



# KCC volunteer programme

volunteer and fundraising guidebook

# contents

## SECTION 1

3	First Things First
4	Getting Started
4	Contact Us

## SECTION 2

5	Map of Kenya
6-7	About Kenya

## SECTION 3

8	Kitendo Children's Charity
8-9	About KCC

## SECTION 4

10	Volunteering
10	Placements
11	Volunteer Impact
11	Why Volunteer
11	Why KCC Need's Volunteers
12-13	Life as a Volunteer
14	Responsible Volunteering
15-16	Naivasha

## SECTION 5

17	Preparations
17	Flights
17	Visa
18	Travel Insurance,
18	Safety, Security and Crime
19-20	Health
21	Recommended Vaccines
22	Further Information
23	Suggested Packing List
24-25	Money
26	Check List

## SECTION 6

27-28	Fundraising: Getting Started
29-30	Ideas
31-32	Event Check List



# first things first

## Welcome to Kitendo Children's Charity!

We would like to take this opportunity at the outset, to thank you for making the decision to commit to coming to Kenya, to give your time and resources, and by giving-back through volunteering.

KCC was founded by volunteers from Kenya and from around the world, therefore we hold volunteerism as one of our core values as an organisation. All of our staff have volunteered at some point for KCC and so we know first hand the cost it can take but more importantly, the internal benefits that can be possible through the experience.

Getting the most out of volunteering is largely determined by how much effort you put in, and how emotionally present you are during the experience. Realise that this not an everyday experience and this is something that could quite easily stay with you for the rest of your life.

Congratulations on getting to this point by passing through the registration process. From here on in, its all about preparing as best you can before heading off for what should be a life-enriching experience.

Wishing all the all the best,

- the KCC team



# getting started

This Volunteer and Fundraising Guidebook has been written with you in mind. Preparing to travel always comes with it a number of things to sort through and coming to Kenya is no exception! There is a lot to think through and sort out, so it is our hope that this guidebook goes a long way to help you get everything in place , and to help you feel confident about the next steps.

From the contents, you will see that the book is divided into a logical sequence that should help you navigate the planning, and pragmatic steps to help you get fully prepared.

Throughout the book you will see KCC Tips, links, and other resources all there to help you have a clearer picture about what to do, know and expect. At the back there is a check list that you can print off and mark off as you go.

For now, our suggestion is that you take some time to read through the whole book first, and then print or save it as document you can refer to easily latter.

## contact us

It is our goal to make this whole process as seamless as possible for you so If you have any questions what so ever that aren't answered in the book or on our website, please do not hesitate to email us directly.

Please keep in mind the time zone when getting in touch and weekend hours but please be rest assured we will do our utmost to get back to you within two working days at the latest (48 hours) Kenya time (UTC+03:00).

**Email**    [volunteer@kccprogramme.org](mailto:volunteer@kccprogramme.org)

**Phone**    +254 714 281 294 +254 715 712 382

**Website** [www.kccprogramme.org](http://www.kccprogramme.org)





# Kenya



**Population** 44,354,000 (World Bank, 2013)

**Capital** Nairobi

**Area** 569,140 sq km

**Location in Africa** East Africa, along the equator line

**Neighbouring countries** Tanzania, Rwanda, Uganda, South Sudan, Ethiopia and Somalia

**Climate** Kenya enjoys a mostly tropical climate that varies throughout the country. For most of the country daytime dry-heat high temperatures range from 20 to 25 °C - 68 to 82 °F.

**Rainy seasons** Long rains from late April to early June and short rains from mid November to mid December

**Altitude** The lowest point is at sea level along the Indian ocean on the coast and the highest at the peak of Mt Kenya at 5,199m above sea level

**Country code** +254

**Time zone** East Africa Time Zone (UTC+03:00)

**Money** Kenya shilling (Ksh)

**National languages** Kiswahili and English

**Famous for** Marathon runners, the big five and safaris, mobile money.

## In a Snapshot

Kenya is a fascinating country that dates back three and half million years BC. Fossils were discovered at Lake Turkana (northern Kenya) that show that hominid (human-like) creatures were living in Kenya and East Africa at large.

It's a country that has had its fair share of challenges with Colonial powers, tribalism, corruption, post-election violence, poverty, HIV/AIDs, drought, poaching and terrorism, yet it is a country on the move with technology and modernization making a significant contribution to the development of the country. Still, it's a struggle for many with roughly 45.9% (World Bank 2005) of the population living on less than \$1.25 a day, and more than 65% on less than \$2. It's a fight for survival for the majority. With a climbing youth unemployment rate and continuing raising cost of living, there are many challenges for ordinary Kenyans.

Despite these challenges however, when you get to know people in this country you will find a warmth and a perseverance to defy the odds, make the most of life and on with what needs to be done in a day.

It is also a stunning country to travel given its natural resources. Not only does Kenya have world class wildlife, there is a stunning coastline with marine life to discover, white sand beaches and a intriguing Swahili history. In central Kenya the second highest mountain in Africa, Mt Kenya stands at 5,199 feet above sea level with unique fauna and awe-inspiring landscapes.

This makes for a unique and enriching volunteering experience, where you can both get an intimate insight about Kenya and the culture, while making a difference in the lives of others.



## History

Kenya gained independence December 13, 1963 after years of British colonial rule. The first president of Kenya was Jomo Kenyatta and since independence there has been three presidents since his ruling. Today, Kenya is governed by Uhuru Kenyatta, the son of the founding president and the country has one of the fastest growing economies in the Africa.

## Swahili

The word Swahili is derived from the Arabic word *sā'il*, meaning "boundary" or "coast". The word refers to both the language and culture that originated by peoples inhabiting the East African coast but is now the main language used throughout Kenya, Tanzania and other parts East Africa. A high fraction of Swahili is based on Arabic but is also has a rich

### KCC tip

It's good to know some basic Swahili. We suggest picking up a phrase or language book or even download an app if you have a smart phone. To get started, you could watch this YouTube channel to pick up a few Swahili basics.

[www.youtube.com/channel/UCDhKC1HkkMzT30hrgsjvWPQ](http://www.youtube.com/channel/UCDhKC1HkkMzT30hrgsjvWPQ)

combination of Bantu, Persian and Asian influences also.

## Population & People

The population of Kenya is 44,354,000 (WHO, 2013) and the country is home to over 40 different tribes. The largest being: Kikuyu 22%, Luhya 14%, Luo 13%, Kalenjin 12%, Kamba 11%, Kisii 6%, Meru 6%, other African 15%, non-African (Asian, European, and Arab) 1% (CIA Factbook).

## Religion

Based on the 2009 census, approximately Christian 82.5% (Protestant 47.4%, Catholic 23.3%, other 11.8%), Muslim 11.1%, Traditionalists 1.6%,

## Literature & Expression

Get to know Kenya and East Africa at large before you arrive. Below are some good books, films and articles, website we recommend.

### Books

Unbowed by Wangari Maathi

It's Our Turn to Eat by Michela Wrong

Africa: Altered states. Ordinary

Miracles by Richard Dowden

### Film

The First Grader

Nairobi Half Life

Constant Gardener

## Arts & Culture

Nairobi National Museum - Museum Hill, Nairobi [www.museums.or.ke](http://www.museums.or.ke)

UP Magazine - Free monthly print and online arts and cultural magazine.

