



## WEMA VOLUNTEERS ORGANIZATION

Mgeninani Street, Kijichi ward, Temeke District, P.O.Box 90379, Dar es Salaam, Tanzania

Tel: +255 719 095 273, Email: wemavolunteers@gmail.com

### VOLUNTEER REGISTRATION FORM

Current Photo

#### PERSONAL INFORMATION.

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ ID Type: \_\_\_\_\_ ID No. \_\_\_\_\_

Marital Status: \_\_\_\_\_ Religion: \_\_\_\_\_

Current home address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Instagram Account: \_\_\_\_\_ Facebook Account: \_\_\_\_\_

#### EMERGENCY CONTACT PERSON:

Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Contact: \_\_\_\_\_

#### VOLUNTEERING COMMITMENT:

Volunteer type: Full time  Part time

Office bearer  Project based

Volunteering experience:

None:  Less than a year  More than a year

Sector: \_\_\_\_\_

Why volunteering with us? \_\_\_\_\_

I agree to all the policies, terms and conditions of my working place.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### **VOLUNTEERS' ENGAGEMENT POLICY**

#### **About WEMA Volunteers Organization.**

WEMA volunteers' organization is an NGO that registered under the ministry of Community development, Gender, Women and Special Groups. It works to consolidate efforts of volunteers in education, health and environment. WEMA aspires to see community where every person is responsible to develop solutions to their prevailing challenges in a sustainable manner. WEMA therefore impart work skills and problem solving skills to youth volunteers ready to work for their communities.

#### **Vision**

A society where every member participate in solving their socio-economic challenges.

#### **Mission**

Improving capacity of youth and community to solve its challenges in education, healthy living and livelihood without expecting material profit.

#### **WEMA Volunteer**

A volunteer is a person who undertake voluntarily undertakes or expresses a willingness to undertake a service.

WEMA Volunteer is expected to live and behave according to this policy.

#### **Recruitment**

WEMA is an equal opportunity for all organization. People of special groups are also encouraged and will be supported. All volunteers will follow international recruitment standard and outstanding performers will have opportunity to work with WEMA at that particular time. The following are among the required documents for a new recruitment:-

- a) Application letter
- b) A complete CV
- c) Relevant certificates
- d) For foreigners, must have a valid visa
- e) When accepted fill an application/Commitment form

#### **Service Agreement**

Before starting work at WEMA, an agreement will be signed between a volunteer and WEMA representative. Volunteer will also have a confirmation letter from WEMA preferably from the Program Coordinator or Executive Director. All successful volunteer applicants are asked to discuss and agree the work they will be doing for WEMA with a senior member of staff preferably seconded by either the Programme coordinator or even the Executive director. This will be documented in a volunteer agreement, which is not binding but will help guide and focus a volunteer's work with us.

## **Induction**

Where possible volunteers coming to work at WEMA will be directed to appropriate thematic areas to give them some key background information on the work we do and our approach. Shortly after arriving volunteers will have an opportunity to attend orientation session to familiarize with the environment working areas and be given a guidelines and assigning contracts.

## **Skills Development**

A volunteer has rights to access to skills development programs. WEMA will make sure all the necessary skills required for volunteers to effectively accomplish their works will be imparted to them accordingly. It may include trainings at organized by WEMA or an attachment to a program organized by partner organizations. A volunteer will be obliged to attend the training whenever necessary.

## **Leaving WEMA.**

WEMA will do it's best to recognize the assistance and commitment of volunteers via our website and newsletters. WEMA will provide a certificate of service, thank you letters and references for anyone who has successfully volunteered with us. A volunteer can leave upon completion of his/her term of service or can request to leave at any time whenever felt convenient.

## **Procedure to quit WEMA.**

A letter informing the need to terminate the volunteering contract will be submitted to a supervisor who will report it to the head of programs and/or CEO. Upon discussion and agreement on both sides a volunteer may be allowed to leave within a week. A volunteer will leave after handing over all the office assets, resources and documents that were handed to him/her or are the outcomes of his/her volunteering assignment.

## **ETHICAL CONDUCT FOR STAFF MEMBERS AND VOLUNTEERS**

Volunteers are expected to abide by the same code of conduct as WEMA employees. **A volunteer who acts contrary to the ethical conduct is likely to be asked to leave WEMA organization.** All volunteers are expected to be a positive example to community at all times. The physical, mental and spiritual protection is paramount importance.

**The following actions directed against volunteers or towards other staff will result in immediate dismissal without notice. Where any of these actions may constitute a criminal offence, the concerned authorities will be informed immediately:**

- a) **Sexual abuse.** This includes but is not restricted to rape, any contact of a sexual nature, lewd suggestion, or sexual harassment
- b) **Mental and emotional abuse.** This includes but is not restricted to bullying, aggressive and threatening behavior, intentional humiliation, and racist or tribalistic insults.
- c) **Spiritual abuse.** This includes but is not restricted to forcing a volunteer to engage in religious observances not of their persuasion. Exposing a child to potentially damaging influences such as devil worship or witchcraft.
- d) **Theft or vandalism** of property belonging to WEMA, other staff or volunteers.
- e) **Breach of confidentiality.** Revealing confidential details about volunteers, other employees, or the WEMA organization Trust to unauthorized persons.
- f) **Any other criminal activity.**

**The following actions are also not acceptable at WEMA organization irrespective of the project site and disciplinary action will be taken against members of staff or volunteers who engage in them:**

1. Drinking at work or being under the influence of alcohol while performing your duties.
2. Being under the influence of illegal drugs while performing your duties.
3. Smoking on site or while performing your duties.
4. Using vulgar inappropriate language
5. Fighting and quarrelling.

**In addition it is important that WEMA VO staff and volunteers at all times:**

- Be committed to achieving the WEMA vision and mission.
- Behave honestly and with integrity.
- Refrain from sexual relationships with other staff, volunteers or attachments.
- Ensure they are punctual and reliable.
- Maintain a clean, tidy appearance and dress smartly as appropriate to their jobs.
- Promote transparency and accountability.

**WEMA VOLUNTEER SERVICE AGREEMENT**

|                          |             |
|--------------------------|-------------|
| <b>Volunteer's Name:</b> | <b>Sex:</b> |
| <b>WEMA Supervisor</b>   |             |
| <b>Agreed work dates</b> |             |
| <b>WEMA Job title</b>    |             |

|                                  |            |  |           |  |
|----------------------------------|------------|--|-----------|--|
| <b>Fully funded?</b>             | <b>Yes</b> |  | <b>No</b> |  |
| <b>Expenses Covered by WEMA?</b> | <b>Yes</b> |  | <b>No</b> |  |
| <b>Resident?</b>                 | <b>Yes</b> |  | <b>No</b> |  |

|  |
|--|
| <b>Summary of Volunteers experience. (<i>Attach application form</i>)</b>                  |
| <b>Description of work to be done at WEMA (<i>Attach Job description if available</i>)</b> |
| <b>How will work be supervised?</b>  |

By signing this service agreement, a volunteer also agrees to abide at all times with the WEMA ethical Conduct for staff and volunteers.

**Agreed By:**

**Volunteer's name.....Sign.....Date.....**

**Supervisor's name.....Sign.....Date.....**