

VOLUNTEERS MANUAL

GHANA & WPDG AT A GLANCE



WPD-Ghana Team
2017

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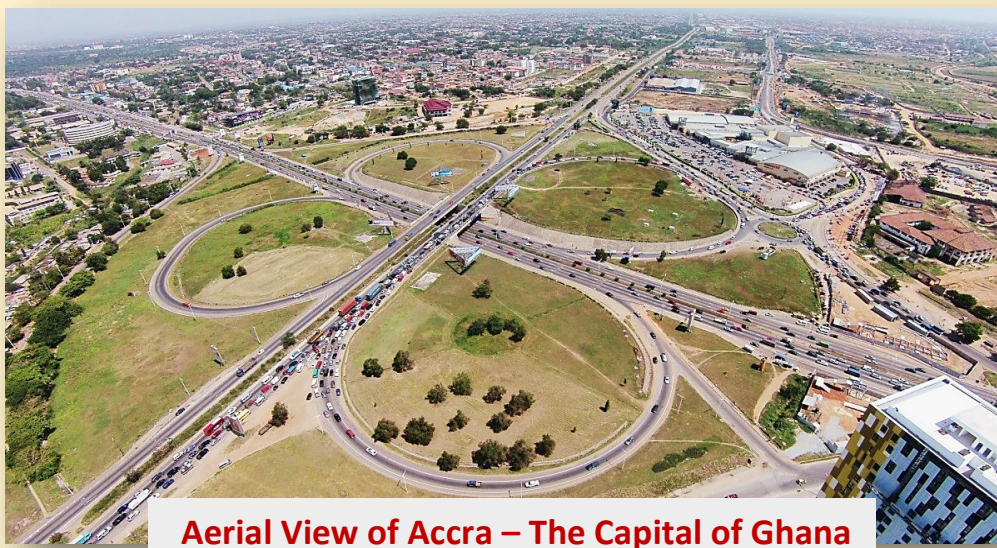
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The Purpose of This Manual

World Partners for Development-Ghana being an NGO for human empowerment, is providing this information to its prospective volunteers to have some of the positive information about Ghana or Africa. This is not the entire background information about Ghana, volunteers may make their own research to learn more about the country.

Welcome to Kotoka International Airport, Accra
Your Gateway to Ghana



Aerial View of Accra – The Capital of Ghana



About World Partners for Development – Ghana (WPD-Ghana)

World Partners for Development-Ghana (WPDG) is a dedicated registered grassroots NGO operating to empower Ghana underserved communities to improve their quality of lives. WPDG is a registered NGO in Ghana, West Africa. The organization works in partnership with communities, other organizations and volunteers to impact lives positively.

Thematic Areas

WPDG thematic areas focus on: Economic Empowerment, Community Health, Agriculture, Education and Training. Visit us at www.wpdghana.org.

Our Team Leaders

	<p>Phil Darko – Director, International Programs</p> <p><i>Phil has worked in the nonprofit sector in Africa and USA for the past 15 years. He is a Water and Sanitation Engineer by profession and also a Business Technologist. He graduated in Civil Engineering from the University of Science & Technology in Ghana and Masters degree in Business Technology from the George Washington University, Washington, DC, USA. Phil lives in both Ghana & USA.</i></p>
	<p>Cynthia Kena – Program Director, Ghana</p> <p><i>Cynthia is an educationist by profession and a Ghanaian citizen. She has worked on rural women empowerment programs for the past 15 years. Cynthia has a great compassion in teaching and training. Cynthia graduated from the Winneba University College in Bachelor of Education. Cynthia lives in Ghana.</i></p>

WPD-Ghana - Awards & Recognition

- **2017** – Classy Awards Finalist for Socio Economic programs
- **2016** – Top 20 NGOs with School Entrepreneurship Program
- **2013** – Pan African Awards winner for Education Entrepreneurship Program
- **2010** – Global Citizen Award: US Center for Citizen Diplomacy

OUR LOCAL OFFICE IN GHANA, POKUASE



Our Local Office in Pokuase near Accra, Ghana



Inside of our Local Office in Pokuase, Ghana.

