

WELCOME TO

Volunteers Without Borders



Dear Potential Volunteer,

Thank you for taking the time to locate our organization and we would like to personally send you a warm welcome. We are pleased to hear you will be volunteering with Volunteers Without Borders. Although there are numerous avenues for volunteering, we can assure that we offer **life changing volunteering opportunities** at the **LOWEST possible cost** to you, the volunteer. Now that you've filled out the online application and that you're on board, our goal is to take care of you every step of the way. We will ensure that you are fully prepared before you leave to the country of your choice and begin working on your first volunteer program with us. This information package was designed to serve two purposes. The first purpose is to give you more detailed information about the country you have chosen to volunteer in as well as providing some additional insight into the various types of programs we offer. The second purpose is to provide you with specific items that you will be expected to bring along with you, what types of vaccinations you will be needing before you leave, and what we recommend for your emergency/medical travel insurance. Not only do our volunteering programs benefit the organization and community you will be working with, but they also provide volunteers with an appreciation and gratitude for others, sense of fulfillment, as well as new perspectives. Our goal is to inspire volunteers to raise awareness, share their stories and continue to support or contribute to our programs in any way possible in the future. Although our programs can be quite demanding at times, we ensure that you will be given adequate time and days off to tour around the area you are working in and get the opportunity to participate in any outdoor activities or adventures you would be interested in.

It is your job to explore this information package and then reply back to us at: info@vwbinternational.org to let us know that you are ready for the next step of the enrollment process. If you have specific questions please see our frequently asked questions page as this covers most questions that the volunteers may have. To locate this page, visit our website and click the 'About VWB' tab.

Like most developing countries in the world; political instability could arise at any given time, so we encourage you to check with your local government travel advisory just to be sure that nothing is expected to occur in the location while your over there. With that being said, we can ensure you that every country that we offer has been checked out by our team to ensure the security and safety for our volunteers.

While volunteering on any of our available programs, you will have the opportunity to participate in a variety of health, educational, community development, or wildlife and marine conservation programs. This will give you a chance to make an important contribution to the local community and while doing so, gain an in depth understanding of the country and its culture. We assure you that this experience will leave a lasting impression and stay with you for the rest of your life.

Information to help you prepare for your trip

If it's your first time volunteering or going abroad, there are several things you will need to make sure you bring on your trip before you leave. Here is a list of the following items that we have deemed necessary to bring to make sure you can enjoy your time on the program. The list below is a general suggestion; each volunteer may prefer more specific items that we have not included in this list. Please make sure that you remember to bring any special items that you are used to having back home, that may only be purchased in your own country.

What to Bring:

- | | |
|--|--|
| <input type="checkbox"/> Comfortable shoes and sandals | <input type="checkbox"/> Camera and/or iPod |
| <input type="checkbox"/> Shorts and pants | <input type="checkbox"/> Cell phone - You can buy simcard) |
| <input type="checkbox"/> Rain Coat/Jacket | <input type="checkbox"/> Rechargeable batteries w/charger |
| <input type="checkbox"/> Sleeping Bag | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Sunglasses and Sunscreen | <input type="checkbox"/> Flashlight/head torch |
| <input type="checkbox"/> Travel Guide | <input type="checkbox"/> Lock |
| <input type="checkbox"/> Mosquito net & insect repellent | <input type="checkbox"/> String |
| <input type="checkbox"/> Hand Sanitizer | <input type="checkbox"/> Eyeglasses/Contacts |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Medication (Anti Malarial Tablets) |
| <input type="checkbox"/> Duct Tape and/or superglue | <input type="checkbox"/> Picture Book / Journal |
| <input type="checkbox"/> Binder or notepad | <input type="checkbox"/> Country Map |
| <input type="checkbox"/> Toilet Paper | <input type="checkbox"/> Ear Plugs |
| <input type="checkbox"/> Small water heater or kettle | <input type="checkbox"/> Clothes or Electronics for donation |

Vaccinations:

The World Health Organization recommends that all travelers be covered for diphtheria, tetanus, measles, mumps, rubella, polio and hepatitis B, regardless of their destination. The consequences of these diseases can be severe and outbreaks do occur. [Click here](#) to learn more.

