmachildschool@yahoo	Website	
	.com		
Telephone	+233-244-653000	Telefax	+233-832-22057

LEGAL REPRESENTATIVE (OF THE HOSTING PROJECT)

Family name	(Mr MENSAH	First	SYLVESTER TWINTOH
	/Ms	name	
)		
Position/function	PROJECT MANAGER		

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT

Family name	(Mr	First	
	/Ms DORMENYO	name	CELESTINA
)		
Position/function	SECRETARY		
Email			
Telephone	020-7637396	Telefax	

ICYE CONTACT / MENTOR OUTSIDE THE HOST PROJECT

Family name	(Mr	First	ANNIE-MARIE
	/Ms ADDO	name	
)		
Organisation	ICYE GHANA		
Street address	FIRST OTSWE LINK		
Postcode	PMB ACCRA NORTH	City	LABADI

Region	WEST AFRICA	Country	GHANA
Email	Marieev2002@yahoo.com	Website	www icyegh .org
Telephone	0246060390	Telefax	

PROFILE OF THE HOST PROJECT			
Type	<input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> * Non-governmental	<input type="checkbox"/> Other
Registratoion number			
Activity level	<input type="checkbox"/> * Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international
Number of local staff working in the project	FOUR (4)	Number of international volunteers currently working in the project	NONE
How many local volunteers	NONE		

DESCRIPTION OF THE HOST PROJECT
<p>The school has engaged the service of qualified and caring staff who works as a family to make the school "class in the home and home in the class". All supporting staff have undergone above basic child care training.</p> <p>AIMS: Children have only one opportunity for good education, so we partner parents, home and the school to educate our children in our care to help them become competent and confident learners.</p> <p>REGULAR ACTIVITIES: We enable the children to play and work independently and yet be able to share and cooperate with others.</p> <p>Also teach them the sense of respect and self confidence yet be aware of the needs of others.</p> <p>We give the children the knowledge of skills and practical activities.</p> <p>We make them aware to respect different customs and culture.</p> <p>To teach the children to communicate effectively through speech, music art and sport.</p>

DETAILED DESCRIPTION OF THE LOCAL COMMUNITY
<p>SYGMA CHILD SCHOOL is located at sekyikrom three minutes drive from Adoagyir – Nsawam in the Eastern Region.</p> <p>The Local Community based in Agricultural Propagation like Farming, Growing of crops and Rearing of Farm Animals. The population is about 500; the community have also got Public schools and a nearby Clinic half kilometre away.</p>

MOTIVATION TO COOPERATE WITH VOLUNTEERS
<p>Staff at the project is open minded and are also ready to interact with parents at any point in time. The school is equipped with modern learning facilities and a clean environment for excellent child education.</p> <p>We believe that international volunteers will also make an impact since children are eager to learn something new.</p>

TWO (2) VOLUNTEERS

PROPOSED ACTIVITIES FOR VOLUNTEERS

1. Volunteers will have the opportunity to undergo basic child care with the qualified Staff in the project.
2. To assist with teaching Aids for Crèche, Nursery and Kindergarten. Eg: Numbers/ Alphabet/ Music.
3. Volunteers will assist teachers in preparation for classes, Assist teaching and care. Also to participate in school programmes.
4. Organising sporting activities (Occasional)

Attending training programme (Occasional)

WORKING SCHEDULE AND VACATION (AS EXAMPLE)

Please give examples for work schedules of the volunteers. About 30-35h

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting in the class room	Assisting in the class room	Helping in the administration	Assisting in the class room	Outdoor activities such as football games etc.	Free	Free

Volunteers are free during School vacation. Volunteers can also arrange with their supervisors anytime they want to take their vacation.

VOLUNTEER PROFILES

The volunteers should be opening minded to learn from the project and also to interact with the children. The language ENGLISH is preferred.
Apart from the above, there are no special requirements for volunteers.

CONTACT PERSON / VOLUNTEERS RESPONSIBLE PERSON IN THE PROJECT

ICYE Contact persons are co-workers who are very familiar with ICYE rules and regulations and are highly experience and know how to handle volunteers in time of need.

During the first week of arrival at the project, the volunteer will be given an internal training to be familiar with the rules regarding the project, the Children, and the administration. This will take a period of one week.

APPRECIATION OF VOLUNTARY WORK

ICYE-GHANA gives out certificate and gift to every volunteer who participate in the voluntary work. Also to organise a farewell party for them during the END of YEAR CAMP.

The School will also honour the volunteer with a certificate based on his/her

performance.

RISK PREVENTION

The Location of the project in Ghana here around Nsawam area is the safest place to live, and the exchangees would not experience any risk or crises because the environment is neat and clean.

Volunteers are assured of good drinking water.

Meanwhile volunteers are advised to bring along mosquito nets to prevent malaria since mosquitoes are common in Ghana.

BENEFITS FOR THE PROJECT AND THE COMMUNITY

The community will benefit from the knowledge and experience from the volunteers
The volunteers will bring international awareness to the community because it is rural area.

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation: The project have three bed rooms, one is master bedroom which has toilet and bath in the room. The other two rooms have separate toilet and bath. The rooms are well painted with fans to keep the rooms cool and the beds are very neat also there are lights in all the rooms.

Food: The school has canteen service which will provide well nourishing meals for the volunteers in the project.



DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project			
Name	INTERNATIONAL COMMUNITY SCHOOL		
Street address			
Postcode		City	KUMASI
Region	ASANTE REGION	Country	GHANA
Email		Website	www.ics-ghana.org
Telephone	+233 51 91443	Telefax	
Legal representative			
Family name	(DR.) YEBOAH	First name	CHARLES
Position/function	DIRECTOR		
Contact person / VOLUNTEERS RESPONSIBLE in the host project			
Family name	(Mr/Ms) KABUTEY	First name	JOYCE
Position/function	ADMINISTRATOR		
Email			
Telephone	+233 51 91443	Telefax	
ICYE Contact / MENTOR outside the host project			
Family name	(Mr/Ms) ASAFO-ADJEI	First name	EMMANUEL
Organisation			
Street address			
Postcode		City	KUMASI
Region	ASHANTI REGION	Country	GHANA
Email		Website	www.icyegh.org
Telephone		Telefax	
Profile of the host project			
Type	<input type="checkbox"/> Non profit organization or association <input type="checkbox"/> Other		
Status	<input type="checkbox"/> *Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international

Aims and description of the host project

To raise a new breed of African and International leaders who are well prepared to face the challenges of the 21st century, whose heart and character have been transformed by God, reaching their full potential and becoming productive members of the society.

The International community school is one of the rich schools in the region. Its pupils and students come from different part of the world. The atmosphere in the school is an international one because of the backgrounds of the children

Description of the local community

*According to the 2000 population census, the population of the district in 1970 was 27,573 and 55,801 in 1984. The total population in 2000 was 122,595 and estimated to be 143,876 in 2005 with an inter-censal growth rate of 3.2 percent, which is the same as the regional growth rate. It is however higher than the national growth rate of 2.7 percent

*The analysis of the population structure reveals a high economically active population of 50.6 percent, which indicates an immense human resource potential for development. This could be attributed to in-migration of labour to seek employment in the district agriculture and mining.

*An analysis of the spatial economy reveals that the provision of services in the district is inadequate and their distribution too skewed in favour of the district capital. Again, there is an absence of important facilities such as market structures, libraries, veterinary services and so forth in all the communities.

Motivation to cooperate with volunteers

**The motivation to host volunteers is the additional human resource which the schools need and also their presence and contribution towards achieving the aims and goals of the school.*

*We will be willing to host two {2}.

Proposed activities for volunteers

The school offers quality education to pupils/students from kindergarten to junior secondary. It also provides guidance to students on their individual strengths and weaknesses in various subjects as well as what jobs or occupations there are. Provides various outdoor games for which students could train. Train young people to discover themselves and acquire good attitudes to life and work

* Some of there responsibilities of the volunteer

*to play the role of teaching assistants

*assisting in the classroom, helping to coordinate activities with children

*assist weak children to read and write as well as to complete their home work

*provide counseling services

*engage children in outdoor games- football etc

*participate in classroom activities encouraging children to learn

*assist with the library where necessary

*volunteers are to assist in teaching pre-school ages 2-4 years and junior secondary school

Working schedule and vacation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting in lessons such basic English lessons, Mathematics	Sporting activities/assisting in French, English lesson.	Assisting in lessons such basic English lessons, Mathematics	Assisting in weaker kids in the class.	Outdoor activities such as football games etc.	Free	Free

Volunteer profiles

- * Interest in very young children
- *caring nature, patience, tolerance
- *ability to work as part of a team
- *be ready to assist children

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

ICYE Ghana contact persons are well trained and are familiar with icye rules and regulations. They have also been given an internal training during camps and other training programme.

*Training on interpersonal relationship skills, good communication skills, intercultural learning

Appreciation of voluntary work

Certificate of participation will be given to the volunteers for their participation on the ICYE programme at the end of the programme period.

Risk prevention

**Provide a regular education on safety rules, regulation and educate volunteers on the possible risk areas. We will alert all about the potential risk measure which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible disease like malaria will be introduced to volunteers.*

Benefits for the project and the community

It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Position/function	DIRECTOR		
Name	OSU CHILRENS HOME		
Street address			
Postcode		City	ACCRA
Region	GRATER ACCRA	Country	GHANA
Email		Website	
Telephone	00233-21-781127	Telefax	
2. Legal representative			
Family name	(Mr/Mrs)	OBENG(MRS)	First name HELENE
3. Contact person / VOLUNTEERS RESPONSIBLE in the host project			
Family name	(Mr /Ms)	OBENG	First name HELENE
Position/function	DIRECTOR		
Email			
Telephone	00233-21-781127	Telefax	
4. ICYE Contact / MENTOR outside the host project			
Family name	(Mr/Ms)	NORTEY	First name RUTH
Organisation	ICYE GHANA		
Street address			
Postcode		City	ACCRA
Region	GREATER ACCRA	Country	GHANA
Email		Website	www.icyegh.org
Telephone	00233-24-3316110	Telefax	

5. Profile of the host project

Type	<input type="checkbox"/> *Non profit organization or association <input type="checkbox"/> Other		
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international
Number of local staff working in the project	12	Number of international volunteers currently working in the project	6

6. Description of the host project

The home houses abandoned children from new born to age 12. It is a lively place with vibrant children looking for love and attention. The OSU Home had over 150 children. They are cared for by the Ghana Government through the Department of Social Welfare.

