



Colobus Conservation Eco-Volunteer and Researcher Information Pack Jan 2022



Give your time
Donate your skills
Share your knowledge
Make a difference
VOLUNTEER

volunteers@colobusconservation.org - www.colobusconservation.org



1. Index

Section	Subject	Page
	Index	1
2	Introductory Letter	2-4
3	Eco-volunteer or Research Intern	5
4	Life as an Eco-volunteer. Work and Activities	6-12
	Life as an Eco-volunteer. Hands on experience	6-12
5	Research Intern Programme	13
6	Project Location and Facilities	14-16
7	Accommodation	17-18
8	Costs and Contributions	19-23
9	Kit List Suggestions	24-25
10	Visa	26
11	Travel and Medical Insurance	
	Medical Considerations	27
12	Vaccinations	28
13	Travel to Colobus Conservation	29
14	On Arrival at Colobus Conservation	30
15	Money and Communication	31
16	Tours and Days Off	32
17	Top-tips from Previous Volunteers	33
18	Checklist	34
19	Application Form	35-37
20	Volunteer Agreement	38-39
21	Volunteer Information	40
22	House Rules	41-45
	Volunteer Emergency Details	41-45
23	Accident and Health Disclaimer	46
24	Ownership of Data	47
25	Code of Conduct	48



2. Introductory Letter

Colobus Conservation
P.O. Box 5380
Diani Beach
80401, Kenya
Phone: +254 (0) 711 479453
E-mail: campaigns@colobusconservation.org



Volunteering at Colobus Conservation is a wonderful and unique opportunity — professionally and personally. Whether you are a primatologist or ecologist, student, or someone interested in our work—volunteering is a great way to get involved. So take a break and join us.

Dear Potential Volunteer or Researcher

Would you like to experience living in the heart of one of the world's top 25 biodiversity hotspots, where one of the last remaining patches of coastal coral rag forest meets the sandy white beaches of the Indian Ocean and help conserve the nationally threatened Angolan black and white colobus monkey?

The forest ecosystem of the coastal areas of Kenya and Tanzania is listed as one of the top global biodiversity hotspots by Conservation International. With high levels of endemic and near endemic species, these forests abound with plants and animals found nowhere else in the world. Included in the primates are the nationally threatened Angolan black and white colobus (*Colobus angolensis palliatus*). This is a forest and woodland dependent species eating mainly leaves, flowers and fruits with a specially adapted digestive system that enables them to live in their environment. Their distinctive appearance has given them a unique place in local cultures and their reduction in number is partly because they have long been hunted for their skins which have special significance in local African tribal customs.

Today however, the greatest threat to these primates is habitat destruction. In Kenya the once extensive coastal forests on which the Angolan colobus depend, has been reduced to a fragmented patchwork along a narrow coastal strip. This fragile resource is made up of gazetted forest reserves and conservation areas, community managed forests and woodlands including culturally important and sacred "kaya" forests and privately owned forest and woodland patches. Sadly, forest loss and degradation is continuing due to pressures from agricultural expansion, urban development, tree cutting for firewood, charcoal, carving wood, and clearance for mining.



2. Introductory Letter Cont.

Colobus Conservation was established in 1997 as a not-for-profit organisation to promote the conservation of the colobus monkeys and address the threats to its survival. The organisation works in partnership with local communities to promote the conservation of the colobus, along with other endemic primate species, and the unique coastal forest habitat on which they depend. Today Colobus Conservation programmes focus on habitat conservation and community links as well as human/primate conflict management, welfare, education and research. These form the basis of the work a volunteer will be involved in during their stay with Colobus Conservation. Our objectives and work is recognised nationally by Kenya Wildlife Service (KWS) and internationally by AZA Colobus Species Survival Plan (SSP), Pan African Sanctuary Alliance (PASA), and Global Federation of Animal Sanctuaries (GFAS) accreditation. We are also supported by well known conservationists Jonathon and Angela Scott through their role as Patrons.



If you wish to apply for a volunteer position please complete the application form, which will be sent in a separate attachment and e-mail it to volunteers@colobusconservation.org

Please note, when you complete reading the handbook you should countersign all the pages to indicate that you have read and understood the information provided herein and agree to the terms and conditions.

We look forward to hearing from you.

The Colobus Team





3. Eco-Volunteer or Research Intern

We offer two volunteer schemes, **Eco-volunteer** (pages 5 to 11) or **Research Intern** (page 12) with the option to stay on site at Colobus Conservation (page 16 to 17) or to live out (page 18). Your experience, skills, knowledge, qualifications and interest will determine which scheme you are most suited for.

In short our **Eco-volunteer** programme is tailored for individuals wishing to gain practical experience in the field of primate and ecological conservation, or who just want to help a good cause. You will become involved in feeding and cleaning the monkeys in rehabilitation, hand rearing orphaned animals, de-snaring the local forest, planting trees on the colobus corridor, conducting pest management assessments in nearby hotels and contributing to numerous long term Colobus Conservation projects.

The **Research Intern** Programme is aimed at individuals who are looking for a research site in which to conduct academic research at Masters level or above. Researchers working independently of Universities are also welcome. We also have a number of long-term research projects for which we are always recruiting interns.



Eco-volunteer

As an Eco-volunteer you will not need any prior experience as we will teach you everything you need to know. All we ask is that you are enthusiastic, self motivated, interested in conservation and have a love of wildlife. You will generally work under the supervision of a member staff or a long term volunteer (Eco or Research depending on your interest). If you have specific skills or interests we are happy to try and utilize them during your stay. No matter what you do, you can expect the work to be hot, challenging, dirty and hands-on but it will most definitely be rewarding and appreciated!

Eco-volunteers will need to meet the criteria 1 and either criteria 2 or 3

- 1) Be 18 years of age or above on arrival
- 2) Have a degree (or be studying towards one) in a relevant subject including Primatology, Biology, Conservation, Botany, Ecology or other natural Sciences **OR**
- 3) Be qualified in a profession we can utilize for example Teacher, Marketer, Plumber, Electrician, Fundraiser, Animal Carer to name a few

Ideally we like a commitment of 3 months from our eco-volunteers, but we understand that this is not always possible, therefore you are welcome to apply for a shorter period if your time frame does not permit this length of stay.



3. Criminal Activity

Who are qualified to be volunteers?

According to the DBS definition of a volunteer defined in the Police Act 1997 (criminal records) Regulations 2002, they are 'Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.'

The applicant must not benefit from the volunteer position and receive payment except for travel and other approved expenses. Additionally, the applicant must not use the position as training to land a full-time post.

By completing the CC Volunteer Agreement you agree to refrain from illegal or illicit behavior or actions while volunteering with us. It is the responsibility of the volunteer to be aware of the laws of the country. If you engage in criminal activity, as defined by the country CRB, CC accepts no liability for your behavior or any subsequent criminal charges or incarceration.

You must be mindful that some countries hold different values and cultural practices to your own and ignorance is no defense in a court of law. For further information, you should check with your Embassy, Consulate or Foreign Office for the laws and practices for this country. In the event you are arrested or detained by law officials in the host country, CC limits its responsibilities to once informed of your situation, to notify your registered emergency contact as listed on your Application Form and the appropriate Embassy, Consulate or Foreign Office.

We will require you to provide us with a current CRB report "certificate of good conduct" from your country of residence, sent together with the complete/filled application form and the travel insurance.



4. Life as an Eco-Volunteer

Work and activities

There are a variety of long-term projects or general operations that eco-volunteers can become involved in. Volunteers will be allocated specific duties dependent upon individual experience, interest and current openings. However, all volunteers should be willing to help out with any aspect of Colobus Conservation's work when required and to change topics if a crisis arises.

Volunteers work alternate 5 day — 6 day weeks and Saturday and Sunday are considered a normal working day. A typical work day is 8am—5pm with a one hour lunch break. However, volunteers should be willing to be on-call at all times, in case of an animal welfare or orphan emergency. You should be prepared for often challenging and hard work, and in the case of orphan care, around the clock feeding.

You will be given 1-2 days off per week which can be variable according to volunteer numbers and animal care work load. Your time off can be used to visit local attractions, go on safari or relax on the beach or in the local spa. We strongly recommend volunteers to take time to go on safari and if you wish to be away for longer than your volunteer days allow, simply consult with the Conservation Manager.

Volunteering is a rewarding experience and the more you put into this opportunity, the more you will get out of it. Working together with like minded individuals you will be able to see first hand how your actions benefit Diani Forest and it's wildlife.