“As the President and Founder of Volunteers Without Borders Association, I’d like to offer you a warm welcome! I have done a lot of volunteering myself and believe it is the most fulfilling and gratifying way to give back to countries around the world that need all the help they can get. Whether you’re an adventurous traveler or looking to help make a difference, we are happy to have you join us. By volunteering, you will make a difference to the local people that you come in contact with overseas. Our volunteering opportunities expose you to the often-harsh everyday realities of life for many people around the world in underdeveloped areas. We thank you for your time and consideration.”

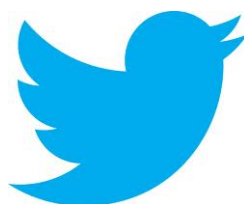
~ Kevin Francis

President & Founder of VWB



Website:
Email:

www.vwbinternational.org
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CAMBODIA



Cambodia has a population of over 14.3 million, with approximately 43% who are under the age of 18. The combination of being both a developing country and having such a young population has taken its toll on certain aspects of the nation. In the past 10 years, there has been a tremendous problem with human trafficking, for both sex and labor. Currently 1.2 million children (under the age of 18) are trafficked each year around the world. Human trafficking can be for sexual exploitation or being forced to work, often for very little pay and in slave-like conditions. It is estimated that as many as 1 in 150 people have been sold into the sex trade. There are many factors that contribute to this issue. Poverty, socio-economic imbalances, lack of employment and education, and little opportunity for safe migration all contribute to this growing problem. Trafficking is caused by a vicious cycle, which exploits the poorest of the poor when they are at their most vulnerable.

Trafficking emerges out of desperation to survive and the primary way to improve the situation is to attack the problem at its core. This means reducing poverty, increasing vocational education, and providing knowledge and resources to impoverished families that are identified as especially vulnerable. This vulnerability leads to the sale of children, making them slaves to labor or sexual abuse. This violation of rights includes the frequent act of child marriage, which is also a problem within Cambodia. Kampong Speu is the third poorest province in Cambodia making the residents of its slum village's easy targets for exploitation from the trafficking networks that move across Cambodia. These families live in utter poverty and have inadequate funds and resources for food, clean water, clothing and medical care. Often, they resort to desperate measures to support their families, and it is imperative to create a system of support so that the basic human rights of their children are not violated. The training and services offered by the Karuna Hospitality School are essential to providing the children the chance to pull themselves out of poverty and create their own potential.

Currency Advice

The currency accepted in Cambodia is **Cambodian Riel (KHR)** or USD. In some places, prices can be high in Cambodia, and credit cards are frequently not accepted, even at many up market hotels. Where they are accepted, it's often only with steep commissions, which means that you will need to rely here more heavily on cash, ATMs and (in major centers) travelers checks. The best currency to bring is USD in a mixture of large and small denominations, plus some travelers' checks as an emergency standby and a Visa card for withdrawing money from ATMs. Euros are also easily changed.

Travel Document Information

Most visitors to Cambodia require a one-month tourist visa (\$20 CAD), although some visitors enter on a one-month business visa (\$25 CAD). Most nationalities receive a one-month visa on arrival at Phnom Penh and Siem Reap airports, and at land borders. One passport-sized photo is required and you'll be 'fined' \$1 CAD if you don't have one. It is also possible to arrange a visa through Cambodian embassies overseas or an online e-visa (\$30 CAD) through the **Ministry of Foreign Affairs** (www.mfaic.gov.kh). Arranging a visa ahead of time can help prevent potential overcharging at some land crossings.

Dangers and Annoyances

Cambodia is in general a safe, hassle-free country and can be a relief if you've recently been somewhere like Thailand or Vietnam. With that being said, you do still need to take the usual precautions. Avoid isolated areas; especially stretches of beach, and in cities and tourist areas take a taxi at night. When using public transport, don't accept drinks or food from someone you don't know and ensure your bag or belongs is secure. Be skeptical of anyone who comes up to you on the street asking whether you remember them from the airport, your hotel or wherever. In the majority of cases, they are just trying to get money from you.