[www.upnairobi.com](http://www.upnairobi.com)

The NEST- is a Kenyan multidisciplinary collective.

[www.thisisthenest.com](http://www.thisisthenest.com)

Kuona Trust - Art space and skills opportunities for contemporary visual artists to create innovative, world class art in Kenya. [www.kuonatrust.org](http://www.kuonatrust.org)

### Festivals and Cultural Experiences

Rift Valley Music Festival - Late August 4 Days

Lamu Cultural Festival - Late November: 3 days

Blankets and Wine - Music events throughout the year

[www.blanketsandwine.com](http://www.blanketsandwine.com)

## BBC Kenya Intro Videos

Check out this brief overview of Kenya produced by the BBC

[www.bbc.com/news/world-africa-13681341](http://www.bbc.com/news/world-africa-13681341)

# Kitendo children's charity

## About Us

Kitendo Children's Charity (KCC) is a non-governmental organisation based in Kenya working with children and families living in poverty.

## Vision

An empowered, independent and resourceful society.

## Mission

To instill the highest values for independence and self-reliance for comfortable and decent living.

We exist to instill values that lift people up through empowerment and knowledge that leads to a more fulfilling life. Moving people from dependence to independence from reliance to self-reliance leading to a life beyond poverty.

## Core Values

Equality	Volunteerism
Transparency	Growth
Gratitude	Team work
Commitment	Excellence

## Who We Are

We're a grassroots non-governmental organisation based in Kenya. We empower and educate people living in poverty. Our office, management and leadership team are all based in Kenya and our governing Board is based in Kenya.

## Our Work

Our key focus is school aged children living in informal settlements. The projects we operate are: Food and nutrition, education, health, life skills, HIV/AIDS education, school health education, and school construction. We also operate a women's empowerment support group where women learn income generation skills and run community wide medical camps.

## Our People

Our team is a group of dedicated people from all walks of life. Each giving their time, energy and skills towards the KCC mission. Our full time team all volunteer and receive a living allowance for the work they do. Our volunteer culture ensures that the organisation grows sustainably with people whole heartedly buy into the mission.

## Location

We are located in Naivasha, Kenya and our field is the Naivasha district informal settlements. We focus our energy there as we see these environments with the greatest need's in our community.

## Our Name

The KCC informal settlement is located in an area that is called KCC, as its right next to the community there is a dairy factory called Kenya Creamy Corporation (KCC). When we started we adopted these letters and registered as Kitendo Children's Charity Programme or KCC for short.



## 2009

- KCC founded
- Food and Nutrition project started
- 100 children enrolled into the children's project
- First two ECD classrooms built

- First six children enrolled into primary school
- Acquired one acre of land
- Women's Group launched
- Two more ECD classrooms, kitchen and store built

- Medical Camps project started for the community
- Health Education project set up to include monthly sanitary towels distribution

## our history

- New primary school plans drawn up and approved
- Construction of perimeter wall, toilets, showers and matron house at new site

- ECD school buildings completely upgraded
- 89 children enrolled into primary school
- Each year 20 new children enrolled into the children's project

## future...

- A new KCC Primary School built and resourced
- Secondary School sponsorship programme established
- Vocational School built
- Five acres of land acquired
- Women have acquired their own land

### The Meaning of the word Kitendo

Kitendo is a Swahili word that translates in English as; small good acts or deeds. Kitendo is the essence of KCC. Right from the beginning we have strived to do what we can for the greater impact of changed lives. We can't do everything but we can do something. It starts with Kitendo.

### Registration

KCC is registered in Kenya as a non government organisation (NGO). Certificate number OP.218/051/11-0552/7408. We operate under section 10 of the NGOs Co-ordination Act, 1990 and the Laws of Kenya.

### Independent Account Audits

KCC is committed to building one of the most transparent organisations in Kenya. Currently KCC is 90% funded by the general public which fuels our programmes, operations and growth. All of our audits are available on our website.



## empowering the future

Our most significant project that we are planning and moving towards is KCC Primary School. This school will be more than just education, but a place for holistic child development. The main focus for KCC is the foundations for children and ensuring each child has equal opportunities.

In the future we see a school that will be recognized an institution that not only produces excellent candidates for further education but more importantly, well rounded individuals. These children may have come from informal settlements and poverty, but have the values, determination and skills to become an empowered, independent and resourceful society.

# volunteering

## placements

### Childcare

Come and join our weekday preschool for the full experience of helping some of Kenya's most vulnerable children, aged 3-7 years. Along side our school cook and teachers you will experience the highs and lows of pre-school life and should walk away with some great memories. Our children's programme incorporates in education, health, nutrition and life skills. Your placement will be varied based around these key areas. The main work is in the kitchen, garden, classroom and outdoor activities. You will help prepare meals, clean, perform general health checks, assist teachers, organise activities and other tasks which are all focused on the holistic development of children.

### Teaching

Teach children aged 3-7 years in our pre-school for two days a week and in a government primary school aged 7-16 years, three days a week. These are obviously two different levels of education being basic up to teaching English in upper primary. You will teach along-side teachers on specific subjects and themes within the prepared lesson plans and schemes of work. As well as teaching your tasks could be marking books, preparing for specific classes and activities, preparing teaching materials, organising activities for the children such as sports, games, music and creative activities. To prepare for this we advise looking into a TEFL course that can be done online. The language at pre-school age is predominantly Swahili so if you really want to gain the most out of your placement we highly recommend learning some basics of Swahili. Teachers are fluent in English as is our management team.

### Office Support

We are growing as an organisation and so, our workload is also growing! This placement is one we value highly as the skills and capabilities you can offer, can be a significant boost for our operations end. Your contribution we are looking for can be any/or a combination of organisational, analytical, creative, or technical experience. We value this kind of support as it saves us resources and moves us forward faster. As a young NGO we have a lot of needs but below are the areas that stand out as priorities:

- Grant and proposal writing.
- Fundraising.
- Content and copy across communications.
- Graphic and web design.
- Event and campaign management.
- Photography.
- Office support including data entry.

As well as this, we are open to new ideas to develop concepts for models and methods to tackle poverty. The challenges we grapple within these communities are complex, but within your background, maybe you could offer something of value to help KCC think through some of these challenges with new a lens.

Give your best.  
Build our future.  
Grow as a person.

## volunteer impact

Since 2009 KCC has hosted over 240 volunteers from across the world. Volunteers contribute significantly to the daily running of our projects and have enabled KCC to grow in the way it has. We continually assess the impact that volunteering has on KCC and Kenya as a whole and are committed to ensuring that this volunteer programme, continues to impact in ways where the social good from volunteer services can be clearly identified and credited.

## why volunteer

Here at KCC we really want you to take some time and reflect on your *why*. Why do you want to volunteer? What do you hope to learn? What can you contribute to this experience? Many volunteers who have worked with KCC have applied past experiences or skills to make a positive contribution during their volunteer placement. This experience is really what you make of it! Volunteering can be challenging as well as rewarding as well as a be a great place for personal growth and professional development. The reasons to volunteer are many, and they do not stop once you leave Kenya. We have long-term relationships with our volunteers that stay connected through financial support, technical support, and as great friends of KCC.