WHO ARE WE?

Osu Children's Home is a community for orphaned, abandoned and needy children from ages zero to eighteen years. It was started in 1949 by an NGO known as Child Care Society. It was then located in the premises of the present Cripples Home at Kaneshie, a suburb in Accra, the capital of Ghana. In March 1960 the government took over and moved it to its present location. It was put under the management of the Department of Social Welfare and has been as such up to date.

Our Aim Is:

To provide a future of hope through Quality residential care
Education
Counseling
To children who for some reason have no access to normal family lives
To protect and preserve the rights of children in difficult situations
To afford needy children the opportunity to realize their potentials

Which children are admitted?

Abandoned children
Abused children
Children whose mothers are serving prison sentences
Orphaned children
Children whose mothers have to be hospitalized for a long period and
Children infected with the HIV virus.

How do we get the children?

Children are referred by;
Hospitals
The courts
The Police
Social Work Agencies

7. Description of the local community

- The capital of Ghana, Accra, is a pleasant city (pop. 1 100 000) on the southern coast. Start your sightseeing at the Perpetual Flame at the Cenotaph in Revolution Square then go on to the National Museum (one of the best collections in West Africa—allow at least two hours). Next to

the museum is a good craft market which sells paintings, prints and postcards. The city's main sites are the Makola Market (the city's central market), Liberation Square (memorial to three Ghanaians who were shot during colonial times), the tropical gardens, the Art Centre (for shopping and cultural events), the grave of Kwame Nkrumah (the first Ghanaian president) and that of W. E. B. Du Bois (the American-born civil rights leader who spent his last years in Accra)

- Accra also has some beautiful beaches, some more touristy than others. Labadi and Kokrobite will ask for an entrance fee, expect a busy crowd on Saturday and especially Sunday. You'll probably be entertained by musicians and acrobats, they will usually ask for a small token for the entertainment. It's up to you. Bear in mind that they count on it for their livelihood. You will also find a lot of peddlers selling all sorts of things. If you like a more quiet beach, you should check out CoCo beach (in Teshie) though very rocky and not so good for swimming.

8. Main themes for the volunteer activity

Please tick not more than 2 boxes.

<input type="checkbox"/> Inter-religious dialogue	<input type="checkbox"/> Health
<input type="checkbox"/> Anti-discrimination	<input type="checkbox"/> Environment
<input type="checkbox"/> *Art and culture	<input type="checkbox"/> Youth policies
<input type="checkbox"/> Disability	<input type="checkbox"/> Media and communications/Youth inform.
<input type="checkbox"/> Minorities	<input type="checkbox"/> * Education through sport and outdoor activities
<input type="checkbox"/> Gender equality	<input type="checkbox"/> Post conflict/post-disaster rehabilitation
<input type="checkbox"/> Civil Protection	<input type="checkbox"/> Urban/Rural development
<input type="checkbox"/> Development Cooperation	<input type="checkbox"/> Others

9. Motivation to cooperate with volunteers

** We have been hosting volunteers for many years and we understand the value of volunteering.*

**We have had volunteers from ICYE-Ghana for years .Their contribution to the orphanage were according their skills and knowledge about children education. The experience has been highly positive for the community, teachers and children, due the commitment showed for the volunteers*

**The rules of ICYE makes it clear about the function of volunteer. The are in the project to Assist and not to take the place of the ordinary worker.*

Will be ready to host two(2).

10. Proposed activities for volunteers

1. *Please describe what you can offer to volunteers in terms of service and learning opportunities.*

**) We organize a training seminars for all our staff concerning and volunteers on personal development intercultral learning . We also organize special health awareness programme to sensitize the volunteer on any possible outbreak. Conselling services is provide for staff on there field of specialty.*

2. Explain what will be the role of the volunteer in the project.

** The role of the volunteer is to help other worker in the activities of their daily duties by preparing the children for bath, receiving children in the morning, prepare materials, to help teachers in some matters, to help in lunch time, to support parents meetings, to help with homework's and play games with them.*

3. Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for **each** volunteer, in case you will host more than one, what will they be doing.

**The volunteer will assist or if applicable teach subjects of which he or she is knowledgeable in.(e.g. preparing lesson notes and teaching aids)*

**In cases of professionals, they will be allowed to practice their skills with the children*

4. Please provide a list of tasks and frequencies of tasks (on-going, occasional?)

**The volunteer will have the opportunity according his/her experience and motivation to create new tasks : To develop leisure activities such dancing, music, art & decoration, theatre and corporal expressions and teaching.*

Please give information about the number of volunteers you can host

Will be hosting two.

11. Working schedule and vacation

Please give examples for work schedules of the volunteers.

**Self initiative programmes are encourage by the project. This means based on the skills of the volunteer, a programmes will be planned on s/he daily activities. Example,*

The role of the volunteer is to help other worker in the activities of their daily duties by preparing the children for bath, receiving children in the morning, prepare materials, to help teachers in some matters, to help in lunch time, to support parents meetings, to help with homework's and play games with them.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Set up for breakfast and. lunchStory telling. Lesson on painting and colouring / and other self initiative by	Sporting activities/assisting in feeding the kids. Reading lesson. Conselling section.	Reading lessons, Storytelling etc.	Assisting in lessons such basic English lessons, Mathematics.	Outdoor activities such as football games etc.	Free	Free

volunteer.						

** Volunteer will be having a month leave as it has been with the ICYE GHANA programme.*

12. Volunteer profiles

**Skill in musical instrument, health issues, Special teaching skills, Sports Craft & Decoration and good communication skills.*

*** Good communication and interpersonal skills.**

13. contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

Meetings/evaluations between the volunteer and the contact person are held on a regularly basis.

** An orientation is organized by ICYE GHANA to the contact person as to how to handle the volunteer and the duties and rule of a contact person.*

Kind of training could be relevant for the contact person

** Interpersonal relationship, intercultural learning & dialogue, conflict management resolution.*

14. Appreciation of voluntary work

**Organised farewell party and some present in recognition of good work done at the project.*

15. Risk prevention

Provide a regular education on safety rules, regulation and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measure which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible disease like malaria will be introduced to volunteers.

16. Benefits for the project and the community

** Togetherness irrespective of culture race or colour for a positive cause.*

17. ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation:

Self apartment for volunteer. With this the volunteer will be staying without a family but rather assistance will be provided for the upkeep by ICYE GHANA.

Food: Volunteer will be cooking on his or her own with other support from icye.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

1. DETAILS OF THE HOST PROJECT			
Name	COLUMBUS ORPHANGE		
Street address	MEDOMA		
Postcode		City	KUMASI
Region	WEST AFRICA	Country	GHANA
Email		Website	
Telephone	+233-27-4189353	Telefax	

2. LEGAL REPRESENTATIVE			
Family name	(Mr/Ms) MR. ODAME	First name	
Position/function	DIRECTOR		

3. CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT			
Family name	(Mr/Ms) MR. ODAME	First name	
Position/function	MANAGER		
Email			
Telephone	+233-277420646	Telefax	

4. ICYE CONTACT / MENTOR OUTSIDE THE HOST PROJECT			
Family name	(Mr/Ms) NKRUMAH	First name	DOUGLAS
Organisation	ICYE GHANA		
Street address	TANOSO ABUAKWA ROAD		
Postcode		City	KUMASI
Region	WEST AFRICA	Country	GHANA
Email			
Telephone	+233-242287344	Telefax	

5. PROFILE OF THE HOST PROJECT			
Type	* <input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	* <input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local	* <input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international
Number of local staff working in the project	12	Number of international volunteers currently working in the project	

6. DESCRIPTION OF THE HOST PROJECT

Please present briefly the host project, like the people you work with, your aims and regular activities. Add information/photos (f.e. by regular mail) about the organisation as well as the target group you generally work with.

Columbus Orphanage is a Governmental/Public Organisation which comprises of over 300 Children. The School has both Orphans and non-Orphans ages between 2yrs and 13yrs old.
The School population is over 300 pupils.

ACTIVITIES: Proving basic Education to the orphans and non- orphans.
Supporting the poor to attain basic Education.
Teaching Swimming, Computer, Sports and caring for the need

7. DESCRIPTION OF THE LOCAL COMMUNITY

Please present briefly the local community of the project (e.g. geographical, social and economical environment).

Columbus is Located at Kejetia in the Ashanti Region of Ghana. It is a small community called Medoma. The community has about 3000 inhabitants and it can boast of a Wildlife which is located 10miutes drive from the project.

The community has good drinking water, Electricity, Telephone and other basic amenities.

Farming is common in the community.

8. MAIN THEMES FOR THE VOLUNTEER ACTIVITY

Please tick not more than 2 boxes.

<input type="checkbox"/> * Education	<input type="checkbox"/> Health
<input type="checkbox"/> Anti-discrimination	<input type="checkbox"/> Promoting democracy
<input type="checkbox"/> Food security/agriculture	<input type="checkbox"/> Youth employment
<input type="checkbox"/> Disability	<input type="checkbox"/> water
<input type="checkbox"/> Minorities	<input type="checkbox"/> Education through sport and outdoor activities
<input type="checkbox"/> Gender equality	<input type="checkbox"/> Post conflict/post-disaster rehabilitation
<input type="checkbox"/> Human rights	* <input type="checkbox"/> Urban/Rural development
<input type="checkbox"/> Environmental and resource protection	<input type="checkbox"/> Others

9. MOTIVATION TO COOPERATE WITH VOLUNTEERS

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

As a School and Orphanage, we believe that Child Development is very essential as far as we are concern. Since the beginning of this institution, we

have had International volunteers who have been a great help to the Orphans.

Currently we have volunteers who are Teaching and helping in various aspects.

For this reason we would like to host more volunteers who will impact more knowledge into the orphans for them to feel part of humanity.

If you have already experiences with volunteers, please explain. Since when they are working with you? What were they doing? How do you evaluate their contribution?

Since 2003 until present, we have hosted volunteers in our organisation.

The volunteers were and are currently Teaching and helping the Orphans in various aspects like ;

Assisting the Teachers in Class rooms, Teaching the orphans how to use computer and the Internet, Teaching games, Swimming, helping in the administration work, helping in the Farm etc.

Please explain, how you will avoid job substitution / that volunteers taking away jobs from the local community.

Volunteers taking Jobs outside or away from the local community is totally avoidable.