SOME OF OUR PAST VOLUNTEERS TO GHANA



ABOUT GHANA



Map of Ghana



Ghana Flag

CURRENT PRESIDENT	Nana Akufo Addo
CAPITAL OF GHANA	Accra
GHANA FLAG	RED stands for the blood of those who fought for independence. YELLOW : the rich minerals in Ghana. GREEN : the rich vegetation in Ghana. The STAR: shining black star in Africa
INDEPENDENCE	Ghana was the first sub-Saharan country in colonial Africa to gain its independence in 1957 from the British.
CLIMATE	Tropical
POPULATION	27.7 million
NATIONAL LANGUAGE	English
POPULAR LOCAL LANGUAGE	Twi
RELIGIONS	Christian 71.2% (Pentecostal/Charismatic 28.3%, Protestant 18.4%, Catholic 13.1%, other 11.4%), Muslim 17.6%, traditional 5.2%, other 0.8%, none 5.2% (2010 est.)
CURRENCY	CEDIS History on the Cedis currency: Before the British introduced their currency in Ghana, the local people were using cowries called 'Sedie' to buy goods and services. After independence, the currency was called CEDIS, derived from the word 'SEDIE'.
COMMUNICATION	Landline, Mobile Phone, Internet
MEDIA	Freedom of expression
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EDUCATIONAL SYSTEM IN GHANA

- Primary School - 6 years' duration
- Junior High School - 3 years
- Senior High School – 4 years)
- University Bachelor's Degree - 4 years



University of Ghana-Legon, Accra



Takoradi Polytechnic, Ghana



Typical High School in Ghana



Typical High School Classroom in Ghana



UMaT Auditorium



University of Science & Technology in Ghana

PARTS OF ACCRA – THE CAPITAL CITY OF GHANA



Some Part of Accra



One of the Hundreds of Hotels in Ghana



Trassacco Gated Community, Accra



A Typical Mansion in Ghana



One of the hundreds of Restaurants



A Typical Gas Station in Ghana

WHAT YOU MAY NOT KNOW ABOUT GHANA



Komfo Anokye Hospital, Kumasi



Accra Shopping Mall, Ghana



A Supermarket in Ghana



Accra for Kids, Ghana



Accra Cathedral



Made in Ghana Cars - Kantanka

A BIT OF RURAL LIFE IN GHANA



A Typical Rural Town in Ghana



A Typical Rural Health Center



Cocoa for making Chocolate



A Typical Rural Compound House



Rural Farming - Cassava



Kid at mom's back for a walk

A LITTLE TASTE OF GHANAIAAN CULTURE & TRADITION



Children in Traditional Kente Cloth



President Clinton in Ghana



Chiefs & Elders



A Chief carried high in a Palanquin



A Traditional Dance



Some Traditional Dresses

SOME TOURIST CENTERS IN GHANA



Kwame Nkrumah Memorial Park



Cape Coast Castle
(Historic major outlet of Slave Trade in Africa)



Boti Falls



Kakum National Park



Safari in Ghana



Kokrobite Beach, Accra

TASTE OF SOME GHANAIAAN FOOD



Jollof Rice & Chicken



Special Breakfast



Kabob



Fruits & Veggies



Fufu — Blended Plantain & Cassava with Soup



Fried Ripped Plantain & Beans

SOME FAST FOOD RESTAURANTS IN ACCRA, GHANA



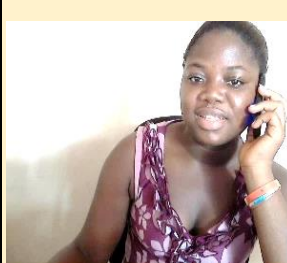
OUR PROGRAM STAFF



Cynthia Kena
*Host Family/Program
Director*
Bachelor of Arts in
Education – University of
Education, Winneba,
Ghana



Phil Darko
*Director for International
Programs*
Master of Science in
Business Technologies –
George Washington
University, D.C, USA



Nancy Chichi
Program Associate
Student – Cape Coast
University, Ghana



Itaz
Program Coordinator
Virginia Tech University,
VA, USA
International Youth
Program Coordinator



Emmanuel Edem
Program Coordinator
Student- University of
Ghana

YOUR HOST FAMILY

Volunteers will be living with their Host Family to enjoy the friendly culture of Ghana. The host family consist of a family of five. The house has electricity, TV, radio, pipe borne water, toilet/bath, washing machine, fence wall, entrance metal gate, etc.



Your Home Base in Accra



Cynthia Kena
Host Family - Mother

NOTE

The host family is **not** responsible for washing volunteers' clothes or cleaning volunteers' rooms. Host family is deferent from leaving in a hotel. Leaving in a hotel may cost you about \$60 per night excluding food.

