



Community Development Internship & Volunteer
Programme

Information Guide

2018/2019

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Introduction

‘Let’s go Ghana!’ is a programme of Let’s Go Africa Community Development Internship & Volunteer Agency. This volunteer and internship placement programme was initially part of The Dreams in Africa Foundation, a Dutch foundation, started in 2010 by Noor van Hout as a means of financing The Friends Foundation, a local NGO focused on youth care, education and development in Ghana. In cooperation with her brother, Roel van Hout, who has studied, travelled and gained a lot of experience through developmental work in Southern Africa as well, Noor decided to expand and professionalize the programme. And so they did. Let’s Go Africa Community Development Internship & Volunteer Agency is officially registered as a company in The Netherlands on the 25th of March 2014! Through our volunteer and internship placements, we aid organisations in the forms of on-the-ground support and (in-kind/financial) donations in Southern and West Africa.

Let’s Go Africa (LGA) is designed to link people from around the world to local projects, NGO’s (Non-governmental Organisations) in developing countries such as; South Africa, Botswana, Lesotho (Southern Africa) and Ghana (West Africa). Simultaneously, the programme seeks to promote self-sustainability, empowerment and development by providing practical support and financial assistance to local projects. Once they are able to generate a sufficient income, local initiatives have the capacity to support and empower people in the community to achieve a higher standard of living. Finally, LGA recognizes education as an integral component of development. Therefore, the programme focuses on the stimulation and improvement of educational opportunities for the poor, vulnerable and needy people in these communities.

When you are interested to do an internship or volunteer work in Ghana, we invite you to read this Information Guide and hope it will provide greater insight into the programme, the local projects and possibilities for volunteering and internships.

You can contact us for questions any time.

Noor van Hout
Programme Manager
Let’s go Ghana
Ghana, West Africa

Roel van Hout
Programme Manager Let’s Go
Southern/East Africa
The Netherlands

1. About the programme “Let’s go Ghana!”

1.1 An innovative way of working

Let’s Go Ghana is there for people that want to make a change and that don’t want to worry about finding a reliable project that is according to their needs or that of their University and benefits the local community. Especially, for people that do not have much time to figure it all out. We will guide you from orientation and preparation before you go, until the informal feedback session where you can share your experience with us when you return. Our unique personal approach throughout the entire process, offers high quality for the cheapest possible price because we are a small organisation that has no personnel, office or other hidden costs.

Let’s Go Ghana works in such a way that your contact person and at the same time your supervisor (from The Netherlands) is directly linked to the local projects in Ghana. Your contact person will help you prepare for the trip so that you know what to expect of the culture, living environment and working conditions in Ghana. In addition, we will assist you with making the necessary arrangements before departure including; obtaining your passport, visa application, vaccinations, flight ticket, health and travel insurance, money issues etc.

The contact person/ supervisor will review your interests, skills and educational background (submitted through application form and curriculum vitae). Subsequently, we will convey your preferences (e.g. length of stay, type of work you would like to do, expectations etc) to the local project staff in Ghana. Through this collaborative process (together with your school in case of an internship), an individualized ‘work plan’ can be designed if needed. Your personalized plan will be discussed with you before departure and upon arrival in Ghana. Of course, this plan can always be changed according to your wishes or the needs of the project at the time.

Advantages of the “Let’s go Ghana!” Community Development Internship & Volunteer Programme:

- *Quality of supervision and guidance:* Throughout your stay in Ghana, you will have direct communication with your contact person/ supervisor from the Netherlands, who worked and lived in Ghana for more than 7 years. Your contact person will keep you informed of any updates or important information and offers

guidance on your project and research assignments. The project staff in Ghana will be informed in advance about your personal information, preferences, wishes, work plan, date of arrival and the length of stay. If any questions or concerns arise throughout your stay in Ghana that cannot be resolved on your own, your contact person/ supervisor can intervene and act as a mediator between you and the local people/ authorities.

- *Intern's and volunteer's personal development and career opportunities:* In today's global economy, cultural knowledge and sensitivity are a must. Going abroad and live and work in a culture that will challenge you, stay in a rural community among local people with other interns that will support you and question you. Together with our experienced supervisor and local staff that will provide you with in-depth cultural knowledge. Now that is an experience that will set you apart! Most importantly, we work with a programme coordinator and local staff that have lived, breathed, and identify with this country and its peoples as their home. All of these things will push you, mould you, and challenge you.
- *Quality of internships and volunteer work:* Interns and volunteers with a significant educational background complete research projects, design programmes, write reports, create workshops, implement activities and assist local staff members on the ground. They contribute directly into programme and project development and implementation, building capacity that lasts. Simply let interns and volunteers do quality work on the ground that these organizations do not have the resources, money and people for.
- *Meaningful contributions:* The difference between our volunteer programme and internship placement programme is that we believe that our interns need to spend significant time with their placement organisation and need intensive guidance from their supervisor and the project staff. Volunteers can come for shorter periods of time and work from a different angle. Interns and volunteers come and work with organisations, but what do they leave behind? What's the "value-added"? Our programme coordinator in Ghana is there to not only help you, but also to support our partner organisations when you're gone.
- *You pay less money than you would with other exchange organisations:* with the exception of a small cost to sustain the programme (organizational, guidance and administration fee). The money paid by each intern and volunteer goes directly to the local project (NGO) in Ghana. This will cover your boarding/lodging expenses. After covering boarding/lodging expenses, the remainder of the money is used to

support the local developing projects as well as to develop education programmes for Orphans and Vulnerable Children (OVC) and other needy people in the community.

1.2 Vision

Let's Go Ghana is a community development internship and volunteer programme designed to link qualified young professionals from around the world to local projects (Non-Governmental Organisations) in Ghana in order to foster international exchange, to build capacity and to make an impact for both parties that lasts beyond the period of the internship and volunteer work, i.e. sustainable service.

1.3 Mission

Our mission is to provide quality internships and volunteer work tailored to each individual interest, which promote community engagement and offer opportunities to make long-term impacts. At the same time, the programme will contribute to foster exchange and community engagement between youth world-wide in order to enhance Ghana's building capacities and capabilities.

1.4 Aim

'Let's go Ghana!' works to select and link interns and volunteers to projects (NGO's) in Ghana via the programme manager/contact person who is directly connected to the various organisations. Using this method, more money will reach and remain where development is most needed. Hereby, the aim of the new initiative is; to support local projects (NGO's) in Ghana and help them achieve self-sustainability and independence.

