

Volunteer Program

Application

**Applicant Information**

Name:

Contact Telephone:

E-Mail:

Address:

City: State: Zip Code:

Country:
Date of Birth

Nationality:

Passport Number:

**Proposed trip information**

Arrival date in Gulu:

Departure date from Gulu:

**Are you a:**

\_\_\_ Vet

\_\_\_ Vet Tech/Vet Nurse/Paravet

\_\_\_ Vet Student

\_\_\_ Vet Tech/Nurse/Paravet Student

\_\_\_ Mental Health Professional (State type: )

\_\_\_ Dog Trainer

\_\_\_ Non-Vet

**Do you want us to arrange for any of the following:**

\_\_\_ Airport transfers

\_\_\_ Lodging in Entebbe/Kampala before and after volunteering in Gulu

\_\_\_ Private transport to Gulu

\_\_\_ Public transport to Gulu with assistance from our team

\_\_\_ Touring in Uganda

 \_\_\_ Ziwa Rhino Sanctuary

 \_\_\_ Jinja (white water rafting, bungee jumping, start of the Nile boat trips)

 \_\_\_ Queen Elizabeth National Park – wildlife viewing

 \_\_\_ Rwanda tour including Kigali, Dian Fossey camp, gorilla tracking

 \_\_\_ Gorilla tracking in Bwindi Impenetrable Forest

 \_\_\_ Kabale National Park wildlife viewing and chimp tracking

 \_\_\_ Murcheson Falls National Park chimp tracking, wildlife viewing, boat trip

 \_\_\_ Uganda Wildlife Education Center

 \_\_\_ Other:

Why do you want to volunteer with The BIG FIX Uganda?

What skills do you have that you feel would be of benefit to our work?

What programs of The BIG FIX Uganda are you most interested in working with?

What do you hope to gain from a volunteer experience with The BIG FIX Uganda?

Do you have any special needs or requirements that will affect your ability to participate in our field activities?

Any diet requirements? (Vegetarians and vegans are most welcome!)

Do you have up to date travel vaccinations?

Please provide two references we can contact. These should be employers or (for volunteer assignments) supervisors of your work.

1. Name:

Address:

E-Mail:

Telephone:

Business/Organization Name:

Type of Organization:

Type of Work you did for the organization:

Dates you worked for the organization:

1. Name:

Address:

E-Mail:

Telephone:

Business/Organization Name:

Type of Organization:

Type of Work you did for the organization:

Dates you worked for the organization:

***Please submit with your application: a copy of your C.V., a copy of the photo page from your passport, and (if a professional) your registration/qualification certificate.***

**Certification**

I certify that the information contained in this application is accurate. I have read and agree to the Volunteer Terms and Conditions. If selected as a volunteer, I will act in a manner consistent with the Vision, Mission, and Core Values of The BIG FIX Uganda.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

**INFORMATION FOR APPLICANTS**

**VISION, MISSION, AND CORE VALUES OF THE BIG FIX UGANDA**

The VISION of The Big Fix Uganda is: to be the leading organization in creating better health and welfare for animals and people and greater respect and kindness for all living beings in Uganda.

The MISSION of The Big Fix Uganda is: to alleviate the suffering of animals, to improve the health and welfare of people and animals and to promote the human-animal bond through veterinary service and education.

The Big Fix Uganda shall have the following CORE VALUES:

1. Respect for all living beings – The Big Fix Uganda will work to promote respect for all sentient beings, to alleviate the suffering of animals and to promote the human-animal bond.
2. Social Justice and Equity – The Big Fix Uganda will work toward and promote equality, dignity and a more just society, especially with regard to the poor and the marginalized, and shall treat all people equally regardless of their ethnicity, origin, religion, sex, sexual preference, age, disability or military service history.
3. Passion for Mission – The Big Fix Uganda shall be committed to its mission.
4. Long Term Commitment – The Big Fix Uganda is committed to its mission and vision and continuing its service for the long term.
5. Innovation – The Big Fix Uganda will strive toward quality, creativity and continuous improvement in all its actions.
6. Accountability - The Big Fix Uganda will hold itself and its members accountable to the highest level of ethical behavior and responsibility for actions, while maintaining integrity in its performance.
7. Transparency - The Big Fix Uganda shall at all times uphold full openness to its members, beneficiaries and partners, with respect to its processes, operations, actions and outcomes.
8. Economy of Resources – The Big Fix Uganda shall be committed to accomplishing its mission and carrying out its programs with economic frugality and shall conserve its resources so that as much as possible can be achieved with its funds.
9. Collective Action and Responsibility – The Big Fix Uganda shall at all times aspire towards full, equal and meaningful involvement of its members and beneficiaries in the designing, planning, implementing, monitoring and evaluating of the organization’s policies and programs, at all levels of decision making.
10. Fair Dealing - The Big Fix Uganda is committed to the value of fair dealing and will not be party to exploitative arrangements that do not take cognizance of this value and that do not respect the rights of all parties and their target communities.
11. Self-sufficiency - The Big Fix Uganda will work towards the achievement of sustainable development outcomes.
12. Voluntarism and Service above Self - The Big Fix Uganda shall at all times expect its members and employees to be primarily motivated by a compulsion and commitment to uphold a philanthropic spirit and not their own interests, financial or otherwise.

