



Volunteering at the Viva Foundation of South Africa - Info Pack 2018-2019



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This Info Pack for persons interested in volunteering for the Viva Foundation of South Africa provides the reader with a concise history and profile of the organisation and gives a brief overview of the vision, mission, goals and objectives and how these are realised by the in-field activities and strategies that have been developed and are being carried out presently. The Info Pack also provides details of Volunteer Opportunities, requirements and Frequently Asked Questions as well as Application Forms for local and foreign volunteers.

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1. EXECUTIVE SUMMARY

The Viva Foundation of South Africa was founded in 2007 by Leon and Meleney Kriel, social activists with decades of experience in the NGO and corporate field. Their aim was to **alleviate poverty and promote Christian family values**. Leon drew from his research and belief in the effectiveness of a 'City of Hope' style approach, namely to establish a highly efficient service centre right in the midst of a poverty-stricken area and Meleney developed the philosophy around the 'Viva Kids' approach to care and invest into Orphans and Vulnerable Children, viewing them not as a liability, but a valuable resource.

Viva was built by Volunteer Hands and the organisation only appoints staff from its volunteer corps. Everyone presently working for Viva (including the founders and top management) has worked for Viva as a volunteer once.

In September of 2009 the first **Viva Village** was launched in the Alaska Informal settlement and became a hub for services provided not only by Viva, but also by partner organisations. Viva's Primary Activities are divided into four focus groups:

1. **Children** - Our programmes aimed at under 18's: Early Learning programme, Independent School, Orphans and Vulnerable Children, Sport, Youth etc.
2. **Poverty Alleviation** - Skills Development, Enterprise Development, Job Creation etc.
3. **Art** - Township Art Festivals, workshops, Living Art Gallery, Music and the performing arts (poetry, drama etc.)
4. **Sexual Violence Prevention & Response** - Advocacy, Information campaign, training etc.

There is very high programme integration between the different focus areas, e.g. the Arts are also reaching the children and we want to use art as a tool of therapy for the Rape Response programme etc.



Viva works at:

- The Viva Village, Mamelodi East, Gauteng
- The Viva Connect Sharehouse, Refilwe, Gauteng

The Viva Foundation e.V. in Germany is a registered Non-Profit Organisation, but does not have a specific office, or centre.

2. VISION

The Vision of the Viva Foundation is to be instrumental in the transformation of informal settlements and other high-priority poverty areas into stable and economically viable communities that provide young and old with opportunities for education, employment, business and recreation.

3. MISSION

The Mission of the Viva Foundation is to establish a service hub in vulnerable, high priority poverty areas, such as informal settlements, slums, rural areas and inner-cities, named the Viva Village, as a hub and a platform from where Viva and other partners can meet the felt and expressed needs of that community.

4. VOLUNTEERING

There are a variety of opportunities to suit every volunteer in The Primary Activities of the Viva Foundation of South Africa as well as the Support Services. Short term (few days/weeks) or long term (months or years), sporadic, full-time, or once-off...there will always be place to accommodate volunteers at Viva.

4.1 PRIMARY ACTIVITIES

4.1.1 CHILDREN

4.1.1.1 NEED AREA: Orphans and Vulnerable Children & HIV/AIDS

GOAL: Strengthen the capacity of the underprivileged families to care for orphans and children made vulnerable by HIV/AIDS through home-based care and providing accommodation to OVC in crisis. *(Viva adopted the Millennium Goal for OVC)*

ACTIVITIES & PROGRAMMES:

- Home-based Care for selected Vulnerable Families
- Family Day for Orphans and Vulnerable Children
- Monitoring, Evaluation and Care Management

- Programme integration with all other Viva Initiatives

4.1.1.2 NEED AREA: EARLY CHILDHOOD DEVELOPMENT

GOAL: Provide the best possible quality Early Learning, Day Care and Pre-School experience with the Viva Kids ECD programme and SOUNDS literacy programme.

ACTIVITIES & PROGRAMMES

- **The Viva Kids ‘Stations of Learning’ programme** (Children in informal settlements have been found to be behind in school-readiness as a result of a lack of movement and mental and social stimulation. At Viva Kids each developmental challenge is met a station, e.g. numeracy, literacy, fine motor skills, large motor skills etc. Children move from ‘station to station’ over an elaborate jungle gym, as opposed to staying in one class.
- **SOUNDS Literacy Programme** effectively incorporating phonetic learning with visual and sensory perception in English literacy.