An outline of some of the projects that will be on-going during the coming year is given on the following pages





4. Life as an Eco-Volunteer

Work and activities

Animal Care

All the monkeys that live on site in both our short and long term rehabilitation enclosures need to be cared for daily. In teams of two or three people, daily animal care duties begin with cleaning all the enclosures, feeding and ensuring the days enrichment for the animals has been installed in the enclosures. The remainder of the day is spent providing further food bowls for the animals, collecting wild leaves and preparing enrichment for the following day, all of which contribute towards the monkeys pre-release training.



De-snaring

Simple 'noose' snares are frequently set in the forest and bush areas around Diani with the aim of capturing Suni (a small antelope). Due to the terrestrial nature of many of Diani's primates, these animals are also often caught. Our field operation team regularly de-snare patches of the forest and extra eyes are always needed.



Bridge Building

The home ranges of Diani's primates have been bisected by a major road, and they are subsequently very prone to road injuries. Colobus Conservation is reducing this problem through the construction of canopy bridges known locally as 'colobridges', which span the road from tree canopies on either side. We currently have in place 29 colobridges in the most dangerous spots along the road. Volunteers may be required to assist with the practical construction of bridges at ground level and data collection to assess their level of use.





4. Life as an Eco-Volunteer

Work and activities Colobus Corridor

Much of the forest within Diani has already been lost to development and the remaining forest is fragmented and isolated. Colobus Conservation is working to encourage hotel owners and local residents to replenish the natural environment. We also actively encourage, assist and monitor local land owners planting indigenous trees. Tree planting occurs mainly during the two rainy seasons March-May and November/December. Monitoring of these trees occurs annually in July.



Forest Protection

District wide, we are developing community based projects with Kaya Elders. Kaya's are remnant patches of forest sacred to the local Digo communities. We aim to promote and assist in the protection of these Kaya's for future generations culturally, and increase the survivability of the colobus monkeys. Once fully running there will be plenty of opportunities for volunteers to become involved.



Research

Research projects currently being carried out at Colobus Conservation include primate feeding ecology, behavioural and phenology monitoring, primate census, forest surveys, rehabilitation and release processes and hotel pest assessments, community surveys. Research projects change regularly due to immediate needs of Colobus Conservation. Eco-volunteers may gain experience in conducting field research whilst working alongside a staff member or one of our researchers. You should be prepared to spend some full days (6am-7pm) in the field, often on private and hotel property. Training & supervision in appropriate research techniques will be given. Every year in October we conduct our primate census, counting all monkeys within a defined area along the Diani Highway. It is a two week period of gruelling hard work, but with it comes a real sense of achievement.





4. Life as an Eco-Volunteer

Work and activities

Primate Pest and Waste Management

In recent years, deforestation in Diani has been rapid, and some primates have adapted to their new environment by stealing food from tourists, residents, kitchens, hotels and waste/garbage sites. Colobus Conservation believes that co-existence between local residents, hoteliers, tourists and the environment is possible and is developing acceptable alternatives to the current methods used to deter primates. Colobus Conservation offers an individual assessment scheme to residents and hoteliers, providing practical advice and assistance in deterring monkeys from their property. Lack of effective and environmentally responsible waste disposal mechanisms encourages the animals to become dependent upon humans, and so attempts to clean up the dumps in Diani may alleviate the animal's dependency on hotel grounds. Garbage dump surveys, mapping, hotel garbage assessment and research into efficient garbage management options available in Kenya are just some of the duties you could become involved with as a volunteer.



Fundraising

Colobus Conservation is a 'not for profit organisation' meaning that fundraising is a very important part of our work. Each year we organise several fundraising events and write proposals for grants - volunteers are required to help in both aspects.

Colobus Conservation Publicity

Every week Colobus Conservation publishes a colobus blog on our website. Volunteers are requested to help in producing this by editing, taking photographs and contributing articles. Other work includes: assisting with education displays, distributing publicity locally around Diani, attending local events, translations, and nature trail development at the Colobus Cottage.

General

Volunteers may also be required to assist in general aspects of the running of Colobus Conservation including some office duties, painting and general maintenance of enclosures, data input, shopping, deliveries plus researching & writing to potential donors for equipment.



4. Life as an Eco-Volunteer

Hands on Experience

Primate Rescue

Colobus Conservation responds to calls to rescue injured monkeys. Our staff members deal with the actual animal rescue as this work can be dangerous and requires specific training and experience. However, there are plenty of opportunities for volunteers to observe rescues, assist in the measuring of animals, observing the vet work and monitoring the animal post-treatment and post release.



Emergency Veterinary Care and Quarantine

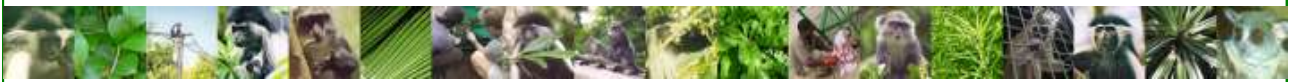
We have a small veterinarian clinic on site and all procedures are over seen by our licensed Kenyan vet. However, if a volunteer is training to be a veterinarian or a vet nurse, they are welcome to observe, take post op observations and keep records.



Quarantine

Wild animals that can be returned to the wild, directly after medical treatment, without requiring long term rehabilitation and life skills training are kept in our quarantine facility. While in quarantine the animals are cared for medically, cleaned and fed daily, but a strict no contact rule is usually enforced. The reason for this is to not compromise the animals survivability upon release by it having become too use to humans, reduce zoonotic transmission and as wild animals, these individuals are dangerous and unpredictable.





4. Life as a Volunteer

Hands on Experience

Orphan Care

Colobus Conservation regularly receive animals that have been orphaned and require hand-rearing in order to survive. Until they are ready to be integrated with the other rehabilitation monkeys, these individuals are cared for by our staff and volunteers. In these scenarios each orphan will be assigned a primary and secondary carer who together will be responsible for meeting all the needs of the infant. While this is rewarding work, an exceptionally high level of commitment and patience is required. Work ranges from 2 hourly feeds—day and night, tree climbing lessons to simply providing body heat and a beating heart to comfort the infant. This role will require 24/7 commitment. Orphans may arrive at any time of the year, but we have a pronounced orphan season between November and February.



Rehabilitation



Colobus Conservation has a small number of semi-permanent captive primates. These semi-permanent residents are all being rehabilitated and prepared for release back into the Diani Forest. We enforce a strict no contact rule between these monkeys and people in order to give them the best possible chance of post-release survival. Volunteers requiring (or expecting) hands on animal handling experience should be forewarned that opportunities do exist (such as orphan care) but it is not always extensive and can not be guaranteed. Rehabilitation roles are strongly linked with animal care and involve the feeding and cleaning of our captive monkeys including the provision of wild leaves and our specially designed enrichment schedule.





5. Research Interns

Research Intern Programme

Colobus Conservation is eager to contribute to the scientific knowledge of this unique habitat found in Dini, the primates, wildlife that depend on it and the conflicts and solutions we are using to allow the wildlife to continue to survive alongside the human population and development.

We have a number of long term research projects that research interns are able to participate in, these include, but are not limited to behavioural, home range and habitat use studies of the wild primates, enrichment engagement of our captive monkeys and pre-release assessments. Research interns must have completed and graduated from an undergraduate degree in a relevant subject, have some field experience and ideally will commit for a 6 month duration, however, shorter terms may be possible for some projects. You will be assigned your research project prior to arrival and be provided with anticipated working hours and methodology. With prior discussion and agreement it may also be possible for MSc level students to use the data they collect from a long term project towards their thesis.



We strongly encourage independent researchers of all levels to use Colobus Conservation as a research base accessing a wide range of habituated primates as well as Colobus Conservation's knowledge, contacts and accommodation facilities. In order to begin this process, take a look at our website under the menu item 'Research'. We have outlined a number of conservation research projects that may be of interest to you and are important for further development of our conservation activities. If you have a different topic that is of interest to you, that is also fine. Please email us to discuss the way forward. Prior to beginning the research, you will need to obtain the relevant permits from the Government of Kenya. You should allow a minimum of three months for this process. Please ask us for details on how to obtain the necessary research permits.

Undergraduates are also encouraged to conduct their final year thesis under the guidance of Colobus Conservation, but due to the time limitations usually experienced for this research (i.e. less than three months) and the level of input required from our staff members they are requested to apply as Eco-volunteers.

Colobus Conservation also has long term data and data from on-going studies. We would be interested in students analysing this data for their degree program in a collaborative effort.