1.5 Procedures

After reading the Information Guide, you can fill out the Registration form (Appendix 1) enclosed. After paying our registration fee of 50 Euro's the contact person will send this form with your Curriculum Vitae (C.V.) to the project manager of the project of your choice in Ghana so that a good 'match' can be made between your abilities and the needs of the project. The project manager will review the work that needs to be done at the time and create a job- proposal/description for you on paper. Once the 'match' is made, the contact person will provide you with the forms that need to be filled out, as well as guidelines and advice for trip preparation. Everything will be reviewed and discussed with you before you leave in the introduction meeting and upon arrival at the local project. Programme costs (minus the registration fee) will be paid after all

necessary documentation has been processed and at least 2 months before departure. All questions and concerns regarding preparations/arrangements before departure will be addressed by Noor your contact person for Ghana and Roel in the Netherlands.

Once you arrive in Ghana, your contact person together with the staff members of the local project will be your primary form of guidance. The local supervisor will lead you through your first few days and introduce you to the Ghanaian lifestyle and culture. They will make sure that you feel welcome, safe and comfortable during the rest of your stay in Ghana. Although your contact person does not necessarily stay in Ghana, she will remain in contact with both you and the project manager in order to guide and/or assess your stay.

1.6 Programme costs

Interns from social studies who require supervision of a Msc. Educationalist/Behavioural Therapist and BSc. Social Worker:

Length of stay	Total Price p.p. Ex VAT (in Euros)	Total Price p.p. VAT included
Minimum 1 month	€600	€622,05
2 months	€1095	€1131,75
3 months	€1505	€1541,75
Extra week	Between 1/2 months €123,75 Between 2/3 months €102,50 From 3 months €76,25 p.w.	
Extra month	From 3 months €305 p.m.	

*** Price changes may occur.**

Volunteers and other interns:

Length of stay	Total Price p.p. Ex VAT	Total Price p.p. VAT included
Min. of 2 weeks	€450	€473,63
3 weeks	€525	€548,63
4 weeks	€650	€673,63
8 weeks	€1150	€1186,75
11 weeks	€1425	€1461,75
3 months	€1500	€1536,75
Extra week	From 9 weeks €75 p.w.	
Extra month	From 9 weeks €300 p.m.	

*** Price changes may occur.**

Notices:

1. Currency values are liable to fluctuation without notice. The default currency is the Euro.
2. Details of what programme costs cover and what is excluded in the price are outlined below.
3. The programme costs cover your total package, accommodation, guidance fee and a project donation to support the local project (NGO).
4. Bank account information; 0006379975 in the name of Let's Go Africa stating your name + "Let's go Ghana" IBAN: NL23 INGB 0006379975/BIC:INGBNL2A

Included:

- Airport pick up
- Transport to the project
- Accommodation at the project
- Meals (2 or 3x a day, depends on the project)
- Support and guidance from the moment of registration until return back home
- Experienced, qualified and permanent supervisor/contact person
- Information guide; Let's Go Ghana!
- Introduction meeting; tips concerning preparations and stay in Ghana. Please bring your parents along when they are hesitant to let you go, we are happy to answer all questions and show who we are.
- Informal feedback session; how was your experience via Let's Go Ghana
- Certificate (proof of participation)

Excluded:

- Airplane ticket (return)
- Other transport in Ghana
- Visa application (/ -extensions)
- Police Clearance Certificate
- Vaccinations
- Health-/Travel insurance
- Internet-/ phone costs
- Other personal costs such as excursions in Ghana

1.7 *How to finance your trip*

You are probably enthusiastic about going on a life changing experience, but maybe you are having some doubts on how to pay for all this. Understandable. That is why we summarized some aspects to generate income and compare your living expenses in the Netherlands with those in Ghana. Below we outlined some advice on how to make your trip happen, perhaps preventing you from getting a financial headache.

1. First of all make a proper calculation for the total duration of your stay including; programme costs, ticket cost for period, visa cost etc.

2. Because you're not living in the Netherlands at that time, make a calculation for your total living expense (groceries, going out, transportation costs etc.) you would have spent in the Netherlands for the amount of time you want to go to Ghana. So, actually you can deduct this amount from your total cost of going to Ghana. Don't count your rent (unless you found somebody to rent your room while you're away) and other bills you still have to pay in the Netherlands.

* If you go for 3 months or longer we advise you to sublet your room/house/apartment for the duration of your stay in Ghana to reduce your costs.

3. As a student in The Netherlands you probably receive a study scholarship from the IB-groep. Remember that when you are still registered at home with your parents, you can register yourself as living away from home for the duration of your internship. When you are already registered away from home you can search for extra scholarship/loaning possibilities if needed. The amount of money per month you receive depends on your personal situation.

4. When you have an O.V. chip card (in The Netherlands) you can get a reimbursement (use to be about €65 per month) when you stay longer than 1 month abroad. Please check https://www.duo.nl/Images/8731_tcm7-411.pdf

5. Perhaps, it is a good idea to check online to see if your internship can be funded through one of the many study scholarships for community development work abroad.

6. We encourage interns and volunteers to go fundraising among family, friends, acquaintances and companies to make it possible for you to contribute within community development work and within the local project in Ghana. Be creative! ☺

7. We can speak in the name of all former volunteers and interns of Let's Go Ghana; this experience is simply priceless! Please read the experiences of these people on our website: for Dutch <http://www.letsgoafrika.nl/ervaringen/> for English <http://www.letsgoafrika.nl/en/experiences/>

8. Check for more saving advices: <http://www.reisjunk.nl/reistips/5x-geld-besparen-om-te-reizen/> or other websites on how to cut down on your monthly expenses.

1.8 Intern and volunteer requirements

In general you should be at least 18 years old to participate in this programme. There are no strict requirements regarding educational background, but your Curriculum Vitae (C.V.) will be examined to determine if you are a good fit for the local project. Prospective interns and volunteers should have the following personal characteristics: responsible, independent, self-motivated, flexible and adventurous. The minimum length of stay on the project for interns is 4/8 weeks and for volunteers 2 weeks, but it is recommended that both, interns and volunteers, go for a longer period of time if possible. We advise interns and volunteers to stay for at least three months in order to develop a good impression of Ghanaian life and to make a significant contribution to the project.

