

Information guide

Volunteering and internship



'You must be the change you want to see in the world.'

Mahatma Gandhi Indian political and spiritual leader (1869 - 1948)



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Introduction

In front of you our information guide for interns and volunteers. This document is written for potential interns and volunteers for our home for street children in Mombasa, Kenya. In this document you will learn more about our organization and about the procedure we use to accept interns and volunteers.

My name is Melissa Kreps and I am the founder of the BeHoCa Foundation. Together with my board we represent BeHoCa. We offer you the opportunity to get an internship or volunteer with us, because this is a great experience that nobody should be denied! Before I started this foundation, I volunteered in Africa several times and I have done my internship for my Social Work education in Africa. All these experiences I bundled up and brought them to Kenya in order to ensure that you can have the same great experience as I have had during all my adventures in Africa!

Like no other I know what an internship or volunteering abroad can do with you. It's scary, but in addition it is truly an amazing experience that I recommend for everyone. You get to know yourself better and it makes you a stronger person. You learn to see the world and yourself trough different eyes! In addition, your internship or volunteering contributes to the lives of our boys. Through your presence and contribution to the care of these guys,



they get a renewed focus. And this is something these boys deserve and love! So enjoy the experience, just dive in, it's an experience you will never forget!

A brief explanation of the chapters: chapter 1 contains an explanation about the foundation. We tell you about the beginning of BeHoCa, introduce the board and our mission. Also, the project will be briefly explained here. Our target is explained in chapter 2. The most important chapter for you is the chapter 4. Here is explained what our expectations are and important information about your stay. This document includes a job description for interns and volunteers.

Enjoy reading all the information and thank you for your interest in an internship or volunteering at BeHoCa Foundation!

Kind regards, Melissa Kreps



1. The foundation

The beginning

BeHoCa Foundation was established in May 2012 in the Netherlands by Melissa Kreps. The aim is to help as many street children as possible in Kenya, who will be offered a promising future. During her Social Work study at Avans in the Netherlands, Melissa completed her internship in South Africa in 2009. After completing her studies in the Netherlands she returned to Africa because of the beautiful experience during her time in South-Africa. 'I have lost my heart to Africa', says Melissa.

However, Melissa ended up in Mombasa in Kenya this time. She worked with orphans, AIDS orphans and eventually with street boys. While working with the boys Melissa encountered that the children came short in many areas. The children are so eager to go to school, and to change and to have a life as a child without any worries. But this just remains a dream for many of them. Therefore we see it as our mission to assist the street children in achieving a promising future with lots of possibilities.

The board

The board of the foundation consists of five members:

Chairwoman: Melissa Kreps

• Vice-chairwoman: Marja van Garderen

Secretary: Anke MeerstaTreasurer: José Kreps

• PR & webdesign: Carlien Brons

BeHoCa Foundation is a non-profit organization. The board and volunteers receive no compensation for their part in the foundation. They do this work with their heart and soul for the street children of Kenya.

Mission of the foundation

'BeHoCa Foundation supports as many street children as possible, in Kenya, to leave the streets, so this way of living will no longer be an obstacle to build a healthy and promising adult life.'

More than 250.000 children roam the streets of Kenya. Aimlessly and without a future. These children need help. Not a single child belongs on the street. All children have the right to a childhood in which they do not have to worry, and feel safe and experience love. A childhood in which the child has rights, but also duties. A youth which has a focus on individuals. A childhood where they can develop and grow in freedom and safety. Everywhere children are the 'weak' of society. Especially children without parents or guardians are weak. They need someone who stands up for them and ensures them that they will get what they need and what they deserve. BeHoCa Foundation is committed to doing this and takes as many street children as possible in their home where the children receive





adequate specialized assistance and support. When this is done the children will dare to open up again, dare to dream, dare to change, to learn and grow, but most of all to **dare** and **may be** a child again!

The project

The first project of the foundation is a home for boys that used to live on the streets of Mombasa. The home where the boys live now is runed by Melissa. Our goal is to give shelter to 10 to 15 boys. Street boys often have complex behavioral problems. They lost trust in everyone and therefor don't know how to adapt to or behave around other people. They have to be taught how to behave in a group.

We work with individual treatment programs. In this way we can offer the right support to the boys. Through the use of clear and strict rules in the house we offer the children safety, security, regularity and provide a clear structure. They can develop in a relatively peaceful environment. They go to school and help around the house, in the kitchen, the garden and are taking care of the animals that are part of the home. They get a daily routine and gain work experience.