## why KCC needs volunteer's

Volunteers contribute significantly to the daily running of our projects and have enabled KCC to grow in the way it has. Volunteers also play a large role in our ability to employ local staff.

As we continue to grow we want our local staff to grow with us as there is a lot of interest from our community to work for KCC. Without volunteers we would not be able to expand our staff and pay locally competitive wages.

Our next major phase is to build and establish Kitendo School. When you volunteer with KCC 20% of programme fees will be allocated to this school construction project such as building classrooms.

With your contribution to the building fund the school can become a reality in a few short years.

Something that you can be proud of and potentially come back to visit in the years to come.

you can help build  
KCC primary school.  
straight from your  
programme fees 20%  
is donated back. yes.



# Life as a volunteer

## Arrival

Upon arrival at the airport you will be met by one of our drivers. If you are arriving after 6pm, you will be taken to our Nairobi accommodation that is with a family home stay. In the morning you will then be brought out to Naivasha which from the city centre is 76.28 km (47.4 miles), from Nairobi. If there is anything you might need such as currency exchange, this can be done before heading out of the city. If you are arriving before 6pm the driver will bring you straight out to Naivasha.

## Orientation

Once you arrive in Naivasha you will be taken to the home stay and settled. Orientation starts on either the 5th or the 20th of each month, so you will need to arrive the day before you start. Orientation is run from our office in town and this is where you will get to know our staff, where things are in town, transport, safety and security, and placement information. On the following day you will start placement and we will begin by introducing you to the school team, children, and performing a walk around of the pre-school and the KCC informal settlement.

## Accommodation

Your host family is very involved in everything that happens at KCC. Their house is in Naivasha and a 15-20 minute walk to the centre of town. At times the house can be full and feel very different from what you may be used to at home. There is indoor plumbing. Showers (often not running water) are quick and cold but get the job done. Volunteers all share the same room with several bunk beds. Space is tight so be mindful of those around you.

## Family

The host family is absolutely wonderful. They have small children that are always curious and looking for help with homework or new friends to play with. Take the time to chat with Catherine as she is an incredible resource for all things KCC and Kenya and a genuinely great person.

## House Rules

At orientation you will be given a package with some information that will include the house rules. These are guidelines for living at the house within a family context.

## Food & Meals

Food in Kenya is quite healthy. A lot of the food is based on rice, beans, lentils, maize, potatoes, kale and other common vegetables. Breakfast is always simple with tea (chai) and bread. Lunches and dinners are fuller and consist of a hot meal. Fruit in Kenya is tropical and full of flavor. There are also three supermarkets in town where you can get a variety of other foods also.

## Phone

You can pick up a simple call and text phone when you get to Naivasha for around Ksh 4000 (US \$40). The sim card just costs Ksh 100 and you will need to bring in your passport to register your sim, before they issue it to you. Once you arrive into Kenya, we kindly ask that you contact a family member to let them know you have arrived safely. The country code in Kenya is +254.

## Banks

Naivasha has all the major Kenya banks on one street all of which have 24 hour ATM machines. For more information on money, see page 24-25

## Day to Day

No day is the same! Be prepared for new adventures and exciting twists and turns...but also a routine and schedule that is well organised. The following schedule is a rough guideline to get a glimpse at what a week day could look like. Please bear in mind these times are approximates.

- 6.40am Wake up and get ready for the day!  
Breakfast is self-serve, chai (tea) and bread is always provided.
- 7.30 Be ready to leave the house. A van will pick everyone up outside the house gate, so don't be late!
- 7.45-8.00 Arrive at school or office  
Depending on your placement, the tasks and jobs will vary in the morning and afternoon hours.
- 10.20 School morning chai break
- 12.30pm School lunch
- 1.30 Leave school and return to town, office or house
- 2.00–5.00 Afternoon jobs if you have been assigned them and then free time.  
Be home before dark. If you will be out later, communicate with Catherine and arrange a safe ride home.
- 9.00 News Hour. TV is a prime source of Kenyan news so please respect the house and be mindful of noise levels so the family can watch the news...feel free to join!
- Sleep. The days are long with early starts so make sure you take care of yourself and rest.

At orientation we will take you through the schedule more closely depending on your chosen placement, and cover more details surrounding what is expected and the school timetable.

## Dress Sense

For guys, you can wear shorts and t-shirts with out any problems. For girls, its advisable not to wear anything above the knees and also not to wear too tight clothes or tank tops, unless you wear a scarf around your neck. This way you will get less harassment and uncomfortable staring from men. Basically the idea is to not stand out and show too much skin.

## KCC Transport

Project transport is a small Suzuki van locally called a maruti. KCC contracts a driver to pick volunteers and management from the house each day at 7.30am and then a pick up at the end of the school day. KCC informal settlement is 9.5 kms from town which around 20 minutes from the house to the school

## Post

There is a local post office, called Kenya Posta. You can send postcards and parcels from here back home. It usually takes around 10-15 days to arrive at the receivers end, worldwide.

## Weekends

You are only expected to provide volunteer services from Monday to Friday. Occasionally there may be extra jobs on a Saturday, but this is always optional. The weekends are yours to relax and explore Naivasha and the lake.

## Church

If you would like to attend a Christian church service, just speak to the host family and you can join them on a Sunday morning.

# responsible volunteering

At KCC we are mindful of both the positive and negative impacts of international volunteers. Here are a few tips on how to practically be a mindful and responsible volunteer.

## Unplug

It is easy to get caught up in the world of social media. Take time to learn and live without connecting to WIFI every single day. Documenting and sharing your experience is important, but don't let the documentation become your experience!

## Walk

Take the time to walk around town. Meet new people and see new places. Walking is a great way to find your way around and learn more about the area.

## Challenge Yourself

Only you know what you are comfortable with and what you are willing to do. We encourage you to try new things, eat new foods, stroll through the markets. Try doing one thing a day that is new for you.

## Perspective

Always remember you are in a foreign country and therefore your attitude and tone of voice needs to reflect respect and hold a sense of perspective and awareness. Respect authorities and the government and always keep your self in check that you are only visiting Kenya, and not living here.

Things are always different in a foreign country so keep this in mind when you feel overwhelmed.

## Souvenirs

Don't buy items made from ivory, shells or skins and when ever possible, buy handicrafts directly from those who make them.

## Cultural sensitivity

Respect local culture, customs and traditions by being aware of how you dress, what you say, and how you say it. Always ask for permission first before photographing people and follow the local laws and rules set out.

## Shopping

Eat at local cafes and support small businesses when ever possible. Where possible, use your own bags for your shopping. When bargaining, remember to keep it in perspective on the amount you are "actually" being asked to pay verses what it will cost you.

## Environment

Don't litter! Carry your litter with you and depose in a responsible way. Consider buying fruit over snacks as snacks come with them countless wrappers where as fruit skins can decompose easily and then improves the soil.

