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**INTRODUCTION:** By Grace Disabled & Orphans Centre welcomes individuals to assist the Centre in any way they feel led. We encourage all of our guests to feel free to leave their unique imprint in a way that reflects their experience.

By Grace Disabled & Orphans Centre is an on-going ministry dedicated to changing the lives of Kenya's 3 million and rising HIV/AIDS orphaned population. Our mission of **reaching out to the widows and orphans** is upheld on a daily basis, James 1:27: says, *'Religion that God our father accepts as pure and faultless is this: to look after orphans and widows in their distress'*.

We have been welcoming and receiving International volunteers and visitors since 2003, and have hosted over one hundred guests. While in Kenya, volunteers will embark upon a journey to extend a helping hand during their stay. The Centre is dedicated to offering our volunteers several elements which we feel will enrich their stay:

- ☞ an opportunity to make a difference in the lives of over 200 orphans
- ☞ assist the local Kenyan volunteer staff
- ☞ enjoy a meaningful stay with a caring Kenyan host family
- ☞ experience the rich tapestry of Kenya's colourful country

### ***Personal Information***

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

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

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

Gender: **M**     **F**

Birth Country: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport #: \_\_\_\_\_

Home Address:

Mailing Address:

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Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

email address: \_\_\_\_\_

<b><i>Emergency Contact Information</i></b> _____	
Name & relation to applicant: _____	
Address: _____	Home phone: _____
_____	Cell number: _____
_____	email address: _____

**VOLUNTEER OPPORTUNITIES:** By Grace Disabled & Orphans Centre doubles as a school by day and an orphanage by night. Volunteers to the Centre typically assist during the day. When selecting your dates of volunteering, please consider the schedule of the school and orphanage. Select any date of the year which best suits their individual travel needs. By Grace Centre is open year round and welcomes guests at any time.

**SCHOOL IN SESSION:**

1. Term I (January - March)
2. Term II (May - July)
3. Term III (September - November)

<b><i>Volunteer Projects when School in Session</i></b>	<b>✓ <i>if interested</i></b>																							
Teach any of the classes Please indicate the age level with which you are most comfortable to work:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____ Nursery (1-5 yrs.)</td> <td style="width: 50%; border: none;">_____ Class 1 (5-7 yrs.)</td> </tr> <tr> <td style="border: none;">_____ Class 2 (6-8 yrs.)</td> <td style="border: none;">_____ Class 3 (8-10 yrs.)</td> </tr> <tr> <td style="border: none;">_____ Class 4 (9-11 yrs.)</td> <td style="border: none;">_____ Class 5 (10-12 yrs.)</td> </tr> <tr> <td style="border: none;">_____ Class 6 (11-13 yrs.)</td> <td style="border: none;">_____ Class 7 (12-14 yrs.)</td> </tr> <tr> <td style="border: none;">_____ Class 8 (13-15 yrs.)</td> <td style="border: none;">_____ Secondary (14-19 yrs.)</td> </tr> </table>	_____ Nursery (1-5 yrs.)	_____ Class 1 (5-7 yrs.)	_____ Class 2 (6-8 yrs.)	_____ Class 3 (8-10 yrs.)	_____ Class 4 (9-11 yrs.)	_____ Class 5 (10-12 yrs.)	_____ Class 6 (11-13 yrs.)	_____ Class 7 (12-14 yrs.)	_____ Class 8 (13-15 yrs.)	_____ Secondary (14-19 yrs.)	<table style="width: 100%; border: none;"> <tr><td>_____ Mathematics</td></tr> <tr><td>_____ English</td></tr> <tr><td>_____ Physical Educ.</td></tr> <tr><td>_____ Art</td></tr> <tr><td>_____ Music &amp; Drama</td></tr> <tr><td>_____ Biology</td></tr> <tr><td>_____ Chemistry</td></tr> <tr><td>_____ Physics</td></tr> <tr><td>_____ Composition</td></tr> <tr><td>_____ C.R.E.</td></tr> <tr><td>_____ Geography</td></tr> <tr><td>_____ History</td></tr> <tr><td>_____ Global Studies</td></tr> </table>	_____ Mathematics	_____ English	_____ Physical Educ.	_____ Art	_____ Music & Drama	_____ Biology	_____ Chemistry	_____ Physics	_____ Composition	_____ C.R.E.	_____ Geography	_____ History	_____ Global Studies
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Assist a Teacher with their daily teaching schedule																								
Individual tutoring (indicate content area)																								
Lead or assist a teacher with counseling sessions with secondary students																								
Conduct after-school activities with the children																								
Other: (list your idea)																								

