



Princess Alice Adoption Home

A facility of
Jo'burg Child Welfare

VOLUNTEER APPLICATION FORM 2013

Thank you for your interest in serving the community. As a non-profit organisation with limited resources, we rely heavily on the support we receive from committed individuals like you.

OUR VOLUNTEER PROGRAMME

A volunteer is someone who offers an organisation his or her services of his or her own free will. S/he is not paid but is nevertheless expected to follow the guidelines and regulations set out by the organisation and upheld by its management.

This document outlines the opportunities available to volunteers at Princess Alice Adoption Home. It also explains our high standard of expectations. For us, continuity and consistency are a priority. Continuity builds relationships and consistency maintains them. We believe it is important for our volunteers to be aware of the commitment and responsibility required for the positive development of each our children, as well as the success of the organisation as a whole.

The Home has various volunteer roles. We believe that every volunteer can make a marked difference in the lives of the children we serve.

If you are interested in becoming a volunteer at the Home, please do the following:

- Complete the enclosed application form,
- Attach a copy of your identity document or passport,
- Attach a copy of your driver's licence (if relevant),
- Attach an affidavit signed by the commissioner of oaths at your local police station, stating if there is anything/nothing in your background that could pose a threat to the wellbeing of our children or the home.
- Submit your forms and attend the next possible orientation.

We can only accept a limited number of volunteers. Therefore, submitting all required documentation in good time increases your chances of being approved as a volunteer.

To make the most of your time with us, please let us know what skills or expertise you are able to offer and what type of commitment you are willing to make. Open communication between the volunteer base and the Home's management will ensure maximum mutual benefit.

SOME OF THE WAYS TO GET INVOLVED ARE:

Getting involved with the babies in the nursery (This is detailed on pages 2 & 3)

Fundraising

Our need for funding has increased with our service and its social impact. If you would like to become an ambassador for PAAH, please make this known in your application and speak directly to our manager, Jo-Anne Schermeier. It is important that any volunteer fundraising activities are discussed before they are implemented as we do have a formal strategy in place. All fundraising activities are subject to the manager's approval.

It is also easy to become involved in fundraising in the following ways:

- **Debit order donations:** Would you, or someone you know, consider becoming a monthly debit order donor? Small, regular donations make a BIG difference in helping us meet to our expenses. If you would like more information or would like to receive a debit order form, please send an email to princess_alice@mweb.co.za or ask at reception.
- **Wish list and donations in kind.** A monthly wish list is circulated and outlines our regular and most urgent needs. Donations in kind assist us enormously in containing our expenditure and helping us access resources that we cannot afford to buy.
- **Networking.** Tell your contacts about us, you never know when they might be interested in providing us with a pro bono service or making a donation to PAAH.
- **Assist with fundraising events by helping plan, work at or participating in them.** We organise events and functions periodically throughout the year. Let us know if you are keen to be involved, and PLEASE TELL YOUR FRIENDS ABOUT THEM.
- **Book sales.** Book sales are extremely profitable for the Home as they cost little to run and all books are donated. Coordinating a book sale involves sorting the books, transporting them to and from the sales site, and selling the books. We aim to run one book sale every second month, on a Saturday from 8:30 till 12:00 in Parkview.
- **Collection tins:** Small change can be easily collected in our branded tins if placed at sports clubs, your local shops or even in your houses. The cents add up to a significant total and contribute towards the care of the babies in our nursery.
- **My School/My Community card.** Once you have applied for a MySchool/MyCommunity/MyVillage card and nominated PAAH as your beneficiary, a donation is made back to us when you shop at a participating store (the biggest being Woolworths). Easy online registration can be done at <https://www.myschool.co.za/supporter/apply/>.

Getting Stuck In

- **Reception:** Our front office gets very busy. Volunteers can help by answering the phone, taking messages, and opening the gate for

visitors. Can you spare an hour a week (during office hours Monday to Friday) to take a turn in reception?