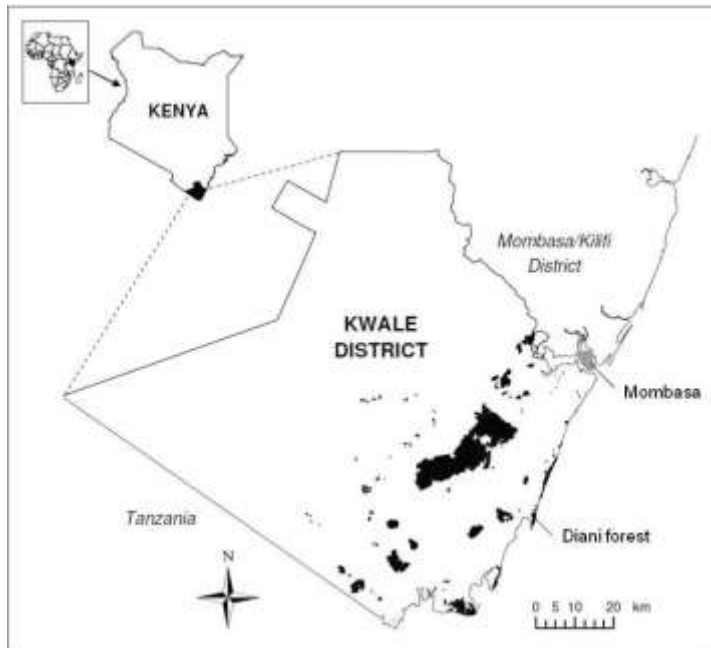


6. Project location and facilities

Project Location

Colobus Cottage is located in Diani Beach, Kwale District, on the coast along one of the most beautiful beaches in Kenya. Diani is approximately 33km south of Mombasa Island and approximately 50km before the Tanzanian boarder. The area is developed for the tourism industry with hotels, restaurants, bars, grocery shops, chemists, fruit & vegetable stalls, hospital, dentist, post office, banks etc. all within a 2-3 minute drive away.

The volunteer house, office and rehabilitation centre is located in a 4 acre plot in a residential area.

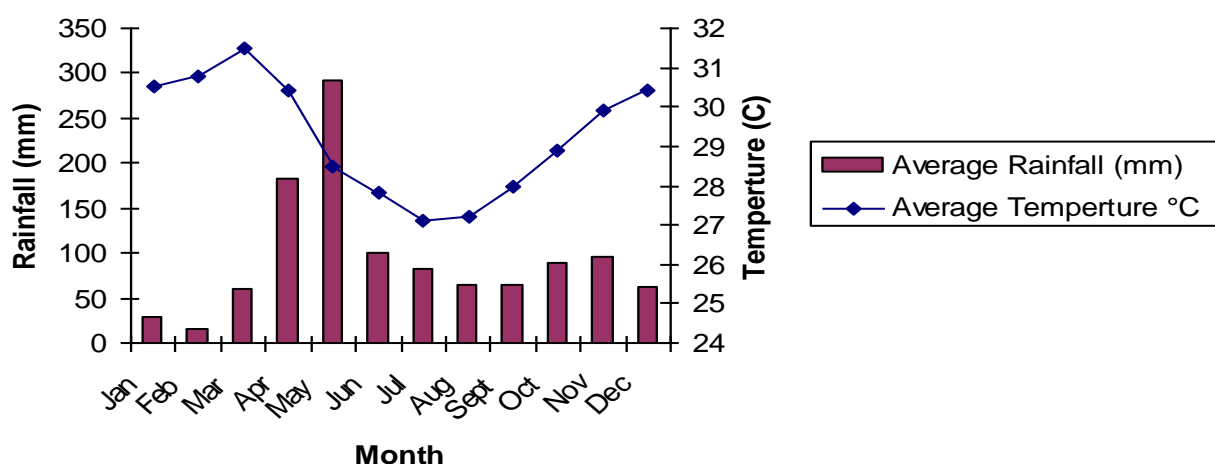




6. Project location and facilities

Due to its coastal location Diani is hot and humid most of the year. There are two distinct rainy seasons, the long rains in April and May and the short rains in November. Temperature ranges from 26–32°C and humidity is generally around 80%.

Average Monthly Rainfall and Temperature for Mombasa, Kenya



Being based in a tourist destination means almost everything you would need can be bought here and many brands and products you are familiar with at home are available. However as imported items, prices may be slightly higher. There are also numerous restaurants and bars within the surrounding area, meaning you are never far from a hot pizza and a cold beer at the end of a working day!





6. Project location and facilities



Alongside the internationally influenced developments, authentic coastal Kenya can also be experienced with roadside sellers, restaurants and transport.





7. Accommodation

Colobus Cottage is clean but simple. You will be sharing one room and bathroom with up to three other same-sex volunteers and will be expected to 'fend for yourself'. Independent, easy-going, sociable and neat people are highly desirable and welcome.

Facilities include:

- Food for three basic meals a day—a cook is employed to produce lunch and dinner Monday—Saturday. You are required to prepare your own breakfast and all meals on a Sunday. Meals are largely vegetarian with slight change of meat/fish and are a mixture of Kenyan and international dishes. A sample menu can be viewed on page 28
- Electricity (though not always reliable especially during the rains), also there is available free Wi-Fi but limited to personal use, it can be used ONLY if is work related. You will be given the password when you arrive.
- A basically equipped kitchen including gas cooker and drinking water,
- A house keeper to clean your accommodation and wash and iron your laundry, volunteers are requested to wash their own underwear,
- Overhead showers - water is brackish and hot water is limited, the water is salty and can not be used for drinking.
- Each bedroom has an overhead fan and bedding including mosquito nets.
- Each volunteer is given a lockable box for safe storage of personal items, passport, money, valuables etc. In order to guarantee security you need to bring your own padlock or buy one from the local supermarket.

The house is in a secure area and has an emergency security service as well as a night-time guard who patrols the house grounds.



Please note, we also offer a live out or day volunteer scheme—see page 31



7. Accommodation

Sample Menu

We aim to make the menu as balanced as possible and to account for all tastes with a mixture of local and international dishes but mainly Kenyan dishes. We aim to try and provide a diverse diet with fresh fruits and vegetables, comfort food and carb heavy dishes to get you through all the physical work!

If you have a dietary preference that is not catered for here please let us know prior to arrival.

Monday Lunch Beans curry/Green grams Rice Vegetable salad Fruit(1 slice of melon per pax)	Monday Dinner Pan fried fish fillet/curry Mashed potato/ugali Fish sauce/lemon cream sauce Mchicha
Tuesday Lunch Vegetable spaghetti Sukuma wiki/Mchicha Ugali Sauce	Tuesday Dinner Beef/Veg burger in a bun (one per meat eater)/Pigeon peas in coconut sauce + Mahamri Chips/roasted potatoes/rosemary potatoes Coleslaw Fruit Salad
Wednesday Lunch Coconut Beans Chapati (2 pcs per pax) Fresh salad Fruit (1 peace banana per pax)	Wednesday Dinner Vegetable and meat Samosa (3 per pax) Vegetable rice/ Beef Pilau Dipping sauce Avocado salad/Kachumbari
Thursday Lunch Chinese Rice Fresh Avocado salad	Thursday Dinner Spaghetti Bolognese Potato Salad Fruit Salad
Friday Lunch Githeri Irio Cabbage fried with coriander & green pepper Fruit (1 slice of pineapple per pax)	Friday Dinner Irio/matoke Stir fried vegetables Gravy Sauce Fruit
Saturday Lunch Ugali Tomato and onion sauce Sukuma wiki/Mchicha	Saturday Dinner Chapati Chickpea curry/lentils Fruit Salad

Please note this is only a sample and the menu may be slightly different during your stay!



8. Costs and Contributions

Eco-Volunteer Programme Staying at Colobus Conservation

The volunteer donation we request covers all your accommodation requirements including a bed in a single sex 4 bed dormitory, three meals a day, two of which are prepared by our cook, housekeeping, laundry, drinking water, security, training for your role and a much needed financial contribution for the monkeys and Colobus Conservation programmes. The minimum stay requirement is two weeks and is charged at \$375 per week up to 12 weeks. Thereafter a reduced fee of \$300 per week is applicable for the additional period of your stay.

A non-refundable deposit of \$250 is required two weeks before the arrival date when the application is approved and dates confirmed. Should a deposit payment not be received within this timeframe then your volunteer placement is automatically cancelled. Payment of a deposit allows us to block dates for your placement and accommodation, and is non-refundable. Once application is cancelled or held for unknown period, the additional money paid apart from the money will be retained for a period of one year from the date the application cancelled to give room for other dates, and if the volunteer will not come within that time, the money should NOT be claimed afterwards.

Note; Airport transfers are ONLY covered from Ukunda Airstrip. If you land at Moi International Airport, we are happy to assist in arranging the pick up on your behalf, which will cost you extra KES 4,000 one-way.

