



## **VOLUNTEER APPLICATION**

Please complete and sign on page 8 and on page 13.  
(Please note that a minimum of one month of service is requested)

### **CONTACT INFORMATION**

Today's date:

Name as you prefer to be addressed (including any nicknames used):

Name as on your passport or I.D.:

Passport or I.D. number and date of expiration:

Country of Origin:

Date of birth:

Complete mailing address:

Telephone and/or cell number:

Fax number, if any:

Email address:

Dates you are available to serve or length of time and time frame:

PO Box 44912 Linden 2104 South Africa • +27 76 731 7248 • [africanhavens@gmail.com](mailto:africanhavens@gmail.com) • [www.africanhavens.org](http://www.africanhavens.org)

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Trust No IT 4129/00 / NPO 052049 / PBO930022212



## **GENERAL INFORMATION**

How did you first learn about African Havens?

Why do you want to volunteer?

What experience do you have in working with:

- Children under the age of three?
- Over the age of three?
- Teenagers?

What do you believe to be the best discipline for children under the age of six?

Are you comfortable working with newborns or will you need some training?

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### **EDUCATION**

Please list places of education, dates, any degrees and honors received:

### **WORK EXPERIENCE**

Please list all non-school work experience for at least the past 10 years (if applicable) or since you were 16, including the place of employment, approximate dates of employment, type of work done, and reason for leaving, as well as details for one person we can contact who was a recent supervisor (preferably email or telephone number).

### **SPIRITUAL EXPERIENCE**

Please describe briefly your salvation experience / relationship with God.

Have you discussed your desire to serve in these projects with your spiritual leaders?  
If yes, how did they respond?

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### **PRIOR MISSION OR CROSS-CULTURAL EXPERIENCE**

Please describe any prior mission experience – including where, when, what you did and which group you served with. What people group (children, teenagers, etc.) did you serve and for how long? Please include any other any cross-cultural experiences.

### **CHURCH LIFE**

Where do you attend church and how long have you attended? If less than two years, please indicate where you attended previously?

Will you have financial and prayer support from your local church?

### **CHARACTER**

Please describe your character and personality, given that we may know nothing about you.

How do you handle conflicts?

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### **SKILLS, STRENGTHS AND WEAKNESSES**

Do you have any skills or training that will be helpful in serving with our projects?

What are your greatest strengths (whether personally or in a team)?

What are your greatest weaknesses/challenges (whether personally or in team)?

### **FAMILY LIFE**

Please tell us a little about your family (parents, siblings, children and yourself including your placement in the order of children).

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Are you living with your parents? If not, how long have you lived away from them?

Please list the places that you have lived since the age of 18:

### **MISCELLANEOUS**

Have you ever had a history of substance abuse? If so, tell us about it. Please remember that this application is KEPT IN STRICTEST CONFIDENCE.

Are you willing to provide (at your expense) reports from a current physical examination by a licensed physician if required to do so?

Do you have a valid Driver's License in your country of residence?

Are you able to drive a manual transmission vehicle (very few cars here have automatic transmission)?

PLEASE NOTE: AS MANY OF OUR VOLUNTEERS DO NOT DRIVE A MANUAL TRANSMISSION, YOUR SERVICE TO THE CHILDREN WILL BE GREATLY ENHANCED IF YOU CAN DRIVE A MANUAL TRANSMISSION AND ARE ABLE TO HELP TRANSPORT CHILDREN TO SCHOOL, CHURCH, DOCTORS, ETC.

Are you willing to drive the children and or staff (noting that the steering wheel is on the right-hand side of the car, that you have to drive on the left-hand side of the road, and we only have manual transmission vehicles?  Yes  Please don't ask!  
Have you ever driven a large minivan or similar vehicle? \_\_\_\_\_

Have you had any accidents or moving traffic violations in the last 5 years (not parking or roadworthy violations)?

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In addition to the cost of (A) your passport, (B) volunteer visa, (C) airline tickets, (D) police report, (E) possible medical exam, and (F) medical insurance, you will have (G) living expenses (please inquire for current estimate), and (H) transportation expenses just the same as you would at home. How will you be funded for your stay here (church support, your own private funds, a sending organization etc.)?

**REFERENCES – PLEASE SOLICIT THREE REFERENCES FOR YOURSELF TO BE SENT TO: [africanhavens@gmail.com](mailto:africanhavens@gmail.com)**

No more than one of your references should be related to you or live with you. These persons should indicate:

- A. How long they have known you and in what capacity.
- B. How they feel you would do representing a Christian organization and living in sometimes tight quarters with other volunteers.
- C. How they feel you would do working with children all day every day.

