



**Kids' FUN & Forjando Alas Volunteer Handbook
2015**

Dear Volunteer,

Congratulations! We would like to welcome you to the Forjando Alas/Kids' FUN family. First off, please visit our Facebook pages and "like" us for updates ([Facebook.com/Kidsuniting](https://www.facebook.com/Kidsuniting) & [Facebook.com/ForjandoAlas](https://www.facebook.com/ForjandoAlas)).

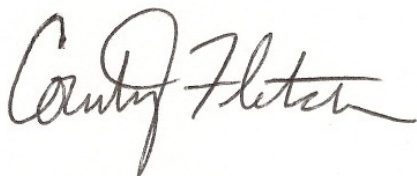
To orient you on our foundation, Forjando Alas is a project of our U.S. based nonprofit (501c3) organization, Kids' Foundation for Uniting Nations (or Kids' FUN). The mission of Kids' FUN is to create a global network of kids who inspire each other to initiate positive change through technology, conservation and youth alliances. Forjando Alas is a kids' center in Uvita, Costa Rica that is part of the youth alliance aspect of Kids' FUN. The mission of Forjando Alas is to provide a safe learning place for tomorrow's leaders, empowering them through environmental education, health, technology, art and English. We strive to keep kids in school and off drugs by introducing them to the concept that learning can and should be fun.

Forjando Alas provides lessons Monday through Friday from 10:00AM to 5:00PM. For a more comprehensive schedule, please visit the calendar at [KidsUniting.org/ForjandoAlas/Padres](https://www.KidsUniting.org/ForjandoAlas/Padres). Students can earn a chance to go on field trips two Saturdays per month.

Volunteers are expected to be at the center assisting teachers during regular operating hours, assist with preparation of lessons, meals, special events, and are welcome to attend Saturday field trips, as long as there is space. Please see attached procedures, packing list and contracts. Please read the whole document, sign all contacts and return to ForjandoAlas@gmail.com.

Thank you for volunteering your time, we hope you enjoy your time in Uvita!

Sincerely,



Courtney Fletcher
Executive Director
Kids' Foundation for Uniting Nations



VOLUNTEER RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Kids' FUN & Forjando Alas Volunteer Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Volunteer Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment.

I have read, understand and agree to all of the above. I have also read and understand the Kids' FUN & Forjando Alas Volunteer Handbook.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that a volunteer learns about Kids' FUN & Forjando Alas, or its members or donors, as a result of volunteering for Kids' FUN & Forjando Alas that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by Kids' FUN & Forjando Alas or to other persons employed by Kids' FUN & Forjando Alas who do not need to know such information to assist in rendering services.

This disclosure, distribution, electronic transmission or copying of Kids' FUN & Forjando Alas's confidential information is prohibited. Any volunteer who discloses confidential Kids' FUN & Forjando Alas information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____



VOLUNTEER TRAVEL WAIVER OF LIABILITY AND
HOLD HARMLESS AGREEMENT FOR

Kids' Foundation for Uniting Nations & Forjando Alas

1. In consideration for receiving permission of Kids' Foundation for Uniting Nations, to participate in the volunteer position with Forjando Alas Youth Center, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Kids' Foundation for Uniting Nations, Forjando Alas Youth Center, the board of directors, volunteers, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I am fully aware of the risks involved and hazards connected to this activity, including but not limited to travel risks. I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.
3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.
4. I understand that Kids' Foundation for Uniting Nations and Forjando Alas do not maintain any medical or health insurance policies for volunteers. As such, I am aware that I should review my personal insurance portfolio, especially accident/medical coverages.
5. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless agreement shall be construed in accordance with the laws of the State of Florida and country of Costa Rica.
6. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this _____ day of _____, 20_____.

PARTICIPANT:

Printed name _____

Signature _____



VISUAL/AUDIO IMAGE RELEASE FORM

I grant permission to Kids' Foundation for Uniting Nations and Forjando Alas, its employees and agents, to take and use visual/audio images of me. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. Kids' FUN and Forjando Alas will not materially alter the original images. I agree that Kids' FUN and Forjando Alas owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as the website, publications, promotions, broadcasts, advertisements, posters, and social media. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or be compensated for them.

I release Kids' FUN and Forjando Alas and its employees and agents, including any firm authorized to publish, broadcast and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking or use of the images or printed material used with the images. I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, meaning and impact, and I freely accept the terms.

Signed on this _____ day of _____, 20_____.

PARTICIPANT:

Printed name _____

Signature _____

ARRIVAL & DEPARTURE DATES

Date of arrival: _____

Date of departure: _____

Will you stay with us? (\$500/month, 3 meals included) yes no

If so, how would you like to pay? all upfront monthly

Payments made to PayPal at KidsUniting@gmail.com

Please notify us as soon as possible if these dates change for any reason.