- **Sort incoming donations:** We rely heavily on donations in kind. Donated goods are sorted on a daily basis under supervision.
- **Collections of fresh produce donations from Fruit Spot (Woodmead) or Woolworths (Greenside) on Wednesdays:** Weekly donations are made to the home and we rely on volunteer help to collect them for us. Fruit Spot is collected early on Wednesday mornings and the Woolworths donation is collected from 3pm. Please speak to Jo-Anne if you would like to help once a month.
- **Maintenance:** We have frequent odd jobs that need doing around the house. Please let us know if you are able to assist with basic DIY.
- **Life story books.** We like to put together scrapbooks that capture the development of the babies while they stay with us, to give them and their adoptive parents a visual history of their earliest days. Home. Please let us know if you are keen to get involved.
- **Gardening.** If you are interested in weeding, flower planting, cutting and potting plants, please liaise with us about assisting in our garden.
- **Birth Mom programme:** Periodically throughout the year we accommodate pregnant girls who are in crisis. The numbers and their needs vary, but we often look for volunteers who could be involved by simply taking them to shops, to a movie and so on.

Getting involved with the babies in the Nursery

The babies and toddlers at Princess Alice Adoption Home are consented for adoption, abandoned, or temporarily removed from their family unit, awaiting a court decision. Each is assigned to a social worker who works to provide the best possible future within the confines of the law. **We do not discuss the children's backgrounds with volunteers and ask that any acquired information pertaining to the children is kept strictly confidential.** The Child Care Act of 1983 that is used when going through the Children's Court, emphasizes the importance of maintaining confidentiality and respecting the privacy of all children.

Do's

Visit the nursery between 10h30 and 16h00 pm, unless assisting at breakfast time between 07h30 and 08h30.

Introduce yourself to the staff on duty.

Wash your hands before touching any of the babies. Some are only a few days old and prone to infection or illness. Continue to wash your hands throughout the day.

Play with the babies and talk to them for stimulation.

Ask for permission to take children into the garden. Small babies are not permitted to go outside. Older ones benefit from some exposure to the sun. Please make sure to apply sun tan lotion or hats or provide shade with available umbrellas if staying outside for an extended period of time.

Ask the nursery staff which bottle is for which baby when feeding. Each child has its own nutritional requirements. Feeding a child from the wrong bottle could cause harm.

Sign the volunteer register at the front door on each visit.

Apply universal precautions when dealing with blood and any body fluids from the babies. Any first aid required should be done by the staff on duty.

Don'ts

Take photographs of the babies and toddlers in the nursery. If photographs are required, please ask the manager to take them for you.

Purchase or provide any food or drink for the children without obtaining permission from the Nursing Sister/Nursery Supervisor.

Discipline the children verbally or physically. If troubled by certain behaviour, please tell the team leader on duty.

Take any child off the property. If you would like to take a child out for a walk or a pram ride, you must request permission from the manager and stay within the boundaries assigned.

Administer any type of medication or first aid. If you notice a problem, report it to the team leader. She is trained to take necessary action or may consult with our nursing sister if needed.

Administer any alternative therapies or massage on the babies without permission from the nursing sister or manager.

Visit the Home if you are ill.

Wake sleeping children unless instructed to do so by the nursery staff.

Change nappies. If a baby needs a nappy change, ask a staff member to change the nappy.

COMMUNICATIONS

Please like our Facebook page or follow us on twitter for regular updates. News updates and wish lists are circulated via email on a monthly basis.

VOLUNTEER APPLICATION FORM FOR PRINCESS ALICE ADOPTION HOME

DETAILS

NAME	
SURNAME	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
TELEPHONE (H)	
TELEPHONE (W)	
TELEPHONE (M)	
EMAIL ADDRESS	
DATE OF BIRTH	

STUDENT?	WHAT?
	WHERE?
WORKING FULL TIME?	WHAT POSITION?
	WHERE?
WORKING PART TIME?	WHAT POSITION?
	WHERE?
EMERGENCY CONTACT NAME AND NUMBER	

TELL US ABOUT YOU

What is your motivation in applying to do voluntary work?
What would make you apprehensive about helping with our children?
Are you involved in community work at the moment? If so, please give details.
How would you describe yourself?
Write a little about your family background.
How would you describe the atmosphere in your parent's home when you were a child?