1.9 Conditions

1. You are responsible for all the necessary arrangements before departure (passport, visa, vaccinations, ticket, health and travel insurance, credit card, cash money etc.), but of course we can assist you with these arrangements.
2. You will pay a registration fee of €50 in order for us to start the process of finding a suitable project for you, which is in line with your expectations. This fee will be deducted from your programme costs (so it's no extra cost), but is non-refundable if you decide not to go after all. In case Let's Go Africa cannot find a suitable project for you, you will be reimbursed with €25.
3. You will sign a contract stating that neither Let's Go Africa (including your contact person) nor the local project (NGO) are responsible, should anything happen to you during your stay at the project.
4. Because you will be working/living around vulnerable children, you need to submit a Police Clearance Certificate before the start of your internship/volunteer work at all of our projects in Ghana.
5. You receive a certificate (proof of participation) at the end of your stay at the project.

2. About the projects in Ghana

Let's Go Ghana works in collaboration with different child-care institutions, who are locally based, non-political, non-profit and Non- Governmental Organisations (NGO's). Together with the volunteer or intern and the NGO we will investigate which local project will suit best. Most of our projects are located on and near the West and East Coast and around the capital, Accra. For more detailed information you can contact us.

2.1 Children's Home and School

Background

An evangelist founded this project in 1991 at Avlorto-Klikor. During an evangelical mission in the area, the founder realized that a great number of children in the project area are orphans or vulnerable children with poor economic backgrounds. Consequently, they lack proper care and formal education. Yet, proper care and formal education are often said to be the bedrock for socio-economic development in every nation.

Since children are the future leaders of every nation as well as agents of change in the New Millennium, they need thorough care to develop their talents. The founder therefore became much concerned about these disadvantaged children, hence the formation of the project with the assistance of his father and wife and some concerned members of the community to support these children, by providing them with safe home-based care and formal education.

The founder realized that all educational programmes and other activities of project cannot be sustained without a basic school. So, the school was also founded in 1991 to support and assist all programmes of project for growth and sustainability. The school was registered in 1996 under Ghana Education Service (GES) and with the Registrar Generals Department in 2007 by request of the Government of the republic of Ghana.

Vision

The project's vision is to care and nurture the talents of Orphans and Vulnerable Children (OVC) and make their dreams become reality.

Mission

The project seeks to promote the general wellbeing of Orphans and Vulnerable Children (OVC) in partnership with their families by providing quality institutional care (for the most underprivileged ones) and family-based care through foster-caregivers and provide protection, attention, quality formal education and employable skills in Agriculture and Vocational for the OVC.

Aim

The project's overall goal is to assist (extended) families and communities in the Ketu South District/ Klikor area in caring for Orphans and Vulnerable Children (OVC) and to enhance their living standards, being able to fit into society. We strive to provide the OVC with appropriate care, protection, formal education and employable skills, preferably within their own families or community.

In order to achieve this goal, the NGO consists of 3 programmes:

1. A Children's Home;
2. A Kindergarten, Primary and Junior Secondary School;
3. Family and Community Assistance Programme.

Since the project was founded in 1991, it has expanded. The school now consists of approximately 500 students and the Children's Home caters for 30 children. The family and community assistance programme is currently being developed.

Location

Klikor-Agbozume is a bigger town in the Volta Region, located around 3 hours' drive southeast from the capital, Accra.



Map of Ghana; The arrow points Klikor-Agbozume.

The School

The school started out with one class consisting of 7 students but has grown to become a well-known school in the area, consisting of a Nursery, Kindergarten, a Primary School and Junior Secondary School (JSS). All together, the school has around 500 students. The children living in the Children's Home attend the school until they finish the JSS-programme. After passing their JSS exam, they will be supported to go and board at Senior Secondary Schools.



Schoolchildren of the Nursery class



The new school building is in use

The Children's Home

The Children's Home provides shelter, food and care for the orphans and needy children aged 0-18 years. The Children's Home also enables the inmates to receive formal education. Around 30 children live in the home permanently and a few additional beds are open for children who need short time shelter. Children are placed in the Home through Social Welfare and application by a parent, relative or carer/guardian.

The Children's Home has moved next to the new school buildings. In the morning, before going to school, all the children collect their porridge from the kitchen. Lunch is taken during school-break. The evening meal is taken in two groups; the eldest children eat apart from the younger ones.



The project manager (middle with the orange cap) and some children of the Children’s Home, Let’s go Ghana’s programme manager Noor (left), current volunteers and interns in front of the (not yet finished) new children’s home building.

2.2 Kindergarten, Primary and Junior Secondary School

Background

“If you want to preserve knowledge and let it stand the test of time, entrust it to the children”

This old African proverb formed the beginning of the school. With the idea that educational assistance is particularly important in areas outside the major cities a kindergarten was initiated in Weija, a suburb of Accra in 1998. Today the school educates over 170 students from Kindergarten till Junior Secondary School.



Vision

Good education allows children to work at their own initiative with greater success on the future development of their own and secondly on the positive development of the country and the area which they are born and live in.

Mission

The school's mission is to be a non-profit, non-political and non-religious entity incorporated as a NGO in order to provide selfless education and support for underprivileged children in Ghana.



Aim

The school aims to provide the best possible quality education to the children. By providing our children the best possible education we aim to provide them with the best possible start in life; a solid foundation for their further educational path.

Core activities

From Kindergarten till Junior High School: we pay attention.

- Small classes so the teachers can give enough personal attention to all the students, helping those that need additional help or assistance and seeing to it that all the students retain the knowledge we provide them with.



- The school does not only educate their students with the knowledge that is required according to the Ministry of Education but we like to give them more; knowledge of Information technology, of our history, geographical knowledge and general knowledge that will help prepare children for the big outside world.