Participants in activities of The Big Fix Uganda shall have and maintain the following traits:

\* Honesty and a strong desire to do the right thing

\* Be a team player

\* Respect for the organization, members of the organization and the public we serve

\* Flexibility

\* Have a “do what it takes” attitude and desire to succeed through hard work.

**VOLUNTEER TERMS AND CONDITIONS**

1. DEFINTIONS

In these Terms and Conditions, the following expressions shall have the meanings set out below:

(a) The BIG FIX Uganda is a Non-Governmental Organization registered in Uganda (registration number 10128). It is also a project of the Central Valley Coalition for Animals (an IRC 501(c)(3) nonprofit organization in the United States, EIN 30-0019352).

(b) Volunteer(s) shall mean the person(s) who have signed the Application Form and received email confirmation from The BIG FIX Uganda that they have been accepted as an unpaid member of The BIG FIX Uganda team to participate in field activities for a specified term.

(c) Field activities shall mean the program activities organized by The BIG FIX Uganda in which the Volunteer has been accepted to participate.

(d) Volunteer experience shall mean the activities which occur during the time term specified in the volunteer acceptance notice described in paragraph 1(b) above.

(e) Project Coordinator and Volunteer Coordinator shall mean the representatives of The BIG FIX Uganda present during the time of the volunteer experience and during the time of the preparation for the Volunteer’s field activities.

(f) Volunteer fees shall mean the amounts payable by the Volunteer to participate in the volunteer experience with The BIG FIX Uganda.

(g) Free Time shall mean the period of time the Volunteer is granted as off-duty from field activities during the Volunteer experience.

2. ACKNOWLEDGEMENT OF NATURE OF VOLUNTEER EXPERIENCE

(a) The Volunteer acknowledges and accepts that the BIG FIX Uganda is a not-for-profit organization working to improve the lives of animals and people in Northern Uganda. The organization’s primary focus is on the health and well-being of animals. The organization has a variety of programs which it administers to help carry out this goal. Working in Northern Uganda presents challenges which are not normally encountered in the western world. Transportation is almost exclusively on motorbikes and on roads which are often no more than footpaths. The weather can be unpredictable and cause delays and interruptions in carrying out activities. Motorbikes can break down in the field. Long hours can be required to carry out our goals and the work can at times be mundane and include cleaning and other non-professional tasks. Flexibility of timetables, itineraries and arrangements should be expected. In agreeing to participate in the volunteer experience with The BIG FIX Uganda, the Volunteer agrees to accept this flexibility and to be prepared for variation which may arise with little or no prior notice, and acknowledges the right of The BIG FIX Uganda and its associated charities to make necessary alterations and variations or cancel field activities with or without notice. Volunteer acknowledges that due to the nature of and location of the field activities, living conditions may be basic and levels of sanitation poor. There can be periods of time when a jerry can of water must be used in place of running water for bathing and toilet flushing.

(b) The Volunteer hereby acknowledges and accepts that there is a significant element of personal risk and potential hazard in participating as a member of The BIG FIX Uganda team and undertaking a volunteer experience. Riding on motorbikes, working with dogs and other animals, and engaging in other field activities involve a degree of personal risk which the volunteer hereby assumes. While The BIG FIX Uganda aims to safeguard the Volunteers, the organization cannot be held responsible for any damage or injury, loss of property or other financial loss caused by risks or hazards beyond its control to the Volunteer or their personal possessions.

