

Marie's Village

Volunteer's Handbook

Introduction

Volunteer care work is one of the most worthwhile activities you can get involved in, whether in a third world country. Throughout the world, there are vast numbers of children who are orphaned or neglected, and in need of love, care and affection.

People are often unaware of the impact they can have on another person's life, with even the smallest gesture. Spending as little as a week or more working with the staff of MVF, a volunteer can have a hugely significant and positive impact on the lives of underprivileged children.

Care volunteers don't need to be qualified or have previous experience. The only qualities that our volunteers need to possess are compassion for children and a desire to improve the lives of those with domestic and physical circumstances.

Relations between orphan's and Volunteers.

Kids are not allowed to sit on any volunteer's laps or to be in-between volunteer's legs. As a care volunteer working with children in the house, you would be helping the kids to learn-life skills that parents would normally teach. By getting involved in the day-to-day running of an orphanage make sure children are fed, washed dress properly, and paying them personal attention, you will be making a really positive impact in their lives.

There is always scope for any talents or interests you may have to be utilized. Arts& Crafts, sewing, baking, sport and games can be played outside where it's safe and volunteer also help educate the children in personal hygiene and social skills. Volunteers will be working with children of different ages. You will help with children with a variety of such activities.

Volunteers are welcome to take children for an afternoon walk, field trips, (beach, supermarkets, visiting other orphanages). Please get involve your hard work will be awarded.

General Information

1. Prior to acceptance to volunteer at Marie's Village, the following needs to be submitted *at least 2 weeks prior to your departure date*:

- ☐ **Volunteer Application Form**—all volunteers are required to complete the application. This application will be reviewed by our volunteer coordinator and our field director. Acceptance of your application is at the discretion of Marie's Village.
- ☐ **Background check** - All volunteers are required to fill out a background check to Visit MVF (**No exceptions**).
- ☐ Copy of your **passport**—make sure it is valid for at least 6 months beyond your anticipated return date
- ☐ **In-Country Expense Fees** - A \$70.00 per day fee must be paid by check, or money order to Marie's Village. Please write on the memo portion of the Check "Team Travel Fee." The fee will cover lodging

Food--two meals per day will be provided
all drinks including clean water
Translation services
maintenance and security of building and property

Additional fees for daily field trip activities in Port-au-Prince - \$50.00. The fee will cover fuel for the car and a chauffeur. Long distance sightseeing will be much more depend on which side of town you will need to visit

Note: "Please be advised that once your visit to Marie's Village has commenced, there can be no refund of monies paid for your trip if choose to leave before the scheduled end date of your visit. Prior to your arrival in Haiti, Marie's Village incurred expenses to host you and your team, and the necessary funds to operate the have been expended. Please understand that these monies cannot be recouped."

2. You are also responsible for the following:

- ☐ Purchase of your own **airline ticket**
- ☐ **Travel Insurance**—this is ***highly recommended***. If you decide not to purchase travel insurance, you are required to sign a Waiver Form. *If a copy of the Travel Insurance or the Waiver Form is not provided, participation will be denied.* Please send us a copy prior to departure. For more information you can visit www.hthtravelinsurance.com or any other travel insurance company of your preference.
- ☐ **Registration with the US Embassy** before your departure is strongly recommended. Please visit the following:
<http://travel.state.gov/>
- ☐ **Vaccines and Malaria Prophylaxis**—you should receive all appropriate vaccines a minimum of 2 weeks prior to departure. You can see recommended vaccines by accessing the CDC website at <http://wwwnc.cdc.gov/travel/>. Additionally, you may wish to seek the services of a local travel medicine clinic in your area. Haiti is also malaria endemic, so prophylactic medication is recommended prior to, during and after travel to Haiti.
- ☐ **Visa**—**NO** visas are required for US Passport holders. If you do not hold a US Passport, please contact the Haitian embassy closest to your area to find out about requirements for your country of origin.

3. Other General information:

- ☐ **Travel Preparations**
Make sure your passport does not expire within 6 months of your anticipated travel dates
Our medical volunteer coordinator will be emailing you a list of all volunteers traveling with you and their contact information once the team is finalized. Please forward a copy of your travel itinerary to our volunteer coordinator so pick-up arrangements can be done upon your arrival to Port Au Prince.
It is advisable to arrive at the departure airport in the US at least 2 ½ hours in advance of your boarding time.

All volunteers holding any type of medical license should make a copy of it and carry it with them while in Haiti.

- ☐ **Luggage**—
**Please check with your airline carrier for up-to-date rules, price, and size restrictions to avoid being charged additional fees.
- ☐ **Clothing**—
Bring enough clothing to last for your entire trip.

The choice of **footwear** is at your discretion. Some people prefer tennis shoes, but sandals are appropriate as well. You will need to pack **insect repellent** with at least 20% DEET. **Sunscreen** is also very important.