4.1.1.3 NEED AREA: INDEPENDENT (PRIVATE) EDUCATION FOR UNDERPRIVILEGED CHILDREN

GOAL: To turn the tide of poverty by providing independent, private education to underprivileged children in informal settlements and rural settlements, with quality curriculum, facilities and qualified educators.

ACTIVITIES & PROGRAMMES:

- Build facilities that are flexible and can adapt to the instability of informal settlements namely to convert shipping containers into school classrooms
- Start each school with the compulsory Grade R and roll out another Grade, year by year. (Presently the Viva Village Independent School, Mamelodi East is the only one of its kind and Grade 3 will be rolled out in 2017)
- Keep classes small and use the highest quality academic standards and curriculum
- Add Sport, the Arts and Technology to optimize the opportunity

4.1.1.4 NEED AREA: YOUTH DEVELOPMENT – VIVA SWITCH-ON YOUTH

GOAL: To provide peer-learning and effective after-school care and youth development to secondary school learners.

ACTIVITIES & PROGRAMMES:

- 3 afternoons per week – learning-to-learn (peer learning) sessions at the Viva Village, Mamelodi East

- 1 afternoon per week – drama, art, music programme of the learners who attend the peer learning sessions.

4.1.2 POVERTY ALLEVIATION

4.1.2.1 NEED AREA: SKILLS TRAINING

GOAL: Provide skills training to teenagers and adults in order to equip them to find meaningful employment and enable them to maximize their income generation potential.

ACTIVITIES & PROGRAMMES:

- Provide Training in employable skills e.g.
- Computer literacy
- Clinical Thermography
- Crafts (Sewing, beading, crochet & knitting)
- Provide Training in Business Development
- Basic Bookkeeping
- Financial Management etc.
- Personal Finances (short courses)

4.1.2.2 NEED AREA: ENTERPRISE DEVELOPMENT

GOAL: To strengthen entrepreneurial management skills through capacity building and training resources that foster adoption of good workplace practices in micro- and small enterprises and in support of the Millennium Goal to co-operate with the private sector, to make available the benefits of new technologies, especially information and communications (increase the number of computers per 100 people and increase the number of people with internet access).

ACTIVITIES & PROGRAMMES:

- Assist, facilitate and support Business Start Up
- Establishing Business and ICT Centres in disadvantaged communities



- Establish a Viva Business Forum in communities around the Viva centres



4.1.3 ART

NEED AREA: PROMOTING THE ARTS IN UNDER-PRIVILEGED COMMUNITIES

GOAL: To promote the Arts in underprivileged areas, in order to expose young people to the opportunities in the Arts through mentorship, to visually transform the informal settlements with art and to stimulate the economy of underprivileged areas through the arts.

ACTIVITIES

- **Viva Township Art/Shacks** – Creating the world’s first living art gallery by transforming neighbouring shack-homes around the Viva Village into works of art, to attract visitors to the area, creating business opportunities for residents and patrons to the V-mart and V-food establishments
- **Music tuition** – provide music lessons to underprivileged children at the Viva Village
- **Art tuition and mentorship** – provide exposure to renowned and talented artists at festivals and workshops
- **Programme Integration** – provide art for business start-ups; integrate art into Rape Response programme and other Viva initiatives.

4.1.4 SEXUAL VIOLENCE PREVENTION & RESPONSE

NEED AREA: PREVENTION OF RAPE AND GENDER-BASED VIOLENCE AND APPROPRIATE RESPONSE

GOAL: The programme has 2 main focus areas: **SAPRI (panic buttons and community response) and the info poster & booklet “Rape Response Protocol)** The SAPRI System has as its primary goal the prevention of rape and domestic violence and as secondary goal, the appropriate response. The Rape Response Protocol Initiative is aimed at informing the public and survivors of rape, what the appropriate first steps are and provide an overview of

the process from incident to guilty verdict. Ultimately to assist and encourage survivors of rape, to understand that the process involves several phases and that it is in the interest of justice and in their own interest, that they remain in that process till the end.