## Recycling

Choose glass bottle's for soda and beer over cans and plastic bottles. Support the local water shop by bringing your empty water bottles in for exchange for fresh clean water.



# Naivasha



**Population** 181,966 (2009 census)

**Climate** Naivasha has a mostly dry heat climate with daytime high temperatures ranging from 20 to 25 °C - 68 to 77 °F

**Rainy seasons** Long rains from late April to early June and short rains from mid November to mid December

**Altitude** 2,100m above sea level

**Famous for** Lake Naivasha, Flower farms, Rift Valley Music Festival

## In a Snapshot

Naivasha is one of the most interesting small towns in Kenya. It sits right on Lake Naivasha a large freshwater lake which is home to 1000 hippos! Don't worry, they tend to stay in the lake. There are also giraffes, zebras, wildebeest, birds of all kinds, buffalo, gazelles and more. There are also two national parks close by, Mt Longonot - which you can climb and Hells Gate National Park - the only park you can bike and walk through. There are campsites, bikes you can hire, boat rides, and short walks to do. The town itself has three supermarkets, friendly people, great local food cafes, all the major banks, and totally incredible sunsets!

## Naivasha Favorites

### Eating

#### Naivas Supermarket

Location: There are two! Kubwa (big) and Ndogo (small)

One of the main grocery stores in town. Reasonably priced goods and decent variety.

#### Mothers Kitchen

Location: Across from Naivas (Ndogo)

Great for a big lunch. Almost always under Ksh270. Volunteer favorites are Pilau (HUGE plate of fried rice with veggies and a little beef), chips (Soooo many potatoes!), samosas for a snack or Chapati with beef stew. All local Kenyan food done well!

#### Back To Eden

Location: Corner up from Naivas (Kubwa)

Best place for fresh fruit and veggies. Ask one of the employees to help pick out the ripest fruit. We recommend passion fruit, avocado, pineapple, bananas and apples especially! You can always find new and different produce here! Right next door to the shop is their juice bar. For Ksh 50 or less you can have an AMAZING glass of fresh juice. Well worth a visit!

#### Java Coffee House

Craving some coffee...well look no where else. This is in the Buffalo Mall on the outside of the mall. It's a great place for a weekend brunch or coffee. For food expect to pay close to the prices you would back home.

## chilling

### **Carnelleys**

Location: Lake Naivasha, off of Southlake Road (right before Fisherman's)  
Mind-blowing pizza from outdoor pizza oven. YUM. Cool place to chill out on the weekend and relax with good friends and good food. Pricey compared to town prices but a nice treat and great atmosphere! Budget Ksh1000-1,500 for food and drink. Hippo boat rides offered until 5pm, Ksh1,500 for 30 minute trip.

### **Fisherman's Camp**

Location: Lake Naivasha, off of Southlake Road  
Great place to camp on the weekends. Have cool live music events. Hippo boat rides. Some comfort food. Pricey compared to places in town but a nice treat once in a while. Take a matatu from town for only Ksh100.

### **Acacia Grill**

Have a cold drink after a long days work at a local...be drink smart and don't come stumbling home drunk. Drinks roughly Ksh 200 each.

### **Panorama Park**

Location: Just a few minutes walk from the house!  
This is the wifi spot! Password: Platter123. Beautiful view of the lake. Buy at least a soda, tea or coffee for the use of the WIFI Soda costs Ksh 100.

## exploring

### **Hell's Gate National Park**

Location: off Moi South Road with a matatu from town  
Rent a bike and ride with the wildlife! Then take a hike to the famous Pride Rock from The Lion King. Matatu costs Ksh 60. Mountain bike rental cost is Ksh 600 and park entry fee is US \$30.

### **Mt. Longonot**

Location: Follow horizon, find mountain.  
About a 40 minute matatu ride for Ksh100 (each way). Entrance fee is about \$30. Climb for several hours to reach the top of the mountain and see the inside of the old volcanic crater and great surrounding views. Budget several more hours if you want to hike around the crater trail. Pack a good picnic lunch.

### **KWS Park**

Location: Across highway almost straight down from house  
Pay an entry fee of Ksh 1,800 and walk freely among giraffes, zebra, gazelles, wildebeests under the massive acacia tress.

### **Mountain Bike Hire**

Location: From Fishermans Camp  
Hire a bike for the day and explore the lake with some big accents and descents you can get some amazing views or the lake. There is a smaller lake you can cycle too from Fishermans (about 2-3 hours). Cost Ksh 500.

# preparations

## flights

Without a doubt, flights can be the one of the highest costs of volunteering abroad. However, Kenya is one of the easiest destinations to reach within East Africa with a number of airlines who have direct routes or just one-two changes. There are always multiple ways to fly into Kenya which will effect the price but of course it is highly dependent on the time of year you are flying. Peak seasons are May-August, Christmas and New Year. The airport you will be arriving into is in Kenya's capital, Nairobi (NBO) and is called Jomo Kenyatta International Airport (JKIA).

### Airlines

Swiss	Kenya Airways
British Airways	South African Airlines
Brussels Airways	Ethiopian Airways
Turkish Airways	Emirates
KLM Royal Dutch Airlines	Etihad Airways
Qantas	Qatar Airways
Air India	<i>and more...</i>

### KCC tip

Check out [www.skyscanner.com](http://www.skyscanner.com) and [www.sta.com](http://www.sta.com) for some of the best deals available online. Skyscanner also has a smart phone app that you can download.

## visa

All nationalities outside of Africa require a three month tourist visa before arriving into Kenya and is only done through: [www.evisa.go.ke/evisa.html](http://www.evisa.go.ke/evisa.html)

**No visas are issued at any point at any boarder entry point.**

### How to Apply

1. Go to [www.evisa.go.ke/evisa.html](http://www.evisa.go.ke/evisa.html) and click on Create an Account
2. Fill in the form and submit to create your account
3. Once Logged in, Select Department of Immigration services.
4. Select submit Application.
5. Select Kenyan Visa.
6. Select the type of Visa and read the Instructions Carefully.
7. Fill in the application form.
8. Pay Using visa card, MasterCard and other debit cards.
9. Await approval via email, then download and print the eVisa from your eCitizen account.
10. Present your printed eVisa to the immigration officer at the port of entry.

### Notes and Disclaimer

1. Visa processing fee is non refundable.
2. Incomplete applications will be rejected.
3. The possession of an eVisa is not the final Authority to enter The Republic of Kenya.
4. Engaging in any form of business or employment without a requisite permit or pass is an offence.
5. A visa is required prior to entry into The Republic of Kenya.
6. The e-Visa printout must be presented at the port of entry.
7. It should take at least 2 working days to get your eVisa.
8. Each adult visitor to the Republic of Kenya is required to submit eVisa applications in their personal eCitizen account.



# travel insurance

Travel insurance is mandatory for everyone volunteering with KCC. KCC takes no responsibility for any injury, accident or death while you are in Kenya. We ask that you do your own thorough research, reading all the small print and what the policy covers and what it doesn't.