(c) The Volunteer hereby releases and discharges and agrees to indemnify and defend The BIG FIX Uganda, Central Valley Coalition for Animals and their employees and representatives for any liability for any claims for any injury, loss, expense or damage which results in any way from the Volunteer experience. THIS IS A RELEASE AGREEMENT.

(d) The Volunteer hereby grants The BIG FIX Uganda, or one of its agents, full authority to take whatever action they feel is warranted regarding my health and safety and that they may arrange medical treatment for me at my expense as it is deemed necessary. The volunteer agrees to immediately notify The BIG FIX Uganda’s Volunteer Coordinator in Gulu of any bite, scratch or other injury sustained by any animal. The Volunteer understands that Uganda is a region with a high risk of infection for rabies and other diseases and in the event the Volunteer is bitten or scratched by any animal, the Volunteer will follow all instructions for post-exposure prophylaxis treatment given by The BIG FIX staff.

 (e) The Volunteer acknowledges and accepts that there is significant element of personal risk and potential hazard involved in the use of local transport during the course of volunteering with The BIG FIX Uganda and accepts such personal risk. Furthermore the Volunteer agrees to waive all rights of action against the BIG FIX Uganda, Central Valley Coalition for Animals, and any of their agents, employees or representatives, in the event of death and/or personal injury and/or property damage or loss of property or other financial loss arising out of the use of local transport and agrees to indemnify The BIG FIX Uganda, Central Valley Coalition for Animals, and their agents, employees, and representatives in relation to any claim which may be made against them arising out of any act or omission by the Volunteer. Volunteer will be given loan of a motorcycle helmet while in Gulu and agrees to wear this without exception while riding on any motorbike for any period of time.

(f) The BIG FIX Uganda works with vulnerable persons including children, crime victims, and war trauma survivors. The Volunteer certifies that he/she is not a registered sex offender and does not have any current sex offense or violent crime charges pending against him or her, nor does he/she have any psychological conditions which will in any way prevent or impede Volunteer from acting in a professional manner and with kindness and calmness toward all people. Conviction of any sex offense or violent crime is a matter which is required to be disclosed at the time of the application and may constitute grounds for rejection of a volunteer application.

3. FREE TIME

The Volunteer acknowledges and accepts that all activities undertaken during the Volunteer’s Free Time, will be undertaken on the Volunteer’s own risk and at his/her own cost and that The BIG FIX Uganda cannot be held responsible for any damage or injury, loss of property or other financial loss associated with any Free Time activities. The volunteer should inform the Volunteer Coordinator in Gulu of their Free Time activities and return in time for scheduled field activities. The Volunteer must ensure they have the appropriate insurance to undertake any high risk activity. The BIG FIX Uganda will not be liable for your safety and well-being during Free-Time, however, The BIG FIX Uganda team would do all it could to help if trouble arose.

4. FORCE MAJEURE

The BIG FIX Uganda will incur no liability for any loss which a Volunteer may suffer through cancellation of field activities or due to weather, fire, Acts of God, war, riot or civil commotion, strikes, quarantine, Government or other official intervention or due to any reason whatsoever outside of the control of The BIG FIX Uganda.

5. APPLICATION PROCESS

Upon receipt of the Volunteer Application and attachments, The BIG FIX Uganda’s project coordinator will respond as soon as possible to acknowledge receipt of the application. A telephone or Skype conference with the coordinator may be requested. A subsequent telephone or Skype conference with The BIG FIX Uganda team in Gulu may also be requested. The BIG FIX Uganda will either: (1) decline a volunteer application in writing to the e-mail address provided by the applicant or (2) accept a volunteer application and propose dates of volunteer service and terms of the proposed volunteer experience in writing to the e-mail address provided by the applicant.

If the applicant wishes to accept the volunteer terms and costs, he/she shall do so in writing in response to the proposal.

6. COSTS

(a) Volunteer fees shall be payable to The BIG FIX Uganda as follows: At the time of the volunteer’s acceptance of a proposed volunteer experience or ninety (90) days prior to the arrival date in Gulu, whichever is sooner, a deposit of twenty-five percent (25%) of the total volunteer fees are due and payable. **This deposit is non-refundable**. Thirty days prior to the arrival date, fifty percent (50%) of the total volunteer fees are due and payable. The remaining twenty-five percent (25%) of the total volunteer fees are due and payable upon arrival in Gulu. Once paid, the volunteer fees are non-refundable except as detailed in the refund policy below.