**EMERGENCY CONTACT INFORMATION**

Who would you like us to contact in case of an emergency?

Name: Relationship to you:

Phone number: Email:

**POLICE CLEARANCE**

Please provide a police clearance from every state or country where you have lived since the age of 18. These forms can either be emailed to [africanhavens@gmail.com](mailto:africanhavens@gmail.com) or mailed to:

David Webb / PO Box 44912 / Linden 2104 / SOUTH AFRICA

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I CERTIFY THAT I HAVE ANSWERED ALL THE QUESTIONS, AND THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE READ AND AGREE TO LIVE IN HARMONY WITH THE MINISTRY'S DOCTRINE OF FAITH (PG 9).

I CERTIFY THAT I HAVE NEVER BEEN CONVICTED OF A CRIME OF VIOLENCE OR OF ANY OFFENSE AGAINST A MINOR.

I understand that as a volunteer of Masiphane Projects, any behavior which may discredit the ministry may result in the program Directors releasing me from the program and from legal oversight (sponsorship of your visa).

SIGNATURE: PLEASE TYPE YOUR NAME AS A SIGN OF YOUR ASSENT (You will be asked to sign this letter upon your arrival.)

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When complete, please email to [africanhavens@gmail.com](mailto:africanhavens@gmail.com) or fax to +27 11 678 3973

*IF YOU FEEL A TELEPHONE INTERVIEW WILL HELP YOU... OR US.... AS WE REVIEW YOUR APPLICATION, WE WOULD BE HAPPY TO SET-UP A TIME... PLEASE ASK!*

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# African Havens International Volunteer Info 2012

We are so thankful that the Lord may be leading you to come and serve the children of South Africa with us! Here is some information that will help you plan your trip and budget for your time with us in Johannesburg.

## TIME EXPECTATIONS

The children who live at Baby, Adler and West Rand Child Havens are usually up by 6am and asleep by 7:30pm. You will have breaks during the day but essentially you are "on duty" whenever the kids are awake. This means that even though there may not be a specific task to do, we are mommies and daddies so the children are our constant concern. You will have one to two days off every week. Besides childcare, being on duty may mean light cleaning, light meal preparation, or changing light bulbs. Basically, come ready to serve!

We ask that you use your laptop after the children are in bed to avoid being distracted from serving them.

## MONTHLY BUDGET

US\$ 225	Food	\$ 25	Cell phone	\$ 100	Car
US\$ 150	Miscellaneous (entertainment, local outings, toiletries, gifts, etc.)				
US\$ 500	TOTAL per month				

- Food: During your stay with us, we ask that you purchase and prepare your own breakfast and lunch meals. Dinner is one of the most important times of the day with our children, so the evening meal is a family affair and will be provided by the ministry.
- Cell phone: Keeping in touch with the other volunteers and people you meet while in South Africa is part of the whole experience! Using a local prepaid service, staying in touch with the leaders and with new friends will be easy.
- Car: The ministry has a car that volunteers may use occasionally. Usage for ministry purposes is covered by the ministry, but we ask that you help pay for gasoline when the ministry vehicle is borrowed for personal use. (Terms and conditions of use will be explained once you arrive.)
- Miscellaneous: It is always good to expect the unexpected! Whether you're asked to join a group that's going to a movie on your day off, or you need to buy shampoo, or you just feel led to bless a stranger on the street, it's always good to make room in your budget for surprises.
- Please be aware that we cannot be responsible for stolen items. Theft is a constant issue in Johannesburg whether at church or ministry or in public. We do not recommend that you bring expensive jewelry.

## Once-off Expenses

- Airfare (you fly to and from Johannesburg's O.R. Tambo International Airport. Try skyauction.com for great rates).
- Health insurance (This is a necessity! Please make sure you are covered internationally on your current plan or buy travel medical insurance before you arrive.)
- Miscellaneous expenses (such as your visa application fee, cost of vaccinations, passport renewal, etc.)

