

VOLUNTEER POLICY
OF
INDEGO AFRICA PROJECT

June 1, 2009

Indego Africa Project (“*IAP*”) is a non-profit organization devoted to bringing African handicrafts to market, providing skills-training to its partners, and educating the public about developments in social enterprise, African progress, womens' rights, and related issues. In furtherance of this purpose, IAP and its directors hereby encourage volunteers and other stakeholders to visit the site of its African operations, and adopt this Volunteer Policy (the “*Policy*”), which outlines IAP's and volunteers' responsibilities and commitments, including the following principles:

SECTION 1. PRINCIPLES

1. **Volunteer-Paid Expenses** - The costs of air travel, accommodations, food, excursions, translators, and local travel must be borne by the volunteer or his/her supporting organization. IAP should not bear these costs.
2. **Limited Advance/Reimbursement of Expenses** – On certain occasions where it is much easier logistically to do so, IAP may arrange to make an advance payment of the volunteer’s costs and subsequently obtain reimbursement from the volunteer or its supporting organization. IAP is more likely to consider making advances and seeking reimbursement for translation and transportation expenses and less likely for air travel, accommodations, food, excursions or other expenses.
3. **Volunteer Selection** - The volunteers should be selected based on their willingness and ability to travel without significant time being expended by IAP personnel to support their travel and the volunteer’s ability to deliver meaningful training or provide other expertise or services to IAP during the working visit.
4. **Limited Time Availability** - Volunteer working visits typically would only take place at a time convenient to IAP personnel or the cooperatives such as to minimize disruption to the basic work being carried out in Rwanda.
5. **Pre-Trip Information** - In order to enhance the effectiveness of the trip, IAP will provide certain basic information that the volunteers would be encouraged to read prior to the trip, including information on IAP, Rwanda, travel and medical safety, and other cultural activities in Rwanda. The volunteer remains responsible for his/her safety, health, physical preparation, and financial preparation before, during, and after the trip.
6. **Post-Trip Support** – IAP should make it clear that it expects the volunteer to provide some form of ongoing post-trip support of IAP’s mission either through additional volunteering from their home location or through financial support.

SECTION 2. APPLICABILITY

This policy shall apply to all volunteer activities, practices, and operations of IAP in African countries.

SECTION 3. AVAILABILITY

IAP will make this Policy publicly available for viewing and download on its website.

SECTION 4. CHANGES TO POLICY.

With respect to the general public, any changes to this Policy will be reflected in the date posted on this document and made available pursuant to Section 3 above.



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IN WITNESS WHEREOF, the undersigned, being the Secretary of Indego Africa Project does hereby certify that the foregoing is the volunteer policy of said corporation, as adopted by unanimous consent in lieu of a meeting of the Board of Directors on _____, 2009.

Name: Vadim Brusser
Title: Secretary