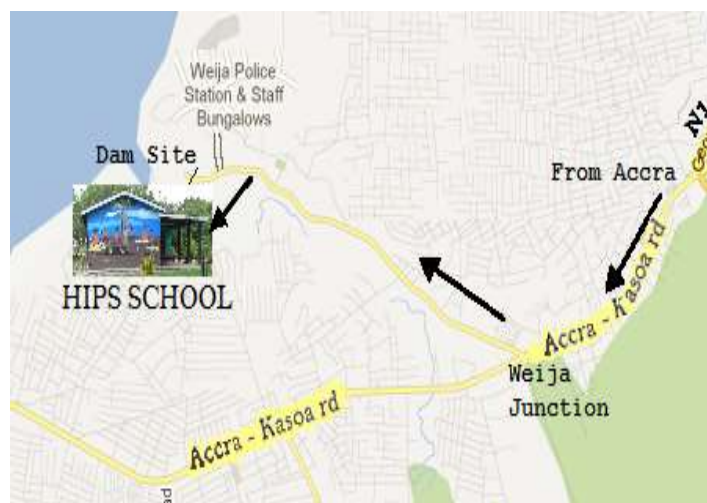
- Playing and learning go together. The school tries to make learning fun and make fun a learning experience.
- The school has chosen to use the Montessori Method in Kindergarten. Montessori education is characterized by an emphasis on independence, freedom within limits, and respect for a child's natural psychological

development, as well as technological advancements in society.

- Besides having qualified teachers and providing free stationary to the children, the school also takes care of their National Health Insurance Cards (NHIS), providing the students two meals a day, keeping a sharp eye out for hygiene, uniforms and an annual educational tour.

Location

Weija is a small village in the outskirts of Accra, the capital of Ghana.



Map from Accra; The arrow points the direction to Weija.

2.3 Community School and Social Health Prevention

Background

A young man started a school project in Kasoa – Buduburam community with a few less privileged children because he believes education is not only a tool for poverty reduction but a basic human right. He believes that all children have the right to education and this right should be achieved progressively on the basis of equal opportunity. Its varied work supports the principles of the UN Global Compact and aims to fulfill the Millennium Development Goals.



The successful school project is a registered Non-Governmental Organization (NGO) and non-profit making organization who has about 40-60 less privileged children from the community. The school has been able to reach and educate 400 less privileged children since its establishment in 2010. The school still needs means and support to bring out the best in the lives of the less privileged children that it serves.

Vision

Our vision is nothing less than becoming the driving force in education, health and realizing the full potentials of children and youth and their right to protection and development.

Mission

To promote education in impoverished rural communities in Ghana with solutions-oriented projects that will help people to lift themselves out of poverty. We focus on empowering people, particularly the less privileged so that they can become agents of proactive change within their local communities.

Aim

The projects aims to improve health and educational opportunities for the less privileged children in the Buduburam community and lift people out of poverty by;

1. Promoting education and reducing illiteracy
2. Helping to eradicate child labour
3. Promoting HIV/AIDS awareness
4. Focusing on children's self-confidence to improve their ability and capacity and equally important the keys to their own satisfaction
5. Promoting gender equality

The school

The school supports orphans and provides education and food to poor local children. The school was founded as a result of the increasing inequality and privation of the plight of the child in accessing basic education and care in rural areas outside of Accra. The school presently has 60 children, ranging from age 3 to 15, attending school every day. This is a year round project. A feeding program has been established to provide a decent lunch every day. The school levels range from pre-school through grade 6. School hours start from 7am to 3.30pm.

Volunteers will teach English classes focusing on basic alphabet and Mathematic and also be involved in after school fun activities, sports, arts and crafts and other games with the kids. Volunteer will actively assist with the feeding program helping to make and distribute meals to the children. The basic aim is to offer assistance to encourage and inspire less privileged but intelligent children in Ghana to stay in school, and assist them to lift themselves out of poverty.



The Social Health Prevention Project

Poor health conditions and poverty is a vicious cycle seen in many developing countries. Poverty causes poor health in that without proper resources, treatable diseases such as diarrhoea, malaria, tuberculosis, HIV/AIDS, and others contribute to disability and mortality within Ghana. Volunteers and interns will be part of the public health team which travels and conducts health talks to the students at district schools and the people living in the community. The topics of these talks include symptoms, treatment, and prevention of malaria, HIV/AIDS, diarrhoea and more. The project recognizes the power of the youth to lead change in their communities and aims to provide them with the knowledge necessary for action and empower them to work for change. Students are encouraged to not only learn the information, but to put it into practice, as well as to share the information with their families and community members.

Location

Buduburam in the Awutu-Senya District in the Central Region of Ghana is a former Refugee Camp for people from Niger and other surrounding unstable African countries. Many refugees never left Ghana and up to today the community it is home for a deprived and multicultural population.



2.4 Campaign for Learning Disabilities

Background

The founder who was a teacher realized in 2005 that a great number of children in the public schools exhibit learning disabilities, attention deficit hyperactivity and teachers have very little knowledge and pedagogical skills to teach to meet their special needs. Consequently, many of such children drop out of school, work and sell at streets or sleep on the streets. In 2008 the founder decided to find a solution to this problem, so he went to study Special Education in University of Education, Winneba-Ghana and after his graduation in 2012 started a campaign for learning disabilities.

Vision

The project is a grassroots Ghanaian Non-Governmental Organization that improves the lives of children with learning disabilities through public awareness, advocacy, pre and post service teacher training and the provision of educational support to children with learning disabilities in the Kasoa Municipality of the Central Region in Ghana.

Mission

The project seeks to improve learning outcome for children with learning disabilities and to reduce school dropout among such children through teacher training, public awareness, parents empowerment, remedial teaching and in-class support for local teachers in teaching children with learning disabilities.

Aim

School and teacher support to improve learning outcome, retention and completion rate for children with learning disabilities. The aim is to support and provide pedagogical advise to teaching staff in order to teach to meet the needs of children with learning and attention problems through teaching, remedial classes and in-service training for teachers.

Core Activities

- ❖ Organize training workshops for pre/post service teachers
- ❖ Develop and distribute resource handbooks for pre/post service teachers
- ❖ Organize workshops for education officers
- ❖ Public awareness, Parent training and empowerment
- ❖ Remedial teaching and computer training for children with learning disabilities
- ❖ Support local teachers in teaching children with learning disabilities

Location

Kasoa is the first biggest town, 32 kilometer West from the capital Accra, in the Central Region.