PROGRAM FEE

What's included in the Program Fee:

- Airport pick up and drop off (*by WPD-Ghana staff*)
- In-country orientation
- Local language lessons
- Site seeing through the Accra Metropolitans
- Cultural Involvement
- Host families support
- Accommodation
- Meals (*breakfast, snack, dinner at the host home*)
- Administrative support
- Transportation to **ONLY** our local partners' sites
- Initial transportation to research centers
- Community program support
- End of service get together
- Volunteer certificate

What is NOT included in the Program Fee

- **Passport or Visa**
- **Flight**
- **Insurance**
- **Vaccination**
- **Free time expenses** (*swimming pool, gym, movies, games, etc*)
- **Personal Items**
- **Transportation to work at requested sites not part of our partners**
- **Personal expenses** (*vacation, field trip, site seeing, phone bills, restaurant food, hotel accommodation, parties, travel request*)

PRE-DEPARTURE PREPARATION

Packing, Budgets, Visas, Insurance, and Flights

Now that you've chosen a program, and date for your volunteer trip to Ghana, next up is figuring out the logistics like visas, travel insurance, flights, budgets, vaccinations, and packing lists.

The Director for International Programs of World Partners for Development, USA/Ghana will give you a pre-departure checklist and orientation, but a few standard things to mark off include:

PASSPORT

8+ WEEKS BEFORE DEPARTURE

If you don't yet have a passport, make sure you apply for one at least 6 weeks in advance. You can expedite a U.S. passport to get it within 8 days - 3 weeks if needed. If you already have a passport, make sure it's valid for at least **6 months** past your departure date.

VISA

6+ WEEKS BEFORE DEPARTURE

You are required to apply for a visa from the Ghana Embassy in your country in advance. For anything longer, you'll have to apply for a visa or extension.

Go to: <https://www.embassypages.com/ghana> to locate any Ghana Embassy offices worldwide.

Embassy of Ghana in Washington, D.C., United States: <https://www.ghanaembassydc.org>
Click on Consular Services for your **visa processing** information.

FLIGHTS

Search online and book your flight to Ghana well in advance. Your destination in Ghana will be at the **Kotoka International Airport (IAD)** in Accra, Ghana. A member of the World Partners for Development team will pick you up from the airport to your Host Family residence in Accra.

VACCINATIONS AND HEALTH RECOMMENDATIONS

See your medical doctor for more advice on your vaccinations and health recommendations before travelling. *YELLOW FEVER VACCINATION IS A REQUIREMENT FOR TRAVELERS ACROSS FRONTIERS OF GHANA WHO ARE MORE THAN 9 MONTHS OLD.*

TRAVEL INSURANCE

it's a really good idea to have travel insurance to cover you in the case of a medical emergency, evacuation, trip delays, baggage loss, or to protect any electronics / sporting equipment you're bringing.

2. Register with the State Department

Let the U.S. embassy in Ghana know that you're there by registering with the State Department's STEP program. This way, you'll be notified if there's an emergency (e.g. natural disaster or terrorist attack) and the embassy will try to account for you / reach you.

Register at: <https://step.state.gov/step/>

3. Cell Phones

Most cell phones sold around the world or in the U.S. are now unlocked for international usage. That means you can bring your normal phone with you, pick up a SIM card and a pay-as-you-go plan in Ghana, and have a local phone number. It's still a good idea to double check with your cell phone carrier to make sure your phone is **unlocked** for international usage. It's also good to download the **WhatsApp App** on your phone to help you communicate internationally. When you get to Ghana, our office personnel will assist you on the efficient network providers in Ghana.

4. Internet/Wi Fi

You can get online pretty much anywhere in Ghana these days. Our local office offers Wi-Fi to help volunteers work on their laptops and phones. All mobile phone networks have 3G whereby you can make calls, skype or chat across the globe. You may purchase your own **affordable modem** in Ghana costing about \$50 to serve you with Wi Fi connection at any location you may be.

5. Electricity

In Ghana the power sockets are of type D and G. The standard voltage is 230 V and the standard frequency is 50 Hz. You need to buy a **universal power socket converter** from either Walmart, Best Buy or online.

6. Currency/Banks/ATMs

The Ghana currency is called **CEDIS**. Don't make any currency exchange at the airport, your Host Family will assist you in the currency exchange at a reliable Forex Bureau

Local and some international Banks and ATMs are available in Ghana. You can also wire money via Western Union or MoneyGram. If you want to use a credit card while in Ghana, give your bank and credit card companies a quick call and let them know that you'll be abroad and where you'll be. This way, they won't flag your account as potentially hacked.