This is because due to their work schedule which occupies most of their daily work.

Please give information about the number of volunteers you can host

This organisation would like to host 2 volunteers

10. PROPOSED ACTIVITIES FOR VOLUNTEERS

- 1. Please describe what you can offer to volunteers in terms of service and learning opportunities.*
- 2. Explain what will be the role of the volunteer in the project.*
- 3. Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for each volunteer, in case you will host more than one, what will they be doing.*
- 4. Please provide a list of tasks and frequencies of tasks (on-going, occasional?)*
5. The opportunity to help in the administration, attend seminars and also travel with the kids to tourist centres during free times and weekends.
6. The volunteers will assist the Teachers in the class room, Teach the

children how to swim, Teach Computer(basics) and how to use the internet

7. The volunteers will sometimes help the School Farm where the Food staffs are used to feed the Orphans.
8. a)To tourist centres(Excursions) – Occasional
 - b) Organising fund raising for the orphans – Occasional
 - c) Organising football games among other Schools - Occasional

11. WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting Teachers in the class room	Painting and Art work	Computer training. Sporting activities	Assisting Teachers in classroom	Teaching and planning Programme for the coming week	Free Or Excursions	Free

Considering the fact that the volunteer will have 2 days off (vacation) for each working month (24 days for 12 months voluntary service), please indicate which period will be the best for the volunteer to take his vacation?

Volunteers will have their vacation during their travelling month and also school vacations. Any further arrangements will be done between the volunteer and the supervisor

12. VOLUNTEER PROFILES

Please describe the expected volunteer profile: What kind of characteristics will help the volunteer for the job?

If specific skills like language, technical or manual skills, age, gender, etc. , are required, please justify.

This Organisation has no special requirements for volunteers. However volunteer who have passion to support development of orphans are welcome.

Preferably volunteers should be able to interact in English.

13. CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE PROJECT

Please give some background information about the contact person of the volunteer. Describe what kind of support the host project offers the volunteer to get to know the project and to get

familiar with the target group and the activities. Please indicate a short outline of the induction period.

ICYE Ghana contact persons are well trained and are familiar with icye rules and regulations. They have also been given an internal training during camps and other training programme.

During the first week at the project, volunteers will be given short orientation to be abreast with the rules and regulations regarding the orphans and the task ahead of them.

14. APPRECIATION OF VOLUNTARY WORK

Please describe in which way you will give some credit to the volunteers for their work. (For example a certificate recognising the voluntary work, particular awards, a farewell party etc.)

Most of the School blocks which were constructed by the volunteers were named after them.

Other activities such as farewell parties were organised for them. The same will be applied to volunteers who will show commitment and hard work.

ICYE Ghana will also award certificates of participation to volunteers.

15. RISK PREVENTION

Please describe how you will guarantee a safe living and working environment for the volunteers, how you will prevent risks and crises. (For example health risks, diseases through work? Safety of location of the project? etc.)

The environment can be described as a safe working environment because the orphans live at the project and they are well cared for.

The volunteers also live outside the project. Volunteers are however advised to use mosquito net since mosquitoes are common in Ghana.

This is to prevent Malaria.

Good drinking water and food are provided as well.

Please describe the general approach to risk prevention and crisis management measures.

General risk prevention:

- **PREVENTION OF HEALTH PROBLEMS**

Volunteers are advised to vaccinate themselves against malaria before entering Ghana, and also upon their arrival they will be educated of the preventive methods to stay away from some health problem.

- **SAFETY MEASURES**

Volunteers will be oriented on some safety precautions they must always take so as to always stay safe from trouble and problems. Example staying very late in the night alone on the street, holding of valuable items when needed.etc

- **CODE OF CONDUCT**

- Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

- **SUPPORT**

ICYE Office staff,Contact persons and project coordinators will be assigned to the volunteers who will help volunteers with their activities and also to deal with any other issue which they can not deal with on the own.

- **COUNSELLING**

Orientation will be provided to the volunteers upon their arrival to educate them on the following:

- National issues and how to cohabitate with the inhabitants of the locality.
- Gender issues
- Lifestyle,

Social norms etc.

16. BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

Records of volunteers indicate that Columbus has transformed tremendously due to their immense contribution to the Orphanage.
This has increased the number of intake of the orphans.
The community is proud of the International volunteers they receive.

BENEFITS: COMMUNITY DEVELOPMENT
VOLUNTEERS SELF DEVELOPMENT
GOOD EDUCATION
SPORTS ETC.
GOOD INTER/INTRA RELATIONSHIP
CREATE GOOD INTERCULTRAL DIALOGUE BETWEEN VOLUNTEERS
AND THE COMMUNITY.

17. ACCOMMODATION ARRANGEINMENTS (board and lodgings):

Please describe detailed which arrangements for board and lodging will be offered to the volunteer(s), working in your project.

Accommodation:

Volunteers are provided with a room including Toilet and a Bath room. Each volunteer has his/her own room.

The volunteers will live with a host Family but separate apartments.

Food:

Food will be provided to volunteers by the project. However volunteers have the chance to do there cooking if they so wish.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project			
Name	ST. JOSEPH SCHOOL/ORPHANAGE		
Street address			
Postcode		City	KUMASI
Region	ASHANTI REGION	Country	GHANA
Email		Website	
Telephone	(+233)242265350	Telefax	
Legal representative			
Family name	(Mr/Ms) OPOKU AWAUH	First name	GRACE
Position/function	PROJECT MANAGER.		
Contact person / VoLUNTEERS RESPONSIBLE in the host project			
Family name	(Mr/Ms) OPOKU TACKYE	First name	JUDUS
Position/function	HEAD MASTER		
Email			
Telephone	(233-24-2927639	Telefax	
ICYE Contact / MENTOR outside the host project			
Family name	(Mr/Ms) ASARE	First name	NANA YAW
Organisation	ICYE GHANA		
Street address			
Postcode		City	KUMASI
Region	ASHANTI REGION	Country	GHANA
Email		Website	www.icyegh.org
Telephone	00233-246389010	Telefax	

Profile of the host project				
Type	<input type="checkbox"/> * Non profit organization or association <input type="checkbox"/> Other			
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> *Non-governmental	<input type="checkbox"/> Other	
Activity level	<input type="checkbox"/> *Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> international

Description of the host project

Please present briefly your aims and regular activities. Add information/photos (f.e. by regular mail) about the organisation as well as the target group you generally work with. Please give information about the number of staff involved in the project.

*Our key objectives are:

- .
- Taking care of street and homeless children.
- Taking care of Orphans
- To relieve the anxiety of enquirers, by assuring them of our concern and the full support of our service.
- To provide basic education to the inmate to become part of society.
- The target group is from 2-8yrs old and they have a population of about 200 children.

Description of the local community

Please present briefly the local community of the project (e.g. geographical, social and economical environment)

The project is located 30munites from the main city of Kumas at a small town called Nerebehe with about 1000 inhabitants.....

Motivation to cooperate with volunteers

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

My motivation to host volunteers is the additional human resource which the centre demands. We recently received volunteers in our project and this has brought a great impact into the inmates and the community as well. The School need more volunteers to mingle with the children so that they will feel part of socieity.

We will be willing to host two {2}.

Proposed activities for volunteers

1. *Please describe what you can offer to volunteers in terms of service and learning opportunities.*

The volunteer will develop the habit of self development and personal initiative as part of our working with kids and the staff.

2. Explain what will be the role of the volunteer in the project.

The volunteer will assist the manager of the project and also serve as a role model to the children.

Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for each volunteer, in case you will host more than one, what will they be doing?.

The following will be some of their responsibility,
 Teaching basic numeric
 Teach reading, art work etc.
 Preparing material for school activities..
 Initiative activities by volunteer will be most welcome.

Please provide a list of tasks and frequencies of tasks (on-going, occasional?)

- * Activities of daily living. This includes,
- * Making sure that the children take their meals during break,
- * Teach them Mathematics, Art Work and Painting.
- * Taking siesta
- * Engage them in sporting activities, story telling and excursion to places of interest.

Working schedule and vacation

**The volunteer will be responsible for the upkeep of the children. Most of their functions are stated above. Volunteers prepare them for their daily activities and also guide them to do their home work. The schedules will be arranged with the volunteers.*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preparing the week activity and assisting the teachers in the class room	Teaching Art work/personal initiatives	Teaching Painting/ personal initiatives	Art and craft works	Sporting activities	Free. Sometimes Playing football with students and travelling to tourist centres	Free. Volunteer can play musical instrument during free time.

*Volunteers will be having their vacation during weekend and also during school vacation as started below.

*Volunteers will have their free times during the weekends and during school vacations. The vacations are as follows, December for Christmas holidays, Easter holidays in April and final vacation from last week in July to September .

Volunteer profiles

Skill in musical instrument, health issues, Agriculture, Sports Craft & Decoration.

If specific skills like language, technical or manual skills, age, gender, etc. are required, please justify.

*Musical instrument , skills in Agriculture, Skills in Art craft or decoration and any other manual skill will be a plus.

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project. Meetings/evaluations between the volunteer and the contact person are held on a regularly basis.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. They have also been given an internal training during camps and other training programme.

Appreciation of voluntary work

We will give recommendation letter to all deserving volunteers.

Risk prevention

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are advised to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problem.

SAFETY MEASURES

Volunteers will be oriented on some safty precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulatgions.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they can not deal with on the own.

COUNSELLING

Orientation will be provided to the volunteers opon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

Benefits for the project and the community

It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

Accommodation:

Volunteers are provided with a room including Toilet and a Bath room. Each volunteer has his/her own room.

The volunteers will live with a host Family but separate apartments.

Food:

Food will be provided to volunteers by the project. However volunteers have the chance to do there cooking if they so wish.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project			
Name	VICTORY PREPERATARY SCHOOL		
Street address			
Postcode		City	SUNYANI
Region	BRONG AHAFO REGION	Country	GHANA
Email		Website	
Telephone	(+233)24-6705542	Telefax	
Legal representative			
Family name	(Mr/Ms)	OPOKU AWAUH	First name GRACE
Position/function	PROJECT MANAGER.		
Contact person / VoLUNTEERS RESPONSIBLE in the host project			
Family name	(Mr/Ms)	ATTAA	First name MADAM
Position/function	HEAD MASTER		
Email			
Telephone	(233-24-2927639	Telefax	
ICYE Contact / MENTOR outside the host project			
Family name	(Mr/Ms)	ASARE	First name NANA YAW
Organisation	ICYE GHANA		
Street address			
Postcode		City	KUMASI
Region	ASHANTI REGION	Country	GHANA
Email		Website	www.icyegh.org
Telephone	00233-246389010	Telefax	
Profile of the host project			

Type	<input type="checkbox"/> * Non profit organization or association <input type="checkbox"/> Other			
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> *Non-governmental	<input type="checkbox"/> Other	
Activity level	<input type="checkbox"/> *Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> international

Description of the host project

Please present briefly your aims and regular activities. Add information/photos (f.e. by regular mail) about the organisation as well as the target group you generally work with. Please give information about the number of staff involved in the project.