In tourist areas like Phnom Penh or Siem Reap, touts and flycatchers can be extremely aggressive, especially around bus stations and budget tourist hotels. Do your best to minimize the impression that you're a newly arrived tourist. Duck into a shop if you need to get your bearings or look at a map and don't walk around any more than necessary with your luggage. While looking for a room, leave your bag with a friend or reliable hotel rather than walking around town with it. Buy your bus tickets a day in advance (without your luggage) and, when arriving in a new city, take a taxi from the bus station to your hotel. Be very wary of anyone who approaches you on the street, at the bus station or in your hotel offering safari deals, and never pay any money for a tour or trip in advance until you've thoroughly checked out the company.

A Few Tips

- Avoid external money pouches, dangling backpacks, camera bags, and leave jewelry, fancy watches, and fancy headphones at home. Carry your passport, money and other documents in a pouch against your skin, hidden under loose-fitting clothing. Or, better, store valuables in a hotel safe, if there's a reliable one, ideally inside a pouch with a lockable zip to prevent tampering. It never hurts to make a photocopy of your identification and cards and store it separately in another bag.
- Arriving for the first time at major bus stations can be a fairly stressful experience. You'll probably be hassled by touts as you get off the bus, all reaching to help you with your pack and trying to sell you a cheap hotel rate or tour.

- Take requests for donations from ‘refugees’, ‘students’ or others with a grain of salt. Contributions to humanitarian causes are best done through an established agency or project.
- When bargaining or discussing prices, don’t do so with your money or wallet in your hand.

Water

Unless your intestines are well accustomed to SE Asia, don’t drink water from the tap that hasn’t been boiled, filtered or chemically disinfected (such as with iodine tablets). Also avoid drinking from streams, rivers and lakes unless you’ve purified the water first. The same goes for drinking from pumps and wells – some do bring pure water to the surface, but the presence of animals can still contaminate supplies.

Cultural Awareness

Cambodia is a very interesting, exciting, beautiful and scenic country, but the majority of the population does not speak the English language. We encourage volunteers, planning to stay for 2 to 3 months or more, to consider learning essential words and phrases in the local language in order to communicate better with the surrounding community. We can try to arrange lessons for those that are interested. Female volunteers should be aware that in the towns and villages, it is normally respectful to have your knees and your midriff covered (and in some cases, your shoulders). Some practices in Cambodia are very different to what volunteers may be used to at home. Visitors to Cambodia do not have to agree with all the customs around them, but should respect them and endeavor to understand the complex cultural history that shaped them.

PLEASE NOTE: There is a **ZERO TOLERANCE** policy in place for alcohol consumption, during volunteer work hours, while on the project. The consumption of alcohol is looked negatively upon and even forbidden in certain countries and it is essential that you abide by this rule. We need to ensure that you are giving the project the right impression of Volunteers Without Borders during your stay. **If volunteers choose not to follow this policy, they will be removed from the project immediately, and no refund will be issued.**

COMMUNITY EDUCATION & DEVELOPMENT PROGRAM



Location: Chikreng District (45 km East of Siem Reap)

There has been a school set up by Buddhist monks to help children to be educated in rural areas. The school is located approximately 45km from Siem Reap making it a remote and rural area according to the inaccessibility of employment and the unavailability of basic necessities. The locals in the region have no choice but to grow their own food and fend for their lives. One of the challenges that come with living here is that there are vast seasonal differences, which means it is only possible for them to live off the land for just a few months each year. Life for these people is very basic and the day-to-day life is a struggle.