A volunteer's placement cannot be confirmed until the deposit fee has been paid in full and is not transferrable to another person

For volunteers who opt to stay offsite, and come for work everyday, they are required to pay a deposit of 50% of the total fee of KES 1000 per every work day contribution within two weeks before the arrival date when the application is approved and dates confirmed. If payment is not received within this timeframe this will re-

Volunteer donations are calculated in the local currency, Kenyan Shillings. For the most current and accurate exchange rate please consult your bank but as a rough guideline:-

£1 = Ksh 140
(US)\$1 = Ksh 95
(AUS)\$1 = Ksh 72
1 Euro = Ksh 100

If you stay for 6 months then you will contribute \$300 per week for your whole duration.

Research Intern Programme Staying at Colobus Conservation

The research fee is set at a flat rate of Ksh 11,000 per week, for a minimum stay of 12 weeks and covers all your accommodation requirements including a bed in a single sex 4 bed dormitory, three meals a day, two of which are prepared by our cook, housekeeping, laundry, drinking water, security and limited WIFI. Researchers who wish to stay for a shorter period of less than 12 weeks will pay the same fee we charge for normal volunteers of \$375 per week. We also request, where possible, a donation of equipment used during the research. Researchers are responsible for all costs involved in getting from their home country to Colobus House including airport transfer (which we are happy to arrange on your behalf for Ksh 4,000).



8. Costs and Contributions

Internships or attachments at Colobus Conservation

As part of Colobus Conservation's commitment to educate and support development of conservation related skills and training of Kenyan nationals we offer an internship/attachment scheme.

Internships and attachments can be either as an eco-volunteer or researcher and applicants are required to meet the time commitments already outlined in those sections of this handbook. Applicants must be either registered on a Kenyan based education or training course at college, university, Wildlife Clubs of Kenya or Kenya Wildlife Service or have recently completed their training.

Colobus Conservation provides accommodation for interns and attachment placements in our on-site volunteer facilities free of charge, but you will be required to make a contribution of Ksh 4,000 per week towards the cost of food and other services such as WIFI, laundry etc. If you opt to stay outside Colobus Conservation facility, you will be required to make a contribution of Ksh 1000 per week towards the cost of lunch and 10 O'clock coffee/tea with free WI-FI. This cost must be paid in full via a bank transfer or Mpesa within one week after application approval and dates confirmed. Self catering facilities are currently not available in our volunteer accommodation. Off site accommodation is also an option for interns and attachment placements. .

Please note internships and attachments places are limited to only two placements at any one time and as such, early booking by paying the require fee is an advantage.

There is no wage or stipend available for these, or any other volunteer positions.





8. Costs and Contributions

Live-out and Day Eco-volunteers and Researchers

Due to our location, in a tourist destination, it is possible for eco-volunteers and researchers to source alternative accommodation and come to Colobus Conservation for their scheduled days work. This would be of particular advantage to individuals who require a lot of personal space.

The volunteer and research donation fee for this option is Ksh 1,000 per day worked.

As with live-in placements, eco-volunteers **MUST** commit to a minimum two weeks period and researchers a minimum three month period and the same payment terms must be met (page 29).

Live out and day eco-volunteers and researchers packages include lunch and drinking water during the working day, training and your contribution will go towards the much needed financial support for the monkeys and Colobus Conservation programmes.

Live-out eco-volunteers and researchers are responsible for finding their own accommodation, (places you can try are listed below), airport transfers, making their way too and from work on appropriate days, laundry, breakfast, evening meal and lunch on non-working days.

There are a number of websites that advertise a variety of accommodation, from budget to luxury. Before booking your accommodation we highly recommend that you double check the accommodation is within easy reach of Colobus Conservation and we are more than happy to answer this question if you send us the details.

Recommended websites

<https://www.lonelyplanet.com/kenya/diani-beach/hotels>

<http://www.dianibeach.com/hotels/>

<https://sleepout.com/diani>

http://www.tripadvisor.com/SmartDeals-g775870-Diani_Beach_Ukunda_Coast_Province-Hotel-Deals.html





8. Costs and Contributions

Payment Details

All eco-volunteers and researchers are requested to pay a non-refundable deposit of \$250 of their contribution, a minimum of 2 weeks prior to arrival in order to confirm their placement. The remainder of the balance **must be** paid in full prior to arrival or on the day of arrival—no exceptions, there is a possibility you can stop at the ATM on your way from the airport. Alternatively, the full donation can be paid in one sum in the initial transaction.

Payment can be made via a wire transfer directly to our Euro or US dollar bank accounts, on-line via our 3G account or in cash. Sorry but cheques are not accepted. The payee is responsible for covering any associated transfer or payment costs.

Once your payment has been made please e-mail your receipt to the Volunteer Coordinator at volunteers@colobusconservation.org for confirmation.

Wire transfer funds to the following account:

Bank: Commercial Bank of Africa Ltd
Diani Branch
P.O. Box 90681 - 80100
Mombasa - Kenya

Account Name: Colobus Conservation Ltd
Swift Address: CBAFKENX
Account Number: 0324081003
Please note these bank accounts do not have IBAN number.



Please, add the bank charges when you are sending your donation for the initial installment and Colobus Conservation will bare the next charges when you pay the remaining balances to help us accommodate the bank charges which are a bit high





8. Costs and Contributions

Volunteer Deposit & Refund Disclaimer

Volunteer fees

The balance of the volunteer fee is the total duration fee minus the deposit. This balance fee is due two weeks before the placement start date.

We charge a mandatory 5% International Banking fee to all participants to cover for all banking and transactional costs, including, but not limited to, transaction fees, exchange rate fees, PayPal fees, etc.

Volunteer fees are not transferrable to other persons.

Deposit Fees

A non-refundable on-time fee of \$ 250 is required within two weeks after the application is approved and dates confirmed. Later than that it is an automatic cancellation. Payment of this fee allows us to block dates for your placement and accommodation, and is non-refundable under all circumstances.

A volunteer's placement cannot be confirmed until the deposit fee has been paid in full.

Early Termination of Placement

Volunteers are free to leave Colobus Conservation prior to their scheduled completion for any reason whatsoever. However, no portion of the volunteer fee will be refunded for early termination.

Refund Policy

We understand sometimes participants have to cancel their plans for various reasons. It is important to note that when a booking is made (after payment of the deposit fee) it takes away a confirmed spot from our capacity and could potentially limit other future applicants interested in joining the program at the same time.

While the deposit fee is non-refundable (see above), we also NOT offer refunds on the remainder of the volunteer fees for cancellations, the money will be retained for a period of one year from the time the application is cancelled to give room for other dates, and if the volunteer will not come within that time, the money should NOT be claimed afterwards.





9. Kit List Suggestions

Depending on your planned activities while at Colobus Conservation the requirements of a kit list are hugely variable. The list below is not extensive nor compulsory but more a guideline of things to consider you may need.

Clothes	Coastal Kenya is a largely Muslim area, due to this and for professionalism we request that volunteers dress respectfully during work hours. Shorts/skirts should be knee length or longer and tops not overly revealing, covering shoulders if possible.
	Work/field clothes —your work will be hot and dirty and the environment is tough on your clothes so bring lightweight, breathable clothing that will hold up to this or stock up on trousers, shorts and t-shirts that you do not plan to take home.
	Footwear —As Diani is based on fossilised coral the terrain can be rugged under foot, so ensure footwear is durable; hiking sandals or trainers will suffice for most of the year. Walking boots or welly boots are recommended for the wet season, but some people find these too hot in 26°C temperatures, so the choice is yours. Wellies are available for use, however they will not be up to your personal hygiene, bring your own if you can. A part from foot ware, we will also require you to bring hand gloves, search sample—PVC coated industrial chemical resistance
	Rain coats or poncho's are recommended for the rainy season (March—May and October—December). Light rain coats will not keep you completely dry during heavy rain, but very thick rain coats are generally too hot in our temperatures.
	You will likely engage in evening social activities so bring some ' going out clothes ', casual, lightweight summer clothes and flip-flops.
	Bring your own towels at least two.
	Swimwear - many volunteers visit the beach or near-by hotel swimming pools on days off. Snorkelling equipment can be hired from many outlets; alternatively bring your own.
Electrical Items	Laptop or tablet - far from essential but helps with easy communication to friends and family and alleviates queuing time on work computers.
	Unlocked mobile phone - it is much cheaper to operate a Kenyan sim card than pay for roaming calls.
	Adapter - Kenya electricity supply uses the British three-pin type plug so ensure you bring adapters for your electrical items if needed. Backup battery (power bank) can be useful due to electricity black outs.