7. What will it be like while I'm volunteering?

Although there's little to nothing that you can realistically do to prepare yourself for the aspect of being an international volunteer, reading volunteer stories is a helpful way to mentally prep for volunteering abroad. You need to take more story books, portable games, engage in body exercise, taking more music and movies CDs or pen drives, etc.

8. How do I budget?

As your program fee does not cater for your personal activities like, restaurant eat outs, personal shopping, vacation, site seeing, travelling distances for special research or project work, personal field trips, parties, etc, you need to get additional pocket money to cater for all your personal activities.

9. What should I pack?

While packing, try to limit yourself to the number of luggage required by your airline carries. Visit the website of your airline carrier to know the prohibited materials that you cannot travel with. Ghana has a typical sunny tropical weather like summer season in the U.S. so know how to choose your clothes to suite the weather.

Your packing list will also base on how long you are going to stay in Ghana.

Suggested Packing List/Logistics

CLOTHING

- LAB COAT (*health care volunteers*)
- NURSING SCRUBS (*health care volunteers*)
- Tops (tank tops / t-shirts/shirts)
- Formal clothes/footwear for special occasions
- Pants/shorts/skirts
- Sneakers/slippers/dressing shoes
- Underwear
- Bras
- Socks
- Hat/Baseball cap
- Handkerchiefs

TOILETRIES

- Bathing soap
- Towel/sponge
- Laundry soap
- Hair Shampoo and conditioner
- Body cream
- Comb
- Tooth paste/toothbrush
- Sanitation pads
- Bug spray
- Sunscreen
- Hand Sanitizer/wipes
- Basic First Aid Kit
- Medications

ELECTRONICS

- Unlocked cell phone
- Laptop
- Laptop and phone chargers
- Universal Power Socket Converter (*either from Walmart, Best Buy or online*)
- Portable battery bank
- Portable flashlight
- Extra batteries

MISCELLANEOUS

- Extra pair of glasses
- Water bottle
- Notebook and pen
- Snacks like granola bars
- Instant coffee (optional)
- Portable umbrella
- Mosquito spray

LANGUAGE

Ghana was a British Colony so the national language is English. The most popular local language spoken in Ghana is the Twi. Volunteers will be oriented on basic Twi language. You may print a copy of the Twi-English translation from our website.

ARRIVAL IN GHANA (Some Safety Tips)

- Keep an eye on your luggage at the airport.
- Our in country staff will pick you up at the airport. Never allow any stranger to help you on your luggage or offer you transportation.
- Never give your contact info or your residence location to unknown strangers.
- Keep your passport and travelling documents safe.
- Report all suspicious activities to our in country staff.
- Avoid unhygienic road side foods.
- Avoid political propaganda and unlawful practices.

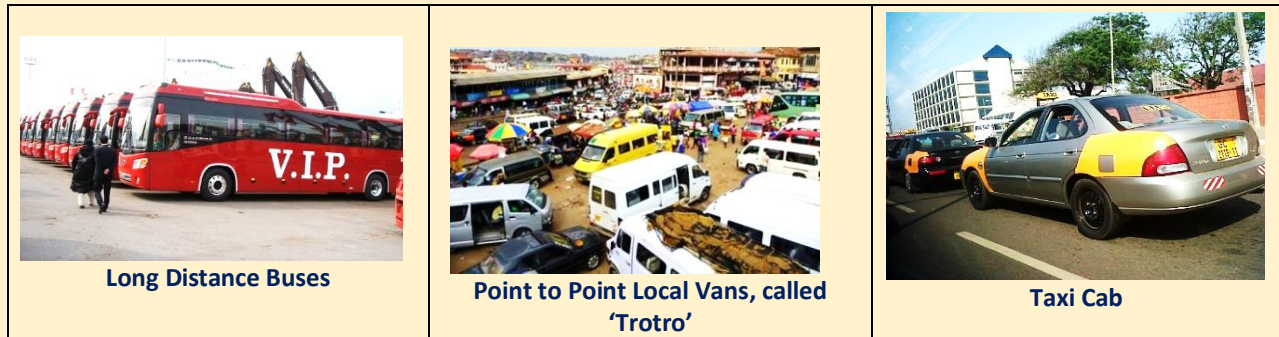
VOLUNTEERS FIRST WEEK IN GHANA

Volunteers activities during their first week in Ghana will include but not limited to; Orientation, basic local language leaning, familiarization visits in local communities, visit to volunteer's project site, visit to the capital city of Ghana, Accra. Our office staff will take you to your project site for introduction and program orientation.