ACTIVITIES

- **Distribute the information about “incident to guilty verdict” in the form of an Info-Poster** describing the different stages of appropriate rape response, from the incident, to the first steps, through the investigation process to the trial and ultimately sentencing of the rapist. The poster also provides information on what rape is and why it is important to lay charges and pursue the process of justice until the rapist is found guilty.
- **Support the poster with a booklet** explaining in more details the points highlighted on the poster. Presently the booklet is only available on-line on the Viva website, but as funding becomes available, it will be offered in print form as well.
- **Roll-out of the initiative with training and speaking engagements** – training trainers and presenting information at schools etc.
- **Train community respondents in the following subjects:**
 - Rape Response Protocol
 - Court Procedures
 - Rape Specific First Aid
 - Counselling a Rape Victim
 - The rights of a Victim
 - The SAPRI System
- **Deploy panic buttons in vulnerable communities to households at risk**
- **Establish a counselling office in the community with a trained social worker**



4.1.5 OTHER INITIATIVES

NEED AREA: EVENTS

GOAL: To stage and manage events for fundraising purposes in order to ensure the sustainability of the different Viva project.

ACTIVITIES

- Event Management
- Marketing & Advertising
- Permitting, Supply-Chain management
- Sound & Lighting
- Vendors, Suppliers, Exhibitors and Sponsors
- Event Staffing HR Management
- Other relating Events Activities

NEED AREA: PREVENTATIVE COMMUNITY HEALTH CARE – SPECIFICALLY BREAST CANCER

GOAL: To establish a model of Preventative Community Health Care in the area of Breast Cancer Awareness and Prevention, through Clinical Thermography scanning, training- and deploying clinical Thermographers and conducting Breast Cancer- and Breast Health Awareness workshops.

ACTIVITIES

- Breast- cancer and Breast health support groups, awareness- and teaching campaigns.
- Breast Cancer Prevention Campaign using Clinical Thermography. Viva is partnering with the Cornerstone Group in order to promote Clinical Thermography as an early screening tool, particularly in underprivileged communities.

4.2 SUPPORT SERVICES

4.2.1 FARMING FOR FOOD SECURITY

GOAL: To provide vegetables, meat and milk to the Feeding Scheme.

ACTIVITIES & PROGRAMMES:

- The farming project is at the Viva Connect, Cullinan
- Vegetables and Permaculture

- Poultry
- Milk Cows and Sheep

4.2.2 NEED AREA: SERVICE CENTRES

GOAL: Build, equip and operate Viva Villages in high priority poverty areas as service centres for Viva and other service providers to meet the felt and expressed needs of the communities and provide a focal point for transformation.

ACTIVITIES & PROGRAMMES:

- **The Viva Village**, Alaska Informal Settlement, Mamelodi East, Pretoria RSA
- **The Viva Connect Enterprise and Communication Centre**, Refilwe, Cullinan RSA

4.2.3 ADMINISTRATION AND MANAGEMENT

GOAL: Administration and Management systems are in place and strive to attain industry best practices in all areas of Support Services and Management

ACTIVITIES:

- HR – Human Resources Management, Training, Staff Wellness, Work-flow management and Volunteer recruitment and management
- Financial – Bookkeeping, filing etc.
- Marketing – Social Media, Media, Website, Events Management etc.
- Donor Relations – Sourcing and introducing possible funding opportunities, researching donor requirements and application processes, compiling supporting documents etc.
- General administration – Filing, typing etc.
- General assistance – Cleaning, cooking, purchases, deliveries etc.