9. Kit List Suggestions Cont.

- Water bottle
 - Sun screen
 - Insect repellent
 - Medication
 - Torch/head torch
 - Hat/Cap
 - Camera
 - Binoculars
 - Padlock
 - Backpack
 - Toiletries
 - Sun glasses
 - ATM card
 - Rechargeable batteries
 - Safety gloves for animal care
 - Protective closed shoes/boots
- Remember photocopies of all important documents including passport, flight tickets, driver's license, insurance documents.
 - Volunteers will be issued with ID card while going out on official duty, as required.

If you have space, Colobus Conservation always welcome donations of a range of items, including second hand goods. Ideas to consider are welcome.

- Dry wipe markers for education workshops
- Pens for education workshops
- Any stationary item for office supplies, paper, folders, scissors, cello tape
- Notice boards
- Donation tins
- G.P.S. Units
- Laptop/tablet
- Unlocked mobile phones
- Old towels and bed sheets for orphan and animal care
- Kongs as enrichment items for the rehabilitation monkeys

(Don't forget other items to consider are emergency contact numbers and photocopies of all important documents (passport, flight tickets, driver's license and insurance documents))

Remember to bring spending money. You can use ATM cards across Kenya and locally within Diani, Visa and MasterCard are widely accepted.





10. Visas

When travelling to Kenya, you will need to get a tourist visa for your entry in to the country. Although you will be a volunteer of Colobus Conservation, you will in effect be on holiday. Entry visas are for a maximum three month period, however, once in country it is fairly straight forward to extend this to a six month visa, for an additional Ksh 4,000.

Visas can be obtained on arrival at the airport (please check with your embassy that this option is still available) or you can apply online (<http://evisa.go.ke/evisa.html>).

11. Travel and Medical Insurance

All volunteers must have medical insurance. Travel insurance is recommended but is at your discretion.

Due to recent security issues within Kenya, some international volunteers have found obtaining the required insurance difficult and expensive. There is an in-country option available to international travellers offering competitive rates and coverage.

Contact AIG for further details at www.aig.com or aigkenya@aig.com

You will need to send confirmation of travel/medical insurance prior to arrival and you must provide us with copy of your medical arrangements.



Travel Guard®

In Bound Travel Plus
with terrorism extension

Product Summary

Worried about travelling to Kenya due to the terrorism threats and your Insurer has refused to offer you cover? Worry no more as AIG Kenya has put together a comprehensive and competitive cover just for you.



-



12. Vaccinations

Before travelling to Kenya, you may need to get a number of vaccinations and medications for preventable diseases you might be at risk of exposure to. Your doctor or health-care provider will determine what you will need, depending on factors such as your health and immunization history and planned activities. Please ensure that Colobus Conservation management are aware of any medical condition you have that may require treatment or affect your work during your stay.

Information to give to your health care professional should include that Diani is a tourist destination and currently, our work does not involve travel in rural areas. It is a hot and humid climate in a malarial area. Please note, proof of yellow fever vaccination may be needed to enter the country. Check with your local Kenyan embassy for yellow fever requirements. Your own local medical/immunization centre should have up to date relevant information and recommendations

Malaria is low risk in Diani, but it is still present. Colobus Conservation therefore recommends that all volunteers take prophylactic medication. You should also consider that if you choose to go on safari while in Kenya you may be visiting high risk malaria areas.

You may be advised by your travel doctor to have rabies vaccines prior to conducting work at Colobus Conservation. To date, rabies has not been recorded within the Diani primate population. In addition, if you are unlucky enough to get bitten during your stay here all the medical facilities you require to protect yourself against contracting rabies can be arranged at a hospital, just a 20 minute car journey away. As such you may choose not to have the vaccines at home and treat the problem here if required—of course this decision is entirely yours.

To have the most benefit, see a health-care provider at least 4-6 weeks before your trip to allow time for your vaccines to take effect and to start taking medicine to prevent malaria, if you need it.

Be sure your routine vaccinations are also up-to-date.

Recommended websites

<http://www.fitfortravel.nhs.uk/destinations/africa/kenya.aspx>

<http://wwwnc.cdc.gov/travel>



13. Travelling to Colobus Conservation

Volunteers have a choice of two airports they can travel to;

- Moi International Airport in Mombasa (connections available from Nairobi and many worldwide cities).
- Ukunda Airstrip in Diani (connections from Nairobi only)
 - Airlines that fly into Ukunda include; Safarilink, Fly 540, Air Kenya and Jambojet.
 - Only Jambojet fly from Jomo Kenyatta International Airport in Nairobi, the other airlines depart from Wilson airport in Nairobi and involve a taxi ride across Nairobi.
 - Colobus Conservation volunteers receive a 25% discount on Safarilink.

Please do not fly into Nairobi expecting to get a taxi to the centre, Nairobi is over 8 hours away by car

Upon your arrival at either of these airports a taxi will be waiting to transfer you to Colobus Cottage at Colobus Conservation headquarters. We use the same firm for all our volunteer airport transfers and the company is tried, tested and trusted. You will identify the taxi driver by the sign they will be holding with your name and Colobus Conservation written on it.

Please note airport transfers are included in the volunteer donation for Eco-volunteers. Researchers are most welcome to request us to arrange your airport transfer but you will be responsible to cover the cost of this transfer at Ksh 3,500 each way from Mombasa or approximately Ksh 1000 from Ukunda.

Volunteers transferring from Mombasa should expect the journey to take not less than 2 hours as there is a ferry crossing involved which can add considerable time on to the journey especially during busy periods. Vehicles cross on the ferry and as such you will not need to leave the taxi for this section of the journey.

Volunteers transferring from the Ukunda airstrip should expect the journey to Colobus Cottage to take 15 minutes.

Tipping of the taxi drivers is not expected but will never be refused and will be much appreciated.





14. On Arrival at Colobus Conservation

On arrival at Colobus Conservation you will be met by one member of the Colobus team who will show you to your room, where to find food and water and then if you are ready, will give you a tour of the grounds.

All volunteers have to sign disclosure forms indicating that you accept and understand that you are working with wild animals and that your presence and all activities you undertake at Colobus Conservation, are done so at your own risk. These forms can be viewed on pages 49 to 55, please print or copy and sign them and give to the Volunteer Coordinator, along with any outstanding payments as soon as possible after your arrival.

No volunteer is expected to work on the day they arrive and time is given to adjust to your new location. Volunteers arriving from another Kenyan location begin work the day after they arrive, while international travellers can be given an extra day to recover from the journey and acclimatise if requested. On your arrival you will be given an afternoon of orientation by another volunteer or staff member who will show you how to use the local transport, where to find the cash points, shops, restaurants and bars.

Training, where needed is provided from the beginning of your stay and depending on what role (s) you take on, may take a few days to a few weeks and in some cases can be on-going.





15. Money and Communication

Money

There is no need to travel with large sums of cash or travellers cheques. Diani has four ATM locations, with Visa and Mastercard being widely accepted. There will be an international withdrawal fee and these charges should be discussed with your bank prior to arrival. In order to avoid your card being deactivated due to unusual use simply inform your bank of your travel plans.

Mobile Phone Coverage

There is good mobile phone coverage in Diani and it is highly recommended international volunteers have their mobile phones 'unlocked' prior to travelling to Kenya. This will enable you to use a local sim providing you with cheaper local, national and international calls and text messaging service than you would be given by your current service provider with roaming charges.

Safaricom call and texting charges (correct April 2015—subject to change):

Ksh 5 — per in-country text message
Ksh 10 — per international text message
Ksh 4 — per minute in country call
Ksh 5 — per minute international call to the USA
Ksh 18 — per minute international call to the UK

Internet

At Colobus Conservation access to the internet is available via Sim card data bundles on your mobile phone or via a USB 'dongle'.

Wi-Fi is available but limited to personal use.





16. Tours and Days Off

You will be given 1-2 days off per week which is variable according to volunteer numbers and orphan care work loads. This time can be used to visit local attractions, go on safari, relax on the beach, by the pool or at the local spa.

Volunteers are also encouraged to take short breaks to go on a three or four day safari. Volunteers often travel with new friends met at Colobus Conservation. We can book tours for you through a local, qualified and eco-friendly tour company who will collect you directly from Colobus Conservation and give our volunteers a 5-20% discount. Please discuss these options with the Volunteer Coordinator for more information and to assist you with the booking.

