



Kenya Volunteer Trip Application

Date/Month of Trip:	
Full Name (exactly as listed on passport):	
Address:	
Phone:	
Email:	
Gender (circle one)	Male Female
Marital Status (circle one)	Married to someone on the trip Married Single
Date of Birth:	
Passport Number	
Date of Expiration:	

Are you:

Employed (please list field/position):

Student (please list college/major):

Other (please explain):

Please evaluate yourself on the following (5 being stronger, 1 being weaker):

Leadership

Energy Level/Physical Stamina

Cooperation (can work well in team situation)

Flexibility (ability to adjust to changes)

Other please fill in _____

Have you ever been convicted of a felony? (if yes, please explain on separate page)



Health Information

How would you rate your overall health condition:

___ Excellent

___ Good

___ Fair

___ Poor

Please list any allergies, and explain how you manage them/any limitations they cause:

Please explain any medical or psychological conditions that you suffer from:

Primary Physician: _____ **Phone:** _____

Health Insurance Provider: _____

Insurance Policy Number: _____

Note: All participants are required to carry personal health insurance. Each participant must provide a Group and/or Policy number on his/ her application.

Emergency Contact: _____

Relationship to you: _____ **Email:** _____

Phone: _____

Emergency Contact information will also be used to send updates while we are in Kenya. If there are other people who you would like us to have on record, please list them on a separate page.

Please list and explain any limitations, dietary restrictions or health problems that might impair your ability to work, travel, etc.:



***Participants are responsible for getting their own immunizations prior to travel. A list of recommended immunizations can be found on the Center for Disease Control (CDC) website.**

<http://wwwnc.cdc.gov/travel/destinations/kenya.htm>

Interests, Skills and Experience

- Information listed on this page may be shared with team members prior to trip. Please check this box if you would like your answers on this page to remain confidential.*

Why are you interested in participating in this trip to Kenya with Kupenda for the Children?

What experiences (if any) do you have traveling internationally?

What skills and experiences do you hope to contribute during this trip?



There are a variety of ways that you can help Kupenda during the trip. Please check any areas that you would be interested in working:

- Therapy [(circle all that apply) physical, occupational, communicative]
- Construction
- Special needs education
- Working with kids (games, crafts, etc.)
- Medical assessment
- Art/Painting projects
- Other (please fill in) _____

Please explain how you will be a good candidate for representing Kupenda and its mission on this trip:

Please provide 3 references:

Name	Relationship	Phone Number	Email Address



Spread the Word!

Volunteers who join Kupenda's international trips commit to raise \$4,000 by December 1, 2018.

These funds cover your meals, accommodations, transportation, and insurance during the trip, as well as our staff support time before, during and after your trip.

Volunteers are required to set up a GoFundMe page (<https://www.gofundme.com/>) or send out an appeal letter regarding their trip. This helps you raise the trip funds and increases awareness about Kupenda's work.

Please include the link to our GoFundMe page below or attach a copy of your appeal letter.

If you'd like assistance with this requirement, please contact Kupenda at kupenda@kupenda.org for technical support, templates, and access to sample letters and GoFundMe pages.



Travel Release Waiver

Traveler's Name: _____

Organization: _____

Dates of Trip/Destination(s): _____

I have carefully identified, reviewed and considered the risks of travel to my destination(s), including reading the most recent relevant U.S. State Department ("DoS"), Centers for Disease Control ("CDC"), and World Health Organization ("WHO") Travel Warning(s) available through <http://travel.state.gov/>, <http://www.cdc.gov>, <http://www.who.int.html> (Travel Warning). I hereby release, waive, discharge and covenant not to sue "Kupenda for the children", its trustees, officers, servants, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, while traveling to the destination described above. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death that may be sustained by me, or any loss or damage to property owned by me, as a result of my traveling to the destination described above. I further hereby agree to indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs they may incur during my travels. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasees. I know conditions in my destination(s) may change rapidly and will stay informed of current events on a frequent, at least daily, basis by obtaining updated security and health information from, and registering with, the nearest U.S. Embassy or Consulate General (see Travel Warning for contacts), and from the DoS, CDC and WHO websites. I will also enroll in the warden system with the U.S. Consulate(s) nearest my destination(s). If I am not a U.S. citizen, I will register with my home country's Embassy or Consulate and get updated information from the U.S. and my home country's Embassies or Consulates, and the DoS, CDC and WHO websites.