5. VOLUNTEER REQUIREMENTS

GENERAL REQUIREMENTS FOR ALL VOLUNTEERS

Minimum Age	16 Years – Individuals & Unaccompanied Persons, Groups etc. Under 16 Years – only in groups or with supervision e.g. school groups/families
Health	Able-bodied, fit and healthy. Minor ailments, or chronic conditions such as asthma, should not be a problem as long as the volunteer takes care of his/her own medication and health needs. Each person should evaluate how much physical, mental and emotional strain he/she is able to bear and consider that some of work might be more demanding than he/she is used to in the normal course of their day, or by opting for Support Services e.g. Administration
Term	Sporadic, Once-off e.g. Events, Outings with children etc. Volunteer Camps – from 1 week etc. Short Term – a few weeks Medium- and Long Term – a few months – on-site or off-site e.g. foreign volunteers visiting Viva for a few months and staying at the Viva Village, or Viva Sharehouse, or foreign and local volunteers giving perhaps one day a week of their time off-site (at their own home) over a long period of time, to perform a specific duty.
Expertise	Medical, nursing, building, electrical, plumbing, masonry, farming, teaching, administrative, organisational, artists, musicians, etc. would be helpful, but unskilled labourers are also welcome to apply
Education	O or A levels (Grade 10 or 12)
Religion	Viva is a faith-based organisation, promoting Christianity, but anyone respecting this view and being comfortable cooperating with the organisation's Vision and Mission, is welcome.
Personal	Unwise personal choices and habits, such as crime, drug- or alcohol abuse etc. would make an applicant unsuitable for consideration in the volunteer programme. You will not be allowed to smoke at the Viva Village or inside & near buildings at the Viva Sharehouse.
Child Protection Policy	All volunteers will be required to study and sign the Viva Child Protection Policy and volunteers coming in direct contact with children will be required to provide an affidavit that there is no known impediment to them working with children. E.g. for South Africans, that their names do not appear on the B-Part of the Child Sex Offenders register and for foreign volunteers that they have never been charged, nor have committed a crime against a child. Persons transgressing against this requirement, or providing false information make themselves liable to prosecution.
Cost	In addition to own transport to & from Viva: Accommodation, Incl. Electricity and Utilities, 3 meals per day and transport to work: South Africans: R 4 000.00 per month. Foreigners: USD 450/€ 400 per person per month. All Leisure activities will be for the volunteer's own cost, even when with the Viva Staff e.g. at Restaurants. Viva can arrange other activities e.g. Kruger Park trip but all cost of trip plus Cost of Organising is for the Volunteer's account. Once-off of Short Term: Admin Fee of R 50 per person per day incl. meal & beverages.

GENERAL REQUIREMENTS FOR ALL VOLUNTEERS

Cost, cont. Short-term volunteer camps for u. 18 year olds are possible, during Winter and Summer holidays, but costing will be calculated depending on the group-size, activity and venue.

It is a fundamental principle that NO volunteering activity may generate costs to Viva, as the organisation works strictly with donated funds and funding to accommodate volunteers is not available. All funding is earmarked to specific projects, including orphan care, education, poverty alleviation etc.

Supplied by Sporadic/once-off e.g. events etc. meals and beverages (coffee/tea/water)

Viva Locals Medium- or Long-term volunteers staying at the Viva Sharehouse* and paying: Meals and beverages, transport and accommodation

Supplied by Viva Foreign volunteers: Collect from Airport/Station where applicable, assistance with visa requirements e.g. invitation letter. Full Board & Lodging plus transport to work.

***Accommodation at Viva Sharehouse** There is limited space at the Viva Sharehouse and volunteers will be accommodated on a first-come, first serve basis. Volunteers who have paid their deposit will be accommodated first. Persons of the same gender might be required to share accommodation with others and if possible couples will be accommodated in a double room, IF AVAILABLE. There is an option to out-source accommodation if the Sharehouse is full, but if this will have a cost implication, the additional costs (lodging and transport) will be for the account of the volunteer. There is an option to stay in a tent (your own) during the summer months.

What to bring with Medium- and Long-term volunteers must bring comfortable clothing, work clothes and remember that it gets very cold in the winter months.
Tent, sleeping bag and pillow may be needed depending on work venue and if you go camping, e.g. to a National Park.

Duties Volunteers will be called upon to do various tasks at the centre and/or events and any related work. In addition to the work duties, it will be expected of volunteers to take part in household duties e.g. cleaning living spaces at the Sharehouse, helping to prepare the meals, doing their own laundry etc.

Internship and Practical experience It is possible for students from overseas and local universities, to do their internships and practical work at Viva. Education students will be able to assist in the Independent school and be overseen by qualified teachers, as well as students studying social work. Due to our relationship with the University of Pretoria, other oversight is also available to students.

Compliancy Volunteers are required to comply with Viva regulations and instructions of managers and staff appointed over them. Cooperating with other volunteers, team and managers is important to the organisation's operations. Being flexible and uncomplicated will help in keeping a pleasant work environment for all. Volunteers that are not compliant, do not cooperate, or are found misbehaving or bringing the organisation into disrepute, will be asked to leave, without compensation, or refunds.