KCC can recommend **World Nomads** as one of the best travel insurance companies around for volunteers and independent travelers. They are also recommended by NatGeo and Rough Guides. [www.worldnomads.com](http://www.worldnomads.com)

KCC highly recommends you are covered for the following:

- Full medical expenses cover
- Personal liability
- Loss of passport, travel documents or baggage
- Hijack and Terrorism
- Death

## KCC tip

Once you have the policy number, record it down somewhere for quick reference as well as a contact number. You could use your phone or a small notebook for recording important information down into.

# safety & security

Generally speaking Kenya is a safe country and there are minimal incidences involving tourists. A lot of the time its common sense that will keep you out of harms way. Kenya has had a long run of negative media stories in regards to terrorism by a terror group called, al-Shabaab. This groups activities has dominated news headlines however the reality on the ground far from what is portrayed in the media. Don't let this press stop you from coming to volunteer and travel in Kenya. We provide a full session on these issues at the orientation and rest assured the town you will be staying, Naivasha, is very safe.

## Crime

In Naivasha a majority of crime is petty issues such as robbery and scams, however there is the chance of more serious issues. At orientation we look at these issues more closely and how to keep yourself safe and aware.

## online resources

### UK Foreign Office

[www.gov.uk/foreign-travel-advice/kenya](http://www.gov.uk/foreign-travel-advice/kenya)

### US Embassy in Nairobi

[www.nairobi.usembassy.gov](http://www.nairobi.usembassy.gov)

### US Government country overview

[www.travel.state.gov/content/passports/english/country/kenya.html](http://www.travel.state.gov/content/passports/english/country/kenya.html)

### Guardian Newspaper

[www.theguardian.com/world/africa](http://www.theguardian.com/world/africa)

### Al Jazeera News

[www.aljazeera.com/topics/regions/africa.html](http://www.aljazeera.com/topics/regions/africa.html)

# health

Coming prepared and immunized is the best way to make the most out of your volunteer trip. Keeping healthy is also vital to your experience and overall wellbeing. Read through this information carefully and if you have any questions, consult your doctor.

The first thing you need to do is book a check-up at your dentist and a travel doctor for vaccinations and antimalarial medication. You may also need to book an appointment with your GP for a general check-up. Book your appointments no less than eight weeks prior to departure, as many live vaccines need to be given four weeks apart.

## Malaria

Malaria is a parasitic disease and is transmitted through the bite of an infected mosquito. Malaria can be uncomplicated or severe and symptoms can range from absent and mild to severe and even death. Malaria is most common during the rainy season (April-May), though infection can occur year round. Malaria continues to be the leading cause of morbidity and mortality in Kenya.

## Signs & Symptoms

Fever, fatigue, headaches, chills, nausea and vomiting, sweats and body aches. If you have malaria you may experience all or just some of these symptoms. Signs and symptoms of malaria typically begin 7 to 25 days after infection.

## Diagnosis

If you experience any of these symptoms it is important that you go to a doctor where you will have a blood test to check if you have malaria.

## Treatment

If you get malaria while in Kenya, the doctor will prescribe you a type of medication called Artemisinin and another antimalarial medication. You must follow the doctor's instructions in regards to the medications.

## Prevention

Unfortunately there is no vaccine for malaria, though with correct prevention techniques it is likely that you will spend your time in Kenya and not contract malaria. It is important that you take anti-malarials during your whole stay in Kenya.

As there are many different types of antimalarial medications your travel doctor will advise you on when to start taking them and when to stop. The most common antimalarials used by volunteers are Doxycycline, Malarone or Mefloquine. It is a good idea to bring enough tablets for your whole stay in Kenya as you will be sure that you can rely on what you are actually taking is the correct medication. Ensure you sleep under a mosquito net every night. Avoid being bitten by applying an insect repellent that contains DEET. Wear light long sleeve shirts and long pants especially during evenings and dawn when mosquitoes are most active. Cover or remove stagnant water around your home stay or work place.

## Common Illnesses

The most common illness that effect volunteers and travellers in Kenya is travellers diarrhoea. The most effective way to prevent this illness is by ensuring safe food and water practices. This includes drinking safe water, (very cheap to buy) washing all fruit and vegetables with safe water before consuming, peeling fruit and vegetables when appropriate, cooking vegetables, ensuring meat is cooked through at a high temperature, not drinking fresh milk without boiling it, washing your hands with soap and water before preparing and eating food and after using the bathroom.

Most cases of travellers' diarrhoea do not require antibiotics or anti diarrheal medications. The illness will usually pass after about 24-48 hours. It is important to rest, stay hydrated and practice good hand hygiene. You may want to purchase an oral rehydration/electrolyte replacement such as 'Hydralyte or Gastrolyte' as your appetite may be reduced during the illness.

If you experience fever or chills, severe or bloody diarrhoea, severe abdominal cramps or if diarrhoea continues for 72 hours or more you should seek medical advice.

## Medical Check List

It's a good idea to carry a basic first aid kit. Below is what we recommend you include:

### Medications

Pain or fever – Paracetamol/acetaminophen, ibuprofen or aspirin.

Stomach upsets – antidiarrhoeal (Loperamide)

Oral rehydration salts (hydralyte/gastrolyte)

Mild laxative (senakot/colxyl)

Anti nausea (maxalon/ondansetron)

### First Aid Kit

Alcohol based hand sanitizer with at least 60% alcohol

Disposable exam gloves >2 pairs

Gauze

Bandages

Antiseptic (betadine)

Sterile saline (small bottle or individual packets)

Adhesive tape

Scissors (make sure you pack in your checked luggage)

### Other

Sunscreen (at least SPF15)

Insect repellent containing DEET

Contact card which contains details of next of kin, in country contact person, health care provider at home, medical insurance/travel insurance details, home country embassy number, a list of your pre-existing conditions, current medications and allergies.



# recommended vaccines

Each vaccine should be recorded in a small yellow book officially called, the International Certificate of Vaccination. This book is issued by your health provider and is mandatory on entry to Kenya and many other African countries, so ensure you carry it when clearing through customs at the point of entry. You will also have to present your yellow immunisation book to customs when you arrive back in your home country. Your consultation should include an antimalarial medication prescription and your doctor will advise you when you should start taking the antimalarials. You will need to consult your doctor also on your vaccine schedule, but it should include the following:

## *Legally required*

- Yellow Fever

## *Highly recommended*

- Polio
- Hepatitis A and Hepatitis B
- Diphtheria/Tetanus
- Typhoid
- Measles, mumps, and rubella
- Tuberculosis

## *Suggested*

- Cholera
- Meningococcal
- Rabies

## KCC tip

Book an appointment with a **travel clinic** not just your general GP. A travel clinic doctor is a specialist in tropical disease and therefore well versed in what you will need.

## online resources

For further reference these two websites are *highly recommended*. The WHO continually update their travel advice which based on their continual research.

**World Health Organization (WHO) International Travel**

[www.who.int/ith/](http://www.who.int/ith/)

**IAMAT**

[www.iamat.org/country/kenya/risk/yellow-fever](http://www.iamat.org/country/kenya/risk/yellow-fever)

## Hospitals

In Naivasha there are two private well equipped hospitals-clinics that can diagnose common illness such as Malaria and tropical diseases. In Nairobi there are good well equipped private hospitals for more serious cases.