'I have a dream.'

Martin Luther King, American Baptist reverent and political leader (1929/1968)



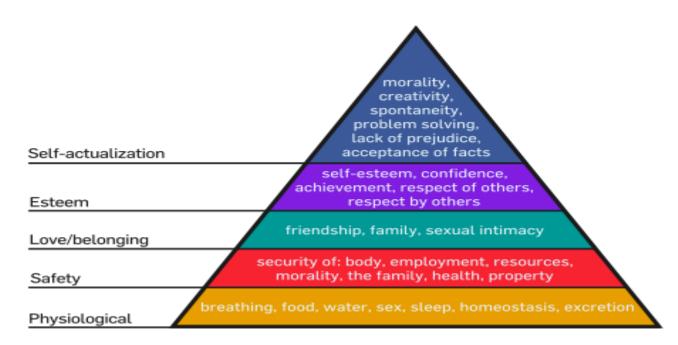


How we work

The home is based on a holistic and humanistic thinking- and working way. It is based on the human being as an individual, and therefore it is about the person and not his or her problems. The boys all need a different approach, because of their own unique history. A child orphaned by, for example HIV/AIDS, has a different base than a child who ran away from home because of abuse, neglect or sexual abuse by his parents.

'Humanistic thinking believes that if someone shows behavioral problems, he blocked his efforts towards self-growth or is prohibited in his development. This is because so-called 'lower' needs, like physiological needs or the necessity of safety, are ignored or blocked.' (Dito, J.C., Stavast, T., Zwart, B.E. (2008). Basiszorg. Houten: Bohn Stafleu van Loghum)

As the foundation looks to the person and his needs, we will be working to meet the necessary needs of the boys step by step, so their efforts towards self-expansion are no longer ignored or blocked. Everyone, for example, first needs security before you're able to develop yourself and before you can open up to bond or love an other person. The boys especially need to know they are safe, that they know that they are cared for, that food and drinks are there and they don't have to provide for themselves. As a result the boys will open up to the other layers. By supporting them in achieving these layers, they will eventually develop themselves, after which they can be guided towards independence and ultimately their own promising future and lives.





2. Target group

Street children are forced to live on the streets. Usually they do not go to school. Each child has a different reason to live on the streets.

The child...

- ...is (AIDS) orphan
- ...is (sexually) abused at home or neglected, because of the poverty and alcohol abuse, they walk away because of the powerlessness feeling
- ...thinks the streets have more to offer than his or her family
- ...is sent to the street to help increase the family income, usually they sleeps at home
-lives on the street with his or her family

Street children are often in the crime scene to survive. They steal, deal drugs, use drugs, or use (sexual) violence.

- Worldwide there are over 100 million street children
- 1 in 5 street children are younger than 15 years
- 1 in 10 street children is a girl

Kenya alone has over 250.000 street children. And this is just an estimation! There is care for orphans in Kenya, but hardly anyone cares about the fate of children living on the streets of Mombasa. They roam around because they have fled domestic violence or forced by poverty to take care of themselves. Girls can often go to family. They are useful because they can help around the house. For boys there is hardly any perspective.

The boys from the street call themselves 'survivors'. They only have one goal and that is survive. It's a hard life where the law of the jungle applies and where they try to escape reality by drinking, drugs and eventually death. Violence and other forms of crime are at the order of the day. The government considers these boys as inconvenient and prefers to chase them away



from the city. We think you cannot just give up on this group and will try to give them a better future.



3. Kenya

Kenya is a beautiful country in East Africa, named after Mount Kenya. This mountain is situated almost in the center of the country and is the second largest mountain in Africa and one of the largest single mountains in the world.

