

Dear Valued Volunteer,

Thank You for choosing our organisation. Seeing that we are such a small NGO, your dedication, help and assistance will be greatly appreciated.

A volunteer is someone who offers an organisation his or her services of his or her own free will. A volunteer is not paid but is nevertheless expected to follow the guidelines laid down by the organisation and upheld by its management. A Volunteer is expected to always be helpful, respectful, kind, and caring.

It is important for our volunteers to be aware of the commitment and responsibility required for the positive development of each of our children, as well as the success of the organisation.

Herewith is a list of “services” and activities volunteers can choose to get involved in.

A. Children

Extra hands are always welcome. However, volunteers are not allowed to simply come and play with the little ones, they must be hands-on too **and make an appointment BEFORE coming through.**

1. There are an array of activities and daily household chores that assistance is needed with such as Sorting Donations, Washing and prepping Bottles, Cooking, Cleaning, homework, and ironing, Gardening, Facility Maintenance, Fun and educational Activities with the children etc.
2. Set times and activities are worked out according to the children’s routines.
3. Certain days are set aside, and block booked for Formal Student Volunteers (i.e. Medical students) and other days for Community Volunteers and Corporate Volunteers. Scholar Volunteers will be accommodated as and when suitable during weekdays and school holidays (if they apply in advance).

Save-A-Life Foundation

☎081-504-8328 or 081-582-9563 or
087-353-8296

✉ info@savealife-sa.org

www.savealife-sa.org

B. Donations

We are sometimes blessed with many donations coming in at the same time and it is a mammoth task to get all these sorted, washed, organised, packed and distributed.

1. Items that have been donated recently need to be sorted and washed before they can be put to use.
2. Toys that are used on a daily basis need to be washed regularly and swapped out for new ones.

C. Programs

1. Whatever we do for our children should always be in their best interest. It is one of our goals to run a meaningful, well-rounded home that caters for children in a holistic, least restrictive, most empowering. In order for us to achieve this; we want to ask volunteers to contribute their time, knowledge and expertise.
2. Arts and Crafts can be wonderfully therapeutic for the bigger children, we want to use this as an outlet for not only their creativity but also their emotions. Volunteers can offer to bring some items (paint, brushes, paper, cardboard, glue, glitter, crayons, koki's, black dustbin bags, bean to make jewellery etc.) and have fun with the kids. These could possibly be used as an income-generating program over holiday periods like Child Protection Month, Valentine's, and Christmas time when the cards made by children are sold.
4. Medical / Clinic Program is high on the agenda now. We need Medical Volunteers, in other words, Qualified Medical Professionals who can donate some of their time and resources, (GPs, Paediatricians, educational psychologists, speech therapists, Dermatologists, OTs, ENTs, Physiotherapists, Pulmonologists, Optometrists, Ophthalmologists, Dieticians, etc.)

D. Marketing & Fundraising

1. Constant Fundraising is needed to run our organisation and ensure that we keep providing the best quality care services to our children. Every program we offer has its own budget applications and as you can imagine, with so many other duties, it sometimes becomes very difficult to ensure that sufficient and continuous funding comes in. fundraising for overall Operational Expenses (Groceries, Nappies, Toiletries, Milk, Medical, Salaries, utility bills, transport, etc.) or particular Budget Line Items, or even a particular Program or Activity- it is all up to you. Big or Small, every bit helps.
2. Volunteers can offer to assist with this in different ways. Either by taking initiative and arranging/coordinating events or Awareness-Raising Campaigns, Fundraisers, Baby Showers, Corporate Events, Barnyard Shows, Collection Drives, School Drives, etc.

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E. Training

1. If you or anyone you know would be willing to share your skills and expertise in your professional field, please share these with us.
2. Any type of formal or informal Training in fields related to our work or the children in general is always welcome. Let us know what you are passionate about and let's see what magic we can make happen together for our Children as well as our Staff.
3. Baby Massage, Child Care, Stimulation and Development, Caregiving, Cooking, Arts and Crafts, Personal Development, Medical- Anything you can think of, we are always eager to learn.

F. General

1. Due to the fact that we are so busy with the day-to-day running of the organisation, we would gladly welcome any ideas or suggestions on the above-mentioned areas and any new ones you might have.

G. Legal

1. By law we are required to screen ALL Volunteers. To safeguard our children, we have to take proper precautions against Abuse and Exploitation as it is everyone's duty to protect all children. For this reason, we require all Volunteers to submit the following documentation:
 - a. Certified Copy of I.D. / Passport
 - b. Completed, signed Application Form and Code of Conduct
 - c. Police Clearance and Form 30 (Private Volunteers) to check your name against Part 8 of the Child Protection Register.

H. Special Requests

From time to time, we have "Special Requests". These are not necessarily necessities; however, they are appreciated. Volunteers are encouraged to come up with their own ideas and suggestions and forward them to management for approval. Be Creative! Let us know what YOU would like to do.

1. Redo a Room

Adopt a room and help us revamp the house one room at a time. The Kids bedrooms desperately need some form of character. Some rooms need ceiling repairs done, others need a bit of a paint job, new bedding sets, curtains, curtain rails, carpets, bathroom revamp, cupboard repairs, new beds and mattresses etc. Other rooms such as the dining room needs a bigger dining room table, the lounge needs ceiling repairs, and the classroom and play room need a complete set up.

The laundry needs to also be done, tiled, painted and new washing machines and dryers.

2. Handyman & Gardening

As you can imagine, there are always a few things that need fixing at the organisation. We would appreciate anyone who could come and help whenever they are available with little odds and ends that need fixing in and around the house. Including fixing of the jungle gym and making our outside play area exciting for our little ones. If you are a Carpenter, Plumber, Painter, Electrician, or General Super-Duper Handyman, You would be a HERO.

3. I.T. & Graphic Designing & Marketing

We desperately need someone to run our social media accounts with marketing and to run our website. We would greatly appreciate someone who is technologically savvy and help us develop colourful, interesting electronic newsletters, profiles, project updates, and keep all our social medias active etc.

4. Other

These include birthday parties, framing, printing, cooking a meal, making cupcakes & birthday cakes, etc. during weekdays, we appreciate extra help, so please give the office a call to arrange a suitable day and time to come through.

Please do not hesitate to contact us should you require any additional or program-specific information. Feel free to email on [Info@savealife-sa.org](mailto:info@savealife-sa.org)

PLEASE NOTE: Due to serious misconduct of scholars, we no longer accept any SCHOOL VOLUNTEERS over the weekends. Kindly ensure that all appointments are scheduled for weekdays during office hours. No exceptions, therefore please make sure that you notify the coordinator prior to the scheduled period. Please note that space is limited, and will only be conducted on certain days.

We love to cultivate young minds and instill a love for Service and caring through our Scholar Volunteer Program, therefore, it has to be done the right way.

We look forward to having you Share the Magical Experience of Volunteering with us!

We hope to see you soon!

THANK YOU

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