## Pharmacies & Medicine

You can access most major drugs in Kenya and the cost is a fraction of what you will pay back home. If you are bringing prescribed medicine with you, ensure that you carry them in their original packaging along with a signed and dated letter from your physician detailing their medical necessity, in case you are asked by officials.

## Water

Tap water is not safe to drink, but there are plenty of ways to access good, clean, safe drinking water within Kenya. You do not need to bring iodine tablets or any water purifiers.

# Further information

## Transport

Public transport is very cheap in Kenya and you can get to most places in Kenya using a 14 seater Toyota van, locally called matatus. This form of transport is the most popular means throughout the country. In Nairobi you pay between Ksh 20 –100 depending on where you are going and from Naivasha to Nairobi Ksh 200-250 one way. Other forms of transport include motorbike taxis called, bodaboda's, buses and taxis.

## Holidays

### School Terms

The school year is broken into three terms with one week breaks between term 1 and term 2, and one month at the end of term three.

*Dates indicated to the closest date.*

**Term 1** - January 5<sup>th</sup> to April 3<sup>rd</sup>

End of Term 1 break - April 14<sup>th</sup> to May 3<sup>rd</sup>

**Term 2** – May 4<sup>th</sup> to August 21<sup>st</sup>

End of Term 2 break - August 22<sup>nd</sup> to August 30<sup>th</sup>

**Term 3** – August 31<sup>st</sup> to November 27<sup>th</sup>

Christmas holidays - November 28<sup>th</sup> to January 3<sup>rd</sup>

### Public Holidays

New Year's Day	January 1
Good Friday	Date variable
Easter Monday	Date variable
Labour Day	May 1
Madaraka Day	June 1
Mashujaa Day	October 20
Jamhuri Day	December 12
Christmas Day	December 25
Boxing Day	December 26

## Kenya laws

The following laws are some that you should be aware of before arriving.

### Smoking

You can only smoke in designated areas. If you are caught in the city the fine can be up to Ksh 50,000 or six months imprisonment.

### Drugs

In brief, drugs such as bang, weed, marijuana, cocaine, heroin many others are illegal in Kenya. Those caught in possession, trafficking or consumption will face fines of not less than Ksh 1,000,000 or three times the market value of the narcotic drug or psychotropic substance, whichever is the greater, or to imprisonment for twenty years or life or to both such fine and imprisonment.

### internet resources

To read the full extent of the law refer to this link:

[www.kenyalaw.org/kl/fileadmin/pdfdownloads/Acts/NarcoticDrugsandPsychotropicSubstances\\_Control\\_Act\\_\\_Cap245.pdf](http://www.kenyalaw.org/kl/fileadmin/pdfdownloads/Acts/NarcoticDrugsandPsychotropicSubstances_Control_Act__Cap245.pdf)

### Immigration - Tourist Visa

The maximum time you can be in Kenya on a tourist visa is three months. This is reflected in the time KCC allows volunteers to be on placement, giving you a full month to travel or do a safari at the end of placement.

### Photography & Video

Generally speaking taking photos should be done with discretion. When taking photos of adults always get their permission first. While visiting places, always check with the office or security if you are allowed too.

# suggested packing list

Lighter clothes for the days- t-shirts/singlet's/shorts (girls, not too short)  
Warmer clothes for the evenings  
Hoodie or sweater (can be cold in the morning and once the sun goes down)  
Rain jacket - (in the rainy season)  
Clothes for a special or formal occasion such as a wedding or a church service  
Outfit for going out in  
Small backpack (ruck sack) or similar  
Flip flops or sandals  
Walking shoes  
Towel and swim gear  
Prescribed antimalarials  
Basic first aid kit  
Vitamins and Iron tablets (Placements over 4 weeks)  
Mosquito spray with deet  
Toiletries and personal items  
Sunscreen  
Hand sanitizer  
Duck tape  
Torch (flashlight) or headlamp (sometimes the power goes out or it is nice to read at night when everyone is asleep)  
Camera  
Journal or notebook  
Photos of your family and loved ones  
Kenya travel book or smart phone travel app like Lonely Planet or Trip Advisor  
Small phrase book or smart phone language app  
Laptop or something to use for the internet  
Copies of all your important documents like Passport, Travel itinerary and Vaccine book  
Labels - make sure all your bags are clearly labeled

## What to Leave Behind

Drugs, needles, and stimulants  
Tank tops  
Clothing with any brand names or sayings that may be culturally inappropriate  
Knives or weapons of any kind  
Hair straightener and blow dryer  
Assumptions and expectations

## Don't Leave Home Without!

- Passport
- Yellow fever vaccination certificate
- Cards and cash
- Travel insurance
- A travel guide book or a travel app, like Lonely Planet

# Money

## Cash

In Kenya local currency is Kenya shillings (Ksh) and apart from some select stores in Nairobi, all transactions are paid in cash.

**Notes are distributed in**  
Ksh 1000, 500, 200, 100, 50

**Coins distributed in**  
Ksh 40, 20, 10, 5, 1

## Credit Cards

You can use your VISA, MasterCard, American Express, V-Pay credit card in some selected stores and hotels with some photo ID, like your passport.

## ATMS

You can access money using your debit, eftpos, VISA, MasterCard, V-Pay cards at most ATMs and the currency you will receive the cash in is Ksh.

### KCC tip

It's a good idea to have at least two cards if one doesn't work, you have another option for accessing funds.

## Rates

For the rates converted into your local currency go to [www.xe.com](http://www.xe.com). If you have a smart phone, XE is a great app to download.

Roughly Ksh 100 is:

<b>USD</b>	80¢	<b>NZD</b>	\$1.45	<b>CAD</b>	\$1.30
<b>GBP</b>	70p	<b>AUD</b>	\$1.40	<b>EURO</b>	€1.00

## Weekly Budget

We recommend to have a personal budget of US \$35 per week to cover costs such as phone and internet, bottled water, snacks, public transport, lunches, drinks and entertainment. To give you an idea on local costs, here's a short breakdown on approximate costs.

### Phones and calling

Phone - simple text and call	Ksh 4000
SIM card	Ksh 100
International TXT	Ksh 10
International call per minute	Ksh 5 - 40
Prepaid internet data 1.5GB	Ksh 1000
Prepaid phone scratch card	Ksh 50-1000

### Transport

Matatu to Nairobi (one way)	Ksh 250
Taxi to town (one way)	Ksh 200
Motorbike to town (one way)	Ksh 50

### Food

Lunch	Ksh 200-300
Soda	Ksh 40-50
Beer	Ksh 200
Water 10 litre's	Ksh 150
Water 10 litre refill	Ksh 80
Banana	Ksh 5
Avocado	Ksh 10-20 (size dependant)
Mango	Ksh 20-30 (size dependant)
Milk 250mls	Ksh 45
Chocolate <i>very important to know :)</i>	Ksh 165

## Emergency Funds

When traveling there is always the possibility of things going wrong. We recommend you have some emergency funds available should an emergency arise, such as medical, a change of flight or an accident. Insurance companies can take time to reimburse costs, so it is wise to have some funds set aside should anything arise that needs to be solved and not be 100% reliant on insurance coming through on time.