3. About the work

3.1 *Tasks for interns and volunteers in a children's home.*

1. The general work in a home-based care institution can be done as a 'children's care assistant'. This means that you guide the children and supervises their day to day chores and activities in the morning, afternoon and evening (outside school hours). For example, you guide and assist the little ones (aged under 10) to brush their teeth, sweep, bath, dress for school, take breakfast, wash clothes etc. This is to encourage the children to live clean lives in a clean environment. Other house chores for all the children are for example; peeling or grinding cassava/maize, fetching water, bringing firewood, helping with the dishes. After finishing their chores, the children get time to play. You can organize activities with them or share games and toys to play with them. Before supper the children need to bath. You can help and supervise the younger ones again. If you would like you can help the cook with preparing supper. In the afternoon or evening, after taking supper, you can encourage and assist the children in doing their homework. If children are sick you can support them and assist them to the clinic or hospital.



2. You can organize sport activities for the children. Be creative and try to ensure that you hand over your activities to a staff member, so that it becomes a structural daily aspect when you are gone.
3. Next to these childcare tasks you can assist the project manager in his/hers

administrative activities. For example; writing letters, sending e-mails, making calculations, fundraising etc.

4. In consultation with the project manager you can develop and teach your own education lessons on important and also cultural relevant educational subjects for the children. It's very important that the subject corresponds with cultural values and standards of the local people in the community.
5. Provide extra attention/ education on children's basic reading and writing skills in English. Some children can't even speak proper English, so than you need a translator, who speaks the local language, to assist you in educating them.
6. Design your own research to investigate the quality of life of the orphans and vulnerable children (OVC) in the children's home for example. Your supervisor can also assist you with choosing an interesting and useful subject to investigate.
7. In the farming season volunteers can help the children with farming (weeding, sowing, harvesting) on one of the 8 farms the Home owns, to provide in their own food. Maize, cassava and different vegetables (okru, tomato, garden egg, spinach and ground nut) are the main products, growing on these farms.
8. Other side activities are depending on the situation and needs of the home at that time. For example, helping to construct and build or painting.



3.2 Tasks for interns and volunteers in schools

Interns are expected to have, at minimum, a sustained and reflected (via the CV and cover letter) interest in some or all of the following areas: Early Childhood Education, Social work, Psychology, Dance & Drama education, English, French, Math, Science, ICT, Creative Arts, Physical Education, Middle Grades Education and/or Rural Educational access. Interns should be working towards (or have completed) a bachelor's degree (or equivalent work experience) in a field related to these topics and interests. Interns pursuing a bachelor's or master's degree in Education are preferred.

Interns should be comfortable speaking in front of groups, creating lesson plans and curriculum, and working with a team of individuals. Interns should have demonstrable experience teaching or working with groups of young children. Any certifications are a plus and should be included in the CV or cover letter.

Basic responsibilities and potential tasks:

Interns and volunteers will receive continual supervision from the headmaster of the school and cooperate with the teachers and assistant (non-teaching) staff.

1. Assist with and/or (dependent on experience and qualifications) teach a class in your specific field of study (either Math,



- Science, ICT, Creative Arts, English, French, Physical Education or Religious and Moral Education). You can teach in different classes, from Nursery until Junior Secondary School. This depends on your own knowledge and skills. You can also assist the class teacher in class and with correction work.
2. Assist in any other daily (extra) activities, including but not limited to: community based outreach, writing of curriculum, assessments, workshops, training of teachers and reviews of individual children.
3. Train the teachers: Presentations and workshops about various subjects, like for example; HIV/Aids, First Aid, Tree of Life method, Youth development, Learning-/behavioural difficulties and disorders, Project-/ Time management etc. will support and advise the teachers.
4. Offer extra personal attention and guidance to students, who face learning-/ emotional-/ behavioural difficulties or disorders (ex: dyslexia, dyscalculia, ADHD, Autism etc.). Student's problems in school and at home should be discussed together with the teacher and parents concerning the student. Parents should also be educated on certain development problems of their child.
5. Conduct a help class or offer together with the local teachers extra classes for students, who lack behind in certain subjects. The focus should be reading and

spelling in native/local language, English language and French language (if applicable), as well as Mathematics and homework assistance. Arts and sports can be added to the programme to relax the student's minds.

6. If necessary start a special education programme for children from class 1, 2 and 3 with learning and attention difficulties, who are behind in spelling and reading. The earlier you start supporting and treating a child who lacks behind in her/his development the better!
7. Provide capacity development services by aiding the school staff to set up a website, update and streamline administrative systems, and develop fundraising campaigns aimed at bringing in resources (such as computers) to the school.
8. Design your own research to investigate the quality of education in the school for example and give recommendation about how to improve the school programme so that students will benefit more from it. Your supervisor can also assist you with choosing an interesting and useful objective to investigate.

Time Commitment: It is preferred that interns be able to commit to teaching a full term (September-December or January-July).



4. Your living environment

4.1 *Living in a compound*

You usually live together with other interns/volunteers and Ghanaian families in a compound near the project. Normally you have your own room and it's your



responsibility to keep the room clean. Because there is no running water, you have a big bucket to store water (for bathing and washing) in your room. In addition you have a smaller bucket to carry water to bath. You are responsible for your own water. That means when the water has finished you have to order new water at the water station. You only can order a barrel of water that suffices to fill two big buckets, therefore it's convenient to make an arrangement with another volunteer to share a barrel. One barrel (= plus minus 120 litres) of water cost 3 Ghana Cedi (3,85 Gh¢ = 1,- Euro). You have your own KVIP toilet (= a hole in the

ground) or flushing toilet in the compound, where only the volunteers make use of. The electricity fails to work sometimes for one or two hours and occasionally up to 24 hours so be prepared for this with (i.e. candles, flashlight, and batteries). If there are no rooms available in the compound, you will live in a host family close by.

4.2 *Living in a volunteer/guesthouse*

Some of our projects offer a volunteer/guest house. The rent, water and electricity is included in the programme fee. You will live there on your own or with 2 other volunteers.



4.3 *Living in a host family*

Most host family homes are on a walking distance from the project. The family provides

you with all your basic needs; buckets (like that in the compound), crockery, dinner (which is served at around 7 p.m. every day) and if you request it, also breakfast. Unlike living in the compound, when you finish your initial first big bucket of water the host family will let you use their water, which they receive



every couple of days. They will also keep the shower and toilet area clean for you, by means of burning the toilet paper, washing and sweeping the shower every morning and evening. The consequently life at the family is very enjoyable. The family is very courteous and respectful of your wishes and privacy, they will always greet you with a warm and friendly smile. Although you have as much freedom and space as when living in the compound, you have to remember that you are living in their home, so remember to respect their wishes, rules and privacy too.