*Our key objectives are:

The school has engaged the service of qualified and caring staff who works as a family to make the school "class in the home and home in the class". All supporting staff have undergone above basic child care training.

AIMS:

Children have only one opportunity for good education, so we partner parents, home and the school to educate our children in our care to help them become competent and confident learners.

REGULAR ACTIVITIES:

We enable the children to play and work independently and yet be able to share and cooperate with others.

Also teach them the sense of respect and self confidence yet be aware of the needs of others.

We give the children the knowledge of skills and practical activities.

We make them aware to respect different customs and culture.

To teach the children to communicate effectively through speech, music art and sport.

Description of the local community

Please present briefly the local community of the project (e.g. geographical, social and economical environment)

Motivation to cooperate with volunteers

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

My motivation to host volunteers is the additional human resource which the centre demands. We recently received volunteers in our project and this has brought a great impact into the inmates and the community as well. The School need more volunteers to mingle with the children so that they will feel part of society.

We will be willing to host two {2}.

Proposed activities for volunteers

1. *Please describe what you can offer to volunteers in terms of service and learning opportunities.*

The volunteer will develop the habit of self development and personal initiative as part of our working with kids and the staff.

2. *Explain what will be the role of the volunteer in the project.*

The volunteer will assist the manager of the project and also serve as a role model to the children.

Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for each volunteer, in case you will host more than one, what will they be doing?.

The following will be some of their responsibility,
 Teaching basic numeric
 Teach reading, art work etc.
 Preparing material for school activities..
 Initiative activities by volunteer will be most welcome.

Please provide a list of tasks and frequencies of tasks (on-going, occasional?)

- * Activities of daily living. This includes,
- * Making sure that the children take their meals during break,
- * Teach them Mathematics, Art Work and Painting.
- * Taking siesta
- * Engage them in sporting activities, story telling and excursion to places of interest.

Working schedule and vacation

**The volunteer will be responsible for the upkeep of the children. Most of their functions are stated above. Volunteers prepare them for there daily activities and also guild them to do there home work. The schedules will be arrange with the volunteers.*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preparing the week activity and assisting the teachers in the class room	Teaching Art work/personal initiatives	Teaching Painting/ personal initiatives	Art and craft works	Sporting activities	Free. Sometimes Playing football with students and travelling to tourist centres	Free. Volunteer can play musical instrument during free time.

**Volunteers will be having their vacation during weekend and also during school vacation as*

started below.

*Volunteers will have their free times during the weekends and during school vacations. The vacations are as follows, December for Christmas holidays, Easter holidays in April and final vacation from last week in July to September .

Volunteer profiles

Skill in musical instrument, health issues, Agriculture, Sports Craft & Decoration.

If specific skills like language, technical or manual skills, age, gender, etc. are required, please justify.

*Musical instrument , skills in Agriculture, Skills in Art craft or decoration and any other manual skill will be a plus.

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

Meetings/evaluations between the volunteer and the contact person are held on a regularly basis.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations.

They have also been given an internal training during camps and other training programme.

Appreciation of voluntary work

We will give recommendation letter to all deserving volunteers.

Risk prevention

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are adviced to vacinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problem.

SAFETY MEASURES

Volunteers will be oriented on some saffy precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulatgions.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they can not deal with on the own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

Benefits for the project and the community

It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

Accommodation:

Volunteers are provided with a room including Toilet and a Bath room. Each volunteer has his/her own room.

The volunteers will live with a host Family but separate apartments.

Food:

Food will be provided to volunteers by the project. However volunteers have the chance to do there cooking if they so wish.

DETAILS OF THE HOST PROJECT

Name	AMERICAN COOPERATIVE INTERNATIONAL SCHOOL		
Street address			
Postcode	P.O.BOX 143	City	EFFIDUASI
Region	ASHANTI	Country	GHANA
Email	Alexkmoa@aol.com		
Telephone	0272595021	Telefax	

LEGAL REPRESENTATIVE

Family name	(Mr/Ms) AMOAKO	First name	ALEX
	96-04 57 TH AVENUE, APT. 18K, CORONA, NEW YORK 11368 718-271-1622 347-861-9521		
Position/function	EXECUTIVE DIRECTOR		

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT

Family name	(Mr/Ms) BOATENG	First name	SEKYERE
Position/function	DIRECTOR		
Email	alexkamo@aol.com		
Telephone	0272595021	Telefax	

ICYE CONTACT / MENTOR OUTSIDE THE HOST PROJECT

Family name	(Mr/Ms) AMARTEY	First name	SHEILA
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Organisation	ICYE GHANA		
Street address	1 ST OTSWE LINK H/No F682/3, SOUTH LA ESTATE.		
Postcode	P.M.B ACCRA-NORTH	City	
Region	WEST AFRICA	Country	GHANA
Email	icyegh@yahoo.com	Website	
Telephone		Telefax	

PROFILE OF THE HOST PROJECT			
Type	* <input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	* <input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local	* <input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international
Number of local staff working in the project	4	Number of international volunteers currently working in the project	2

DESCRIPTION OF THE HOST PROJECT

Please present briefly the host project, like the people you work with, your aims and regular activities. Add information/photos (i.e. by regular mail) about the organisation as well as the target group you generally work with.

American Cooperative School, is a school located in Kumasi. In the capital city of the Ashanti Region , A very important and historical centre for Ghana.Traditional held very high in Kumasi and blends very well with modernity. The Manhyia Palace, the seat of the King of Ashanti and members of the royal family is situated in the northern part of the city.The ancient capital of the Ashanti kingdom, Kumasi is still the heart of Ashanti country and the site of West Africa's largest cultural center, the palace of the Ashanti king. To add to the appeal, it's surrounded by rolling green hills and has a vast central market as vibrant as any in Africa.

ACTIVITIES:

Providing basic Education to the poor to attain basic Education.

DESCRIPTION OF THE LOCAL COMMUNITY

Please present briefly the local community of the project (e.g. geographical, social and economical environment).

MOTIVATION TO COOPERATE WITH VOLUNTEERS

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

As a School we believe that Child Development is very essential as far as we are concern. Since the beginning of this institution, we have been able to train many children

Currently we have volunteers who are Teaching and helping in various aspects.

For this reason we would like to host more volunteers who will impact more knowledge into the children.

Since 2003 until present, we have hosted volunteers in our organisation.

The volunteers were and are currently Teaching and helping the Orphans in various aspects like ;

Assisting the Teachers in Class rooms, Teaching the orphans how to use computer and the Internet, Teaching games, helping in the administration work, helping in the Farm etc.

This organisation would like to host 2 volunteers

PROPOSED ACTIVITIES FOR VOLUNTEERS

1. The opportunity to help in the administration, attend seminars and also travel with the kids to tourist centres during free times and weekends.
2. The volunteers will assist the Teachers in the class room, Teach the children how to swim, Teach Computer(basics) and how to use the internet
3. The volunteers will sometimes help the School Farm where the Food stuffs are used to feed the Orphans.
4. a) To tourist centres(Excursions) – Occasional
 b) Organising fund raising for the orphans – Occasional
 c) Organising football games among other Schools - Occasional

WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting Teachers in the class room	Painting and Art work	Personal development skills.	Assisting Teachers in classroom	Teaching and planning Programme for the coming week	Free Or Excursions	Free

Volunteers will have their vacation during their travelling month and also school vacations.

Any further arrangements will be done between the volunteer and the supervisor

VOLUNTEER PROFILES

This Organisation has no special requirements for volunteers. However volunteer who have passion to support development of orphans are welcome.

Preferably volunteers should be able to interact in English.

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE PROJECT

Please give some background information about the contact person of the volunteer. Describe what kind of support the host project offers the volunteer to get to know the project and to get familiar with the target group and the activities. Please indicate a short outline of the induction period.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations.

They have also been given an internal training during camps and other training programmes.

APPRECIATION OF VOLUNTARY WORK

Volunteers who work hard would be rewarded a certificate from ICYE GHANA.

RISK PREVENTION

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are advised to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the

national issues and how to cohabitate with the inhabitants of the locality.

BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

Records of volunteers indicate that Victory School has transformed tremendously due to their immense contribution to the Orphanage.
This has increased the number of intake of the orphans.
The community is proud of the International volunteers they receive.

BENEFITS: COMMUNITY DEVELOPMENT
CHILD DEVELOPMENT
GOOD EDUCATION
SPORTS ETC.

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation:

The volunteers will live with a host Family but separate apartments.

Food:

Food will be provided to volunteers by the host family.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

1. DETAILS OF THE HOST PROJECT

Name	GOOD SHEPHERD SCHOOL AND ORPHANAGE		
Street address	ODUPONG OFAKOR BOHYE ASASASO NEAR KASOA		
Postcode	12504 ACCRA-NORTH	City	ACCRA
Region	CENTRAL REGION	Country	GHANA
Email	bishopaddeik@yahoo.com	Website	www.goodshepherd-orphanage-ghana.de
Telephone	+233244469028	Telefax	
Number of local staff (salaried)		Number of local co-workers (like board member, etc.)	
Number of <u>local</u> volunteers (like students, trainees etc.)		Number of international volunteers (4 month and longer)	
Number of planned places for <u>weltwärts</u> volunteers		Distance between the Project and the volunteers actual work placekm

2. LEGAL REPRESENTATIVE

Family name	(Mr/Ms)	ADDEI	First name	BISHOP KWAKU
Position/function		FOUNDER/FATHER		

3. CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT

Family name	(Mr/Ms)	ADDEI	First name	BISHOP KWAKU
Position/function		FATHER/FATHER		
Email		bishopaddeik@yahoo.com		
Telephone		+233244469028	Telefax	

4. ICYE Contact (PARTNER ORGANISATION)/ MENTOR outside the host project

Family name	(Mr/Ms)	AMARTEY	First name	SHEILA
Position/function		STEPS PROGRAMM.		
Organisation		ICYE GHANA		
Street address		SOUTH LA ESTATE OTWE STREET		
Postcode		City	ACCRA	
Region		ACCRA	Country	GHANA
Email		Sheila.amartey@yahoo.com	Website	
Telephone		+233-0543001428	Telefax	
Number of local staff (salaried)		Number of local co-workers (like board member, etc.)		
Number of local volunteers (like students, trainees etc.)		Number of international volunteers (4 month and longer)		
Number of planned places for <u>weltwärts</u> volunteers		Distance between the Project and the volunteers actual work place	km

5. PROFILE OF THE PARTNER ORGANISATION

Type	<input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other	
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other	
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> International

6. DESCRIPTION OF THE ICYE CONTACT/PARTNER ORGANISATION

Please present briefly your aims and regular activities as well as the size of the organisation. Add information about the organisation as well as the target group you generally work with.