WORKING HOURS AND DRESS CODE

Working days will be Mondays to Friday from 8:30 am – 3:30 pm. Volunteers can take some days off for their personal activities upon permission from their in-country Program Director. Ghana is a tropical country and volunteers can dress to suite them as they dress for summer in the USA or Europe but volunteers will abide by the dress code policies of their work place. Health care volunteers dress in Lab Coats or Nursing Scrubs.

TRANSPORTATION IN GHANA



VOLUNTEER CONDUCT

WPD-Ghana reserves the right to terminate a volunteer relationship with or without cause or notice. Although it is not possible to list all the forms of behavior or conduct that are considered unacceptable at WPD-Ghana, the following are examples of infractions or conduct that may result in the limitation and termination of the volunteer relationship.

- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place, or while on duty.
- * Inviting friends or volunteers from other organizations to come and stay with you at your Host Family residence, thus bringing extra financial burden on your host
- Fighting or threatening violence in the work place
- Boisterous or disruptive activity in the work place
- Negligence or improper conduct leading to the damage of property
- Gross misconduct or insubordination
- Abuse or mistreatment of volunteers, community members or employees
- Sexual or other unlawful harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place
- Misuse or the unauthorized release of confidential information.

Application: Volunteers will be required to complete an application and answer interview questions.

Orientation and Training: All volunteers must participate in a mandatory orientation and training program. This will be scheduled prior to your assignment as a volunteer and will involve approximately 2-3 hours of your time.

Confidentiality: In the course of volunteering, you may be dealing with confidential information about others. You must be willing to agree to keep such information in the strictest confidence.

Health Concerns: You may find yourself working in an environment of contagious disease and you must be willing to protect yourself and others with appropriate precautions and procedures.

Termination: You must understand and accept that the relationship between WPD-Ghana and its volunteers is an “At Will” arrangement and may be terminated at any time without cause by either the volunteer or WPD-Ghana.

Liability Waiver: A liability waiver must be signed by all volunteers before volunteers will be posted. Volunteers, ages 16 and 17, must have a parent or guardian sign the minor release and liability waiver form.

Dress Code: Volunteers are representatives of WPD-Ghana and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties.

Smoking: WPD-Ghana intends to provide a safe and healthy environment. Smoking in the workplace is prohibited except in outside locations specifically designated as smoking areas.

CHILD PROTECTION POLICY

These guidelines of Code of Conduct are primarily designed to protect people that our volunteers work with, and are also intended to protect volunteers from false accusations of inappropriate behavior or abuse. It's deemed to be appropriate and proper behavior for all WPDG volunteers when interacting with children and vulnerable adults.

- No child or vulnerable adult is to be taken to any volunteer's accommodation of residence.
- Volunteers of WPDG are not allowed to share a bed or room with any children or vulnerable adult while participating on a WPDG program.
- No child or vulnerable adult is to be taken outside of the placement site, without any prior arrangements with an in country staff.
- WPDG volunteers should not act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults or perpetrate any form of emotional abuse.
- WPDG volunteers should display appropriate language, actions and relationships with children at all times.
- Under no circumstance should a WPDG volunteer make any physical contact, or have the appearance of being sexual in any way with a child or vulnerable adults.

- WPDG volunteers should not discriminate against, show differential treatment, or favour particular individual to the exclusion of others.
 - WPDG volunteers should not maltreat any child or vulnerable adults.
-

APPLICATION PROCESS

- A volunteer should be 18 years or more
- Volunteer apply online www.wpdghana.org
- WPD-Ghana reviews application forms
- WPD sends basic questions to be answered by volunteer via email
- Initial interview conducted via phone or Skype
- Acceptance and confirmation information provided
- Deposit of US\$50 towards program fee paid
- Pre-departure guidelines/training conducted via Skype, phone, and email
- Terms and conditions review and agreement
- Balance of program fee should be paid ***not later than 21 days prior to program start date***
- Final pre-departure discussions via Skype
- Final preparation and departure.

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Although this information gives you guidance, the ultimate decision should be yours. You should also visit our website at www.wpdghana.org for more information and volunteer registration.

For any questions or suggestions, please contact us at info@wpdghana.org