Signature: _____ Date: _____

If under 18 years of age:

Signature of Parent/Guardian: _____ Date: _____



Volunteer Conduct Policy

- I. **Purpose:**
Volunteers representing Kupenda for the Children are required to follow the organization's guidelines for conduct at all times in order to establish and maintain a positive influence throughout the community it serves. Kupenda U.S., along with its Kenyan counterpart organization, Kuhenza for the Children's Foundation, have carefully thought about the needs of the community and designed programs and plans to meet those needs in sustainable ways.
- II. **Definitions:**
- a. **Volunteer:** A volunteer is anyone contributing time or energy in support of the organization that is not a paid staff member.
 - b. **Gift:** Any type of monetary or material item given to an individual in the community we serve including Kuhenza staff, staff of schools supported by Kupenda or the children we serve. This includes such items as candy, school supplies, clothing, and toys.
- III. **Policy:**
- a. **Dress Code:**
All volunteers are required to dress in culturally appropriate ways while representing the organization or attending church. This includes clothes that are not overly tight or revealing and skirts that go down to the knees or lower in length.
 - b. **Donations and Gift Giving:**
At no time may a volunteer give a monetary or material gift to an individual in the community we serve without written pre-approval by a Kupenda U.S. staff or board member. There may be times when volunteers are asked for donations of money or materials, or feel, with the best of intentions that they can help by making such gifts. Giving money to local people can lead to financial dependency on volunteers and unsustainable expectations for future volunteers and the organization. It also may detract from the overall mission of the organization which is to serve children with disabilities. Keep in mind that the contracts of employees in Kenya prohibit them from requesting gifts of any kind from volunteers punishable by job loss.
 - c. **Photographs and Other Media:**
Volunteers should be considerate of taking pictures of people, homes, and food. No pictures, video, or other media should be taken without the subject's consent. All pictures and other types of media will be considered the property of Kupenda for the Children and eligible to be used in promotional materials as necessary.
 - d. **Relationships:**
At no time may a volunteer engage in a romantic or physical relationship with a Kupenda/Kuhenza staff member or other local community member while representing Kupenda in Kenya.
 - e. **Ongoing communication:**
All ongoing communication with Kenyan staff should be done in a professional manner with the organization's best interest at heart.
 - f. **Where to Direct Suggestions and Concerns:**
Suggestions and concerns should first be brought to the attention of the volunteer trip leader, director, or assistant director of the organization. At no point is it appropriate to assume a position of authority over staff or other school personnel.
- IV. **Consequences:**
Any volunteer violating any of the aforementioned guidelines may be asked by a trip leader, director, or assistant director of the organization to cease any ongoing activities with the organization at any time. Additionally, volunteers found violating this policy will be unable to enroll in future Kupenda programs. All conditions apply to volunteers even after they have completed their program and returned home.
- V. **Conclusion:**
Volunteers adhering to organizational guidelines for conduct have a very positive impact in the communities we serve. It is essential that our organization, in conjunction with volunteers, examine the most useful ways to make long-lasting, sustainable contributions. We require volunteers to uphold this policy and encourage them to stay involved with Kupenda and inspire others to volunteer.



Kupenda for the Children’s Mission Statement: Equipping children with disabilities to achieve their God-given potential through advocacy, education, and medical intervention.

Kupenda assists children of all races, disabilities and religious affiliations. We ask that those who participate in Kupenda’s activities to respect its Christian beliefs and act accordingly. This includes but is not limited to having a loving attitude to the group on the trip, the Kenyan staff, and most of all the children you will be working with.

By signing below, I acknowledge that I have read and understood the above policy, mission and agree to act within its guidelines.

Signature: _____ Date: _____

If under 18 years of age:

Signature of Parent/Guardian: _____ Date: _____

Please mail your application to:

Kupenda for the Children
Volunteer Coordinator
P.O. Box 473
Hampton, NH 03843

Or email a scanned copy to:

volunteer@kupenda.org



Other Information

(Please keep for your own records)

Payment Policy

- Any deposits collected are non-refundable. Deposits are transferable only to another person's deposit.
- All contributions/payments received in excess of trip fees will be used in support of Kupenda and cannot be refunded.
- Participants must follow the payment schedule (provided separately)
- Trip cost covers flight to and transportation within Kenya, accommodations (housing and meals), construction materials, teaching supplies, travel VISA (a VISA application will be sent to you in your trip package). Please anticipate immunization fees (not included in the cost of the trip) which may range from \$100-\$350.
- All checks must be written to "Kupenda for the Children" (contribution is tax deductible) with your name noted on the check and sent to:

Kupenda for the Children
"July 2009 Trip"
PO Box 473
Hampton, NH 03843

Cancellation Policy

Cancellations initiated by Kupenda: In the unlikely occasion that Kupenda for the Children would need to cancel the trip, all money will be refunded to participants and/or contributors. Participants may also have the option to transfer to a later trip.