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project. ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. They have also been given an internal training during camps and other training programmes.
*Training on interpersonal relationship skills, good communication skills, intercultural learning

7. DESCRIPTION OF THE HOST PROJECT

Please indicate an English title for the project:

Welcome to the Good Shepherd Orphanage

Children without parents, food, clothing, shelter and without hope...
can we continue to close our eyes to their suffering and pain?

The Good Shepherd Orphanage is response to their cry for help and you can be part of the hope we bring to the orphaned, abandoned, destitute and needy children.

How can you help these children?

Your voluntary service, love and care can contribute tremendously to the growth of these children.

You are always welcome to visit the Good Shepherd Orphanage. This is an opportunity to show your faith and love.

Your love can bring a smile to the face of a needy child!

1. To provide a place for the children in need of care and protection.
2. To seek the welfare of the orphanages.
3. *Support the poor and deprived in education and health.*

8. DESCRIPTION OF THE LOCAL COMMUNITY

Please present briefly the local community of the project (e.g. geographical, social and economical environment).

Good Shepherd orphanage is located at Odupong ofaakor Bohye Asaseso in the Awutu- Senya District of Ghana in The Central Region. The people of the Ofaakor are meanly farmer and traders. Things to buy are common on the main shops within the community.

The Spreading along the area is the well endowed tick forest as well as nice places, excellent restaurants and night clubs. A range of absorbing busy markets and socio economics activities ready to be explored.

The ofaakor is popular with visitors and Ghanaians alike. Among the highlights of area are the Kakum National Park and the biggest tree in Ghana which is at

Oda which is some hours drive from Bawjiase , with its splendid display of reserve forest and Traditional festival which is celeb,rated every year that brings people together with several culture displays. The individuals in the society are friendly and ready to assist people at any point in time. The central market is where you can get everything to buy is at Kasoa about 4km from Ofaakor.

9. MAIN THEMES FOR THE VOLUNTEER ACTIVITY

Please tick not more than 2 boxes.

- | | |
|---|---|
| <input type="checkbox"/> Inter-religions dialogue | <input type="checkbox"/> Health |
| <input type="checkbox"/> Anti-discrimination | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Art and culture | <input type="checkbox"/> Youth policies |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Media and communications/Youth inform. |
| <input type="checkbox"/> Minorities | <input type="checkbox"/> Education through sport and outdoor activities |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Post conflict/post-disaster rehabilitation |
| <input type="checkbox"/> Civil Protection | <input type="checkbox"/> Urban/Rural development |
| <input type="checkbox"/> Development Cooperation | <input type="checkbox"/> Others Children rights |

10. MOTIVATION TO COOPERATE WITH VOLUNTEERS

**The motivation to host volunteers is the additional human resource which the schools need and also their presence and contribution towards achieving the aims and goals of the school.*

**We will be willing to host*

The good shephard orphanage has hosted number of volunteer since its establishment. The orphanage love the volunteers to teach them, handling and care for them . The management once allow volunteer to take the orphanage to beaches at sunset Beach at fetteh and the kokrobite beach near Accra.

11. PROPOSED ACTIVITIES FOR VOLUNTEERS

- 1.travel with kids to tourist center during free times and weekend.*
 - 2.Coach the orphanage football team as the case maye be*
 - 3.Supervise the kids to bat, dress them and assist them to take their break fast and then take the little one to school.*
 - 4.Join the school bus to convey the day student from the surrounding villages to school day (morning and afternoon)*
 - 5.volunteers also assist the orphanage to do their home work and teach them drawing and other art work.*
 - 6.Entertainment is also organised for the volunteers to see theschool culture troope.*
- Volunteers will be given certificate after the end of the program*

12. WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Volunteers assist orphanage to prepare to school.	Volunteers assist orphanage to prepare to school.	Volunteers assist orphanage to prepare to school.	Volunteers assist orphanage to prepare to school.	Volunteers assist orphanage to prepare to school.	Free day for volunteers and travel Or Join church service	Free day for volunteers and travel Or Join church service
Helping in the teaching ICT, Maths, English and French. Help in coaching the orphanage team u.12 and 14	Helping in the teaching ICT, Maths, English and French. Help in coaching the orphanage team u.12 and 14	Helping in the teaching ICT, Maths, English and French. Help in coaching the orphanage team u.12 and 14	Helping in the teaching ICT, Maths, English and French. Help in coaching the orphanage team u.12 and 14	Helping in the teaching ICT, Maths, English and French. Help in coaching the orphanage team u.12 and 14	Free day for volunteers and travel Or Join church service	Free day for volunteers and travel Or Join church service

Considering the fact that the volunteer will have 2 days off (vacation) for each working month (24 days for 12 months voluntary service), please indicate which period will be the best for the volunteer to take his vacation?

13. VOLUNTEER PROFILES

Please describe the expected volunteer profile: What kind of characteristics will help the volunteer for the job? If specific skills like language, technical or manual skills, age, gender, etc., are required, please justify.

14. CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE PROJECT/OUTSIDE THE PROJECT

Please give some background information about the contact person of the volunteer. Describe what kind of support the host project offers the volunteer to get to know the project and to get familiar with the target group and the activities. Please indicate a short outline of the induction period.

What kind of training could be relevant for the contact person?

Please also indicate a contact person (mentor) (see 4 above), **who is not part of the volunteer's working environment (outside the project)**. Please give information about the **experience** that the mentor has working with international volunteers.

15. APPRECIATION OF VOLUNTARY WORK

Volunteers will be given certificate of participation at the end of voluntary service.

16. RISK PREVENTION

**Provide a regular education on safety rules, regulations and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measures which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible diseases like malaria will be introduced to volunteers.*

**General risk prevention:
PREVENTION OF HEALTH PROBLEMS**

Volunteers are adviced to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

17. BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

- 1 It will encourage the youth to participate on employable skills
- 2. Community will have improve socio-economic condition of people
- 3 Literacy rate will grow high.

18. SIGNATURE

I, the undersigned, certify that all information contained in this description of the host project is truthful and accurate and that no relevant information has been withheld.
 By signing this document the promoter authorises ICJA/ICYE to publish and to use all data provided in this project description in any form and medium, including the ICYE Internet database. The data, on paper or electronically, will always be used respecting the privacy of individual persons.

Name of the host project :	BISHOP KWAKU ADDEI
Name of the legal representative in capital letters:	
Position/function :	BISHOP /FATHER
Place:	KASOA, GHANA
Date:	13TH DECEMBER,2009
Signature:	

19. CHECK LIST

The project must include the following documents in **PDF format**:

- the present project description form completed and signed in original by the legal representative of the applicant organisation (host coordinating organisation);
- Confirmation letter on Job Substitution signed in original by the legal representative of the applicant organisation (host coordinating organisation)
- if possible a copy of the registered statute of the applicant project/organisation

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project			
Name	LARRIS ACADEMY		
Street address	NEW LEGON RESIDENTIAL AREA		
Postcode	P.O.BOX LG 818,LEGON-ACCRA	City	ACCRA
Region	GREATER ACCRA	Country	GHANA
Email		Website	
Telephone	+233 244631004/+233 242049006	Telefax	
Legal representative			
Family name	(Mrs) KUMAH	First name	LARRY
Position/function	EXECUTIVE DIRECTOR		
Contact person / VOLUNTEERS RESPONSIBLE in the host project			
Family name	(Mr/Ms) KUMAH	First name	LARRY

Position/function	EXECUTIVE DIRECTOR		
Email			
Telephone	+233 244631004/+233 242049006	Telefax	

ICYE Contact / MENTOR outside the host project

Family name	(Mr/Ms)	ACQUAH	First name	KOJO MENSAH
Organisation	ICYE GHANA			
Street address				
Postcode	P.M.B ACCRA-NORTH GHANA	City	ACCRA	
Region	GREATER ACCRA	Country	GHANA	
Email	icyegh@yahoo.com	Website		
Telephone	+233 244617224	Telefax		

Profile of the host project

Type	<input type="checkbox"/> Non profit organization or association <input type="checkbox"/> Other			
Status	<input type="checkbox"/> *Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other	
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> international

Aims and description of the host project

To raise a new breed of African and International leaders who are well prepared to face the challenges of the 21st century, whose heart and character have been transformed by God, reaching their full potential and becoming productive members of the society.

Larris Academy school is one of the rich schools in the region. Its pupils and students come from different part of the community.

Description of the local community

Legon, a suburb of the Ghanaian capital city Accra, is situated about twelve



kilometres north-east of the



city center. Accra stretches along the Atlantic Coast and north into the interior.

Legon is home to the main campus of the University of Ghana. The word "Legon" is derived from the indigenous Ga language of the people of Accra; it means "Hill of Knowledge". Ghanaians also loosely refer to the University of Ghana simply as Legon. Legon is adjacent one of the most prestigious suburbs of Accra - East Legon and only about 20 minutes drive from the Kotoka International Airport.

Motivation to cooperate with volunteers

**The motivation to host volunteers is the additional human resource which the schools need and also their presence and contribution towards achieving the aims and goals of the school.*

*We will be willing to host two {2}.