4.3 *Food*

If you live in the compound all meals are prepared at the home (breakfast, lunch and supper). They cook the food for you separately from the children's food. If you have special food habits or problems with the food consult the cook. Some interns and volunteers decide to take their breakfast in their room (compound), if you like to do so please inform the cook. Furthermore it's your free choice if you want to eat out on your free day, but let them know in advance. Usually volunteers like it to eat on their free day in town because although the food at the project is nutritious, it is quite repetitive. Usually you get rice, yam or sweet potato with stew for lunch and dinner, but you can also decide to eat the traditional food for diner; Akple or Banku with (spicy) sauce. If you live in a host family, breakfast and supper is provided there. Lunch will be provided at the home/school. If you live in a guesthouse or volunteer house you usually have to take care of your own meals. Cooking facilities are present and you will find small shops along the roadside and a supermarket is in the neighbourhood.

4.4 Surroundings

Internet: There are 2 Internet cafes in town. There are no certain opening periods though they are usually open all day. The Internet speed is varying from acceptable to very slow. You have to be very careful if you use your USB-Flash Drive or Digital Camera in the Internet café due to a big virus problem. A better option is to use the internet in the office of the project. A minimum contribution of 20,- Ghana cedi each month is asked for free internet and printer use. To use the internet you need to know some user directions. Ask the headmaster and be aware of the importance to disconnect before walking away from the computer if you finished using it. Otherwise the connection will keep on running and that will cost extra money.

Telephone: You can easily call with your own mobile phone in Ghana. You only have to check if your phone is a trial band phone and if it is SIM-lock free. Most new mobile phones have this automatically. When you arrive in Ghana you can buy very cheap a MTN, Vodafone (or other provider) SIM-card + credit to call (works like a pre-paid card in Europe). If you keep on using your European provider it will cost you a lot of money.

Bank: At Forex Exchange Bureaus you can easily change your Euros or Dollars into Ghana Cedi (= the local currency in Ghana), according to the exchange rate of that moment. In 2014 the exchange rate with the Euro is € 1,- : Gh¢ 3,50. Be aware that there is no ATM to withdraw cash money from your bank account in most area's nearby the projects. The first possibility to find an ATM is in the Accra Mall. Your normal bank card can be used at a Stanbic or GT bank. There are Western Union Money Transfer Services around towns, if somebody wants to send you money. If you want to be safe at all times we advise you to bring along a credit card. ATM's take mainly VISA and sometimes Master Card.

Medical care: There are small clinics in the villages for minor problems and bigger hospitals in towns and the city (privet/government). The Hospitals and especially the doctors are very different from what the most interns and volunteers are used to. The doctors do not usually provide much information or explanation, and they are easily insulted if you ask for information because they think you doubt the treatment or their knowledge in medicine. However, it is important to use your own judgement. If you

would like to get more information, simply say that you don't understand and you are confused, so you would like a bit of an explanation.

Market: Market days are a nice opportunity to buy certain things like fabric, bathing utilities and food. It is also possible to order things and the traders will bring it on the next market day. It is good to know that there is no supermarket in the village and in most towns so you can only buy local products on the street. This is a small choice compared what you are used to in a European supermarket. In Accra are supermarkets where you can buy everything you can buy in Europe, but they are very expensive, like 4 times the European price. Though, for some products it can be nice to get some with you.

Beach: On the East and West Coast of Ghana there are many nice beaches, mostly not far from your project. The beaches offer you nice places to lie under a coconut tree and enjoy the sea breeze. Please, be aware of the strong current of the ocean, because it can be really dangerous to swim with high waves!



Post Office: There are post offices in most towns. You can use the address; PO box of the project you are staying.

4.5 Safety

Ghana is known as a friendly, politically stable and safe country, compared to many other African countries. Nevertheless, do not be afraid for things that might happen to you, but always be cautious, follow these advices and trust your instinct. Don't easily trust strangers! If you feel like you want to have more information on safety or other topics regarding your trip to Ghana, please contact Noor as she is very experienced in living, travelling and enjoying life with Ghanaians. Your safety must always be the first priority, before experiencing all the beauty Ghana has to offer you.

Crime

Crime in Ghana is relatively low, but can still occur, especially because white is still associated with money. No need to worry though, because we will make sure you will stay and work in a safe area. All you need to do is take the usual sensible precautions and follow some basic safety rules. Of course, that is no guarantee nothing will happen, but at least you drastically reduce the risk by taking advice from your supervisor and host family on safety matters when going out of the house. Let people know where you're going.

Never ignore safety warnings from local people, because they never warn you without a good reason! Know where you're going before you set off, particularly at night, watch your possessions, don't walk alone in dodgy areas and always lock your doors when you leave the house and at night. And, like anywhere else, there are some areas of the major cities that are known to be more risky than others. It is easy to avoid these and still have a good time. If you cannot avoid such areas, then don't wear visible jewellery or carry cameras and bags over your shoulder. Limit the amount of money you carry on you and keep mobile phones and wallets tucked away where no one can see or reach them.

ATM safety

When using automatic teller machines (ATM's) in Ghana, practice the generally accepted safety precautions you would employ when at home. Never accept an offer from a stranger to help you with your transaction. Be alert and watch that no one is looking over your shoulder or steals your card when you turn your back. Do not let anybody distract you while standing at the ATM. Take the biggest amount of money and your cards straight to a safe place in your accommodation and only carry the necessary amount of cash on you. If your ATM card is withheld by the machine, approach the

bank to release it, or call the helpline number that can be found at the ATM. Report stolen or lost cards immediately.

Hostel or hotel safety

Never leave your luggage and other possessions unattended. Know where your things are. Remember to store valuables in the safety deposit box and keep your room locked at all times. The cleaning personnel cannot be trusted so make sure you keep your valuables at a safe place at all times. Don't leave your room keys lying around; rather hand the key in at the desk when you leave.

Lost passports

It's a good idea to travel with certified photocopies of your valuable documents, keeping the originals in a safe place. If you lose your passport, report the loss as soon as possible to the Ghana Police Service, as well as to your country's embassy or consulate in Accra.