Cancellations initiated by Participant: If a participant needs to cancel their trip, a refund may be issued if the cancellation notice is received before we purchase airline tickets. After this date, no refunds will be issued.

Registering with the US Embassy

Prior to leaving, we recommend registering with the U.S. embassy. You can do this online, and it takes about 5 minutes. Here are the steps to register:

- 1: Go to: <https://travelregistration.state.gov/ibrs/home.asp>. Click on "Register My Trip."
2. Click on "New Short Term Traveler" to pull up the form
3. Complete your contact info. Here is some info that will help to fill out the form:
 - Purpose: volunteer trip
 - Destination Type: house
 - Address Line 1:
 - City: Watamu
 - Province: Coastal Province
 - Phone: 254-733-316584
 - Email: cindykupenda@gmail.com

Vaccinations:

Each participant is required to receive the appropriate vaccinations. These include Malaria Pills (we do not recommend larium), yellow fever, typhoid, Hepatitis A and B, for more information go to www.cdc.gov/travel/eafrica.htm#vaccines.

Fees can range from \$100-\$350. We recommend starting with your primary care physician for vaccines, and then trying your local health department (ask for travel vaccines). *Passport Health* will have what you need, but tends to be the most expensive.

Passports:

A valid US passport is required for international travel. Passports can take several months to process, and we will need it **6 weeks before we leave** to get your travel visa. Go to www.usps.com/passport for information on how to do this.



Packing List

Please plan on bringing **one large back pack** for your personal stuff and another **extra suitcase for stuff for the kids**. You should bring one **small backpack** to carry on the plane.

Also bring:

- Shorts, T-shirts, tank tops
- Clothes to sleep in (keep in mind no air-conditioning)
- At least one button up shirt/pants for church for guys and a dress for girls
- Bathing suit (anything's fine aside from Speedo's and string bikini's)
- At least one pair of durable pants for safari (it gets a little chilly sometimes on the African plains)
- One sweatshirt or fleece (in Nairobi in the summer it can be as cold as 60 degrees)
- A few light weight skirts for girls (you will be wearing a skirt almost every day at some point)
- Flip flops or tevas or sandals (mostly all I wear while there is my flip flops)
- Running shoes (nice stretch of beach to go jogging on)
- Lots of underwear
- Toiletries (shampoo deodorant, toothbrush, toothpaste, soap, feminine products, razors, etc.)
- Over the counter drugs: dramamine for motion sickness (driving on bumpy roads), anti-diarrhea (some have traveler's diarrhea or react to new food), anti-constipation, aspirin, anything else that you might need for allergies, sleep problems, etc.
- Bandana/Hat
- Laundry detergent (you can hand wash clothes while there if you want)
- Bug repellent (mosquitoes come out especially at night)
- Malaria pills (Malarone or Doxycycline). We don't recommend Lariam.
- Sunscreen (we're close to the equator)
- Snacks: power bars, granola bars, beef/turkey jerky, and any other items you like and can pack
- Two water bottles to carry with you (we will fill these up to take with us each day)
- British power outlet adapter if you plan on using anything that needs to be plugged in like camera chargers, etc.
- Electrical outlets in Kenya are 220V.
- Photocopies of your vaccinations, driver's license and passport (keep them in a separate suitcase)
- Journal, pens, book, camera, flashlight
- \$100 in US cash, traveler's checks or equivalent exchanged into Kenya shillings (for things like extra snacks you might want to buy or gifts for people). These must be new bills (crisp and dated after the year 2000—some banks are picky about this and won't exchange them otherwise)
- Debit/credit cards can be used if necessary to withdraw funds directly from your bank accounts if you need more money for things like gifts, extra snacks (there are little stores), etc. This is not always convenient so try to plan ahead with cash.
- Wet wipes/hand sanitizer (won't always be able to wash your hands when you want to)
- Toilet paper (Wal-Mart sells little pocket size rolls for traveling you might want to stock up on)
- Snorkel, mask, fins if you like to snorkel in the ocean

Travel Checklist:

6 months prior to leaving: begin research and make appointments for vaccinations, apply for/renew passport, begin fundraising (if applicable)

3 months prior to leaving: register with U.S. embassy, complete fundraising (if applicable), get travel visa (we will need your passport and two passport photos to do this), complete vaccinations, pick up malaria prevention medication

1 week prior to leaving: put travel notices on your credit and debit cards