Proposed activities for volunteers

The school offers quality education to pupils/students from kindergarten to junior secondary. It also provides guidance to students on their individual strengths and weaknesses in various subjects as well as what jobs or occupations there are. Provides various outdoor games for which students could train. Train young people to discover themselves and acquire good attitudes to life and work

* Some of the responsibilities of the volunteer

*to play the role of teaching assistants

*assisting in the classroom, helping to coordinate activities with children

*assist weak children to read and write as well as to complete their home work

*provide counselling services

*engage children in outdoor games- football etc

*participate in classroom activities encouraging children to learn

*assist with the library where necessary

*volunteers are to assist in teaching pre-school ages 2-4 years and junior secondary school

Working schedule and vacation

**The volunteer will be responsible for the upkeep of the children. Most of their functions are stated above. Volunteers will prepare them for their daily activities and also guide them to do their home work. The schedules will be arranged with the volunteers.*

Volunteers would be required to assist in the below;

The opportunity to help in the administration, attend seminars and also travel with the kids to tourist centres during free times and weekends.

Volunteers will assist the teachers in the Classroom and teach Computer.

***Volunteers will be having their vacation during weekend and also during school vacation as started below.**

***Volunteers will be having their free times during the weekends and during school vacations. The vacations are as follows, December for Christmas holidays, Easter holidays in April and final vacation from last week in July to September .**

Volunteer profiles

* Interest in very young children

*caring nature, patience, tolerance

*ability to work as part of a team

*be ready to assist children

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday

situations and the integration in the community – including possible conflicts within the project.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. They have also been given an internal training during camps and other training programmes.

*Training on interpersonal relationship skills, good communication skills, intercultural learning

Appreciation of voluntary work

Certificate of participation will be given to the volunteers for their participation on the ICYE programme at the end of the programme period.

Risk prevention

**Provide a regular education on safety rules, regulations and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measures which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible diseases like malaria will be introduced to volunteers.*

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are advised to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitatae with the inhabitants of the locality.

Benefits for the project and the community

It will increase the output, credibility, breaking barriers, and establish good relationship between the two parties and the communities at large.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project			
Name	NAGE ANGLES		
Street address	SANTASE SOUTHERN BYPASS		
Postcode		City	KUMASI
Region	ASHANTI	Country	GHANA
Email		Website	
Telephone	+ 233 24165077/+233 5120536	Telefax	
Legal representative			
Family name	MENASH	First name	MRS. LEO
Position/function	DIRECTOR		
Contact person / VOLUNTEERS RESPONSIBLE in the host project			
Family name	(Mr/Ms) MENSAH	First name	LEO
Position/function	DIRECTOR		
Email			
Telephone	+233 24165077/+233 5120536	Telefax	
ICYE Contact / MENTOR outside the host project			
Family name	(Mr/Ms) ASARE	First name	NANA YAW
Organisation	ICYE GHANA		
Street address	FIRST OTSWE LINK		
Postcode	P.M.B ACCRA NORTH,GHANA	City	ACCRA
Region	GREATER ACCRA	Country	GHANA
Email	icyegh@yahoo.com	Website	www.icyegh.org
Telephone		Telefax	

Profile of the host project			
Type	<input type="checkbox"/> Non profit organization or association <input type="checkbox"/> Other		
Status	<input type="checkbox"/> *Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other

Aims and description of the host project			
<p>Nage Angels school has engaged the service of qualified and caring staff who works as a family to make the school “class in the home and home in the class”. All supporting staff have undergone above basic child care training.</p> <p>AIMS: To provide excellence in education and support to all children at the school so that they can learn, develop a strong pride, work hard, and lead good lives through academic achievement and responsible citizenship.</p> <p>REGULAR ACTIVITIES: We enable the children to play and work independently and yet be able to share and cooperate with others.</p> <p>Also teach them the sense of respect and self confidence yet be aware of the needs of others.</p> <p>We give the children the knowledge of skills and practical activities.</p> <p>We make them aware and respect different customs and culture.</p> <p>To teach the children to communicate effectively through speech, music art and sports.</p>			
Description of the local community			
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> international
<p>Nage Angels school is located at Santase Southern Bypass in Kumasi in the Ashanti Region of Ghana.</p>			

Motivation to cooperate with volunteers

**The motivation to host volunteers is the additional human resource which the schools need and also their presence and contribution towards achieving the aims and goals of the school.*

**We will be willing to host two {2}.*

Proposed activities for volunteers

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting in the class room.	Assisting in the class room.	Assisting in the class room.	Assisting in the class room.	Sporting activities	Free. Sometimes travelling to tourist centres	Free.

Working schedule and vacation

**The volunteer will be responsible for the upkeep of the children. Most of their functions are stated above. Volunteers will prepare them for their daily activities and also guide them to do their home work. The schedules will be arranged with the volunteers.*

Volunteers would be required to assist in the below;

The opportunity to help in the administration, attend seminars and also travel with the kids to tourist centres during free times and weekends.

Volunteers will assist the teachers in the Classroom.

***Volunteers will be having their vacation during weekend and also during school vacation as started below.**

***Volunteers will be having their free times during the weekends ,mid- terms,holidays and during school vacations. The vacations are as follows, December for Christmas holidays, Easter holidays in April and final vacation from last week in July to September .**

Volunteer profiles

- * Interest in very young children
- *caring nature, patience, tolerance
- *ability to work as part of a team
- *be ready to assist children

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations.

They have also been given an internal training during camps and other training programmes.

*Training on interpersonal relationship skills, good communication skills and intercultural learning.

Appreciation of voluntary work

Certificate of participation will be given to the volunteers for their participation on the ICYE programme at the end of the programme period.

Risk prevention

**Provide a regular education on safety rules, regulations and educate volunteers on the possible risk areas. We will alert all about the potential risk measures which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible diseases like malaria will be introduced to volunteers.*

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are advised to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

Benefits for the project and the community

The volunteer will learn many things from the project while the project and the community will also learn new things from the volunteer.

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation: The volunteers will stay in the hostel of the project.

Food: Food will be provided by the host family.

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

1. DETAILS OF THE HOST PROJECT			
Name	NATION BUILDERS ORPHANAGE		
Street address			
Postcode	P.O.BOX 2551, KOFORIDUA	City	KOFORIDUA
Region		Country	GHANA
Email	Nationbuilders01@ya hoo.com	Website	www.nationbuildersinternational.o rg
Telephone	0246191389	Telefax	
Number of local staff (salaried)	3	Number of local co-workers (like board member, etc.)	5
Number of <u>local</u> volunteers (like students, trainees etc.)		Number of international volunteers (4 month and longer)	1
Number of planned places for <u>weltwärts</u> volunteers		Distance between the Project and the volunteers actual work placekm

2. LEGAL REPRESENTATIVE

Family name	(Mr/Ms)	DANKWA	First name	ALEX
Position/function		EXECUTIVE DIRECTOR		

3. CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT

Family name	(Mr/Ms)	DANKWA	First name	ALEX
Position/function		EXECUTIVE DIRECTOR		
Email		Nationbuilders01@yahoo.com		
Telephone	0246191389	Telefax		

4. ICYE Contact (PARTNER ORGANISATION)/ MENTOR outside the host project			
Family name	(Mr/Ms)	ADDO	First name ANNIE-MARIE
Position/function	CONTACT PERSON		
Organisation	ICYE GHANA		
Street address	1 ST OSTWE LINK, H/NO F682/3, SOUTH LABADI ESTATE.		
Postcode	ICYE GHANA P.M.B ACCRA-NORTH GHANA	City	KUMASI
Region	GREATER ACCRA	Country	GHANA
Email	icyegh@yahoo.com/steps @icyegh.org	Website	
Telephone	0541838149	Telefax	
Number of local staff (salaried)		Number of local co-workers (like board member, etc.)	
Number of <u>local</u> volunteers (like students, trainees etc.)		Number of international volunteers (4 month and longer)	
Number of planned places for <u>weltwärts</u> volunteers		Distance between the Project and the volunteers actual work placekm
5. PROFILE OF THE PARTNER ORGANISATION			
Type	<input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International		

6. DESCRIPTION OF THE ICYE CONTACT/PARTNER ORGANISATION
<p><i>Please present briefly your aims and regular activities as well as the size of the organisation. Add information about the organisation as well as the target group you generally work with.</i></p>

7. DESCRIPTION OF THE HOST PROJECT
<p><i>Please indicate an English title for the project:</i></p> <p>Nation Builders Orphanage.</p> <p><i>Please present briefly your aims and regular activities as well as the size of the project. Add information/photos (e.g. by regular mail) about the organisation as well as the target group you generally work with. Please give information about the number of staff involved in the project:</i></p> <p>As an Orphanage, we believe that Child Development is very essential. Since the orphanage was established, we have had International volunteers who have been of great help to the Orphans. These volunteers impact knowledge into the children, love them, care for them and make the, feel part of a family and society.</p>

For this reason we would like to host more volunteers who will help these children by helping them with their studies, caring for them and putting smiles on their faces.

8. DESCRIPTION OF THE LOCAL COMMUNITY

Please present briefly the local community of the project (e.g. geographical, social and economical environment).

Nation Builders Orphanage is located in Koforidua. **Koforidua** is a city in the West African republic of Ghana. It is the capital of the Eastern Region of Ghana and has a population of 87,315 (2000 census). It serves as a commercial centre for the region and was founded in 1875 by refugees from Ashanti. The Ashanti refugees were mostly from Ashanti Juabeng, hence the city is also known as New Juabeng. Koforidua City (New Jabeng) is made up of several mini towns. Some of these towns are Effiduase, Asokore, Oyoko, Suhyen, Dansuagya, Betom, Srodae, etc. All of these towns have their own chiefs, but the overall King's Palace is in Srodae. A predominant natural feature in Koforidua is the 'Obuo Tabri' Mountain, which is also considered sacred. The 'Akwantukese' (the big journey) festival is celebrated yearly to mark the movement of their ancestors from 'Ashanti' to their present location. Presently the city still has a high population of 'Ashantis' and a very healthy mixture of other Ghanaian tribes. The Ladies of Koforidua are known for their beauty and famously referred to as 'Koforidua Flowers'

Koforidua Bead Market

Koforidua is a regional town about an hour outside of Accra. It's famous for its weekly bead market that draws bead buyers and sellers from all over the region. If you ever get the chance you shouldn't miss a visit to the Koforidua bead market - you would never imagine that there could be so many different types of bead. Nearby is Akosombo Dam which holds Lake Volta, the world's largest man-made lake. Koforidua has the beads market on Thursdays.

9. MAIN THEMES FOR THE VOLUNTEER ACTIVITY

Please tick not more than 2 boxes.