Dangers of the Ocean

You are likely to face Mother Nature's true power, the current! Even though you are a really good swimmer the current should never be underestimated. The Ghanaian shore is enormous and in every area the power of the ocean is totally different and can be very dangerous! We are talking about strong undercurrents and rip curls that can drag you into the sea when you are only still standing in the water until your knees. Never swim at night, never swim alone, never ignore signs, always ask and follow advice of local experts. There are no lifeguards to save you! The same rules apply for people that go surfing, because even your board will not save you if Mother Nature is in a bad mood. Always watch each other's back, because it will be very hard to get help and receive proper first aid, when someone is in trouble.

Ebola outbreak West Africa 2014

We are all scared to death about the current Ebola outbreak in West Africa, which is not only effecting Africa, but is now also reaching other continents in the world. That's why we need to be informed well, create awareness among each other and take necessary precautions, where ever we are!

The answer of World Health Organisation (WHO) on the most common question of our volunteers and interns who are planning to come to Ghana is:

“Is it safe to travel to West Africa on business or to visit family and friends?”

The risk of a tourist or businessman/woman becoming infected with Ebola virus during a visit to the affected areas and developing disease after returning is extremely low, even if the visit included travel to the local areas from which primary cases have been reported. Transmission requires direct contact with blood, secretions, organs or other body fluids of infected living or dead persons or animal, all of which are unlikely exposures for the average traveller. In any event, tourists are advised to avoid all such contacts.”

Fortunately, Ghana and neighbour countries; Ivory Coast, Burkina Faso, Togo and Benin are still Ebola-FREE at the moment. We will keep our volunteers and interns up to date about the current situation in Ghana and the developments around the disease and advise them about important preventive measures.

For more information read this: <http://www.who.int/csr/disease/ebola/faq-ebola/en/>

5. Your supervisor/ contact person

My name is Noor van Hout. I am a Social Worker (BSc) and Educationalist/Behavioural Therapist (MSc); specialized in the personal (cognitive, motor, social and emotional) development of children. I am also a specialist in developmental work and project management which I acquired through several years of working experience.

I graduated and received my Master's Degree 'Pedagogies' in July 2008 at the Faculty of Social Science, University of Utrecht, The Netherlands. I knew from the moment I graduated that I wanted to pursue development work in developing African countries. I decided to go to Ghana for one year on a voluntary basis. Many people have asked me the following question: 'What made you decide to do development work and why in an African country?'

From an early age, I have travelled and volunteered abroad in countries in Europe, Latin-America, Africa and the United States. These experiences shaped my interests in other cultures and my desire to empower under-privileged and vulnerable people in developing countries. In relation to my MSc. in Pedagogies, I am especially concerned by the impact of poor living circumstances on the development process of children. Children are the future leaders of every nation and they have the right of good education and opportunities to grow. With my previous experiences, acquired knowledge and skills in The Netherlands and abroad, I aim to make a difference.

Before going to Ghana, I lived in rural South-Africa for six months. I spent my time conducting research on an HIV/Aids prevention programme for HIV-positive women and their children (Prevention Mother to Child's Transmission (PMTCT)-programme). My work at the Friends Children's Home and Orphanage in Ghana consisted of educating, supporting, taking care of, and encouraging Orphans and Vulnerable Children (OVC's). After these experiences, I realized that the saying; 'You can leave Africa, but Africa never leaves you!' is really true for me in particular. So, that is why I decided to go back to Africa, and work in a poor and underdeveloped area in Botswana for 9 months. In 2012 I went back to Ghana, to work as a Project manager Education and Development and Consultant for different NGO's (local projects). This position consists of the responsibility for the improvement of care in children's homes and the quality of education in day care centres, kindergarten, primary and junior high schools

in particular. Besides the work for NGO's, I worked for two years as a Special Educational Needs Coordinator (SENCO) in International Schools.

At the moment, after more than seven years living and working in Ghana, I just returned back to The Netherlands with my family. I have become a mother, which has changed my life, but my passion for Ghana, Africa will always remain. And I will definitely continue guiding and supervising interns and volunteers from around the world, who come through our 'Let's go Ghana!' programme.

Interested people can find more information about my experiences in Ghana and Botswana on the website; www.dreamsinafrica.org below the tab; blog. (Notice; blogs are only available in Dutch).

I truly hope and wish that 'Let's go Ghana/Africa!' will give us and other people around the world the opportunity to make a structural difference in the local projects in Ghana, thereby helping the most needy people in rural communities of this beautiful country.

Noor van Hout
Programme Manager / Supervisor
Let's Go Ghana



6. Contact information

6.1 *The Netherlands*

Let's Go Africa

Roel van Hout

Korhoenderveld 44

5431 HH Cuijk

The Netherlands

E-mail: roel@letsgoafrica.nl /

vanhoutroel@hotmail.com

Website: www.letsgoafrica.nl

Mobile No: (0031) (0)6-45197822

Phone No: (0031) (0)485-321193 (only call this number when cell number is unavailable)



Roel van Hout

6.2 *Ghana*

Let's go Ghana

Noor van Hout

Nii Nmai Street Hs no 3

East Legon, Accra

Ghana

E-mail: noor@letsghana.nl /

noorvanhout@hotmail.com

Website: www.letsgoafrica.nl

Mobile No: (00233) (0)54-1082283



Noor van Hout

Appendix 1: Registration form

Registration Form

Personal information

1. Name: Mr./Mrs./Miss.....
.....
2. Date of Birth:.....Age:.....
3. Address:.....
.....
4. Zip code:.....
5. Hometown/City:.....
6. Country:.....
7. Telephone nr. (incl. country code):.....
8. Mobile phone nr.:.....
9. Email address:.....
10. Occupation:.....
11. Last completed study:
12. Date of Graduation:
13. Other Diploma's/Courses:
14. Marital status:
15. Active religion (if any):



Special care/needs

16. Important medical information:.....
 17. Use of medication:.....
 18. Allergies:.....
 19. Diet or vegetarian:.....
- In case of an emergency please warn:
20. Name:.....
 21. Relation to contact person:.....
 22. Telephone nr.:
 23. Email address:

Experiences

24. Have you ever worked with or in a children's institution or school?

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25. Why do you want to work among and with orphans and needy children?

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26. What do you expect to see, do or experience in the project?