This program provides an opportunity to volunteer in Cambodia and helps improve the lives of children and make an impact to those who are in desperate need of a helping hand up. This community welcomes volunteers who would like to help in the school or share their knowledge with the people in the village. The children living in these remote villages have not had access to proper education until now. This school provides children with the opportunity to learn basic English and computer skills that will enable them to have opportunities to improve their life, their future, and give them a chance to break the cycle of poverty that exists all over the country. Volunteers play a crucial role in the process of setting up this school, but its not finished. With the help of volunteers, we have been able to build a school to offer children in this remote area an opportunity to have an education that they would not otherwise have been provided with. Volunteers on this program will get a unique opportunity to enhance these children's opportunities to gain employment and improve their lives. There is still many projects to be completed and a lot of the work is ongoing. The school currently educates approximately 400 students but the aim is to be able to increase that to 1000 in the coming years. Providing these children with an opportunity to have a basic education that will allow them to improve the quality of their lives is a crucial part of the program. While volunteering on this program, there are various ways you can contribute but here's one of the ways you can help: providing personal donations to enable the locals to purchase building materials or computers to ensure there are adequate amounts of computers for the computer

room. Also, any volunteers with specific skills would be an asset to help this school become self sufficient so that they no longer have to rely on the help and handouts of the 'western world'.

Remarkable change does not happen over night but can be created one step at a time. Through the generous help of volunteers and donations, a well has been drilled so that food can be grown year round and this well also provides the children and local villagers with access to fresh drinking water. At this point, the school has been relying on donations to continue building the school and to compensate the local teachers who continually provide education in the absence of volunteers. As a volunteer on this program, here's how you can get involved:

ENGLISH TEACHING & EDUCATION PROGRAM



As a volunteer on this program, you will be provided with a life changing opportunity to teach English and improve the lives of a community of beautiful people who struggle on a daily basis. It is important to note that you do not need to be able to speak Khmer (*the local language*) in order to teach English, **all you need is a willingness to help children in need, a desire to make an impact and be able to speak English.**

As a volunteer on this program, you will not just be providing education to locals, but also learn about growing food in a rural village, traditional farming methods, cooking local food as well as getting the opportunity to eat what is being grown locally in the area. You will learn about the people, the country, the culture and the struggle that these amazing,

inspiring and resilient people endure with a smile every single day. You will have the opportunity to learn and grow as well as to teach and give something back. This is a rare chance to really make a difference in the lives of people who need it the most.

The weekly program fee not only covers the cost of your food and accommodation but also helps contribute to this particular program, which enables the school to keep functioning with all it needs (books, pencils, paper, other school supplies for the teachers and the children).

As a volunteer on this program, we encourage you do be as active as possible, here are some ideas of additional ways you can contribute to this school: tutoring, keeping a list of class material and schedules, help prepare for each daily program, progress report for tutoring, and also to maintain a weekly Journal and provide a daily teaching schedule to your head teacher or Project Director. **PLEASE NOTE: A minimum stay of two weeks is preferred.**

DAILY TEACHING SCHEDULE (Monday to Friday)

Morning class:

7:00am - 8:00am (3 classes)
8:00am - 9:00am (2 classes)
9:00am - 10:00am (1 class)

Evening class:

3:00pm - 4:00pm (2 classes)
4:00pm - 5:00pm (1 class)
5:30pm - 6:30pm (3 classes)
6:30pm - 7:30pm (3 classes)
7:30pm - 8:30pm (3 classes)

VOLUNTEER REQUIREMENTS

We are looking for volunteers who present the following capabilities:

- Can speak and understand English grammar very well (native level)
- Interested to help and teach in English class
- Loves children, open minded, outgoing, hard worker but fun
- Enjoys teaching English, math, science, and/or computer skills
- Willing to provide tutoring for children who need the extra help

CHILD PROTECTION POLICY

It is our duty to inform you that there is a Children Protection Policy in place for this program as Cambodia is a country that has been faced with many child trafficking issues and problems. Any volunteer that is left alone with the children or young people will be required to obtain and produce a Police Clearance Check from their home country. Photos are not to be taken of children or young people without the approval from the Project Director. Personal details of students will NOT be passed on to any other person without

the written permission of the Director. Under no circumstance, will inappropriate photos be tolerated or taken of children. Any person doing this will be escorted from the school/village after the photos have been deleted and their volunteer program will be terminated.