Some facts about Kenya:

- Kenya is on the middle of the equator and is just under 583 000 km2 in surface.
 Kenya is bordered to the east by the Indian Ocean and shares its borders with Somalia, Ethiopia, Sudan, Uganda, and Tanzania
- The capital of Kenya is Nairobi. Mombasa is one of the other five major cities of Kenya, with the main port on the Indian Ocean. The city is located on an island of 15 km2, with suburbs on the mainland. It has an estimated population of 900.000 (officially 665.018, according to the census of 1999)
- The Kenyan population consists of groups from across the continent. Therefor Kenya has more than 70 ethnic communities who speak almost eighty different dialects. The most famous population of Kenya is the Maasai, recognizable by the red clothes
- English is the 'official' language and Kiswahili is the 'national' language of Kenya
- The majority of Kenyans are Christian, due to the missionaries who brought the faith.
 About 45% of the population is Protestant, 33% Roman Catholic, 10% is from an African Christian religion and about 10% are Muslims (of which the majority lives in Mombasa)
- The currency in Kenya is the Kenyan Shilling (KES)
- The most famous national parks of Kenya are Maasai Mara, Amboseli, Tsavo National Park and Lake Nakuru







Tourism in Kenya

Kenya is one of the most beautiful African countries to go on Safari. The country is therefore also known for its many safari parks. The Maasai Mara is best known for its annual big pull, or 'the migration'. Large herds of animals such as wildebeest, gazelles and zebras, crossing the Maasai Mara to the Serengeti in Tanzania. From Nairobi it is also easy to go on safari to the Serengeti.

Mombasa is Kenya's second city and the capital of the province Pwani (Coast). The city is located in the extreme southeast of Kenya at the Indian Ocean. Pearl white sandy beaches and aqua blue sea guarantee wonderful days on the beach. Mombasa has a lot to offer in tourism in terms of trips and excursions. You can practice various water sports, there are zoos, African markets and plenty of souvenirs. In Mombasa you find a number of good restaurants in various price ranges. The blue seas are well known by divers. During the diving season you can also sea turtles, sharks, lobsters, corals and thousands of other species of fish.





But Kenya also has another side:

- Kenya already has more than 250.000 street children
- The population is 46 million, 40.9% of them are younger than 14 years
- About 1.5 million people are carriers of the HIV/AIDS virus, including children
- Kenya has a total of roughly 1.1 million AIDS orphans (an AIDS orphan is an orphan whose parents are deceased (by the consequences of) AIDS)
- Between 40 and 50 percent of the Kenyan population lives below the poverty line (poverty line is referred to as the income a person needs to meet the basic needs)



4. Procedure volunteering or internship

Internship and/or volunteering abroad is a life experience you will never forget. It is a valuable contribution to complement a study and it looks good on your CV. It brings people closer together, closer to the country with its culture and it gives you the opportunity to see how you cope with living and working in a third world country.

Duration of stay

For internship and volunteering is a minimum duration of stay:

- Internship at BeHoCa is possible from 3 months
- Volunteering at BeHoCa is possible from two weeks (5 days per week)

Expectations

If you decide to do your internship or volunteer at BeHoCa some expectations are attached to it.

We expect:

- You're excited and motivated to commit yourself to our project
- You are at least 18 years old
- You want to work hard
- You are flexible
- You to prepare yourself well and read all documents you receive carefully
- You respect the culture and employees
- You want to come in contact with a different culture in a special way
- You can express yourself well in English and understand English; o For internships you
 must also be able to write in English
- You seriously want to get started as an intern or volunteer
- And you feel like it!

In addition, from us you can expect that we will do everything to make your time in Kenya so special and memorable as possible.







General demands

- You respect the Kenyan culture:
 - You wear covered swimsuits (shorts and top with wide straps)
 - You wear covering clothes (neckline covering tops with wide straps and trousers with knee length minimum)
 - Bring clothes appropriate for church
- You show initiative in working with the boys and help in the house and housekeeping
- Donations are welcome and very much appreciated. The spending of this is done in consultation with the foundation, so the spending fits within the culture and education of the boys and that volunteers and trainees will not be seen as 'money machines'
- You can find the right balance between distance and nearness with the target group of the foundation
- You are solely responsible for requesting and obtaining your visa requirements
- You follow the safety instructions. These will be told to you on location before you get started





Costs

For your stay in Kenya, we are obliged to declare expenses. This is because we live on donations intended for the children. Because your internship/volunteer work is a valuable contribution for both parties, we will keep the costs as low as possible.

Per week we ask to contribute:

Interns: €90,-Volunteers: €75,-

This includes:

- Airport pickup
- Loan SIM card on arrival
- Explanation about Kenya/Mombasa and the area where you stay
- Three Kenyan meals a day
- Unlimited drinking water
- A place to sleep including bathroom, sharing with up to three other volunteers/interns
- Using all materials in and around the house
- Guidance regarding your internship assignments and the assessment thereof

This excludes:

- Flights
- The costs of travel insurance
- The costs of applying for a visa
- Any doctor costs
- Vaccinations
- Things to do in your free time: for example, safari, dining, souvenirs, transportation costs, et cetera

Accommodation

You stay in the home where the children live. You share with max. three other volunteers/interns a room with bathroom. This room can only be accessed by interns and volunteers, the boys are not welcome for any reason. Your meals are included with your stay. If desired, it is possible to prepare your own meal by your purchased supplies.