Popular tours include

- Snorkeling or diving at Wasini Island
- Mombasa City day tour and Haller Park
- Shimba Hills Game Viewing/Hiking
- Tsavo East and West for 2, 3 or 4 nights
- Amboseli National Park
- And the world famous Masai Mara





17. Top-tips from previous volunteers

- 1) 'Tell your bank the dates that you are going to be in Kenya and need to use your bank cards to prevent them being stopped due to unusual use.'
- 2) 'Bring lots of Deet or other good insect repellent.'
- 3) 'Bring plenty of anti-histamine cream for mosquito bites.'
- 4) 'Bring old clothes that you don't mind getting worn out. The sun, mode of laundry and the work you will be involved in can all be very wearing on fabric.'
- 5) 'If you are volunteering for a long time, there is no need to bring lots of toiletries as you can buy most of the items you would require from the local supermarket, including brands you will know from home.'
- 6) 'Get your phone unlocked **BEFORE** you leave home—phones calls from a Kenyan Sim card are much cheaper than the roaming tariffs.'
- 7) 'If you haven't bought your visa before leaving your country ensure you have US\$ 50 in your hand luggage to pay for a one time entry visa into Kenya upon arrival at the airport. NB the airport generally does not have change and does not accept credit or debit cards.'
- 8) 'Personal laptops are useful for internet access, downloading photos and to watch movies in the evening.'
- 9) 'If you plan to take lots of photos make sure you are able to download them or bring enough memory cards.'





18. Check List

So you have been offered a volunteer or research placement at Colobus Conservation, what next?

Below is a bullet point checklist of everything you need to remember

- 1) Read this manual and ensure Colobus Conservation is the right place for you.
- 2) Independent researchers should submit a research proposal to Colobus Conservation for approval, then apply for permits from NASCOTI. Permission from KWS may also be needed.
- 3) Pay your one time \$250 deposit for eco-volunteers and 50% for the interns two weeks prior to arrival to Colobus Conservation to secure your placement, . The outstanding balance **Must** be paid prior to arrival or on the day you arrive — no exceptions.
- 4) Consider applying for your 3 month tourist visa (this can be done at your point of entry, please check this with your local Kenyan embassy, but pre-planning is recommended).
- 5) Book your flights and provide Colobus Conservation with your arrival date, time and flight number so we can arrange your transfer.
- 6) Consult with your doctor on what vaccines you require.
- 7) Arrange your medical insurance, proof of PCR test and 2 jab vaccine and e-mail the details and next of kin in case of emergency to the Volunteer Coordinator.
- 8) Read and sign the disclaimer forms, including the house rules from page 35 -48. Please raise any queries you have prior to signing the forms.
- 9) Sign the declaration after you have read and understood all the information, and submit your filled handbook together with the other documents for processing
- 10) Schedule the video call for further discussion on the opportunity after submitting the application.
- 11) Bring a passport sized photo for your Colobus Conservation I.D. and a padlock for your security box.

Declaration:

I hereby **declare** that I have read the handbook and understand all the above information is correct and accurate to the best of my knowledge.

Signature:

Date:



19. Application Form

Colobus Conservation Volunteer Application Form

Thank you for expressing interest in joining the Colobus Conservation Team! We truly value and understand the critical support role that volunteers play in the overall success of achieving our Mission & Goals. Simply stated, our volunteers are a very integral part of achieving success in the work we do. There are many ways to be involved, for example: animal care, research, forest conservation — to name a few. With this in mind, please complete this Volunteer Application Form and return it to our office via e-mail.

If you have any questions concerning the Colobus Conservation Volunteer Program or about this volunteer application, please feel free to contact us on the e-mail address below.

Applications are to be submitted as described below:

- Completed in full along with your C.V.
- E-mail to the Conservation Manager at: volunteers@colobusconservation.org

Personal details

Full name:	Sex:
Address:	
	Postcode:
E-mail:	Date of Birth (dd/mm/yy):
Profession:	Nationality:

Emergency contact details

Who should we contact in an emergency?	
Full name:	Relationship to you:
Address:	
Telephone:	Mobile:
E-mail:	

Health

Do you have any health problems or disability of which we should be aware (include dietary requirements)? Yes/No

If yes, please give details:



19. Application Form Cont.

Availability and Duration

Please list, in preference order, start dates and duration periods.

1st Choice

2nd Choice

3rd Choice

Are you applying with an additional person and if yes, who?:

Your volunteer role

Conservation involves many different aspects of work. What role(s) are you interested in or prefer to avoid?

N.B. While we will do our best to provide for your requirements given the nature of our work, it is important that our volunteers are happy to be flexible and are willing to become involved with all projects as needs arise.

Activity	Yes/No	Activity	Yes/No
Animal Care (feeding and cleaning)		Event planning (quiz nights etc.)	
Orphan Care (24hr feeding and care)		Fundraising	
Field Research - Primate		Grant Applications	
Field Research - Forest		Computer/Office work	
Field Activities		Maintenance/Construction	
Tour guiding/Marketing			

Why do you wish to volunteer for Colobus Conservation?

Do you have experience in related conservation work such as animal care, forest conservation, education, etc.?



19. Application Form Cont

Do you have other experience or talents that you would like to use? (Photography, GIS, editing or writing, artistic ability, marketing or promotions, fundraising, events, etc.)

How did you hear about volunteering for Colobus Conservation?

Languages Spoken

It is essential that all volunteers are able to communicate at conversational level in English. Other languages that may benefit your work here include French, German, Italian and of course Kiswahili. Please list the languages you speak in the relevant box below.

Conversational	Intermediate	Advanced

Personal declaration

I hereby apply to become a volunteer with Colobus Conservation. If accepted, I agree to abide by all Colobus Conservation policies and guidelines as detailed in this Volunteer Policy and Handbook and understand that I have a responsibility for my own and others' Health & Safety while volunteering.

I agree that Colobus Conservation may hold and use the data on this form for the purposes of administering and supervising my work and that such data may be available to those who reasonably need to know the same within the workplace.

Signature:.....

Printed Name:.....

Date:.....



20. Volunteer Agreement

This volunteer agreement made on _____ between the parties
Colobus Conservation

(the host organization) and _____
(the Volunteer).

The Volunteer is willing to give their time and services to the organization listed above, in turn, the host organization is willing to accept such time and service by the Volunteer.

In consideration of the above, the parties hereby agree to the following terms and conditions,

Services

Volunteers will be allocated specific duties dependent upon individual experience, interest and current openings. However, all volunteers should be willing to help out with any aspect of Colobus Conservation's work when required and to change activities if a crisis arises. At no circumstance will the volunteer have the freedom to choose the area to work not unless there is a viable reason. A weekly work plan will be prepared to highlight the areas the volunteer will work and complete duties.

Volunteer's work alternates 5 days — 6 days per week, Saturday is considered a normal working day. A typical workday is 8 am—5 pm with 15 minutes coffee break (10:45 -11:00) and a one-hour lunch break (1:00 pm -2:00 pm). However, volunteers should be willing to be on-call at all times, in case of animal welfare or orphan emergency. You should be prepared for a hardworking, challenging work environment throughout your stay, and in the event of orphan care, around the clock care and feeding.

The volunteer is encouraged (on free will) to utilize his/her skills as need be. The volunteer is expected to undertake the following activities as well as take account of any other need the organization may have:

- Animal husbandry and enrichment making (cleaning monkey cages and preparing food)
- Education, supporting with weekly school visits
- Colobridge construction & maintenance
- Community (primate management)
- Orphan care
- Responding to welfare calls
- Tree planting & growth monitoring
- Assist in data collection, entry and analyzing
- Assist in carrying out surveys

And any other duty allocated to you as needed by the organization

Wages

The volunteer should understand the services provided will be on a voluntary basis and under no circumstances will expect wages, salary, or financial benefits from the organization for the services rendered.



20. Volunteer Agreement Cont....

Supervision

The Volunteer should report to their immediate supervisor on each day they are scheduled for organizational activities for guidance and instruction. For any reason, the immediate supervisor is not reachable you are to report to the Volunteer Coordinator for further advice.

Liability

The Volunteer agrees to indemnify and hold the Organization harmless against any damages related to the Volunteer's activity.

Additionally, the Organization shall hold the Volunteer harmless against any damages related to the Volunteer's service.

Jurisdiction

Any and all legal proceedings that may arise from this volunteer agreement shall remain in the jurisdiction of Colobus Conservation, herein the host Organization.

The Volunteer agrees that in the instance of legal proceedings they will cooperate with the Organization as well as the Organization's agents.

The Volunteer agrees to provide written statements to the Organization in the event that an incident takes place while the Volunteer is providing services.

Term

This volunteer agreement shall commence on _____ and will end on _____

The Volunteer has agreed to provide [**Total. Hours**] hours per week during the term of this agreement. Both parties can agree for a break if necessary, but there will be no objection if a volunteer is not able to work due to sickness.