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## Miscellaneous Information

- **Communication:** If you have a laptop please feel free to bring it (with the above warning that we cannot be responsible for theft). The ministry provides internet usage for its volunteers so that they can email, blog, Facebook, and Skype their loved ones. HOWEVER, BANDWIDTH IS PAID FOR BY THE MB SO WE CANNOT ALLOW DOWNLOADING OF I-TUNES, WATCHING YOUTUBE, WATCHING VIDEOS ONLINE OR EXTENSIVE DOWNLOADING OF ANY SORT
- If phoning from a landline is your preferred method of communication, we can also show you where international phone cards can be purchased. Some cell phone carriers in the States also work for texting and international calls from here (though this can be quite expensive).
- **Currency:** Most of our volunteers bring a limited amount of cash into the country to convert to Rand. The most common way to pay for goods in South Africa is to use an ATM card to withdraw cash. Some volunteers also use credit cards in larger, more reputable shops for more expensive purchases. With most banks, fees are applied to these international transactions.
- **Transportation:** Here in South Africa, most of our cars are manual (stick-shift). If you're here for an extended period of time, it would be a good idea to learn to drive one! Also, please get an international driving permit from your local AAA office or from AAA.com. WE REQUIRE US CITIZENS TO HAVE THIS INTERNATIONAL PERMIT.
- **Weather:** Most people tend to think that because South Africa is on the African continent, it is always hot here. Please note: winters in Joburg (JUNE-AUGUST) can be quite cold! Make sure to check the weather before you arrive and pack accordingly. There is no central heating and rooms are chilly.
- **Travel:** In addition to the basic expenses, the volunteers who are here long-term recommend that you bring money to explore a bit of South Africa before making the long journey back overseas. Trips to popular spots like Cape Town or Kruger National Park can be planned for between US\$700 and US\$1000.

## SOME THOUGHTS ON ELECTRICAL APPLIANCES... WHAT TO BRING AND NOT TO BRING

- BRING A LAPTOP - You'll find that almost all laptops (on the little transformer box attached to the cord) say 120 to 220 V. That means you can use it in the U.S. (110V) or here (220V). This is called dual voltage. You need an ADAPTOR (to change the plug end to fit South African outlets) and NOT a TRANSFORMER or CONVERTER (which transforms or converts the South African 220 power to 110). You can buy the adapter easily here for \$7.
- BRING SMALLER APPLIANCES WITH SMALL CONVERTERS. Smaller appliances like walkmans are usually NOT dual Voltage (110 to 220) and NEED a small plug-in converter or transformer from Circuit City to convert 110V to 220V.
- DON'T EVEN THINK OF BRINGING A HAIR DRYER. In general don't bring any American (110 V) appliance that requires more than 200 WATTS. Even then, you'll need to buy a transformer to plug it in and unless it's small enough to take the cheap Circuit City Transformers, it can be very expensive to buy that transformer. Do not bring a U.S. (110V) hair dryer unless it has a setting to change it to 220V (The Transformer big enough to convert hair driers would be several hundred dollars). Plan to buy a cheap hair dryer here (\$30). Curling Irons are also iffy unless you can find one under 200Watts (I don't even know if that's possible as I don't use a curling iron ☺)

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## **GIVING GIFTS**

You may have the resources to bless people and your heart to serve the children may well extend to a desire to bless the paid staff at the projects.

In your giving, a tendency to favoritism may seem unavoidable. Yet there is little that will cause more strife in a project than one staff member getting a blessing when others do not. A gift made to one staff member has frequently resulted in weeks of chaos as others battle anger, bitterness and a belief that they were treated unfairly.

It is a common cultural belief that we all do the same work and must go home with the same reward. The permanent staff is left to pick up the pieces when shorter term volunteers leave unequal gifts to staff members.

So because of this we ask that:

- a. Gifts must be the same or very similar for all staff members.
- b. Gifts of cash should never exceed R200 unless you have discussed your gift in advance with the Project Director or the Masiphane Directors.

## **Your Need for Emotional Support**

It is normal and natural to have issues to work out when you are thrown into a new work environment, a new culture and a new set of relationships all at once. You will feel stressed and some of your stress will relate to the people you work with and/or the project you are serving. It is good to identify a counselor early on, as you may not feel able to share your thoughts with the staff you work with or even the Directors.

We urge you to take advantage of the many pastors on staff at His People church. There are numerous pastors available and you will meet them at the Sunday service and at Tuesday morning Chapel service. Please approach one as and they would be happy to meet with you. May we recommend that you consider approaching the Pearces or Shippeys or Gossmans or Lerefolos or Margie Robinson or the Malabas.