- ☐ There are **showers**, but cold water only.
- ☐ **Meals** are provided 2 times a day. You and your team may be required to assist with the cooking. Please be flexible with mealtimes. You may want to bring your own **snack foods** and/or drink powder.
- ☐ If you wish to **exchange U.S. currency** to Haitian Gourdes, MVF Field Director will assist you.
- ☐ **Cell phones**. If you are bringing your cell phone, we recommend checking with your service provider to see if the phone you are using is compatible for international use. If so, be sure to ask them about fees, etc. and inform them of your dates of travel. Marie's Village cannot be responsible for cell phone fees, which sometimes can be very large.
- ☐ **Personal Medications**—Bring enough of your personal medications to last for at least 1 week longer than your anticipated departure time, in case there are delays. Please bring extra

☐ **Language**—Although French is the native language, less than 10% of Haitians speak the language. Creole is what is commonly spoken. Translation services will be provided for you by Marie's Village

☐ **Time**—Haiti does observe Daylight Savings Time, so the time is the same as the East Coast time.

☐ **Personal Documents**—It is recommended that you make copies of your passport, license(s), credit cards, etc. that you are bringing with you to Haiti. *Leave the copies at home in case any documents are lost during your travel.* You may wish to notify your credit card company that you will be traveling internationally.

Medical Donations

- ☐ For donations of medical supplies or if you have medication that you plan on bringing with you to Haiti, make sure they not expired
- . Any other donations other than medication will be accepted we always have need for.
- . Please consult with us before leaving the US there may be some specific items we will need for you to bring.

Interactions with the Marie's Village Staff

- ☐ **Briefing** – Upon your arrival it is mandatory to participate in a briefing meeting with our Administrators.
- ☐ **Reporting incident and injuries** - Please report any incidents or personal issues that you are not comfortable with regarding a child, volunteer, or staff to the Director or Supervisor. You must also complete a release and liability form prior to travel. Report any injuries to MVF staff immediately

- ☐ **Respecting the MVF Administrators** - Please be respectful to the MVF administrators, including their implementation of schedules, routines, and rules.
- ☐ **Staff Compensation** – the people working at Marie’s Village Foundation are paid a very fair wage. Generally, gifts to a specific individual are discouraged and “paying” a certain individual with your own funds is not allowed. If you wish to recognize a certain staff person for superior work, please discuss this with the administrators.

Personal Conduct

- ☐ **Dress code** - Dress modestly, and attempt to gain understanding of what is acceptable and not acceptable to the people you will be working with so that you . **No** mini skirts, short shorts (above fingertips) or low cut shirts. Sleeping attire should also be modest and conservative, including nothing revealing. Haiti is an overly sexualized country and we do not want to attract negative attention to ourselves.
- ☐ **Alcohol, tobacco, drugs and foul language** - There will be no consumption of alcoholic beverages or the use of drugs during your stay. Any infraction in this area is grounds for immediate dismissal, at your own expense. Please refrain from use of foul language or language that might be misinterpreted negatively.
- ☐ **There is a designated smoking area outside the facility.**
- ☐ **Male and Female boundaries**
Everyone must observe the “12-inch boundary” rule when interacting with the opposite sex volunteers, nationals, and MVF staff.
Please refrain from any activity that could be construed as a romantic interest toward a national. Certain activities that seem acceptable in your own culture may be inappropriate in others.
- ☐ **Correction** - There may come a time where correction or feedback will be provided to you by the Administrators or Team Leader. Please keep an open mind and be willing to receive it. It will always be done humbly and in love.
- ☐ **Cultural Sensitivity** - This is a process that requires awareness and commitment on your part. When you work with different ethnic and cultural groups, you may practice cultural sensitivity by...
Developing a cultural awareness that includes recognizing the value of the people’s diversity. It also includes an honest assessment of one’s biases and stereotypes.
Acquiring knowledge of the culture you will be visiting during your trip. It is important to understand other cultures including their norms, values, worldviews, and the practicality of their everyday life.
Developing your cross-cultural skills. Do not assume that ethnic and cultural differences are insignificant. Develop your skills through interaction and experience at the MVF.
- ☐ **Discussions to avoid** - We ask you refraining from negative comments or hostile discussions concerning our host country’s politics.
. Be careful not to be offensive or obnoxious to the natives and be sensitive in all areas of your conduct and to the norms of the society you are visiting.

Courtyard/compound Safety

- ☐ **Front gate** - Never open the gates without the authorization of MVC leadership.
- ☐ **Leaving the compound** - Never leave the MVF compound without permission from MVF administrators.
- ☐ **Nighttime** – You should not be outside the house compound after dark.
- ☐ If you have any concerns about safety, please notify MVF administrators immediately. *The safety of you and other team members is of utmost importance. For this reason, please be sure that you closely follow the directions of MVF Field Director or his designee should any security concerns arise.*

Public safety

- ☐ **Safety in public places** - When traveling by car, keep windows rolled up and doors locked. Even though it can be very difficult to observe people suffering the effects of extreme poverty, ***do not give out money under any circumstances.***
- ☐ **Taking pictures** - Use extreme caution when taking pictures outside of the House, when in doubt ask your leader for advice.
- ☐ **Personal possessions** - Carry your personal possessions in a backpack or small bag that is closely attached to your body. Never reveal large amounts of cash or Valuables in public.

Driving Policy

Only MVF leadership may drive MVF vehicles.

Clinic Phone Number (provide this number to family members prior to your departure...***this number is to be used only for emergencies***)—011-509-3895-1311/011-509-3112-4370

If your flight is delayed or cancelled please text message the above number and/or email mvillage509@yahoo.com

NOTE: If at any time while in Marie's Village Foundation your behavior constitutes a problem, we have the authority to require you to return home.

Any additional costs incurred as a result of this action will be your responsibility.