## Online Banking

Kenya has good internet coverage and so KCC recommends bringing a personal device for accessing your online banking, email, Skype, and contacts such as a tablet (sim access depending), smart phone or laptop. You can buy a sim card for Ksh 100 and then buy prepaid internet bundles and a portable modem can be picked up for around Ksh 3000.

## Bargaining

In Kenya, a common practice in transactions is bargaining. This is where you can really hone your negotiation skills! Typically this occurs in the open market and obviously not in stores like supermarkets where prices are set.

## Money Changers

If you bring foreign currency into the country that you want to exchange into Kenya shillings, the best place to do this is at authorized FOREX in Nairobi. Never use a money changer on the street that will approach you offering "good rates", always use a business with rates on a board. Usually, FOREX have a 0% commission and offer the best rates for your currency. The following businesses usually offer the best rates in Nairobi: *Classic Forex Bureau Prestige Plaza, Ngong Road - Junction Forex Bureau,*

## Money Security

KCC recommends you only carry a small amount of cash of around on you, like Ksh2000, and keep the remaining cash secured. Only carry your cards when you are withdrawing from an ATM and keep your cash, cards, with your passport and other personal items securely locked in your bags at the house. When withdrawing money, KCC recommends limiting the amount you withdraw to minimize the damage, if it is lost or stolen.

## Street Children & Beggars

In Naivasha and Kenya as a whole, there are many street children and beggars that will ask you for money. If you give them money there is a high chance that you will then become well known in their community and as a result will have non-stop requests! Generally speaking, it is our recommendation that you do not give money to people that ask you on the street of any kind. The reason for this is that more often than not, this money is used to buy alcohol, drugs or glue and feeds into the beggars mentality. If you feel like you still can't walk past without giving them something, food, like fruit is a better option. However when you do this, know that they will potentially ask you everyday from then on, for as long as you are in the country. The choice is yours!

## Scams

Scams come in all shades and are more frequent than you might think. Below we have listed just *some* of the common types:

*A person walking around with a A4 sheet of paper asking for money for school fees or a hospital bill. If you want to support someone, make sure you know who that person is, not just a stranger.*

*Someone walks up to you saying they are refugee from a neighboring country, like South Sudan or Somalia and they need money for food.*

*Someone offers to carry your bags at the airport and then in turn asks for a chunk of money.*



# check list

## Two Months

- ☐ Pay your registration fee
- ☐ Pay your placement fee
- ☐ Book an appointment with your GP, travel doctor or dentist and organise required vaccinations, antimalarials or medications.
- ☐ Research and book flights
- ☐ Research travel insurance
- ☐ Started planning a fundraiser either online with myKCC or a an event in your work place, school or, community
- ☐ Check your passport is up to date and isn't expiring within six months of departure
- ☐ Organise a second credit or debit card as a back up

## One Month

- ☐ Purchase a travel guidebook or smart phone app (optional)
- ☐ Ensure your are getting the vaccinations on time and have antimalarials schedule in place
- ☐ Organise and pay for travel insurance
- ☐ Have a fundraiser on going until the last two weeks of leaving
- ☐ Let your bank know your travel plans
- ☐

## Two Weeks

- ☐ Make copies of your important documents such as your passport and itinerary
- ☐ Email yourself your important numbers such as passport and emergency phone numbers
- ☐ Organise a basic first aid
- ☐ Check through the packing list
- ☐ Collect in last minute donations

## One Week

- ☐ Pack and repack - less is more!
- ☐ Check your packing list to make sure everything is ready
- ☐ If you would like to, you could bring a simple gift for the host family that represents where you come from.

# Fundraising: Getting Started

One of the best parts of volunteering with KCC is that you know where you are going *before* you arrive. Because of this, you are in great position to fundraise before you depart. Fundraising can be many things and can be done in so many different ways. It doesn't matter where you are in the world, in general people like to give when they know someone who has a direct contact with the charity or cause. To make it easier, we have developed this section to help you in as many ways as possible to get started and moving.

## Our Fundraising Philosophy

To begin with, this is the KCC philosophy when it comes to fundraising.

### ***We don't beg***

*People give because they want to give and feel good in the act of giving.*

### ***We respect opinions***

*No matter the cause, people come first and if people are not interested in our message, that's ok.*

### ***We are Kitendo***

*This Swahili word simply means, "small good acts".*

*We can't do everything but we can do something. It starts with Kitendo.*

## Priority List

Each year we set an annual budget that is based on our strategic plan. The needs can be really small to the major investments. Along with the budget we publish an annual Priority List that is sent with your acceptance email. From here you will be able to see the current needs. Once you have looked through this list, it's advisable to email us to find out if a particular need has been filled or not. We try our best to keep the list updated, but it's a very good idea to check with us first before you set off fundraising for specific need.

## Getting the Funds Here

There are five main options for donating when coming out.

<b>Bank transfer</b>	We can provide you with our bank details on request.
<b>Card</b>	You could load the money onto a card and withdraw from an ATM.
<b>Cash</b>	Bring the cash securely and then exchange into Ksh once in Kenya.
<b>Online</b>	Through our website using PayPal or a credit card.
<b>Cheque</b>	International cheques take <b>30 days to clear</b> . Please get in touch if you are bringing a cheque.

## Some helpful fundraising tips from our past volunteers

- *Keep your overheads low by pulling favours.*
- *Have fun and be enthusiastic about what you are doing.*
- *Make sure you enlist help from family and friends. It's great how much people want to get involved and they may have ideas to add to what you are doing.*
- *Stay organised!*
- *Pick a date well in advance and take into account the time of year and other factors that may make dates a risk in low attendance.*
- *Remember to keep checking in with people.*
- *Make an awesome and impactful event poster or invitation that people associate with the event – you can put this online on Facebook, in emails, and offline around town.*
- *Remember no matter the amount you raise, whether it be; \$500 or \$8000 it does make a difference!*
- *Be one of the first to give. People will give when they see you giving.*
- *Use the resources you have at hand such as technology, contacts and your own creativity.*
- *Play to your strengths.*

## ways to raise donations

### **myKCC**

This is our online fundraising platform that powered through our website. In around five minutes you can set a profile up with a target and photo and then share it around social media and your contact. More info at [www.kccprogramme.org/mykcc/](http://www.kccprogramme.org/mykcc/)

### **Event**

Small or large, this type of fundraising is really where you can raise both awareness and funds. It a take many different angles and the scale entirely up to you.

### **Public Speaking**

If you get a chance to talk to a group of people about your planned trip to Kenya, do it! Chances are people will really respond to what you say if you spend some time thinking through the talk. Make it personal and don't forget to smile!

### **Social Media & Email**

We started our fundraising through Facebook and it has really helped our work. Share our stories start the conversation of your trip through news-feeds. Email is also a very powerful tool if you spend some time crafting your message with a call to action for donations.

# IDEAS

## The Pantry

**Sausage sizzle** Believe it or not these fundraisers raise a lot of money in one day. They can be up outside hardware stores, supermarkets, garden centre's, beaches, town squares and many more places. Talk to businesses for discounts and donations and book your place in at the largest foot traffic area in your town or city.

