

GHAPE POLICIES

VOLUNTEERS/FELLOWS POLICY

We encourage candidates to take time and carefully read this policy. Because we want your stay in GHAPE to be a memorable event, we urge you to ask questions for clarification before signing the Accommodation Contract. Making a reservation means candidates have read understood and commits themselves to the expectations, opportunities and challenges described in this policy. Because of the increase in the volume of applicants and the limited positions we have in a year, reservation of volunteer or intern position is when accommodation fees is received and a letter of invitation is mailed out. Cancellation of trip after reservation has been made will result in 50% loss of the total accommodation fees paid as cancellation fee. The candidate will bear the cost of sending back the balance.

International volunteers/Fellows

International volunteers or fellows are unpaid foreign individuals who come to work and learn at GHAPE and constitute part of the staff while at GHAPE. To volunteer at GHAPE international candidates:

- i. Will submit resume, statement of purpose and copies of certificates
- ii. Statement of purpose must state in very specific terms what the candidate will do for the organization while at GHAPE and what the candidate will like to know at the end of the volunteer period. Highlight among other things what you intend to do with the experience and how long you intend to stay while specifying start, end dates and your availability for work while at GHAPE
- iii. Selected volunteers will be issued a letter of Acceptance
- iv. Once an accommodation fee is received, the candidate will be sent an invitation letter stating among others things some general information.
- v. Volunteers shall be responsible for their own flight fair, visa fees, air-port tax, local transportation, laundry supplies and accommodation.
- vi. All foreign candidates volunteering at GHAPE will stay in GHAPE provided home stay accommodation.
- vii. Volunteer's time will be split between our multiple offices/branches. The amount of time spend in a branch depends on a number of factors. Placement of volunteers in branches is directed by GHAPE field Manager.
- viii. At the end volunteers will provide a photo of themselves and comments about their experience at GHAPE which shall be posted on our website, put in GHAPE's album or use in other GHAPE activities.
- ix. Volunteers will be given an attestation of service in GHAPE. The attestation will specify volunteer's name and period of services at GHAPE.

INTERNSHIP POLICY

International Internees are foreign students who come to work and learn at GHAPE as part of their academic credit hours. To do internship at GHAPE;

- a. Internees will submit resume, statement of purpose and placement letter from their school.
- b. Statement of purpose must state in very specific terms what the candidate will do for the organization while at GHAPE and what the candidate will like to know at the end of the internship period. Highlight among other things what you intend to do with the experience and how long you intend to stay while specifying start, end dates and your availability for work while at GHAPE.
- c. Selected internees will be issued a letter of Acceptance
- d. Once an accommodation fee is received, the internee will be sent an invitation letter with some general information.
- e. All foreign students will stay in GHAPE provided home-stay accommodations and shall be responsible for their flight fair, visa fees, air-port tax, local transportation, laundry, supplies and accommodation.
- f. Internee's time will be split between our multiple offices/branches. The amount of time spend in a branch depends on a number of factors. Placement of volunteers in branches is directed by GHAPE field Manager.
- g. Interns will provide a photo of themselves and comments about their experience at GHAPE which shall be posted on our website, put in our album or use in other GHAPE activities.
- h. Interns will be given a copy of their evaluation, which shall be signed by the intern and a supervisor
- i. Interns will be given attestation of service in GHAPE. The attestation will specify internee's name and period of services at GHAPE

Description of Accommodation, Activities and Common Practices

To give interns and volunteers an opportunity to live a life different from what they know, appreciate what they have, learn new life or survival skills needed to start real dialogue or discussions on difficulties, differences and biases in our lives, communities and the world; GHAPE organizes its accommodation and activities with this in mind.

"Home-stay" accommodation means living within the premises of GHAPE facility. This furnished accommodation is an independent stay with shared external bathrooms and toilets at the head office and some of the branches. In some of the branches the kitchen could be described as eat-in kitchen where the living-room and the kitchen share the same space or room with no kitchen sink, and all washing is done externally. The beds in most of the branches are queen size and beautiful sofas. This accommodation is independent. Occupants do their own things including: cooking, cleaning, laundry and grocery shopping. Water, electricity and cooking gas bills are included in the charges.

The advantage of this accommodation is that interns and volunteers are where there is plenty of community security in these days of increasing crime wave the world over, in other words GHAPE family. Cameroon still enjoys the merits of community life.

When volunteers and interns' time is split and they have to move between offices for short stay as one day or long stay as a couple of weeks, all the candidate carries are personal belongings. The accommodation fee paid covers all of this forward and backward movement. Sometimes candidates might have to share a room and spent time with families of sick and bereaved borrowers. They might also have to spent time with borrowers celebrating joyful events as births, marriage and other successes. At other times candidates might have to trek even long distances to attain outreach functional trainings when there are no vehicles.

Some other times candidates will have to burn the midnight candle to meet deadlines. They will be call to multi-task at very short notices. Candidates might be call to do work that is not on their initial work plan.

Punctuality, hard-work, team work, respect, jokes, fun, sharing, caring and helping are some of the values practice daily and candidates are call upon to foster this organizational culture while at GHAPE.

Candidates will complete the home-stay accommodation contract and returned it to GHAPE. We advice that once a prospective intern or volunteer start the process the candidate should try to complete it within three weeks. Candidates should send reminder emails if they have paid the accommodation fees and have not yet received an invitation letter.

GHAPE Head office is located on Longla Street adjacent Rendez-vous junction in Bamenda. It might be surprising to know that there are no street or house numbers. Township taxis can be of help. It is advisable to keep in touch for appropriate arrangements to be made.

GHAPE HOME-STAY ACCOMMODATION CONTRACT

Name of occupant (first, last, Middle) _____ Male ___ Female ___

Date of Birth (mm/dd/yy) ____/____/____ ID/Passport/SS# _____

Place issued: _____ Date issued: _____ Expiration Date _____

Address:

Home: _____

Telephone (Home) _____ (Mobile) _____ Email _____

Emergency Contact:

Name _____ Relationship _____

Address _____

Telephone (Home) _____ (Cell) _____ Email _____

Charges:

Unit 1 = \$4.00 per day per person for stay of 91days and above

Unit 2 = \$5.00 per day per person for stay of 8-90 days

Unit 3 = \$8.00 per day per person for stay of 1-7days

Duration of Stay

Arrival date ____/____/____ Departure date ____/____/____

Amount to be paid: _____

Form of payment:

◇Check: Make checks payable and mail to: GHAPE-USA, 215 York St, West Haven, CT 06516

◇Wire Transfer: Wire funds either to (a) or (b) below:

(a) Bank Account #: 385 000 171861; Bank Account Name: GHAPE USA; Routing # 011900571; Bank Name: Bank of America; ABA: #0260-0959-3; SWIFT: #BOFAUS3N; Bank Address: 100 West 33rd Street; NY, NY 10001

(b) Bank Account #: 37310790201-69; Bank Account Name: Grounded and Holistic Approach for People’s Empowerment(GHAPE); Bank Name: Amity Bank Cameroon (PLC); Bank Address: North West Region Bamenda; Bank Swift Code: AMITCMCX; Correspondent in USD: CITIBANK, 111 Wall street No 10043 NY; ABA: 0210000089; Swift: CITI US 33

_____ / ____/____

Signature of occupant

Date

_____ / ____/____

Signature of GHAPE Staff

Date