- | | |
|---|---|
| <input type="checkbox"/> Inter-religious dialogue | <input type="checkbox"/> Health |
| <input type="checkbox"/> Anti-discrimination | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Art and culture | <input type="checkbox"/> Youth policies |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Media and communications/Youth inform. |
| <input type="checkbox"/> Minorities | <input type="checkbox"/> Education through sport and outdoor activities |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Post conflict/post-disaster rehabilitation |
| <input type="checkbox"/> Civil Protection | <input type="checkbox"/> Urban/Rural development |
| <input type="checkbox"/> Development Cooperation | <input type="checkbox"/> Others Children rights |

10. MOTIVATION TO COOPERATE WITH VOLUNTEERS

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

When you want to be a volunteer you should have some ability to plan and to be self-motivated. Nation Builders Orphanage welcomes volunteers to work in the orphanage in order to improve the general situation and to provide love, care and attention the children. We are looking for enthusiastic individuals who like to take initiatives and with a motivation to help the orphaned children.

If you have already experiences with volunteers, please explain. Since when they are working with you? What were they doing? How do you evaluate their contribution?

Volunteers for the past years have impacted much into the orphans. The orphans cooperate with the volunteers, in terms of handling and caring for them. For this reason, we are highly motivated to host more volunteers in the orphanage.

Please explain how you will avoid job substitution / volunteers taking away jobs from the local community?

The project already has workers who have their respective duties assigned to them. Therefore the volunteers will not be taking away the jobs of the local workers since they are there to help.

Please give information about the number of volunteers you can host.

We will be glad to host two (2) volunteers.

11. PROPOSED ACTIVITIES FOR VOLUNTEERS

1. Please describe what you can offer to volunteers in terms of service and learning opportunities.

The volunteer will be given an on-arrival orientation which will include the rules and regulation of both ICYE and the project, our culture, their right and responsibilities, basics of the local language and many more.

2. Explain what will be the role of the volunteer in the project.

The role of the volunteer is to assist the staff take good care of the children. Help the children with the homework; teach them basic arithmetic, drawing and any creative/interesting thing the volunteer wishes to teach them.

3. Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for each volunteer, in case you will host more than one, what they will be doing.

1. . The opportunity to help in the administration, attend seminars and also travel with the kids to tourist centres during free times and weekends.
2. The volunteers will assist the Teachers in the classroom, Teach the children Basic Education, Drawing etc.

3. a) To tourist centres(Excursions) – Occasional

b) Organising fund raising for the orphans – Occasional

c) Organising football games among other Schools – Occasional

4. Please provide a list of tasks and frequencies of tasks (on-going, occasional?)

12. WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Considering the fact that the volunteer will have 2 days off (vacation) for each working month (24 days for 12 months voluntary service), please indicate which period will be the best for the volunteer to take his vacation?

Volunteers will have their vacation during their travelling month and also school vacations.

Any further arrangements will be done between the volunteer and the supervisor

Volunteers are to note that the working schedule might change a little. This will be due to the programme line up of the project.

13. VOLUNTEER PROFILES

Please describe the expected volunteer profile: What kind of characteristics will help the volunteer for the job? If specific skills like language, technical or manual skills, age, gender, etc., are required, please justify.

This Organisation has no special requirements for volunteers. However volunteer should be caring, patient, have the passion to support development of orphans and be ready to work as a team with the other workers. New ideas are welcome.

Preferably volunteers should be able to interact in English.

14. CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE PROJECT/OUTSIDE THE PROJECT

Please give some background information about the contact person of the volunteer. Describe what kind of support the host project offers the volunteer to get to know the project and to get familiar with the target group and the activities. Please indicate a short outline of the induction period.

The project supervisor will organise an in-service training for the volunteers to be abreast or familiar with the activities of the project, as well as how to handle the kids.

The contact person and the project supervisor will also have a meeting with the

volunteer to elaborate more on the project and his/her duties there.

What kind of training could be relevant for the contact person?

They have been given an internal training during camps and other training programmes to widen their knowledge about the volunteer, how to relate and cope with them.

Please also indicate a contact person (mentor) (see 4 above), **who is not part of the volunteer's working environment (outside the project)**. Please give information about the **experience** that the mentor has working with international volunteers.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. The contact person has been working with ICYE Ghana for some years and knows how to relate to the volunteers anytime they need explanation on certain matters and also help them make their living in the country easier.

15. APPRECIATION OF VOLUNTARY WORK

Please describe in which way you will give some credit to the volunteers for their work. (For example a certificate recognising the voluntary work, particular awards, a farewell party etc.)

Volunteers who work hard and contribute tremendously to the project will be rewarded accordingly.

16. RISK PREVENTION

Please describe how you will guarantee a safe living and working environment for the volunteers, how you will prevent risks and crises. (For example health risks, diseases through work? Safety of location of the project? etc.)

**General risk prevention:
PREVENTION OF HEALTH PROBLEMS**

Volunteers are advised to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they must always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulations will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

17. BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

There will be an exchange of ideas and knowledge from both the volunteer and the project. The children will have the opportunity to learn many things from the volunteer and vice versa. The volunteers will also know our culture

18. SIGNATURE

I, the undersigned, certify that all information contained in this description of the host project is truthful and accurate and that no relevant information has been withheld. By signing this document the promoter authorises ICJA/ICYE to publish and to use all data provided in this project description in any form and medium, including the ICYE Internet database. The data, on paper or electronically, will always be used respecting the privacy of individual persons.

Name of the host project :	
Name of the legal representative in capital letters:	
Position/function :	
Place:	
Date:	
Signature:	

19. CHECK LIST

The project must include the following documents in **PDF format**:

- the present project description form completed and signed in original by the legal representative of the applicant organisation (host coordinating organisation);
- Confirmation letter on Job Substitution signed in original by the legal representative of the applicant organisation (host coordinating organisation)
- if possible a copy of the registered statute of the applicant project/organisation

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project

Name SHILOH INTERNATIONAL SCHOOL (SIS)

Street address			
Postcode	BOX 45 BREMAN ASIKUMA	City	BREMAN ASIKUMA
Region	CENTRAL	Country	GHANA
Email		Website	
Telephone	0244 076905	Telefax	

Legal representative

Family name	(MR.)	BAIDEN	First name	ADUMAUIH BOSSMAN
Position/function	PASTOR			

Contact person / VOLUNTEERS RESPONSIBLE in the host project

Family name	(Mr/Ms)	DONKOH	First name	GEORGE
Position/function	DIRECTOR			
Email				
Telephone	0244521108	Telefax		

ICYE Contact / MENTOR outside the host project

Family name	(Mr/Ms)	AMARTEY	First name	SHEILA
Organisation				
Street address	0543001428			
Postcode	P.M.B ACCRA-NORTH	City	GHANA	
Region	GREATER ACCRA	Country		
Email	lcyegh@yahoo.com	Website		
Telephone	0543001428	Telefax		

Profile of the host project

Type	<input type="checkbox"/> Non profit organization or association <input type="checkbox"/> Other			
Status	<input type="checkbox"/> *Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other	
Activity level	<input type="checkbox"/> *Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> international

Aims and description of the host project

TO EDUCATE THE LOCAL FOLKS TO FIT INTO UPCOMING GENERATION AND RAISE THE POTENTIALS IN THEM

KEY OBJECTIVE:

- Help and aid the children in how to learn on their own
- Care the pupil
- Educate the children to be accepted in the society
- To offer counselling support to the children

Description of the local community

Shiloh international school is located in Breman Asikuma in the Central Region of Ghana. Breman Asikuma is the capital of the Asikuma Odoben Brakwa District, the area is at the centre of the district and is a nice place for several Ghanaians and other "foreign cultures." It is home to virtually anyone who identifies himself or herself with the city.

That, in itself, is the bottom-line of Breman Traditional Heritage. The population of the place is relatively small with farming as the major occupation of the people and most of them are just above the lower income earners. The population of the place is about 4000 people,

Spreading along the area is the well endowed tick forest as well as nice places, excellent restaurants and night clubs. A range of absorbing busy markets and socio economics activities ready to be explored.

The Breman Asikuma is popular with visitors and Ghanaians alike. Among the highlights of area are the Kakum National Park and the biggest tree in Ghana which is at Oda which is some hour's drive from Asikuma, with its splendid display of reserve forest and Traditional festival which is celebrated every year that brings people together with several culture displays. The individuals in the society are friendly and ready to assist people at any point in time.

Motivation to cooperate with volunteers

**The motivation to host volunteers is the additional human resource which the schools need and also their presence and contribution towards achieving the aims and goals of the school.*

**We will be willing to host*

We are well prepared to host Two (2) volunteers in the School since we are in the tip of zooming

Proposed activities for volunteers

The opportunity to help in the teaching and administration of the school and also embarks on educational trips with the kids to tourist centres during free times and weekends..

* Some of the responsibilities of the volunteer

Working schedule and vacation

**The volunteer will be responsible for the upkeep of the children. Most of their functions are stated above. Volunteers will prepare them for their daily activities and also guide them to do their home work. The schedules will be arranged with the volunteers.*

Volunteers would be required to assist in the below;

***Volunteers will be having their vacation during weekend and also during school vacation as started below.**

***Volunteers will be having their free times during the weekends and during school vacations. The vacations are as follows, December for Christmas holidays, Easter holidays in April and final vacation from last week in July to September .**

Volunteer profiles

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. They have also been given an internal training during camps and other training programmes.

*Training on interpersonal relationship skills, good communication skills, intercultural learning

Appreciation of voluntary work

.

Risk prevention

**Provide a regular education on safety rules, regulations and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measures which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible diseases like malaria will be introduced to volunteers.*

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are adviced to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

Benefits for the project and the community

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation: Volunteer will be staying with a host and there feeding be assisted by the host.