**Chocolate Bar Selling** Cadbury and other chocolate companies offer ways to buy bars at a discount and then you sell on the products for fundraising.

**Bake off** Use your baking skills and you can sell the goods outside a local hospital, school, supermarket or faith community.

**Coffee Shop** Talk to the management of your local café to see if you can place a small donation collection jar on their counter. You can use the template found on our website and even print off some photos from our Facebook page.

## The Great Outdoors

**Bike rides** Set a course and distance and then ask people to sponsor you for the ride.

**Marathons, Swimming, Hikes, and Walkathons** Getting exercise now has benefits all around. You get the great feeling of fitness and in the process you can ask people to sponsor you for a set course, distance or race you are competing in.

**Athletics Day** Talk to your school or faith community about running an athletics day where people pay a gold coin to enter and then organize a full day of events as well as selling water, food and drinks to raise even more money.

# more IDEAS...

## Social and Interactive

**Galas and Christmas Markets** Find out when and where your local events are held and book a stall. You could do home baking, crafts, Christmas present wrapping for a small fee.

**Quiz Night** Arrange a quiz night and sell tickets to raise donations. Use spot prizes and sell drinks and food with profits given as donations.

**Kenyan Night** Hold a KCC awareness night while cooking traditional Kenyan food and celebrating Kenyan culture. Ask people for an entry donation for the evening and provide other opportunities for donations. This could involve a small talk or presentation half way through the night.

**Car wash** The good old car wash on the side of a busy main street in town, can have surprising results.

**Casual/dress down days** Talk to your school or work place about a casual/dress down day where people bring a gold coin donation in exchange.

**Bag it up** Talk to your local supermarket to see if you can bag groceries and people can donate and learn more about KCC

**Wine or Cocktail Evening** Celebrate with a wine or cocktail evening asking for an entry donation. Give a 5 minute talk or presentation on KCC and then ask people to dig deep once the party really gets started.

## The Bigger Event

**Silent auction** Silent auctions are great because you can involve local and/or new businesses and they can use it as free advertising. Your friends can donate based on their skill sets (guitar or sailing lessons), and you don't have to spend any money that could risk making your event a loss instead of profit.

**Music or Comedy gig** A live show with local bands or comedians at a location that has been given free of charge for the evening is a great way to showcase local talent and guarantee people a great time. Risks include not promoting the event enough to get a big crowd out.

**Pub, Bar, Club or Restaurant fundraisers** Go and talk to any of these establishments in your area to see if they would be willing to donate a small sum or percentage for each drink or meal they sell to KCC. This could be done on a selected evening or daytime specific date or a course of a week. There could be an area in the establishment where a small display could be set up so people can learn more about KCC and the fundraiser.

**Summer Beach Fun Day** Organise a summer beach fun day where you have a bunch activities such as beach volleyball, bouncy castle, water sports and entertainment as well as water, food and drinks for sale.

**Pop Up Café** Run a pop up café in your neighborhood with Kenyan coffee and food that has a KCC or Kenyan theme to it. This could be a fun and creative way to present KCC.



# event check list

This is a suggested check off list that is applicable mainly to bigger initiatives. No matter the size of your initiative through, check through these tips and we hope this list will give you some starting points.

**Our cause** KCC is a non-governmental organisation working to help vulnerable children living in Kenya's informal settlements. By using our website as a reference and for up to date information you will be able to visualize what KCC is all about. The funds you raise will give hope to these children for a better life tomorrow. The funds you raise will go into food, nutrition, health and education. If you think you could raise a significant amount, \$4000 and above, get in touch with us and we can provide you with a specific project you could help raise funds for.

**Your idea** This can be as simple or grand as you can think. Often the idea starts with a single thought and then from there, once you start telling people about it they will more than often offer their own suggestions which can help you a great deal in the planning stages. To help start the process get a blank piece of paper and start either writing a list of ideas or mind mapping some ideas. Either way this will help generate thoughts on what ideas could be workable.

**Research** This process should come in right at the beginning when you are first working with the idea. This could involve phone calls and emails for quotes, meeting people, seeing venues, working out dates, doing an estimated budget, asking people for advice and feedback, and working out if the idea is 'doable' or should be changed.

**The event** From your mind mapping or list and the research you have just carried out, narrow down a realistic event that you can manage. This doesn't mean you have to tone down completely, it just means you need to make it achievable.

**Needs** Make list or a mind map with all the different things you can think of to run your event. This could be people, location, venue, budget, donated services, marketing and much more.

**People** Make another list or mind map of all the people you know that could help you run the event. Then start approaching people through your mobile, in person or online. Face to face is often a very successful method to persuasively pitch your idea. People can surprise you with help. But don't be a bully! People give because they want to give.

**Calendar** Mark your date and work backwards, work out what needs to be done and when and analyze if you have enough time or not. If five weeks is not enough time, give your self two more weeks and do this before you advertise the event. This depends entirely on the event, venue bookings, logistics and the other people's schedules. The key at the beginning is to be flexible with the major influences into your event, and to set a realistic date. Not too soon and not too late. Once you have the date marked down, get the ball rolling.

**To do list** From your lists, research and mind mapping you need to narrow down to what needs to be done and when. Everyone works differently, but often having a notebook, spreadsheet or running word document is invaluable in keeping track of all the details.

**The message** Have a mock poster designed and home printed for the initial quotes and research. Once you have all the details ironed out update your poster, print it off and distribute everywhere. You can even downsize the poster to an A5 or size up to banner size that can be put in cafes, places, schools, on car windscreens and letterboxes.

**Venue** Once you have your event in motion, the venue needs to be booked well in advance and then check and double check that the date is still under your name!

**Donated services and quotes** Running a fundraising event means you need to keep costs at a minimum or even donated. Having a mock up poster will help with this and remember, people will give because they want to give!

**Bookings** Depending on the event, getting various bookings from entertainment, equipment, VIP guests or catering, make sure these people have been communicated with well in advance and before the event.

**Prizes** Talk to local businesses, retailers and hospitality. You never know what people will give.

**Talk, talk, talk** Use all the methods you have at your fingertips online and offline such as your laptop, tablet, mobile, land line, email and general talking! Talk to as many people as you possibly can and spur the momentum on while doing so. People will take notice of your event because they either know you and have seen why this event matters to you or through one of the best marketing tools, word of mouth.

**Be creative** Use your skills throughout the preparations and event itself.

**At the event** Have a schedule with all the items that need to be completed and checked off. Allocate people to tasks and keep calm when things go wrong.

**Be yourself and smile!** You have achieved something incredible by dedicating your time to help raise awareness and donations for KCC.

The important factor is that the event was run and people joined your event and became aware of our mission.

## Next Steps

- Decide on an event that you could run effectively.
- Send a quick email to [info@kccprogramme.org](mailto:info@kccprogramme.org) to let us know what you are planning.
- Get as many people behind your event as you can.
- Utilize Facebook, twitter, txt, calls, and word of mouth.
- Use our Donation Record sheet and other tools found on the website.
- Have fun!

## Our Mission

To instill the highest values for independence and self-reliance for comfortable and decent living

[www.kccprogramme.org](http://www.kccprogramme.org)

KCC volunteer programme