(b) Failure to pay the deposit and/or the volunteer fees by the due date(s) entitles The BIG FIX Uganda to cancel the participation of the Volunteer.

(c) After the stated arrival date in Gulu, there can be no refund of any deposits or volunteer fees paid to The BIG FIX Uganda.

7. CANCELLATION BY THE VOLUNTEER

If a volunteer decides, after accepting the volunteer terms and costs, that he/she wishes to cancel, he/she shall notify The BIG FIX Uganda in writing by e-mail. Refunds of volunteer costs will be as specified in the refund policy. Deposits are non-refundable.

8. REFUND POLICY

(a) The initial 25% payment of volunteer fees is a deposit and is not refundable to the volunteer.

(b) If the volunteer wishes to cancel within thirty days of the arrival date, and the volunteer has made the initial 25% payment (the deposit) plus the 50% payment (the second payment), The BIG FIX Uganda will refund 75% of the second payment and 25% of the second payment will be retained to cover expenses associated with preparing for the arrival of the volunteer. For instance, if a volunteer’s total volunteer fees are $1,000, and the volunteer paid the deposit of $250 plus the second payment of $500, and then canceled the volunteer experience within thirty days prior to the arrival date, the volunteer would be entitled to return of $375.

(c) No refunds are made when the volunteer cancels or discontinues a volunteer experience after the volunteer arrives in Gulu unless, at the sole discretion of The BIG FIX Uganda, the organization chooses to make such a refund.

9. CANCELLATION BY THE BIG FIX UGANDA

(a) The BIG FIX Uganda reserves the right to cancel volunteer activities if it deems it is necessary to do so and agrees to inform the Volunteer in writing by e-mail of any such cancelation. If such cancellation is due to circumstances totally within the control of The BIG FIX Uganda, BIG FIX Uganda agrees to refund the Volunteer all monies paid by the Volunteer to The BIG FIX Uganda and the Volunteer agrees to accept such refund as being in full and final settlement of all and any of The BIG FIX Uganda’s liability to the volunteer.

(b) The Volunteer acknowledges that certain medical and/or mental health conditions may be contradictory to the safe participation of the Volunteer in BIG FIX Uganda activities or programs. Any pre-existing medical conditions the Volunteer is aware of which put at risk the safe participation of the Volunteer in the field activities, or put other members of The BIG FIX Uganda team at risk must be disclosed to The BIG FIX Uganda prior to the arrival date in Gulu. The BIG FIX Uganda has sole discretion to determine if a volunteer’s condition is not suited for field activities and to cancel or limit the volunteer’s participation based on that discretion. If such medical or mental health conditions are not disclosed to The BIG FIX Uganda in advance and they result in a need to cancel or discontinue a volunteer experience, no refunds will be made to the volunteer.

10. BEHAVIOUR ON PROJECT

(a) The Volunteer has read and understands the Mission, Vision, and Core Values of The BIG FIX Uganda. The Volunteer is expected to work under the supervision of The BIG FIX Uganda team in a conscientious manner in order to assist with these aims and agrees to work in a manner consistent with the Core Values.

(b) The Volunteer agrees to abide by the authority of The BIG FIX Uganda Volunteer Coordinator in Gulu and to follow all of their reasonable instructions.

(c) If the Volunteer commits any illegal act during the volunteer experience or if in the opinion of the Volunteer Coordinator in Gulu the Volunteer’s behavior is detrimental to the aims of the organization or the safety or welfare of the Team members or any animals or people the organization serves, the Volunteer may be required to leave The BIG FIX Uganda’s premises within 24 hours’ notice and no liability on the part of The BIG FIX Uganda shall arise whatsoever.

(d) If the Volunteer damages, destroys or loses any item of equipment owned by The BIG FIX Uganda the Volunteer will indemnify The BIG FIX Uganda for any costs associated with the damage/destruction/loss.

11. COMPLIANCE WITH LEGAL REQUIREMENTS

The Volunteer is personally responsible for and will comply with all legislation, visas, immigration, customs and foreign exchange regulations of Uganda. In the event of a contravention by a Volunteer of the laws of Uganda, The BIG FIX Uganda Volunteer Coordinator in Gulu shall have the right to require the Volunteer to leave the premises of The BIG FIX Uganda and no liability on the part of The BIG FIX Uganda shall arise whatsoever.