Food:

DESCRIPTION OF VOLUNTARY WORK PLACEMENT

Details of the host project

Name	CHRIST VOCATIONAL CENTRE		
Street address	MBRAA STREET BEHIND CHURCH OF CHRIST -ASIKUMA		
Postcode	233	City	BREMAN ASIKUMA
Region	CENTRAL REGION	Country	GHANA
Email	rasnoah@yahoo.com	Website	
Telephone	0240584534	Telefax	

Legal representative

Family name	(Mr/Ms) MENDS	First name	COMFORT
Position/function	ADMINISTRATOR		

Contact person / VolUNTEERS RESPONSIBLE in the host project

Family name	(Mr/Ms) MENDS	First name	NOAH KWESI
Position/function	DIRECTOR-IN-CHARGE		
Email	rasnoah@yahoo.com	Telefax	
Telephone	0275087113	Telefax	

ICYE Contact / MENTOR outside the host project

Family name	(Mr/Ms) LARTEY	First name	RACHAEL
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Organisation	ICYE GHANA		
Street address			
Postcode	ICYE GHANA P.M.B ACCRA-NORTH GHANA	City	ACCRA
Region	GREATER ACCRA	Country	GHANA
Email	rannal@ymail.com	Website	www.icyegh.org
Telephone	0249825714	Telefax	

Profile of the host project

Type * Non profit organization

Status Governmental / public *Non-governmental Other

Activity level *Local Regional National international

Description of the host project

Please present briefly your aims and regular activities. Add information/photos (i.e. by regular mail) about the organisation as well as the target group you generally work with. Please give information about the number of staff involved in the project.

***Our key objectives are:**

Provide vocational and employable skill to the learners.

To enhance literacy rate

Promote the welfare of the vulnerable in incentive package after graduating

Encourage the youth with no educational level to learn vocational skills

Reduce rural-urban migration

The volunteer will be in teaching in vocational and culture program

Volunteer would be in involve in batik design, soap making, sewing, pastry making.

Description of the local community

Please present briefly the local community of the project (e.g. geographical, social and economical environment)

Motivation to cooperate with volunteers

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation. BREMAN IS LOCATED ON THE NORTH-CENTRAL PORTION OF

CENTRAL REGION,IT IS BORDERED ON THE NORTH BY SOUTH BIRIM DISTRICT OF EASTERN REGION,ON THE SOUTH BY AJUMAKO-ENYAN-ESSIAM,ON THE EAST BY AGONA DISTRICT.

IT IS POPULATION OF 12,391(YEAR2000)POPULATION GROWTH RATE URBAN AREA 4.0 PER CENT,MALE 48.4 PER CENT,FEMALE 51.6 PER CENT.

TEMPERATURE RANGE FROM 34°C IN THE HOTTESTMONTH(MARCH)TO26;C IN AUGUST,

SOCIAL AND ECONOMIC ACTIVITIES ARE:

HEALTH-BREMAN ASIKUMA IS TOWM WITH HOSPITAL,SUPPORTED BY 3 CLINICS,
 MAIN ECONOMIC ACTIVITIES IS AGRICULTURE WHICH EMPLOYING ABOUT 78 PERCENT OF THE ACTIVE POPULATION

Proposed activities for volunteers

1. *Please describe what you can offer to volunteers in terms of service and learning opportunities.*
We teach the volunteer the tye and dye making,soap making

2. *Explain what will be the role of the volunteer in the project.*
Teaching of skills to the youth in the training
3. *Describe the activities in which the volunteer will be involved and if there is space for own projects for the volunteers. Please explain for **each** volunteer, in case you will host more than one, what will they be doing.*
The volunteer will be involve in practical activities of sewing,tye and dye,soap making,catering
Please provide a list of tasks and frequencies of tasks (on-going, occasional?)

Working schedule and vacation

WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Batik making	Soap making	sewing	sewing	catering	free	Free

Volunteers will have their vacation during their travelling month and also during school vacations. But volunteers can decide to stay and help in the orphanage or travel around Ghana.

Any arrangements could be discussed with the supervisor at the orphanage, depending on what volunteers want to do.

Volunteer profiles

contact person / Volunteers responsible in the project

The main function of the contact person is to help and support the volunteer in everyday situations and the integration in the community – including possible conflicts within the project.

Meetings/evaluations between the volunteer and the contact person will be held on a regularly basis.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. They have also been given an internal training during camps and other training programmes.

Appreciation of voluntary work

Volunteers will be given Certificate Of Participation at the end of the voluntary service.

Risk prevention

**Provide a regular education on safety rules, regulation and educate volunteers on the possible risk porn areas. We will alert all about the potential risk measures which has to be taken example going out alone in the night, carrying valuables and exposing money. Emergency telephone number will be provided to all volunteers, medication on possible diseases like malaria will be introduced to volunteers.*

General risk prevention:

PREVENTION OF HEALTH PROBLEMS

Volunteers are adviced to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they msut always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulation will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them wiAth their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitatae with the inhabitants of the locality.

Benefits for the project and the community

BENEFITS:

It will encourage the youth to participate on employable skills
 Community will have improve socio-economic condition of people
 Literacy rate will grow high

DETAILS OF THE HOST PROJECT			
Name	HOPE FOR YOU ORPHANAGE		
Street address	DOME KWABENYA		
Postcode	City	ACCRA	
Region	GRETER ACCRA REGION	Country	GHANA
Email	Website		
Telephone	+233-243757035	Telefax	

LEGAL REPRESENTATIVE			
Family name	(Mr/Ms) MENSAH	First name	FELICIA
Position/function	DIRECTOR		

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE HOST PROJECT			
Family name	(Mr/Ms) DARKO	First name	IRENE
Position/function	ASSIST.MANAGERESS		
Email			
Telephone	+233-248 595575	Telefax	

ICYE CONTACT / MENTOR OUTSIDE THE HOST PROJECT			
Family name	(Mr/Ms) MARIE-ADDO	First name	ANNIE
Organisation	ICYE GHANA		
Street address			
Postcode	City	ACCRA	
Region	GREATER ACCRA REGION	Country	GHANA
Email	Website		
Telephone	+233-246060390	Telefax	

PROFILE OF THE HOST PROJECT			
Type	* <input type="checkbox"/> Non profit organisation or association		<input type="checkbox"/> Other
Status	<input type="checkbox"/> Governmental / public	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Other
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	* <input type="checkbox"/> National <input type="checkbox"/> international
Number of local staff working in the project	4	Number of international volunteers currently working in the project	2

DESCRIPTION OF THE HOST PROJECT

Please present briefly the host project, like the people you work with, your aims and regular activities. Add information/photos (i.e. by regular mail) about the organisation as well as the target group you generally work with.

Hope for you orphanage is a home for the fatherless, a home for the motherless and vulnerable children in society.

ACTIVITIES:

Providing support for the needy and preparing them for School every day. After close of School, assist them to do their home work.

DESCRIPTION OF THE LOCAL COMMUNITY

Please present briefly the local community of the project (e.g. geographical, social and economical environment).

The local community is called Dome. Dome is located about Thirty (30) minutes drive from the main City of Accra. Dome has a population of about 29,618 according to 2000 consensus. But the local community has a population of about 1500 inhabitants. The community can boast of Electricity, Water, Telephone and other social amenities.

MOTIVATION TO COOPERATE WITH VOLUNTEERS

Please present briefly your motivation to host and cooperate with one or several volunteers in your organisation.

Volunteers for the past years have impacted much into the orphans. The orphans cooperate with the volunteers, in terms of handling and caring for them. For this reason, we are highly motivated to host Two (2) or more volunteers in the orphanage.

PROPOSED ACTIVITIES FOR VOLUNTEERS

1. The opportunity to help in the administration and also travel with the kids to tourist centres during free times and weekends.
2. The volunteers will assist the orphans to take their bath, dress them, assist them to take their breakfast and then take them to School.
3. The volunteers will assist the orphans while in School and bring them home after close of School. While in the orphanage home, volunteers will assist the children to do their home work and teach them drawing and other artwork.
4. Volunteers will travel with the orphans to visit their sister orphanage during weekends, but not on regular basis, to have fun.

WORKING SCHEDULE AND VACATION

Please give examples for work schedules of the volunteers.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assisting the orphans to prepare for School. Helping the kids to take their breakfast, take them to School and back.	Assisting the orphans to prepare for School. Helping the kids to take their breakfast, take them to School and back	Assisting the orphans to prepare for School. Helping the kids to take their breakfast, take them to School and back	Assisting the orphans to prepare for School. Helping the kids to take their breakfast, take them to School and back	Assisting the orphans to prepare for School. Helping the kids to take their breakfast, take them to School and back	Free 'Optional'	Free 'Optional'

Volunteers will have their vacation during their travelling month and also during school vacations. But volunteers can decide to stay and help in the orphanage or travel around Ghana.

Any arrangements could be discussed with the supervisor at the orphanage, depending on what volunteers want to do.

VOLUNTEER PROFILES

This Organisation has no special requirements for volunteers. However volunteers who have passion to support the development of orphans are welcome.

Preferably volunteers must be able to interact in English and learn the Twi Language as well.

CONTACT PERSON / VOLUNTEERS RESPONSIBLE IN THE PROJECT

Please give some background information about the contact person of the volunteer. Describe what kind of support the host project offers the volunteer to get to know the project and to get familiar with the target group and the activities. Please indicate a short outline of the induction period.

ICYE Ghana contact persons are well trained and are familiar with ICYE rules and regulations. They have also been given an internal training during camps and other training programmes.

The project supervisor will organise an in-service training for the volunteers to be abreast or familiar with the activities of the project, as well as how to handle the kids.

APPRECIATION OF VOLUNTARY WORK

Volunteers who work hard would be rewarded accordingly.

RISK PREVENTION

General risk prevention: PREVENTION OF HEALTH PROBLEMS

Volunteers are advised to vaccinate themselves before entering Ghana, and also upon their arrival they will be educated of the preventious methods to stay away from some health problems.

SAFETY MEASURES

Volunteers will be oriented on some safety precautions they must always take so as to always stay safe from trouble and problems.

CODE OF CONDUCT

Rules and regulations will be made available to all volunteers to obey and punishments will be given to those volunteers who flaut the rules and regulations.

SUPPORT

Contact persons will be assigned to the volunteers who will help them with their activities and also to deal with any other issue which they cannot deal with on their own.

COUNSELLING

Orientation will be provided to the volunteers upon their arrival to educate them on the national issues and how to cohabitate with the inhabitants of the locality.

BENEFITS FOR THE PROJECT AND THE COMMUNITY

Please describe what kind of benefits you see for the project as well as for the community cooperating with (international) volunteers.

Previous volunteers that have been hosted by Hope For You Orphanage have contributed tremendously to help the Orphanage. The kids are always happy to see International volunteers in their mist.

BENEFITS: COMMUNITY DEVELOPMENT
CHILD DEVELOPMENT
GOOD EDUCATION
SHARING OF CULTURE

ACCOMMODATION ARRANGEMENTS (board and lodgings):

Accommodation:

Volunteers will have their own separate room in the same orphanage home.

Food:

Food would be provided to volunteers by the organisation.