Free time

If you stay abroad you should try to have as much fun as possible, so go and see the country and explore. Mombasa is a city that attracts tourists with its many historic monuments, which are worth a visit. There are also some parks to visit, there is a cinema and bowling can be a fun night out. Going out in Mombasa is also recommended. Mombasa has many bars and clubs where you can eat and/or drink and dance with the swaying Kenyans. Want to relax for a day? This is possible at one of the many resorts in Mombasa. A day relaxing by the pool and walking on the beaches of Mombasa is definitely worth it. It is also possible to leave for a few days to one of the nearby seaside resorts with beautiful white sandy beaches. To make your stay in Kenya the best ever you can go on safari to one of the many



different game reserves where Kenya is famous for. However these are not cheap, but a guaranteed success!



Safety in Kenya

During your stay with us you are free to go wherever you want, but please take into account the fact that this is still Africa. Therefore at all times consider your own safety and the safety of your fellow residents. Kenya is a safe country for as long as you make sure that you are at safe places. When you go out, use a taxi as transportation. For example, do not walk in the dark through the neighborhood. Also, it is not smart to 'hide' your keys at the BeHoCa compound.

Public transportation is safe and easy, but after nine o'clock in the evening it is not safe anymore. The drivers of the Matatu's and Pikipiki's chew khat or are too drunk to drive responsibly. We have a very reliable taxi driver who you can call at all times. It will cost a few euros more, but you will be safe.

Also make sure that you can always identify yourself. So please always carry your ID card with you when you think it is too risky to carry your passport. It's smart to let us know where you are, so we can guarantee your safety with any emergency. Today, terrorist threats are unfortunately present in Kenya. This does not mean that the country is unsafe. Every day all over the world threats, attacks and wars going on. Unfortunately this is the reality. We keep a close eye on the events in and around Mombasa. So if there is a threat we will know this and often we avoid the area until it is safe. With the right awareness you will have a great time in Kenya and will feel safe!



Start procedure

The procedure of volunteering or internship at the BeHoCa Foundation will be like:

- Fill out the registration form completely (this will be sent to you after you have indicated that you want to come and do an internship or volunteer work)
- When we receive the registration form we will sent the general conditions that apply to internship/volunteering in Mombasa
- When you agree to the terms and conditions your registration is processed and put in motion
- The period that you want to come will be discussed and determined
- A contract is drawn up and signed by both parties
- You will receive a guide with important information that you need to read before starting your internship/volunteer work in Kenya
- There will be an introductory interview with a board member in the Netherlands. This can be done via Skype or in person with a scheduled appointment
- The official part has been completed, you can now book your ticket and start further preparations for your trip to Kenya
- Upon arrival at the airport in Mombasa you will be picked up by someone from BeHoCa
- You will be brought to the house (your home for the time) and on arrival you will receive a welcome package including a (borrow) SIM card and useful information about the country
- House rules and the way things are done will be gone through after you are settled

Internship:

- The terms of your school will be discussed and we will look into how we can work on your internship tasks
- If this is approved, the internship contract will be signed by your department and yourself



5. Communication

Internet

A good way to keep in touch with home is via the internet. You will receive a dongle on loan. So be careful with it! A dongle is a USB stick with a SIM card in order to receive mobile internet on a PC or laptop, you can put credit on it to be able to use it. By e-mail, Facebook, your blog, etc. you can keep everyone at home informed of what you are experiencing. When you are not working with the children or other BeHoCa related issues, you have plenty of time to use the internet regularly. Please note that these costs are not included and that the Internet is not as fast as you're used to at home.

You can also go to several cafes/restaurants to use their Wi-Fi. Very easy and sometimes just nice to have a break and go out.

Calling

Besides the Internet it is also nice to occasionally speak to someone by phone. Upon arrival you will receive a Kenyan SIM card to borrow to make cheaper phone calls to the home front or textand app messages. For this you need a SIM lock free mobile phone, so take it with you. This phone can also be used to receive calls from family and friends. Receiving calls can be done cheaply through several telecom providers. Calling from the Netherlands to Kenya is cheap through for example BelBob. If the Internet is good enough, there can be attempted to Skype. However, this may cost a lot of credit and the connection is often poor.