12. COMPLAINTS

If a Volunteer wishes to make a complaint and/or claim in relation to the volunteer experience, the Volunteer agrees to abide by the following procedure:

(a) The Volunteer will ensure that the matter has first been brought to the attention of The BIG FIX Uganda Volunteer Coordinator in Gulu and the Project Coordinator. Those representatives of The BIG FIX Uganda will seek to resolve the claim and the Volunteer will give The BIG FIX Uganda a reasonable time within which to resolve the claim before proceeding further.

(b) If due to an unresolved serious complaint the Volunteer decides to leave the volunteer experience before the scheduled departure date the Volunteer agrees to provide written evidence of the extent of the complaint to the The BIG FIX Uganda’s Volunteer Coordinator in Gulu and the Project Coordinator before departure from The BIG FIX Uganda’s premises in Gulu.

(c) The Volunteer agrees that under no circumstances shall The BIG FIX Uganda be liable for damages or compensation arising from that part of any claim related to the assessment of inconvenience, discomfort, disappointment or loss of enjoyment.

13. INSURANCE

(a) The Volunteer agrees to affect personal travel and medical insurance and agrees to be responsible for ensuring that such insurance cover fully meets their personal requirements;

(b) The Volunteer acknowledges the importance of insurance provision in respect of their spouse, dependent children and/or relatives and accepts responsibility of assessing their own personal circumstances and arranging additional insurance cover that they deem to be necessary.

(c) The Volunteer further agrees to ensure that their insurers are aware of the type of travel and work to be undertaken during the field experience, and while participating in BIG FIX Uganda activities and accepts the insurance proposal on such basis.

(d) The BIG FIX Uganda makes no recommendations concerning the adequacy of any travel or medical insurance policy and the Volunteer agrees to release and indemnity The BIG FIX Uganda from any liability for the Volunteer’s failure to obtain adequate insurance.

(e) The Volunteer agrees to provide a copy of his/her travel and medical insurance policy declarations to The BIG FIX Uganda prior to the arrival date in Gulu.

14. WAIVER

No person, save with the express authority of in writing of two or more members of The BIG FIX Uganda’s board of directors, has authority or is empowered to waive or vary any of these conditions and these terms and conditions constitute the entire agreement between the Volunteer and The BIG FIX Uganda.

15. PASSPORT, VISAS, VACCINATIONS.

The Volunteer must be in possession of a valid passport (for the duration of the volunteer experience with The BIG FIX Uganda) and all visas, permits and certificates required for the entire duration of the experience and must arrange also arrange to obtain whatever vaccinations are normally recommended for Uganda. Any information given by The BIG FIX Uganda about healthcare, vaccinations, visas, climate, clothing, baggage, special equipment and other matters is given in good faith but without responsibility on the part of The BIG FIX Uganda. The BIG FIX Uganda strongly recommends that Volunteer conduct an independent investigation for up to date travel advice.

16. PHOTOGRAPHS.

The Volunteer grants to The BIG FIX Uganda permission to reproduce photographs or movies of the volunteer made during the volunteer experience and to publish written statements the volunteer may make concerning the organization and/or the volunteer experience.

17. INTELLECTUAL PROPERTY

(a) All scientific data collected or intellectual property created during the volunteer experience or whilst participating in field activities with The BIG FIX Uganda remains the property of The BIG FIX Uganda and may be analyzed, published and otherwise distributed by The BIG FIX Uganda with no prior consultation with the Volunteer. The BIG FIX Uganda agrees to acknowledge the contribution by the Volunteer in the collection of scientific data and subsequent analyses if appropriate.

(b) The Volunteer agrees to provide The BIG FIX Uganda with copies of reports, articles or other written material arising from the volunteer experience. No information, reports or other materials whether written or photographic may be published or otherwise distributed without prior consultation with and consent of The BIG FIX Uganda. The Volunteer shall retain intellectual copyright over any report or article written by them but must acknowledge the role of The BIG FIX Uganda in producing such material.

18. DEFAMATION

The Volunteer agrees not to defame The BIG FIX Uganda, Central Valley Coalition for Animals or any of their agents, employees or representatives, whether in print or verbally.

19. STATUS

Volunteer agrees and acknowledges that nothing in these standard terms and conditions or participation in the volunteer experience itself will create an employment relationship between Volunteer and The BIG FIX Uganda/Central Valley Coalition for Animals.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Volunteer’s Signature