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Notice: If you have any questions you can address them to your contact person; Noor van Hout. I, hereby declare to pay the registration fee and provide LGA with the certificate of good conduct if requested.

Name:.....

Signature:.....

Date:.....

Appendix 2: Preparations

In this appendix, we want to provide an overview on what you'll need to prepare for your internship/volunteer work. The information on these pages is not exhaustive, we will send you some more information as soon as you're accepted to the programme, and of course you can always contact your contact person with any questions you may have!

Registration form (see Appendix 1)

In order for us to know what you expect from your trip in Ghana and we can match this to one of our projects, we kindly ask that you fill out our registration form. Let's Go Africa wants to make sure you are getting everything out of this experience. We would therefore ask you to pay the registration fee, so we can start searching for a suitable project for you. Please transfer €50 to Let's Go Africa stating your name + "LGA reg.fee" IBAN: NL23 INGB 0006379975 and send us your registration form.

Flight & Travel

Ghana has one international airport (Kotoka International Airport) in the capital, Accra, which is serviced by Delta, British Airways, KLM, Alitalia, South African Airlines, Lufthansa, Ethiopian Airlines, Virgin Atlantic and United Airlines among others.

All interns are responsible for booking their flights and sending the flight itinerary to Let's go Ghana so we can organize your airport pick-up. Upon arrival, you will be met at the airport by your contact person or a staff member of the local project, and depending on where your placement is, either be taken directly to your accommodation or spend the night in Accra. Upon arrival at your destination city, you will be given an orientation, tour, and time to settle in before beginning your internship.

For airport drop offs, most interns are able to get back to the airport on their own. However, if interns so desire, a staff member can accompany them as long as the intern covers the staff member's transportation costs.

Let's go Ghana does not provide its interns and volunteers with health or travel insurance. We strongly urge all interns/volunteers to purchase health or travel insurance and we take no responsibility for a volunteer's decision to not purchase such protection against loss or any fatality.

Packing List

Below you will find a Packing List to help you get organized before you arrive in Ghana.



- Sleeping Bag Liner (use as a portable sheet)
- Mosquito/Insect repellent (30% DEET and up)/citronella/mosquito coils
- Treated mosquito bed net
- Sun-Block (& Aloe Vera)
- Camera
- Mobile/ cell phone (GSM and unlocked) (you can also purchase a phone here)
- Guide books on Ghana (Bradt or Lonely Planet West Africa)
- Toiletries (Moisturizer, conditioner, soap, toothpaste, deodorant, feminine products, etc.)
- Earplugs and eye mask
- Basic Medicines (personal medication, acetaminophen, paracetamol, antihistamines, antibiotic cream, antibiotics, re-hydration sachets, first aid ointment, cold/flu meds, disinfects; Beta dine)
- First aid kit
- Flashlight and Swiss Army knife/Leatherman
- Electricity adapter/converter
- Sunglasses
- Water resistant shoes (hiking shoes)
- Flip-flops/sandals
- Formal shoes
- Dress shirt and trousers/skirt for work
- Travel towel and washcloth
- Bathing suit
- Rainproof outdoors jacket
- Batteries
- Alarm clock, watch
- Thermometer
- Hand Sanitizer

Money

The Ghana official currency is called a Cedi.

\$1 USD = 4.87 GHc

1 pound = 6.40 GHc

€ 1 = 5.62 GHc (as of October 2018).

Or view the current exchange rate here: www.xe.com

We suggest that you bring in US dollars, GB Pounds or Euros and debit card and credit card with VISA logo. Only a few banks take Master Card. Maestro can be used at ATM's from Stanbic and GT bank (sometimes at Ghana Commercial Bank). It is always easier to exchange hard currency, so bringing cash is the best option, but you will be able to exchange traveller's checks at large banks in major cities. We recommend you plan for the unexpected. Create a back-up plan should your wallet/purse be stolen. This includes photocopying your cards and having the right phone numbers handy to cancel your cards if need be.

Health & Vaccinations

Visit a travel health clinic before you leave to receive up-to-date vaccinations for Ghana. You are required to get a yellow fever vaccination, and you will need to show proof of this to enter the country. It is recommended to receive the following vaccinations:

- Yellow Fever
- Rabies
- Hepatitis A
- Hepatitis B
- Typhoid
- Meningitis
- DTP

Malaria is widespread in Ghana and is a disease that should be taken seriously. A proper preventative method for the spread of malaria is treated bed nets. Please contact a travel health clinic that would be able to give you a prescription to get the medicine you need and look at the sites on malaria provided to better educate yourself. Do your own research and be well informed! Visit government sites on disease control, such as the CDC, and get the facts before you leave. You will also need to get a prescription for medicines that protect against Malaria. Please be advised that Mefloquine is the only

anti-malarial available in Ghana, so should you need a refill while you are in country, it is the only option. If you take anything other than Mefloquine, bring enough for the duration of your stay.

www.cdc.gov/malaria/faq.htm

www.who.int/topics/malaria/en/

We recommend that interns/volunteers take out a plan with the West African Rescue Association (WARA): www.westafrican-rescue.com

WARA provides ambulance services, medevac, and has reputable clinics in Accra and Takoradi. We also ask that you take out medical insurance that covers ambulatory services and medical evacuation as standard.

Applying for VISA

Getting Into Ghana

Unless you are from a country that is a member of ECOWAS, you must have a visa to enter Ghana. Visas are available through the Ghanaian Embassy or Consulate in your country of residence. To apply for a visitor/volunteer visa use an invitation letter of your local project in Ghana. Interns can apply for the longest, multiple entry visa. If you receive a single entry visa (€ 60,-), this means you must not leave Ghana for the duration of your internship.

It is important that interns submit their visa application one month prior to their scheduled trip.

In your visa application, list your contact person Noor van Hout and the Project Manager as your hosts. You will receive the project's address and telephone number in Ghana by email as a second reference.

Once in the country, you are usually given two months (60 days) stay in the country before your stamps need to be renewed. If you are planning on staying for longer than two months, you will need to extend your visit through Ghana Immigration Service for a fee of 50,- GHc a month. We will help you with your visa extensions and/or trip plans as needed. If you want to stay longer than three months you need to purchase a non-citizenship card before you can extend your visa. This is a more expensive procedure which can be done immediately at the office next to the Immigration Service.