Risk Volunteers take part in the programme solely at their own risk. The Viva Foundation of South Africa, its associates, management, staff and board members and any other partners and other service providers, will not be held liable for any loss, injury, or damage to property, health or of life. The application process is initiated by the volunteer with this understanding and his/her application is seen as an acknowledgement and agreement. Volunteers causing damage to property will be required to replace it, or pay for repairs.

6. FREQUENTLY ASKED QUESTIONS

6.1 Q: What kind of volunteer activities are available?

Answer: **Once off/Periodic** Events such as the Viva Family Day for Orphans and Vulnerable Children, Mandela Day, outings, The Township Art Festivals etc. offer many opportunities to local volunteers who wish to offer once-off or periodic service.

Short, Medium- or Long term It is also possible for South African volunteers to get involved on short-term basis or longer. Holiday volunteer camps are arranged from time to time and are advertised on the Viva website and Facebook page.

6.2 Q: Who may volunteer?

Answer: Due to the varied programmes and needs of the centres, it is possible for just about anyone to volunteer. Even persons, who are not physically strong enough to build or garden, may have the patience and mental capacity to help children with their homework, or assist in administration. In addition to skilled persons, such as nurses, doctors, builders and artisans, we could use the help of any individual, who wishes to get involved. Please keep in mind that, most of the work will be physically demanding although rewarding.

6.3. Q: Do I get paid for the work, or do I get reimbursed for expenses?

Answer: All volunteers assist Viva complete at their own risk and there is no reimbursement of travel expenses or any costs. There is no payment offered and Viva cannot incur costs associated with volunteering. In the unlikely event of a volunteer wishing to cut his/her time short, for whichever reason, or if a volunteer is asked to leave due to poor behaviour, only unapplied costs will be reimbursed. (Explanation of unapplied costs: Costs of transport, accommodation and meals are usually amounts that are spent in advance and cannot be refunded. Particularly in the light of the fact that accommodation is limited and another volunteer may have wanted to take advantage of the available accommodation, it may not be possible to refund accommodation of a month that has already started.)

6.3 Q: What kind of accommodation is available and are there specific regulations?

Answer: Viva Sharehouse: There are rooms at the Viva Sharehouse designated for volunteers – in the main house [1 double room], volunteer house [7 persons in 3 bedrooms] and also in a caravan and on site in own tent, where applicable.

Accommodation at the Viva Sharehouse is for bona fide volunteers and interns and cannot be offered free of charge, or for payment, as a housing option. **Volunteers living at the Sharehouse, or anywhere at a Viva centre, will be required to work full-time as a volunteer.**

It is possible, for short term volunteering and groups, to **camp** at the Sharehouse or to sleep at the Viva Village in **classrooms**. A small fee may be required, if we have to appoint security and if it is a big group that will require cleaning. Gas for cooking, wood for fires etc. will be charged to the group. Meals can be provided at a nominal fee, or groups can bring their own food (Viva Village). Volunteers must bring their own tents, sleeping bags, pillows, towels etc.

The Viva founders, Leon and Meleney Kriel, live at the Sharehouse with their family and Viva's offices and workshop etc. are there too. Not everyone lives at the Sharehouse, but the office staff comes in most days. You will be required to take your share of housework e.g. cooking and cleaning, as everyone does at the Sharehouse.

You will be able to do your laundry and the accommodation has all amenities that you will find elsewhere as well (electricity, hot water, cell phone reception etc. When (if) we go on a camping trip, that will not be the case.

6.4 Q: Will there be leisure time and possibility for outings and trips?

Answer: Yes. Unless there are specific events on weekends, the Viva Team usually operates from Monday to Friday. Volunteers will usually have weekends free as well. Foreign volunteers must consider that there is not a well-established public transport network as in Europe, so they may look into renting themselves a small car on weekends for their own leisure outings. The Viva Sharehouse Refilwe is about 15+ km from main shopping malls and there are grocery stores, a video rental, small restaurants about 2 km from the Sharehouse.

Viva Team often spends time-off camping at one of the National Parks e.g. the Kruger National Park (350+ km away) or Marakele National Park (250+km away). The Golden Gate Highlands National Park is also about 350 km from Pretoria, but other safari parks and hiking/camping opportunities can be found in a 100 km radius. If such a trip falls within a volunteer's visiting time, the possibility will present itself for him/her to join on such a trip at his/her own expense. Camping/Travel/Food costs will be shared between those going.