ADDITIONAL PROGRAMS WE OFFER:

BUILDING DEVELOPMENT & CONSTRUCTION PROGRAM

For this particular program, there are several ongoing projects. So far, a kitchen for the teachers and volunteers as well as a hand washing station has been built for the children. The current project is to build a playground area along with a volleyball court and soccer goal. In the future, the goal is to build a brick wall for the school, which would replace the bamboo wall that is currently being used. The long-term goal is to acquire funds to be able to build accommodation and training centers, which will provide homes for all the volunteer teachers. By building this, it will enable us to teach the skills associated with the hotel industry to our children. Children will be taught front counter/reception, cooking, serving and room cleaning so the students in our school can eventually find these jobs if they would like to become workers in this industry when they are ready. We value any volunteer who is willing to offer us advice, guidance, practical skills to assist with the building development and maintenance of the school and surrounding village area projects.

COMPUTER SKILLS PROGRAM

As a volunteer on this program, you will get a opportunity to teach and share some basic computer education and skills to children of all ages. Through donations from past volunteers and other donors, we feel very privileged to have been able to obtain enough computers and provide a classroom to offer our students a Computer Class. We run these classes for one hour and they are offered every day of the week. The students have a choice when they wish to attend their class and we have found very positive results from offering these classes. Both the children and the teachers are very appreciative of this class.

GARDENING & AGRICULTURE PROGRAM

For this program, volunteers will get an opportunity to help with preparing a vegetable garden and to teach the children how to grow and maintain the garden for their future use. Along with the vegetable garden, there is also on going maintenance of the grounds to be looked after. We welcome any volunteer who is willing to offer advice, guidance, or practical skills to help us with the development and maintenance of this garden and agriculture program.



HERE ARE THE STEPS TO COMPLETE OUR ENROLLMENT PROCESS

Step 1) - Review this information package and decide which country you want to volunteer in and what program you are most interested to volunteer on. Once you have done that, please fill out the online application form available on our website and click submit. Please make sure to include the necessary required information.

Step 2) Once we receive the application form, we will send you a temporary confirmation for your desired program. If you need to make any changes, please feel free to email us and let us know. If we do not receive any further correspondence from you, we will send you the program fee payment request via Paypal within 3 business days.

Please note: *A \$225 CAD one-time registration/enrollment fee will also be added to your program fee.*

Step 3) - When we receive confirmation that your program fee has been paid, you will receive a confirmation email from us. In this email, there will be a waiver/release form that will be required to fill out and send back to us at your earliest convenience. You are also encouraged to book your flights at this time. Once you have done so, please send us a copy of your flight itinerary so that airport pickup/transfer (if available) can be arranged for you upon arrival.

Step 4) - After we receive your waiver/release form, we will confirm your placement on the program and detailed program specific information will be provided to you at this point.

IMPORTANT INFORMATION

Our enrolment and registration process begins by applying online. Once you have filled out and submitted the online application form, you will receive a confirmation email. To continue on in our enrolment process, all volunteers will be required to pay a Registration Fee of \$225 CAD, which will be added to the Program Fee. This fee helps to cover the administration and processing costs. Once we receive your payment, we will send you a confirmation email with the program details and encourage you to book your flight at that time. Our team will be readily available to correspond with you and answer any questions you might have from the time you apply until you reach the project. If you have any further questions or concerns please don't hesitate to contact us at:

info@vwbinternational.org

OUR PROGRAM FEES INCLUDE THE FOLLOWING:

- **Registration Fee** - (refundable if you choose not to go), ongoing support from VWB staff, program marketing costs, information pack, administration costs, travel costs to develop and ongoing costs to sustain programs and communication costs with volunteers.
- **Program Fee** – airport pickup/transfer (from Siem Reap), orientation, training, program supervision, accommodation with meals, in country 24/7 volunteer support and in country administration costs.

WHAT ADDITIONAL COSTS WILL I HAVE?

- Visa, flights, travel insurance (mandatory), immunizations / vaccinations, in country trips or tours, transfer to other areas of the country, and spending money.



During this entire process, we will always be available to correspond with you to answer any other questions you might have from now until you reach the program. Thank you for choosing Volunteers Without Borders.

We can assure you that you've come to the right place!