

LOCAL VOLUNTEER HANDBOOK



BUILDING HOUSES, BUILDING HOPE

Reaching out to the internally displaced persons

APPLICATION FORM

A PERSONAL PROFILE

Name: _____
Gender _____ Age _____
Occupation _____
Name of organization _____

B CONTACT DETAILS

Postal Address _____
Tel _____ Mobile _____
E-mail _____

C TEAM DETAILS

Are you signing up as :

Team Individual

Team Name: _____

Number of members _____

Amount Contributed _____

Mode of payment

Banker's Cheque Cash M-pesa Zap

Desired Date of build _____

Volunteer Do's and Don'ts

DO'S

Dressing

Always dress decently at the worksite as per the community culture and norms in order to avoid negative effects from the community members. Women are encouraged to wear loose trousers and long t-shirts/blouses when building. Where not possible, please have a wrapper to wrap around your waist.

General Health safety

Hard hats: Always wear your hard hat/helmets to avoid injuries from the person working underneath you or there is a fall

Capped boots: We encourage you wear steel capped boots for the safety of your feet

Hand gloves: Wear gloves at all times while building. This will save your hands from blisters, cuts or cracking. While working watch out for loose gravel and slippery slopes . Horseplay on the work site can cause injuries so please take care and watch out for others

Tools

Inspect your tools for defects, and report any problem to the site supervisor for correction and replacement. Always use the right tool for the right work

Greetings

Strive to greet people by their name. A firm handshake is all you are need to send the right message to the locals

Food&drinks

Always strive to eat food that is well cooked. Drink bottled water at all times while at the build site. Be sure to peel it open yourself!

Injuries at the site

Report any injury whether minor or major to the Team Leader or Habitat staff on site for quick medical response

Personal belongings

Always keep watch of your personal belongings while on a build trip, Habitat will NOT be held liable for any loss.

HFH Gift policy

Always adhere to Habitat Gift giving policy which discourages volunteers, team leaders and team members from giving personal gifts to avoid potential misunderstandings, embarrassment, injured feelings or jealousy.

- Any gifts should benefit the community rather than any one individual

DON'TS

- Do not wear revealing clothes at the build site or while in the community.
- Men should NEVER work chest bare.
- Alcohol or drugs will NOT be permitted on site at any time
- Volunteers should NEVER ask the locals to 'go out for a beer' after work
- Do not throw materials at each other to save time. Always work in chain to ensure safety for all team members at site.
- No volunteer will be allowed at the work site WITHOUT the appropriate safety gear, i.e gloves & helmets.
- Don't make promises to locals that you cannot honour. Remember your presence to the locals is the greatest gift they can have.
- TO AVOID locals' demands that you cannot meet, please shy from giving your personal addresses or mailing information.
- Do not keep money or valuables in easy to access place like loose pockets as pick pockets have mastered the game.
- Do not use tool that are unsafe or that you are unsure of.
- Avoid walking isolation ALWAYS walk in pairs while at the community.
- No foul language or shouting at each other will be allowed the work site. Remember that this is a group trip with people of varying backgrounds and age; patience, compromise and flexibility are very important.
- DO NOT indulge in horseplay or cause distractions to anyone at the work site.
- Public display of affection WILL NOT be tolerated at the build site. Minimize such behavior which can be frowned upon or show disaffection to other members or local community.
- NO personal gifts to families WILL BE tolerated. Observe Habitat's Gift Policy.