**HAVILLA CHILDRENS’ CENTRE, **

**BOX 8218 00300,**

**NAIROBI.**

**KENYA.**

**barnabas@havillacc.com**

[**www.havillacc.com**](http://www.havillacc.com)

 **VOLUNTEER APPLICATION FORM**

TELL US WHO YOU ARE AND HOW TO GET IN TOUCH WITH YOU

Full name:

Date of birth:

Gender:

Marital Status:

Address :

Telephone:

Email address:

Nationality:

**Hosting Fee Payments**;

**1 weeks=usd 250.per week.**

**2-3 weeks=usd.150 per week .**

**1 month=usd 560**

 **Upto 3 months= usd 450 per month**

**Per month upto 6 months= usd 400**

**Per month upto 1 year =usd 300.**

This will Cover,

-Meals in the family hosting you,[3 meals per day].

-utilities.

**Commitment fee; USD.200 [PART OF HOSTING FEE] after filling and sending back this registration form**.**Balance is paid 2 months before the volunteer arrival,or if the volunteer time to be here is less than 2 months,then the volunteer is not supposed to paythe commitment fee but instead pay the whole full amount hosting fee to arrive before he/she arrives so that accommodation can be organized.**

**NOTE:Once the hosting fee is paid can not be refunded incase a volunteer cancels the travel or otherwise.**

**-Hosting fee is spend on 3 meals a day for the volunteers,Utilies .**

**USE THIS SECTION TO TELL US ABOUT**

**1.Your availability**:

Weeks or Months.

2.Any volunteering experience ?

3.Are you applying for a specific vacancy or do you have specialist skills, interests or hobbies that you would like to use when volunteering for Havilla?

4.Are there any particular skills you would like to develop by volunteering with Havilla?

5.Do you take Alcohol or Smoke?

6.Are there foods which you do not take?

7.Are you religious?and if so, specify.

8.Are you comfortable with getting involved in Fundraising for any specific need or general needs of our project?

-Uniforms.

-Teachers salaries.

-Stationary.

-Rent for the rooms.

-Food.

-Sponsoring a child [children].

9.If you were to be offered an opportunity to work with us,what would you want to continue doing even after you leave here?.

**GUIDELINES:**

1.Volunteers work for 5 days in a week.Monday to Friday.Weekends they rest and do their own things e.g washing clothes.

 Tme:8.30 a.m to 4 p.m.

2.Volunteers are not supposed to take Alcohol in host family rooms or bring any in the rooms.

3.Incase of any misconduct of volunteers in host families,the host family together with the Organization management will terminate the contract and NO HOSTING FEE will be refunded to any intern or volunteer.

-The volunteer and the Interns will not be allowed to offer any service to our organization if the above happens to any.

4.If a volunteer/intern likes to change accommodation from Host family to either hotel or hostel when already here,the hosting fee will also not be refunded and also this **may** terminate the contract with our organization.

5.Volunteers are advised to report to the host family members latest at 6.30 pm.If the volunteer is getting late out,or sleeping outside the family,they are advised to inform the family members and make arrangements.All this helps us here to provide enough security to all our foreigners.If they do not inform the family members and spends out or comes home late and something bad happens e.g attacks by thugs,etc..the Family members or organization **WILL NOT BE LIABLE**.

EQUAL OPPORTUNITIES

Havilla welcomes volunteer applicants with all range of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realize their full potential. So we can consider any appropriate adjustments to the volunteer environment and better support you in your role, please give details below of any disabilities or health issues (e.g. bad back)

**WHO CAN WE CONTACT AS REFFEREES?**

This can be your previous manager,

-A support/care worker,

-Another Havilla volunteer

1. Name Address

Tel No. Email address

How do you know this person?

1. Name Address

Tel No. Email address

How do you know this person?

 WHO CAN WE CONTACT IN CASE OF AN EMERGENCY?

 Name Address

 Tel No.

 Email address

Relationship to individual

-**Relative. [A RELATIVE REFEREE IS A MUST OR GUARDIAN IN THIS AREA].**

INFORMATION ABOUT VISAS

If you are from Kenya, you are free to volunteer in Kenya. For those outside Kenya, you will need to check that your visa allows you to volunteer. We advise that you contact the Kenyan Immigration Office to find out. NOTE; volunteers can get their visas on arrival at the airport

**Volunteers adventurers.**

Kenya is the best tourists attraction Nation in Africa. A lot of tourists come to spend their holidays in our country. We offer affordable rates to all our volunteers who have interest in touring our country.We have specific tourists attraction areas and wildlife places where we take our volunteers at their own costs but affordable.

This happens during weekends because volunteers are free.

When volunteers come in a group[3 and above],we offer a FREE safari package for 1 day to our Girraffe Centre here in Nairobi Kenya.Very beautiful place.

YOUR DETAILS .

Will be held securely and confidentially.

They will be accessed by authorized management

**I declare the information I have provided is true and I will be in a agreement with all the information in this form.**

Name.

Date.

FOR OFFICE USE ONLY

Volunteer’s start date.

Volunteers finishing date.

**PAYMENTS:**

**Pay Pal**

To donate to Havilla Children's Centre or pay your volunteers hosting fee, use our paypal account.

Log in to your paypal account at [www.paypal.com](http://www.paypal.com/) then click on send payment. The email address you will need to insert is hvillachildren@yahoo.com then just decide how much you want to send.Most appreciated.

**BANK DETAILS INCASE YOU DON’T HAVE PAY PAL**:

BANK: EQUITY BANK LIMITED.

ACCOUNT NAME: HAVILLA CHILDRENS CENTRE

ACCOUNT NUMBER: 1170161028956

SWIFT CODE: EQBLKENA

BANK CODE: 68

BRANCH CODE:117.

**ADRESS;**

**KIBERA BRANCH.**

**Ayany Estate Branch.**

P.O.Box 20135-00100 Nairobi
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