6.5 Q: What will my daily work-plan look like?

Answer: Depending on what you want to do, are able to do, or have signed up for, you will be assisting Viva in the usual operations as described in the section on the Primary Activities. There will be supervision and clear instructions.

Whether or not you come during school holidays, will determine, or influence the kind of duties. During the December holidays, (our summer holidays) there are little activities at Viva. There are usually a lot of events and activities toward the end of the year, into the first week or two of December, followed by a quiet time in which most of the Viva staff are on holiday. Viva usually does not accommodate volunteers during the December holidays.

During the Easter period and the June/July holidays, there are fewer children at the centres, but usually they remain open, except for the Easter Weekend.

6.6 Q: What is the weather like in South Africa?

Answer: Depending on where you will be working, the weather can be very hot in summer (35+ degrees Celsius) and very cold in winter (-2 degrees Celsius in the mornings and at night). In winter, the weather may warm up during the midday to about 15+ degrees and then cool down again at night.

South Africa enjoys summer rain over most of the country, but winter rain in the Cape.

There is no central heating or double-paned windows, so winter will be very cold, even for Europeans. We had snow in winter over most of the south and central parts of the country during the past years. However, if work takes you to the North-Eastern or Eastern part of the country, winter will be very mild with temperatures of up to 25 degrees Celsius in the daytime and only slightly chilly at night and during the early morning.

6.7 Q: Is there telephone and internet service?

Answer: In most parts of the country there is cell-phone coverage and you could purchase a pre-paid SIM card for your phone.

South Africa has very high internet costs and there is no flat-rate internet access at Viva. You will have to bring your own internet dongle and purchase your own pre-paid data. Depending on how much data you purchase, it costs between € 10 for 1 Gig and € 50 for 10 GB. You will not be able to use the Viva WIFI for personal use.

6.8 Q: Where will I take my meals and what will I be eating?

Answer: We have our meals together at the Sharehouse and accommodation, food, utilities, washing and transport to and from Viva or trips to town, are included in the price you will pay per month. If we go to restaurants or the movies etc. everyone pays their own.

The diet at the Sharehouse is 'normal', or basic (vegetables, potatoes/rice/pasta and meat with fruit, juice, coffee, tea etc. and either toast, eggs or porridge/breakfast cereal/muesli for breakfast). If you are a vegetarian you will have to make sure you get enough protein replacement (legumes/nuts etc.), or if you have other difficult dietary requirements, you will have to make sure you take care of it yourself.

If you stay at the Viva Village in Mamelodi East, you will have meals with the staff and the children. The meals are a little simpler as a result of the lack of electricity and refrigeration. Soft porridge for breakfast and maize porridge (similar to Polenta), pasta or rice with stew (soya mince & vegetables) is on the menu. In the township you may purchase traditional African dishes from vendors, if you wish.

6.9 Q: What kinds of immunisations will I need and what are the Visa requirements?

Answer: You will have to inquire about immunisations and visa requirements from your travel agency in your own country, as it differs from country to country. Citizens of many countries can come into the country on a free, three month visitor's visa, but you should contact the South African embassy in your country for specifics.

6.10 Q: Will I need malaria prevention?

Answer: Only some parts of the country (North East e.g. very high up in the Kruger National Park) is malaria-area and we will not be going to these parts. Pretoria, Gauteng and the Western Cape are NOT malaria areas. If you are worried about Malaria, in case we go to the Kruger National Park, you can purchase Malaria tablets here, or in your own country. Having said that, you are responsible for your own health care and we cannot take responsibility. It must be said though that the Viva staff travels to the Kruger Park from time to time and none of us take malaria tablets.

HOWEVER mosquitos are very annoying and a topical repellent is useful against bites and will likewise protect against malaria, if you should be in a malaria area.

6.11 Q: How will I get hold of cash?

Answer: You may bring Euro or US Dollars etc. with you (if you are from another country, check with the South African embassy in your own country) and you can also bring traveller's cheques. If you do, it is best to exchange it at the airport when you land, as the smaller towns and centres do not have FOREX offices. In Pretoria you will find Foreign Exchange offices at some of the banks in larger shopping malls. You can also draw cash from Automatic Teller Machines that are available everywhere, with your Visa Card.

6.12 Q: How and when must I pay my costs to Viva?

Answer: Cost structure:

South African volunteers staying at the Viva Sharehouse pay R4 000.00 per month each or R200.00 per day for Accommodation, utilities, meals and transport. Registration fee of R500.00 is included in the monthly fee, but non-refundable.