6. What should you pack?

Below is a list of things that are handy to carry. The list is different for everyone and certainly not complete, but always a good guideline.

- Passport still valid 6 months after the return date
- Tickets
- \$50 or €40 in cash to pay for your visa
- Debit card (with global coverage)
- Insurance/Health Insurance Card
- Copies of important papers
- List of names and phone numbers of important people at home and BeHoCa
- Diary
- Vaccination book
- Medications and malaria tablets (and medicine passport)
- Sufficient DEET (which provides adequate protection against malaria mosquitoes)
- Good sunscreen
- After sun
- Vitamin pills
- GSM (without sim-lock) and charger
- Camera and associated cables and chargers
- Laptop
- International travel adapter
- Flashlight
- Pants/skirts that are at least knee length
- T-shirts that are covering
- Swimwear/swimsuit (shorts and T-shirt or dress)
- Washcloths (towels are provided)



7. Important names and numbers

These are our contact details:

Stichting BeHoCa De Rosmolen 24 5386 EK Geffen The Netherlands

IBAN: NL62 RABO 0135 0402 05

KVK. Nr.: 55688152

BeHoCa Foundation Postbox 95943-80106 Mkomani, Mombasa Kenya

E-mail: info@behoca.nl

On our website, Facebook page and Instagram there will be regularly updates from Kenya or actions in The Netherlands:

• Website: www.behoca.nl

• Facebook: www.facebook.com/behoca/

• Instagram: www.instagram.com/behoca foundation/

In Kenya

Melissa Kreps - Contact on location Kenya for interns and volunteers 00 254 716 979 453

In The Netherlands

Anke Meersta - Contact in the Netherlands for interns and volunteers +31 (0)6 11 163 985



8. Job description

Job description intern

Place in the foundation:

As an intern you will be a supporting staff member. You are working with the existing staff, this makes you a full part of the team. It is expected of you that you are working with all members and debate, get feedback and get assigned tasks from all the employees. But you also give feedback to the employees.

Core/target function:

As an intern you are responsible for supporting the children. The support focuses on encouraging and/or maintaining the life skills and self-reliance of children.

Working days:

Your working hours and -days are variable. These are viewed per week, discussed and defined. This according to the conditions that your school sets for your internship.

Responsibilities:

- The implementation of the support, both to the individual child and as a group
- The preparation of the support plan
- The operation of the information exchange
- The implementation of other activities
- The cleaning of your living space
- Ask for help, ask for help in time! Do not keep a question or problem for too long, ask in time so that your internship experience will stay a great experience

Activities and results:

- Designing, implementing, evaluating and adjusting the support plan
- Perform activities resulting from the support plan. These can be in the field of: personal care, housekeeping, establishing and maintaining social contacts, work, education and (day) activities:
 - Individual conversations
 - Giving briefings to the children
 - Making homework together
 - Observing the children
 - Correcting the children in illicit behavior, et cetera
- Reporting on the daily progresses
- Organizing, coordinating, executing and evaluating musical and social activities and other activities/days out and make planning for holidays and weekends
- Participating in team meetings
- Solicitation of other organizations that can play a role in the interests of the children
- Performing household activities. We work as a family, so that means, among other things: wash together, cook together, along with the table cleaning, et cetera
- Tracking inventory and monitor the financial resources of the site



- Perform administrative work
- Ensure the daily security
- Internship assignments, you will have time to work on your internship assignments and these can be discussed upon request at all times.

On the weekends and holidays we like to do as many activities as possible, so that the children are having fun and are being challenged and have a nice weekend or holiday so that they can relax. On Sunday morning we go to church. After church the afternoon is free for activities. Besides all this, you are of course free to improvise, we are open to everything!





Job description volunteer

Place in the foundation:

As a volunteer you will be a supporting staff member. You are working with the existing staff, which makes you a full part of the team. It is expected of you that you are working with all members and debate.

Core/target function:

As a volunteer you are responsible for supporting the children. The support focuses on encouraging and/or maintaining the life skills and self-reliance of children.

Working days:

You will work fice days a week. Your working hours and -days are variable. These are viewed per week, discussed and defined. This according to the conditions that your school sets for your internship.