We caution you to choose a counselor carefully, share your feelings completely and pray through any advice you receive. Please do not begin counseling with more than one pastor. This is a poor use of the pastors' time and a potential frustration to pastors who are working hard to help you sort through issues only to find that they are repeating the efforts of others.

In all cases, avoid a critical attitude. You are representing a ministry that many have sacrificed to raise up. To respect their efforts and the church that sponsors these homes, be a supporter in public and share your concerns and disappointments in private.

As a volunteer you represent not only the organization or individuals who sent you, but you represent African Havens, Masiphane Projects and its team. We ask you to understand that your behavior, your words and your actions reflect on us all. In very rare situations the Trustees have directed that a volunteer's term of service be ended. This may be in response to significant lifestyle choices inconsistent with Christian ministry or for serious negligence or inappropriate speech or actions within your work. In all cases, our hope is that love and patience will guide these situations and will bring resolution before a parting is needed. We ask you to understand that your service, as that of all the staff members, is under the direction of the Masiphane Projects Board of Trustees.

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## **LEAVE**

Volunteer staff who are serving for more than 18 months are understood to need 4 weeks of leave per year for the purpose of support raising. We ask that such leave be requested 90 days in advance.

Volunteer staff are expected to take no more than 1.5 days leave for every month they serve, in addition to their 1 to 2 days off per week. We ask that such leave be requested 30 days in advance.

Community Development Programme Trust

# **HAVENS CAR POLICY**

(Revised JULY 2012)

## **USES**

The priority use for the Havens car is:

1. Transporting babies and children as needed.  
ALL CHILDREN UNDER THE AGE OF 4 MUST BE IN A CAR SEAT. CHILDREN AGE 3 AND ABOVE MAY BE IN A BOOSTER SEAT. THIS IS AN EXPECTATION OF CHILD WELFARE SOUTH AFRICA.  
CHILDREN UNDER 23 KG may NOT BE IN THE FRONT SEAT – THE MOST DANGEROUS SEAT IN THE CAR ACCORDING TO STATISTICS.
2. Havens' needs (shopping, transport of staff and visitors, court appts., medical care, etc.)
3. Personal use by Havens' staff during their off hours

Although the ministry's need for the vehicle is somewhat predictable, occasions may arise when a staff member who was given permission to use the vehicle for personal use will find the vehicle is unexpectedly needed for a ministry need. While this would be an unusual occurrence, we must all understand that the vehicle is first for the ministry's needs and must all be willing to adjust plans and accept those needs as priority.

## **POLICIES**

Regarding use of the Havens car:

- All staff will log their mileage and reason for their trip in the book in the vehicle at the beginning and end of their trip.
- Transportation for personal use must be paid for per kilometer according to current AA rates.
- Staff members using the vehicle for personal use when damage to the vehicle occurs agree to pay the full deductible ("excess"). It is understood that this deductible is irrespective of who was at fault.
- Personal use is only within 15 kilometers of Baby Haven (includes Westgate, Rosebank, University of Johannesburg, Wits, Melville) or Child Haven (includes Clearwater Mall) or Adler Haven.
- Permission of Managers is required to drive more than 15 kilometers from the Havens for personal use.
- A special request to the Managers is required for nighttime use after 9 PM.
- The car may not be driven to informal settlements or high risk areas except during daylight hours and by prior special request to the Managers.

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- Staff will pay Managers for personal use within 7 days of a new month for prior month.
- To avoid misunderstandings, please let the Managers know when you will regularly ask use of the vehicle for personal use and as far in advance as possible for one-time needs.
- If the car breaks down, call Auto & General (phone number in the glove box and on the windscreen) as our policy includes free towing. Have the vehicle towed to the nearest garage but if there is a choice (there may not be if the car is far from the Havens homes), have them tow it to “THE WORKSHOP” next to the BP on 14<sup>th</sup> Street, Fairlands, next to the BP garage (011-476-6199). The exception is the Toyota Avanza 2011 that must be towed to the nearest Toyota dealership.
- Staff must provide a valid driver's license photocopy to the Managers and sign this document before using a vehicle for the first time. A valid license is either a South African drivers license or an “International Drivers Permit” that can be had from the USA-based AAA.com This is different from the “International Drivers License” that is sold by many private companies and has no legal standing. Volunteers from other countries should enquire at the South African Embassy or consulate in your country for valid int'l options to your local drivers license.
- You are responsible for any traffic fines you incur while operating any of these vehicles.
- ”Staff” includes volunteer and paid staff.

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Staff Member “Seen and Agreed”

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Date

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