Foreigners staying at the Viva Sharehouse pay USD 450/€ 400 per month or USD 150/€ 120 per week. A € 100 or US\$ 150 registration fee is included, but non-refundable.

Please pay the registration fee, as soon as you are sure you want to come and after confirming your visit per email with Meleney Kriel (meleney@viva-sa.co.za). This will be an inclusive and non-refundable registration fee. Particularly as space at the Viva Sharehouse

is limited, this is important to secure your place. As soon as you have booked your flights you can pay a 50 % part of your fee and the balance prior to your arrival.

The Viva Bank Account details are:

Bank Name	First National Bank
Bank Swift Code	FIRNZAJJXXX
Account Name	Viva Foundation
Account Number	62248843270
Account Type	Cheque (Current)
Branch Name	FNB Olympus Plaza Branch
Branch Code	258155
Reference	Your initials and surname + volunteer
Bank Address	Corner Hans Strydom and Haymeadow Drive Faerie Glen 0081, South Africa
Bank Telephone	+27 12 809 9040

Viva has a bank account in Germany. Please contact us for the details.

7. WEBSITE AND CONTACT DETAILS

Website: www.viva-sa.co.za

Facebook Group: <https://www.facebook.com/groups/VivaFoundation>

Facebook Page: <http://www.facebook.com/viva.village>

Twitter Account: @viva_sa

Physical Address: Viva Village, Alaska Informal Settlement, Mamelodi-East Gauteng RSA

Postal Address: Postnet Suite 8, Private Bag X1, The Willows, 0041 RSA

Tel +27 (0)79 635 2964 Fax +27(0)86 634 3386 Email: info@viva-sa.co.za

PBO 930024128 (Public Benefit Organisation) NPO 094-301 (Non-Profit Organisation)

Appendix A – Application Form South Africans

Download and send from http://www.viva-sa.co.za/media/viva_L_Volunteer_Form.pdf

Appendix B – Application Form Foreigners

Download and send from http://www.viva-sa.co.za/media/viva_I_Volunteer_Form.pdf

Appendix C – Organisational Profile and Contact Details

REGISTRATION NUMBERS	PBO 930024128 (Public Benefit Organisation) NPO 094-301 (Non-Profit Organisation)
CEO VIVA FOUNDATION	Rev. Meleney B. Kriel Tel +27 (0)79 954 4426 meleney@viva-sa.co.za
DATE FOUNDED	24 APRIL 2007
DATE REGISTERED	18 OCTOBER 2007
OFFICE	Telephone +27 (079) 635 2964 Fax (086) 634 3386 Postnet Suite 8, Private Bag X1, The Willows 0127, South Africa
AUDITORS	STRACHAN & CRAUSE
BANK ACCOUNT	FIRST NATIONAL BANK OLYMPUS PLAZA BRANCH CODE 258155 AC NR 622 4884 3270 SWIFT CODE FIRNZAJJXXX

Appendix D – Indemnity Form Volunteers

(If under 18 Years of Age – must be signed by Parent/Legal Guardian)

Name: _____

ID/Passport Nr.: _____

Address: _____

Telephone: _____

Email: _____

Nationality: _____

Period of Volunteering: _____

Parent/Legal Guardian Name: _____

(If under 18 years of age)

I, the above mentioned volunteer/parent/guardian of the above mentioned volunteer, hereby agree to indemnify, keep indemnified, and save harmless the Viva Foundation of South Africa, , its leadership, affiliates, third parties and everyone associated with the organizing, sponsoring and staging of the above mentioned volunteering time/event, from providing surety, responsibility and or claims against any and all demands, liabilities, costs, penalties, obligations, interest, damages and expenses of whatever nature or kind, including fees of attorneys (including both outside and in-house attorneys' fees) and all other expenses, including but not limited to costs and fees incurred in investigation of claims or potential claims, adjustment of claims, procuring or attempting to procure the discharge of such activities as associated with my wards participation in the volunteering programme/event, or attempt to recover losses or expenses from third parties, for loss, injury, damage to person or property and agree that I,/my child, participate solely at my own risk.

So signed and agreed on this the ____ th day of _____ 20__

at _____

VOLUNTEER/PARENT/GUARDIAN

WITNESS