Termination

Because the Volunteer is not an active employee, they may terminate this volunteer agreement at any time for any reason they deem necessary, but upon submitting prior notice of 48 hours.

The Organization reserves the right to terminate this agreement any time without prior notification, and no refund whatsoever will be made to the volunteer.

Behavior

Any of the following matters may amount to gross misconduct so as to justify the dismissal of a volunteer for lawful cause, but the enumeration of such matters shall not preclude CC or a volunteer from respectively alleging or disputing whether the facts giving rise to the same or whether any other matter not mentioned in this clause, constitute justifiable or lawful grounds for such dismissal

- ♦ The taking of drugs and/or alcohol on organizational premise



20. Volunteer Agreement Cont....

- ♦ Disregarding, and abusive behavior, towards the management team and staff
- ♦ No intimate relationships with staff
- ♦ Repeated misconduct with no changes even after several verbal warnings

Emergency Contacts

In the event that an emergency should occur while the Volunteer is providing services, the following contact should be notified immediately.

Emergency Contact Name: _____

Emergency Contact Phone: _____

Agreement

By signing below, both parties agree to the terms of this volunteer agreement.

Signature of the Volunteer: _____

Signature of the Volunteer Coordinator:

Mwambi S



21. Volunteer Information

Volunteer Dates	From _____ To _____
Family Name: (Mr/Mrs/Miss/Ms)	
First Name:	
Date of Birth:	
Nationality	
Passport No:	
Place of Issue	
Date of Issue	
Date of Expiry	
Home Address	
Profession at Present	
Any medical Issues of which the Conserva- tion should be aware	
Emergency Contacts	
<u>Contact One:</u>	
Name:	_____
Relationship:	_____
Telephone:	_____
Email:	_____
<u>Contact Two</u>	
Name:	_____
Relationship:	_____
Telephone:	_____
Email:	_____
Medical Insurance Policy Details	
Company Name:	
Coverage Dates	
Telephone number in case of hospitalization:	
Any other details (e.g. Legal advice line)	



22. House Rules

Hours of Work

- Volunteers work the standard Kenyan 45 hour work week. This equates to 8 hours a day, 5.5 days per week (in general volunteers will work 5 days one week and 6 days the following week).
- The working day is 8am - 5pm with a one hour lunch break 1 - 2pm.
- There is a morning meeting every week day at 8am which you are expected to attend. Breakfast should be eaten, your pots washed and you to be suitably dressed and ready for the day's activities all prior to the meeting.
- If you finish your set task early please ask other volunteers/staff if any other help is required - do not see this as a possibility to visit the beach, the shops or sleep.
- During your stay you will be expected to take part in general daily/weekly activities including animal care, de-snaring, preparation of pipes for insulation, large scale research projects etc. A full list can be seen on the volunteer activities board.
- Volunteers staying 3 weeks or more will be given the opportunity to take on an individual project; these can range from research, maintenance to office work. Suggestions can be seen on the volunteer activities board placed at the volunteer living room- all project placements must be authorized by the Conservation Manager prior to the project commencing. If you have an idea of a project you would like to work on please bring it to the attention of the management for discussion.
- We understand that you need time to explore the area, enjoy the beach and pool and email home, however, these activities should take place in the evenings after work or on your days off.
- If you wish to take time out for safaris or other travel please schedule this with management prior to making a booking.

Professionalism

- It is important to maintain a professional working relationship with staff. Socialising with staff members outside of work hours is permitted and encouraged. However, please bear in mind that Ukunda (where most staff members live) is potentially more hazardous to tourists than Diani so do exercise caution.
- Sexual relationships between staff and volunteers jeopardize the professionalism and smooth running of Colobus Conservation and are **strictly forbidden**. Any such behavior will result in immediate dismissal of the staff member and volunteer. No exception will be made.
- Drug use, excessive drinking, abusive behavior, use of prostitutes and theft on or off the Colobus Conservation property are all reasons for immediate dismissal of volunteers. No exceptions will be made. Please bear in mind that no refunds of any fees paid will be made to anyone for whom dismissal has been the consequence of their actions.
- Please dress appropriately taking into account the Muslim culture, and the professionalism within the office and Colobus Conservation during working hours. All females are requested to have their knees and shoulders covered at all times while working for or representing Colobus Conservation, on or off site. What is fashionable at home can send out confusing messages and is not acceptable. If travelling to Ukunda this especially should be taken into consideration. If in doubt please ask.
- Do NOT pose with monkeys for a photo or take pictures while holding a monkey especially when you are on orphan care. Do NOT use the photos to social medias. This is prohibited by PASA.

Security

- Keep all valuables secured in your room during the day and be wary of leaving items and money around the house; we have a lot of visitors to Colobus Cottage each day, both human and monkey.



22. House Rules Cont

- Each volunteer is supplied with a lockable box which is located under your bed. Please use these boxes to keep your valuables safe. Management will not be held responsible for items going missing.
- Flight tickets, passports, and money should be safe in your room in your lockable box. However, if you would like them locked in the office then please let the management know.
- At night the front and back gates and front door should be locked and the security lights turned on. As soon as it gets dark both these actions should take place. Remember to turn the security lights off in the morning.
- If volunteers leave the premises at night or do not expect to return until after dark, it is your responsibility to ensure you have a key to gain entry. Keys can be hired from the Conservation Manager at the cost of Ksh 1,000. This fee is refunded when you return your key on your departure.
- Please let someone know where you are going in the evening and when you expect to be back. If your plans change just let someone know. Colobus Conservation management will investigate if you do not report in for work by 8.00am each day. This is for your own safety. Anyone who does not notify Colobus Conservation of their whereabouts by 8am is given one warning. After the second time, Colobus Conservation has the right to ask the volunteer to leave, bearing in mind that all fees are non-refundable.
- In each bedroom and in the office are red security buttons. Please locate these and in case of you knowing or suspecting there is an intruder, press to alert the emergency security team. They should arrive within minutes. There is also an 'Askari' guard on the premises every night.
- If the security button is pressed by mistake, inform management or the on-site staff member immediately so the call can be cancelled.

Guests

- Occasional day visitors are permitted as long as it does not interfere with the professionalism of Colobus Conservation, your daily duties are completed or covered and management have approved the visit.
- **No** guests outside of working hours (between the hours of 5pm - 8am daily and all day Sunday) are permitted under any circumstances. Anyone who does not abide by this rule is given one warning. After the second time, Colobus Conservation has the right to ask the volunteer to leave and please bear in mind that all fees are non-refundable.
- The only exception to the above rule is visiting/holidaying parents - however, management must be informed **before** any such visit.

Health and Safety

- Health and Safety is paramount at all times. Please refer to staff handbook. Any actions that cause or may cause injury (such as improper use of ladder) are not acceptable. Volunteers are not permitted to use or carry machetes under any circumstances. If you are unsure, please ask. Recurrent actions may lead to volunteers being asked to leave Colobus Conservation, and the fees paid are non-refundable.

Cleaning

- Please keep your room in a clean and tidy condition.
- Do not leave personal items/ or work equipment in the education centre, gift shop, on the veranda or in the volunteer area - not only may they be stolen but they are also likely to be damaged by the wild monkeys.



22. House Rules Cont

- Please wash dishes and cooking equipment directly after use. All evidence of food needs to be stored away in the correct place to prevent rodents, insects and bush babies descending upon the house for midnight snacks.
- If you choose to eat in your room all used plates, cups etc must be returned to the kitchen and washed. Do not leave them in your room.
- Monkeys will take any opportunity to steal food so please ensure all food and drink is removed from the veranda area once you have finished - this includes bags of crisp, sweets and soda.
- Laundry is done daily depending on volunteer numbers. Please do not include underwear in your washing. This should be done by you. You will be shown where the laundry equipment is kept.

Please discard of sanitary products in the bin provided. -no "the"

-only Mo-Sa

-very simple breakfast, toast toppings must be paid by volunteers

•

Food and Cooking

- Colobus Conservation provide food for three meals a day, Additional meals and snacks are at the your personal expense.
- The meals are a mixture of standard African fare and Western style meals. If you have any dietary requirements please make this known on arrival so the chef can ensure you are always catered for.
- The cook will prepare lunch (at 1pm) and dinner (5pm onwards) for everyone. The cook sets the meal plan and within reason can accommodate any requirements (vegetarian, vegan, etc). Just speak to him and let him know.
- Please remember to label any personal food in the fridge and the cupboard to avoid someone munching on your food. Please remember to lock and secure all kitchen cupboards after opening to help prevent a monkey foraging invasion.
- Please wash up after every meal or snack to stop unwanted visitors of the four or six legged kind.