Volunteer Procedures:

Starting Procedures

- * Send cover letter, resume & 3 references
- * Interview via Skype, or telephone
- * Contact references
- * Background check and drug test (if applicable)
- * Sign contract
- * Purchase plane ticket & health insurance (*REQUIRED*), email a copy of both to ForjandoAlas@gmail.com. We will book your stay (if necessary) at Hospedaje el Bosquecito. The cost is \$500/month with 3 meals included. Please pay Kids' FUN through PayPal at KidsUniting@gmail.com; we will send you an invoice for your full stay, or monthly if you prefer.
- * Arrival, procedures & training (provided by Center Director or Activities Coordinator)
 - * Bus - From bus stop, walk across intersection and into town (Banco de Costa Rica will be on your right as you go into town). Road will become dirt. Just past Sueños Tranquilos, will be Hospedaje el Bosquecito on the left (behind woodshop)
 - * MonkeyRide/Shuttle - Ask the driver to take you to Hospedaje el Bosquecito. See directions above, or have driver call (506)8568-9338 if necessary.

Volunteer Duties & Expectations

- * First and foremost, act as a responsible role model for our students, smile and enjoy time with the children. Remember you are always representing Forjando Alas, so act appropriately within the community, word travels fast.
 - * Abstain from overuse of alcohol (underage drinking is strictly prohibited)
 - * Abstain from all illegal drug use
 - * Act appropriately in public, and uphold high moral values
 - * Treat students, teachers and other employees with respect and courtesy
 - * Notify the Center Director if you must leave. Please give *two weeks* notice (we understand emergencies do arise; if this is the case, please communicate with us as soon as possible).
- * In case of absence, you *must* give 1 week notice to the Center Director
- * Each day you arrive, help the teacher prepare for lessons by cleaning and setting up
- * Offer your help during the lesson, depending on the teacher's needs
- * After the lesson assist with clean up and preparation for next group
- * During spare time, consult daily and weekly cleaning checklist for things that need to be done (initial after completion)
- * Assist with curriculum development and delivery based on theme
- * Actively participate in lessons and activities
- * Chaperone off-site excursions
- * Assist with other fundraising efforts (such as events, grant proposals and donations)
- * Help enforce student rules and follow discipline procedures



- * Maintain cleanliness and order in the center (Keep the kitchen, bathroom and floors of the house clean and organized, take the trash out whenever full, water and weed the garden as needed)
- * Help conserve water and electricity in the house (turn off all lights, fans and unplug electronics that are not being used).

Safety & Security

- * We are committed to creating a secure work environment; it is your responsibility to abide by all security policies, as follows:
 - * Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues to management
 - * Keep the doors locked at all times when no one is inside
 - * Turn off, and lock up all laptop computers after use
 - * When walking through town at night, bring someone with you
 - * Lock up all personal items at your hotel
 - * Maintain extra copies of your passport and health insurance throughout your stay
 - * It is recommended to check in with your country's embassy before arrival

Lessons & Discipline at FA

- * Please consult with FA staff during training



Packing List:
(These are suggested items)

Clothes

- Stuff you don't mind getting dirty!
- Tanks, Tees, UV Protector
- Shorts (Quick-Dry)
- Light hoodie or sweater (especially during rainy season)
- Bathing Suits
- Beach cover up/sarong
- Underwear
- Sports bras
- Bras
- Sleepwear
- Rain jacket

Accessories

- Hat
- Sunglasses
- Eyeglasses

Footwear

- Flip-flops
- Hiking or trail shoes (like Tevas, or shoes with a back-strap for hiking)
- Lightweight hiking socks

Personal Items (you can also purchase these locally, but will be cheaper if you can bring it)

- Toothbrush
- Toothpaste
- Floss
- Deodorant
- Shampoo
- Conditioner
- Soap
- Shaving Cream
- Razor
- Contacts and contact solution
- Moisturizer (face and body)
- Brush
- Rubber bands/bobby pins/clips
- Sunscreen with high SPF (30+) and Lip Balm with SPF 15+

Medicine Cabinet

- Prescription Rx

- Pain relievers
- Imodium tablets
- Allergy medications
- Motion sickness medications
- Eye drops
- Insect repellent
- Cortisone 1% anti-itch cream
- Hand sanitizer
- Feminine products
- Vitamins
- Bandages
- Small roll toilet paper (or tissues)

Electronics

- Camera
- Video Camera
- Ipod, speakers
- Phone
- Chargers

Gear and Extras

- Flashlight
- Inflatable travel pillow
- Reading books for plane
- Spanish Phrasebook
- Journal
- Pens
- Playing cards
- Ziplock bags
- Quick dry towel
- Mesh laundry bag

Paperwork

- Passport
- Copies of your passport (or scan them and email to yourself, also *give parents copies*)
- Numbers for emergency contacts
- *** *Travel insurance* *** (REQUIRED)
- Money for souvenirs

Luggage and accessories

- Daypack (like a small backpack for excursions)