

# RUDEC

“Services for a healthy environment and people”

RUDEC Cameroon  
Tel: (+237)95167439/77239994  
Email: info@rudec.org

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## Volunteer Document Package



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### Official Volunteer Waiver

*(Please print out copy, sign by hand, and return signed copy to RUDEC)*

This waiver is a binding agreement between future volunteer \_\_\_\_\_ (print full name) and **Rural Development Centre Cameroon (RUDEC)** of Cameroon.

This form releases RUDEC and any of its associates or directors from any legal or financial responsibility towards the well-being of volunteers. Although RUDEC does its best to ensure a safe volunteer experience and has a superb record of doing so, it will not be held responsible for any physical, emotional or financial damage incurred during a volunteers time in Cameroon.

This can include, but is not limited to, costs or damages related to illnesses, theft or muggings, injuries, or any harm done by so called "acts of god" or nature. Volunteers are expected to fully understand the potential risks of entering a developing country and must be aware that any harm that may occur while in Cameroon is ultimately their own responsibility.

RUDEC requires that all volunteers sign this binding volunteer waiver. By signing this waiver you are agreeing to the terms previously listed on this document and thereby agree to release RUDEC from any form of legal or financial responsibility. This signed form must be returned to RUDEC electronically by scan (email) or snail mail **prior** to the volunteer's arrival in Cameroon.

\_\_\_\_\_ (Print Full Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)



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### Official Volunteer Contract

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This Volunteer Agreement describes the arrangement between **RUDEC** and \_\_\_\_\_ (print full name). We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Your role as an international volunteer starts on \_\_\_\_\_ (date of arrival) and ends on \_\_\_\_\_ (date of departure). This work is designed to help RUDEC employ various initiatives and projects that ultimately aim to develop and improve the lives of those living in Belo, Cameroon.

RUDEC executives welcome you to our organization and community. Since we are to guide you here, and do our best to keep you safe, we ask you to take the time to read through the following terms of contract.

#### As your host RUDEC promises:

- To explain the standards we expect of our volunteers and support you in achieving them;
- To make your stay in Cameroon as comfortable, safe, and fulfilling as possible;
- To provide you with an accessible member of RUDEC while in-country to discuss projects, living conditions, and any other such matters;
- To welcome constructive criticisms of current or future projects, policies, or arrangements for volunteers;
- To work quickly in response to any problems or challenges volunteers may face and to do our very best at providing volunteers with a satisfactory solution within our means;



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### All workers and volunteers of RUDEC:

- May not work with any other organization in Cameroon with similar objectives;
- May only create partnerships with the order of the executive board;
- Must not have appointments with anybody without the knowledge of RUDEC;
- Must not share internal information (financials, plans, etc.,) of RUDEC to third parties;
- Must attend all general and executive meetings of RUDEC;
- Must not create any form of business and must not be the beneficiary of any financial gains as RUDEC is strictly not-for-profit;
- May not invite or host unknown visitors in the RUDEC rest house;
- Must understand that RUDEC takes no responsibility for a volunteer who leaves RUDEC accommodations after 10pm without our knowledge/escort;
- Must treat community members, RUDEC personnel, and other volunteers with respect;
- Must not engage in illegal behaviour according to Cameroonian law;
- Must not engage in activities that would damage the integrity and reputation of RUDEC;
- Must obtain a travel/health insurance policy approved by RUDEC prior to arrival;
- Must fulfil their terms of contract as promised before their recruitment.

If these rules and standards are at any point deemed broken or breeched by the RUDEC executive board, your invitation from RUDEC **will be revoked** and RUDEC will no longer be held responsible for any of your remaining time in Cameroon. Depending on the extent of poor action, you may face expulsion from Cameroon.

By signing below, you are stating your acknowledgment of the above RUDEC policies, and agree to abide by RUDEC’s rules and standards.

\_\_\_\_\_ (Print Full Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)



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### Fees Contract

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#### Project Investment Fee

Volunteers with RUDEC are asked to pay a Project Investment Fee according to the period of time a volunteer is working with us. Project Investment fees are funds that all volunteers of RUDEC are required to contribute to help support the orphan project, which is always in need of funding. These funds go towards the immediate needs of unsponsored orphans such as medical checks, school fees, and books. This fee is to be paid upon arrival in Belo.

Volunteers can be granted permission to use a portion of their Project Investment Fee towards another project through RUDEC of their choice however; this amount must be less than half of the amount contributed. Therefore, at least half of your Project Investment Fee **must** go towards the orphan project and dispersed according to the directors of RUDEC.

RUDEC encourages its volunteers to contribute further to projects if they so please. If volunteers decide to begin or continue a project through RUDEC that requires funds which exceed more than half of their Program Investment fee, it is their responsibility to contribute financially (whether personal or through fundraising), and to supply the materials required, not recounting past investments.

#### **Program Investment Fees are as follows:**

<b>Length of stay with RUDEC</b>	<b>Project Investment Fee</b>
1 day – 3 months	275 Euros
4 months – 5 months	175 Euros
6 months __ 9 months	75 Euros



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10 months +++	Free
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### Housing and Care Fees are as follows:

Required Fee:	Cost:
Pick up cost**	88 Euros
Rent	46 Euros/month/person
Cook's Service	45 Euro/month (1% increase if there is more than 2 people in the house)
Food	2 Euro/day (approx.)
Gas	10-15 Euro/month
<b>Total:</b> (not including 1 time fee for Arrival or Project Investment Fee)	162 Euro/month (approx.)

**\*Important Note:** Both the *arrival fee* and *first month's rent* are to be sent to RUDEC via Western Union prior to the arrival in-country.

**\*\*Arrival Fee:** The arrival fee covers the costs of transportation from the airport to Belo. This includes taxi fare, hotel costs, bus to Bamenda, and bus to Belo.

By signing below, you are stating your acknowledgment of the above RUDEC costs and fees, and you are agreeing to pay and follow the conditions set for each.



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\_\_\_\_\_ (Print Full Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