Have you suffered any major trauma/crisis recently?
Have you had any personal experience of child abuse (physical, sexual, emotion or neglect)? If so, how did you handle it?
Have you had any medical condition of serious nature? If so, when?
How many children do you have?
How many (more) children would you like to have?
Have you ever suffered a miscarriage, stillborn death, cot death or termination of pregnancy?
Have you ever experienced the death of a child?
Are you or any of your children adopted?
Do you intend to adopt a child in the future?
Are you on medication for depression or any other mental condition? If so, please indicate which medication and the name of your psychiatrist/doctor.

VOLUNTEERING

How did you hear about Princess Alice Adoption Home?
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Are you prepared to give 2 hours of service per week to PAAH?
What would your family's reaction be to your involvement with PAAH?
Are there any specific times you would not be able to do Voluntary work?
Please indicate days and times you would be available to volunteer for us.
Please indicate in which areas you would be willing to volunteer (e.g. baby care, fundraising etc). Refer to the previous literature if necessary.
If you have experience in a particular area that you are willing to offer to PAAH, please indicate.
Would you like to receive our monthly wish list for your own use or to distribute to friends, family or colleagues?
Please list the names and contact numbers of two references.
Please detail any other information that you feel we should know.

I _____ (name) confirm that the above information is correct.

Signature: _____ Date: _____

Please do not forget to:

- Attach a copy of your ID
- Attach an affidavit signed by the commissioner of oaths at your local police station, stating if there is anything/nothing in your background that could pose a threat to the wellbeing of our children or the home).
- Join the next volunteer orientation.

INDEMNITY FORM

I, _____ (FULL NAME) _____ (IDENTITY NUMBER), hereby accept that I will undertake all responsible precautions to ensure the safety and welfare of myself and my possessions. I undertake not to put myself or any other volunteer, member of staff, or child living at Princess Alice Adoption Home or within the community, at any risk whatsoever. I _____ (FULL NAME), the undersigned in my capacity as 'Local Volunteer' indemnify Princess Alice Adoption Home and the Joburg Child Welfare, including all their facilities, services, officers, servants, agents and representatives from any lawsuit or legal action for compensation of damages resulting from or caused by any injury or accident or loss or damage of property. This indemnity extends to any claim, judgements or other liability or expense (including, but without limitation, reasonable attorney's fees.) I hereby irrevocably indemnify Princess Alice Adoption Home and the Joburg Child Welfare, whose indemnity shall be binding on me, as well as my heirs, executives, trustees, assigns or administrators, the extent of which I acknowledge and understand.

I _____ (FULL NAME) am aware of the following:

- The high level of crime in South Africa.
- The prevalence of HIV/AIDS in South Africa.

I _____ (FULL NAME), resident of
 _____ (ADDRESS) hereby
 acknowledge and adhere to this indemnity.

VOLUNTEER	WITNESS
_____ (SIGNATURE)	_____ (SIGNATURE)
_____ (NAME)	_____ (NAME)

OATH OF CONFIDENTIALITY

Princes Alice Adoption Home, referred to as 'The Home'

The volunteer undertakes and agrees that:

1. Under no circumstances will he/she disclose, outside of 'The Home', the identity of a child of 'The Home' or any information about that child.
2. In dealings with the public, the volunteer will apply discretion on sharing material or information pertaining to 'The Home' in order that the name and/or function of 'The Home' will in no way be detrimentally affected.
3. Should I leave the collective, I agree to adhere to this oath of confidentiality even after my termination from 'The Home.'

 Name of Volunteer

 Signature of Volunteer _____
 Date

OUR DETAILS

Physical address:
 Kerr Muir House; 36B Pallinghurst Road; Westcliff, 2193; Johannesburg

Postal address:
 PO Box 62606, Marshalltown, 2107

Manager/Fundraiser: Jo-Anne Schermeier
Nursery Supervisor: Sister Thembani Baureni
Office Coordinator: Lisa Lazarus

Telephone: (011) 646 5641 Fax: (011) 646-1553
Email: princess_alice@mweb.co.za
Website: www.princessalice.org.za

Facebook page: Princess Alice Adoption Home (Non Profit Organisation)
Twitter: @AdoptACot

Banking details: Bank: Standard Bank, Branch: Library Gardens, Branch Code: 00 10 05, Account No: 000788910, Account Name: Princess Alice Adoption Home

Head Office: Jo'burg Child Welfare, 1st Floor Edura House, 41 Fox Street, JHB.
 Tel: 011 298-8500