

## SANCHAT -The Sanata Charitable Trust Educating Healing Empowering

Post: P.O Box 150-20116 Gilgil, KENYA CELL: +254 (0) 723786008 E-mail:volunteer@restartafrica.org, admin@restartafrica.org

### **Volunteer Requirements and Volunteering Procedure**

#### **Requirements:**

- Must be an adult aged 18 years and above. For younger volunteers, you must be accompanied by an adult.
- Hold a valid passport.
- Have a police clearance certificate.
- Provide a copy of a current CV.
- Volunteer fee payment.

#### **Procedure:**

- Expressing Your Interest Begin the process by contacting us via email at <u>volunteer@restartafrica.org</u> to express your interest in volunteering.
- 2. **Initial Response** Upon receiving your email inquiry, our Volunteer Coordinator will promptly acknowledge receipt and provide you with a Volunteer Information Form to complete. You will also receive a copy of the Volunteer Fee Structure for your reference.
- 3. **Application Submission** Complete the Volunteer Information Form and submit it along with your current CV and a Police Clearance Certificate to the Volunteer Coordinator. Stating the dates of your volunteering is very important.
- 4. **Visa Application** for your visa application go to the **evisa.go.ke** and apply for a single Entry Visa and if you need an invitation letter from Restart Africa we can promptly provide you with one, just send us a copy of your passport.
- 5. **Payment** Reference the provided Fee Structure, make your payments at least 3 weeks before your scheduled arrival, and promptly send the payment confirmation message to the Volunteer Coordinator. Please specify the volunteers name and the volunteering month/duration.

### **5.Common local Payment Methods:**

www.restartafrica.org



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- Download the M-Pesa app, the most common means through which payments are made.
- Download the Send wave app to facilitate transferring funds from your local accounts to M-Pesa.
- 6. **Flight Details** Two weeks before your scheduled arrival, or as soon as possible, please provide us with your flight details.
- 7. **Arrangements and Logistics** Once we have received the necessary information, we will make all the necessary arrangements, including transportation and accommodation, to ensure you have a smooth volunteering experience.
- 8. **Communication Contacts** Make sure to have the Volunteer Coordinator's WhatsApp number as well as the contact information for our dedicated taxi driver. This will facilitate communication and help avoid any confusion or inconveniences upon your arrival.
- 9. **Arrival and Transportation** Upon your arrival, at any time of the day or night, our dedicated taxi driver will be ready to pick you up from Jomo Kenyatta International Airport. The journey to Restart Africa is approximately 2 hours.

### 10. Calls and Data Planning

- Purchase and register for the Safaricom SIM card upon arrival at the airport. You can also do this later after you arrive at restart.
- Ensure your M-Pesa account is updated for financial transactions.
- Consider subscribing to the 1000 shillings' package for two weeks or less, or the 3000 shillings' package for three weeks and above for calls and data.
- 11. **Personal Expenses** Plan to have enough money or funds to cater for your personal expenses including safaris, supplies, personal transport costs, shopping, and souvenirs.

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- 12. **Donations:** Restart Africa is a charitable organization that does not receive government support. We welcome donations in various forms, from stationeries, clothes, shoes, sports and games kits, to sports clothes and equipment. Your contributions will greatly benefit the children we support.
- 13. **Volunteer Handbook:** Please request the Volunteer Handbook from the Volunteer Coordinator. It serves as an initial guide and provides insights from past volunteers, giving you a clear picture of the volunteer experience.
- 14. **Pre-Arrival Contact:** Before you depart for Kenya, ask the Volunteer Coordinator for the contact information of your designated taxi driver. This will help you communicate and familiarize yourself with him, ensuring a smooth arrival and avoiding any inconvenience at the airport.

You are warmly welcomed to Restart Africa, and we sincerely hope that your volunteering experience will be rewarding and worthwhile. We are committed to ensuring your volunteer experience is enjoyable. Feel free to reach out to us anytime for assistance or inquiries. We are here to support you throughout your volunteering journey.

We look forward to welcoming you and your friends to Restart Africa, where your contributions will make a meaningful impact.

Best Regards,

Abdi Wako
Volunteer Coordinator
Restart Africa L. R. O. Roy 150

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