Responsibilities:

- The implementation of the support, both to the individual child and as a group
- The operation of the information exchange
- The implementation of other activities
- The cleaning of your living space
- Ask for help, ask for help in time! Do not keep a question or problem for too long, ask in time so that your volunteer experience will stay a great experience

Activities and results:

- Perform activities resulting from the support plan. These can be in the field of: personal care, housekeeping, establishing and maintaining social contacts, work, education and (day) activities
 - Individual conversations
 - Giving briefings to the children
 - Making homework together
 - Observing the children
 - Correcting the children in illicit behavior, et cetera
- Organizing, coordinating, executing and evaluating musical and social activities and other activities/days out and make planning for holidays and weekends
- Participating in team meetings
- Performing household activities, we work as a family, so that means, among other things: wash together, cook together, along with the table cleaning, et cetera
- Ensure the daily security

If you are a handy volunteer who is good at doing chores around the house, then your tasks will be adjusted to that! The boys can be involved, so that they will learn additional skills.

On the weekends and holidays we like to do as many activities as possible, so that the children are having fun and are being challenged and have a nice weekend or holiday so that they can relax. On Sunday morning we go to church. After church the afternoon is free for activities. Besides all this, you are of course free to improvise, we are open to everything!



Appendix 1: Internship Kenya, TERMS AND CONDITIONS

- With signing the terms and conditions, the student agrees with the start of the procedure to do an internship at the BeHoCa Foundation in Mombasa.
- When the internship contract is drafted and signed the student is obliged to pay €90,- a week to the BeHoCa Foundation during his/her stay.
- The student is aware of the fact that the internship in Kenya is unpaid.
- If the student withdraws after signing the internship contract, there is a fee of €50,- to be paid to the BeHoCa Foundation.
- In case of breach of contract from one or both parties, there is no possibility of a refund of costs already made. The BeHoCa Foundation is entitled to cancel the stay.
- The student is responsible for applying for the visa on time and taking care of the necessary paperwork before the internship. The BeHoCa Foundation is not responsible for the consequences of late apply for a visa or a rejection of the visa.
- The student is responsible for obtaining the necessary vaccinations and antimalaria medication. The BeHoCa Foundation is not responsible for the consequences of the late request to obtain the necessary vaccinations and antimalaria tablets.
- The student is responsible for getting the right insurance for internships abroad.
- The student declares that the BeHoCa Foundation and its employees cannot be held responsible for any injury, death, damage or loss of any nature which can occur during the stay at the BeHoCa Foundation in Mombasa.
- The student is able to express himself/herself in English and understands and writes English.
- The student ensures that he/she will, at all times, act safely and does not put anyone at risk.



I hereby agree to the terms and conditions for an internship at the BeHoCa Foundation in Mombasa, Kenya.

Name:	
Date:	
Signature:	



Appendix 2: Volunteering Kenya, TERMS AND CONDITIONS

- With signing the terms and conditions, the volunteer agrees with the start of the procedure to do volunteer work at the BeHoCa Foundation in Mombasa.
- When the contract is drafted and signed the volunteer is obliged to pay €75,- a week to the BeHoCa Foundation during his/her stay.
- The volunteer is aware of the fact that the volunteer work in Kenya is unpaid.
- If the volunteer withdraws after signing the contract, there is a fee of €50,- to be paid to the BeHoCa Foundation.
- In case of breach of contract from one or both parties, there is no possibility of a refund of costs already made. The BeHoCa Foundation is entitled to cancel the stay.
- The volunteer is responsible for applying for the visa on time and taking care of the necessary paperwork before the internship. The BeHoCa Foundation is not responsible for the consequences of late apply for a visa or a rejection of the visa.
- The volunteer is responsible for obtaining the necessary vaccinations and antimalaria medication. The BeHoCa Foundation is not responsible for the consequences of the late request to obtain the necessary vaccinations and antimalaria tablets.
- The volunteer is responsible for getting the right insurance for volunteering abroad.
- The volunteer declares that the BeHoCa Foundation and its employees cannot be held responsible for any injury, death, damage or loss of any nature which can occur during the stay at the BeHoCa Foundation in Mombasa.
- The volunteer is able to express himself/herself in English and understands English.
- The volunteer ensures that he/she will, at all times, act safely and does not put anyone at risk.



I hereby agree to the terms and conditions for volunteer work at the BeHoCa Foundation in Mombasa, Kenya.

Name:		
Date:		
Signature:		