Water/Electricity

- Try to keep all water consumption to a minimum except of course for drinking.
- The last person to bed should ensure that all lights are turned off - with the exception of the security lights.
- If you want hot water for a shower, switch on the heater switch (outside the bathrooms) 10 minutes before wanting to shower. Please remember to turn off when finished to preserve water and electricity.
- Remember to switch off overhead fans and lights when leaving the room.
- If you see lights and fans on during the day in rooms that are not being used, please switch them off!

Computer Use

- During working hours Colobus Conservation computers are to be used for project work only.
- Volunteers are not permitted in the office outside of work hours.

Smoking

- No smoking within Colobus Conservation house is permitted at any time, including the veranda.
- Designated smoking areas are under the makuti stand in the car park during working hours. Smoking on the back steps is only permitted out of Colobus Conservation working hours i.e. after 5pm and on Sundays. Consideration for other members of staff and volunteers must be paramount. Please pick up all cigarette butts and dispose of them in a suitable place.



22. House Rules Cont

- Smoking should not be considered a break during the work day.

HIV/AIDS

- HIV/AIDS is prevalent in Diani and Ukunda. Rates of up to one in four people (25%) have been estimated among the local population. Volunteers who enter into a relationship with a Kenyan resident should be aware of the high risk of infection involved.
- In the event of an individual having unprotected sex, it is advisable that they discuss this with a doctor within 24 hours for emergency medical treatment. Diani Hospital can advise on this. Alternatively, bring it to the attention of the Conservation Manager who will assist in hospital arrangements - no questions asked.

Beach Boys and Prostitutes

- Beach boys and prostitutes (male and female) are a constant nuisance on this stretch of the South Coast. Although we do not want to discourage you from making friends locally, you should understand that beach boys and prostitutes have an agenda that is not friendship.
- What may seem like an innocent conversation can lead to persistent harassment.
- Don't give out personal information such as your name or where you are staying as this may invite unwanted visitors.
- Beach boys and prostitutes will rarely tell you their 'profession', even when questioned. They will tell you they like you and want to begin a relationship with you. If any person 'comes on to you' stronger than is normal or is very persistent at beginning a friendship - be cautious.
- Relationships between beach boys/prostitutes and volunteers in the past have proven detrimental to Colobus Conservation reputation and as stated above, consideration of HIV/AIDS infection is involved.

General Conduct

- It is paramount that the reputation of Colobus Conservation remains professional if we wish for continued local support and appreciation for the valuable work that we do in Diani.
- Please remember that during your time with us you will be representing Colobus Conservation on a social level. As you will soon find out, Diani is a very close-knit community and everyone will know you as a Colobus Conservation volunteer. Please therefore behave responsibly and with respect at all times, including on nights out.
- Drug use, excessive drinking, abusive behaviour, use of prostitutes and theft on or off the Colobus Conservation property are all reasons for immediate dismissal of volunteers. No exceptions will be made.
- Please dress appropriately taking into account the Muslim culture, and the professionalism within the office and Colobus Conservation during working hours. All females are requested to have their knees and shoulders covered at all times while working for or representing the Colobus Conservation, on or off site. What is fashionable at home can send out confusing messages and is not acceptable. If travelling to Ukunda this especially should be taken into consideration. If in doubt please ask.

If you have any further questions, please don't hesitate to ask.
Have fun and enjoy your stay!

Declaration:

I hereby declare that I have read & understand the information given in this House rule is correct, and in case of a breach, I shall be responsible for the consequences.

Signature:

Date:



23. Volunteer Disclaimer

Volunteer Disclaimer

I _____ am voluntarily assisting on the Colobus Conservation project.

I have read the Colobus Conservation House Rules and Code of Conduct, and I understand that animal handling and care will follow strict protocol as per the set of manual and implemented at the Conservation. I have discussed any issues with the management and fully understand the conditions of my stay concerning safety and codes of conduct on and off site.

I also fully understand that Colobus Conservation is not responsible for any injury or sickness that may affect me while assisting on the project and during my stay at the Colobus house.

Signed Volunteer: _____

Date: _____

Signed Manager:



24. Ownership of Data

Ownership of Data Agreement (Not for Independent Researchers)

Background

Colobus Conservation is a not for profit organization that carries out research in many different areas of primatology on a limited budget. Each year a large number of international and Kenyan volunteers assist in undertaking this research or work for Colobus Conservation. It is important for the volunteers to accept that all data collected is the property of Colobus Conservation and not of the individual.

Agreement

I hereby agree that all data collected and work produced by myself whilst at Colobus Conservation and whilst under supervision of Colobus Conservation, is property of Colobus Conservation. I agree that I must handover all original copies and cannot reproduce or publish any work without prior consent of Colobus Conservation. I understand that by not handing over the original copies or reproducing without Colobus Conservation consent, I will be breaking the terms of this agreement and therefore seriously damaging the efforts of Colobus Conservation in conserving the Angolan colobus. I understand that if I publish any document without the consent of Colobus Conservation management and Directors withdrawal of the document will be recommended by Colobus Conservation to the editor of the publication.

I have read the above and agree to the terms and conditions
Signed.....

Date.....



25. Code of Conduct

Code of Conduct

Health and Safety is paramount at all times. Please refer to the Staff Handbook. Any actions that cause or may cause injury (such as improper use of a ladder or a machete) are not acceptable. If you are unsure, please ask. Drug use, drinking during working hours, excessive drinking of alcohol, abusive behavior, use of prostitutes and theft are reasons for immediate dismissal. No exceptions will be made.

Repeated failure to report to work on time or to leave early or indiscipline cause will result in a verbal or written warning; this will be followed by dismissal if repeated and no refund of any kind will be made.

Volunteers: please let someone know where you are going in the evening and when you expect to be back. If plans change please let someone know as Colobus Conservation management will investigate if you do not report in for work by 8.00am each day. This is for your own safety. Anyone who does not notify Colobus Conservation of their whereabouts by 8am will be given either a verbal/written warning. After the second time, Colobus Conservation has the right to ask you to leave, bearing in mind that all fees are non-refundable.

Guests are not permitted.

Sexual relationships between staff and volunteers jeopardize the professionalism and smooth running of Colobus Conservation and are strictly forbidden. Any such behavior will result in immediate dismissal of the staff member and volunteer. No exception will be made

No personal / international calls may be made on Colobus Conservation phone line without specific permission from the General Manager.

Recurrent actions may lead to volunteers being asked to leave Colobus Conservation, bearing in mind that for volunteers all fees are non-refundable. For staff this may be construed as gross negligence and lead to dismissal.

Name (Please print): _____

Signed: _____

Date: _____



Volunteer Feedback Form

Name (Optional):

Age:

Nationality :

Volunteer position: Eco-volunteer

☐

Researcher

☐

Colobus Career:

☐

E-mail address:

Did you enjoy the volunteer program? Yes ☐ No ☐

Comment:

What did you enjoy most about your experience at Colobus Conservation?

What did you enjoy least about your experience at Colobus Conservation?

Did you find Colobus Conservation team welcoming and helpful? Yes

☐

No

☐

Were you satisfied with the accommodation? Yes ☐

No ☐

Comment:

Were you happy with the meals provided? Yes ☐

No

☐

Comment:

What tips or advice could you give to future volunteers to prepare them for the experience?

Do you have any suggestions on how the volunteer program may be improved?

Would you recommend the Colobus Conservation volunteering programme to a friend?

Yes ☐

No ☐

Maybe ☐

Thinking of your volunteer experience with Colobus Conservation, please rate these factors on a scale of 0 to 5, with zero being “**strongly disagree**” and 5 being “**strongly agree**.”

0 1 2 3 4 5 — Volunteers are adequately oriented and trained as needed

0 1 2 3 4 5 — I feel accepted and supported by all levels of staff

0 1 2 3 4 5 — The level of recognition given to volunteers is appropriate

0 1 2 3 4 5 — Volunteers are trusted to important things

0 1 2 3 4 5 — My work contributed to the mission of Colobus Conservation

0 1 2 3 4 5 — My skills were valued and put to good use to benefit Colobus Conservation

0 1 2 3 4 5 — I was made to feel a part of the team

0 1 2 3 4 5 — I was provided with resources and access to assistance needed to complete my project

0 1 2 3 4 5 — I am pleased with the training and self-improvement opportunities made available

0 1 2 3 4 5 — I received regular, sufficient feedback on my performance in this volunteer position

Please use this space to add any further comments you wish to make (use the rear of the sheet if necessary).