**VOLUNTEER OPPORTUNITIES WHEN SCHOOL IS CLOSED:**

By Grace Centre closes the school every fourth month of the calendar year (April, August, December). This time is typically less structured for the orphans, so that they are free to enjoy their holiday. Volunteers, who elect to come during a time when the school is closed, may choose from any number of the following projects:

**SCHOOL CLOSED:**

1. April holiday
2. August holiday
3. Summer holiday: End of November through beginning of January

\* Visit the website for a breakdown & description of each project: [www.bygracecentre.org](http://www.bygracecentre.org)

<b><i>Volunteer Projects when School is Closed</i></b>	<b><i>✓ if interested</i></b>
Lead or assist in music, singing, or drama	
Lead and supervise the physical activities	
Lead arts & crafts activities	
Kitchen assistance & meal preparation	
Teach basic English conversational skills	
Creative Writing/Composition	
Playwriting	
Media Productions	
Community Clean-up Crew	
D.E.A.R. Time: <b>Drop Everything And Read</b>	
Other: (list your idea)	

\*Volunteers will need to arrange for the required materials for any project. By Grace Centre does not have additional funds to supply said items. These goods may be purchased within Kenya at significantly lower rates than the cost of purchasing them within your own country and shipping them to By Grace. For additional information on how to go about purchasing necessary supplies, contact Jane Mwangi: [info@bygracecentre.org](mailto:info@bygracecentre.org)

***Desired Dates of Travel:*** \_\_\_\_\_  
 (Since the Centre runs year round, please select a travel time that works best with your schedule.)

***Additional Information***

1. Please explain your motivation for participating in a Volunteer Project with By Grace Centre:

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2. Please explain your educational & professional background: \_\_\_\_\_

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3. Please explain your prior travel experience. List countries, dates, and purpose: \_\_\_\_\_

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## ***Terms and Conditions of Volunteer Accommodation***

The terms and conditions of the volunteer accommodation are specifically designed to ensure an enjoyable stay while in Kenya. We trust that our volunteers will abide by these terms and conditions, while remaining polite and respectful to the Kenyan culture. Failure to do so may result in the termination of your volunteer program, and is left to the discretion of the By Grace Centre administration and the host families.

## ***Cancellation & Refund Policy***

Due to the fact that By Grace Disabled & Orphans Centre is a non-profit organization, under circumstances of necessity, a refund for program fees may be negotiated for services not rendered. We want our volunteers to have a wonderful experience in Kenya, therefore we will weigh individual circumstances of cancellation and program refund on a case by case scenario. Cancellations must be made in writing and letters of support should also accompany this.

## ***Terms of cancellation & refund***

- \$50 US application processing fee is non-refundable under any circumstances
- \$200 US program deposit fee is non-refundable under any circumstances
- If a volunteer cancels a program two weeks prior to joining the volunteer project, a full to partial refund will be considered
- If a volunteer cancels a program within two weeks of joining the volunteer project, a 50% refund will be considered
- If a volunteer cancels a program after joining the volunteer project, no refund will be granted
- If a volunteer elects to cancel his/her volunteer project, after joining the program, we waive all responsibilities for any consequences of that individual decision. At that point, we are no longer responsible for the remainder of the volunteer's stay. Terms and agreements of a volunteer's stay with a host family will be terminated immediately.
- At any time, we hold the right to cancel a volunteer project due to any number of unforeseen circumstances. Should this be the case, a full to partial refund will be considered.
- If a volunteer is found to be in violation of our mission and philosophy during their stay, we hold the right to cancel a volunteer project. No refund will be granted under any circumstances.
- Refunds take approximately 60 to 90 days to process and will be issued in US dollars in the form of a money order or bank certified check.

By signing this application, I acknowledge that I have read the Terms & Conditions (see above) of my volunteer project as set forth by the Administration of By Grace Disabled & Orphans Centre. I fully agree with these terms & conditions, including the Centre's responsibilities, my (volunteer) responsibilities, the responsibilities of the host family, my liability waiver, and the termination conditions of my volunteer project. Furthermore, I consent that the information provided herein is a factual and accurate representation of myself.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_