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25
YEARS



Charity Reg No. 1105056



VOLUNTEER IN
MALAWI

Information Pack

11TH – 19TH August 2018

Join #TeamMH for a truly hands-on volunteer experience abroad!

muslimhands.org.uk | 0115 911 7222



MuslimHands



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Introduction

Our volunteers are an adventurous bunch. From trekking Mount Kilimanjaro or, the Great Wall of China to braving the cold with our 5-mile Winter Walk or lighting up the night with love for Syrian refugees at our Shine for Syria event, you guys have taken on some unforgettable challenges over the years.

However, there is nothing quite like seeing our work first hand. After the success of our volunteer trips to Pakistan, Kashmir and West Africa, this summer, we are bringing you a truly hands-on experience working in Malawi. Working with our field office and the local community, you'll get involved with the Muslim Hands School of Excellence and get an insight into other local projects we are supporting.

The placement will give volunteers incredible opportunities to work directly with underprivileged and orphaned children while raising funds to provide orphans with a free education. So you'll be making a positive impact in so many ways.

This pack will provide you with all the information you need about the trip, but if you have any questions please contact us on muslimhands.org.uk/events or call us on **0115 911 7222**



FARHAL AHMAD

EVENTS AND VOLUNTEER
COORDINATOR AT MUSLIM HANDS



“This was my first trip to one of our projects abroad and I don't think I will ever be able to forget it. The kids, the teachers, MH staff on the ground welcomed us with open arms and smiles on their faces. One thing I have learnt on this trip is that the simpler things in life are what matters the most. Always keep smiling and be grateful in every situation.”



About Muslim Hands

In 1993, a community in Nottingham, moved by the devastation of the Bosnian war, sprang into action and began collecting money, clothes and medicine for the people of Bosnia.

Muslim Hands, an international aid agency and NGO, grew from this grass roots movement and since these first efforts, we have responded to countless more emergencies, as well as establishing long term projects such as schools, healthcare clinics and livelihood programmes worldwide.

We are working in over 50 countries and have field offices in over 30 of these. By working closely with our partners and offices on the ground, we are able to distribute aid in an effective, efficient, transparent and wholly accountable manner and to make a lasting difference to the communities we work with.

DONATION POLICY

At Muslim Hands, we deliver your money in an efficient and wholly accountable way.

Transparency is important to you and to us. We do everything we can to reduce the costs of delivering our projects so that at least 90% of your donation will benefit communities directly

90p* is used for relief and development work
10p* is used to generate further funds
0p* of your donation is spent on admin

*Based on 2017 data, 2018 expected to be similar



The Cause

Children of Malawi

Malawi has been ranked one of the lowest performing nations for literacy in Sub-Saharan Africa, with only 35% of the children in Malawi completing primary education. Many children drop out of education in their early years due to pressures of employment to provide for their families. Other contributing factors include overcrowded classrooms, weak infrastructure and poor transport links.

At Muslim Hands, we firmly believe education is a doorway out of poverty as it empowers people to build a better future for themselves and their families. In 2012, the Muslim Hands School of Excellence in Malawi was established, which has been providing a free, accessible education to orphaned and needy children. There are currently over 200 students enrolled at the school.

However, due to lack of facilities and classrooms, there are many children from the local community out of education. With your support we want to build more classrooms and facilities to meet the demand and redevelop the existing school structure, creating a sustainable and quality learning environment.

WITH THE FUNDS RAISED THROUGH VOLUNTEER IN MALAWI, MUSLIM HANDS AIM TO:

BUILD NEW CLASSROOMS

We will give more children the chance to get a free education and build on their future. This will include everything from construction to installing the classroom furniture and equipment.

BUILD A SCHOOL LIBRARY

We will construct a library for the school, creating a space with a broad range of resources to support learning and teaching.

RESTORING SCHOOL FURNITURE

We will mend the existing school furniture to improve their comfort and stability.

PAINT THE SCHOOL

We will bring pops of colour and brightness to the school classrooms and building blocks.

BUILD A PLAYGROUND AND GARDENING AREA

We will recreate the playground, providing fun and safe equipment for the children to enjoy, during their school day.

Making the most of volunteering in Malawi

Each one of you is unique! You might be a recent graduate, a professional taking a career break or a qualified retiree looking to share your knowledge and experiences.

Your skill sets, and abilities are valuable in the various activities we have abroad.

Ways you can help:

1. Construction work.

The funds you raise will support the provision of new facilities, equipment and resources to the Muslim Hands School of Excellence. By supporting the MH Malawi team with hands-on construction work, sourcing materials and purchasing items, you will be providing the students at the school with the learning environment they deserve.

2. Sports coaching

If you are dedicated, upbeat and energetic with great leadership and organisational skills, this will be a great opportunity for you to run sports workshops for our students. Could you help inspire the next generation of sporting talent?

3. Other Muslim Hands projects.

You will have the opportunity to see and take part in other projects we run in the local community. These include:

- Water projects
- Livelihoods programmes
- Community masjids



Testimonials

Over the past three years, over 60 Muslim Hands volunteers from across the UK have visited our schools and local projects in Pakistan, Kashmir and West Africa. Hailing from a diverse range of backgrounds, each of our participants offered their unique skills and talents to help local communities, seeing the benefit of their support first-hand.

Our volunteers are our ambassadors!

We asked a few of them to tell us about their experiences:



RUHUL AMIN AKHAND
FINANCE SPECIALIST FROM
BIRMINGHAM

‘The memories I made there are some of the most amazing in my life. Staying at the complex was a blast. The people, the food and the orphanage itself all exceeded my expectations. The progress we made in the time we were there was staggering’

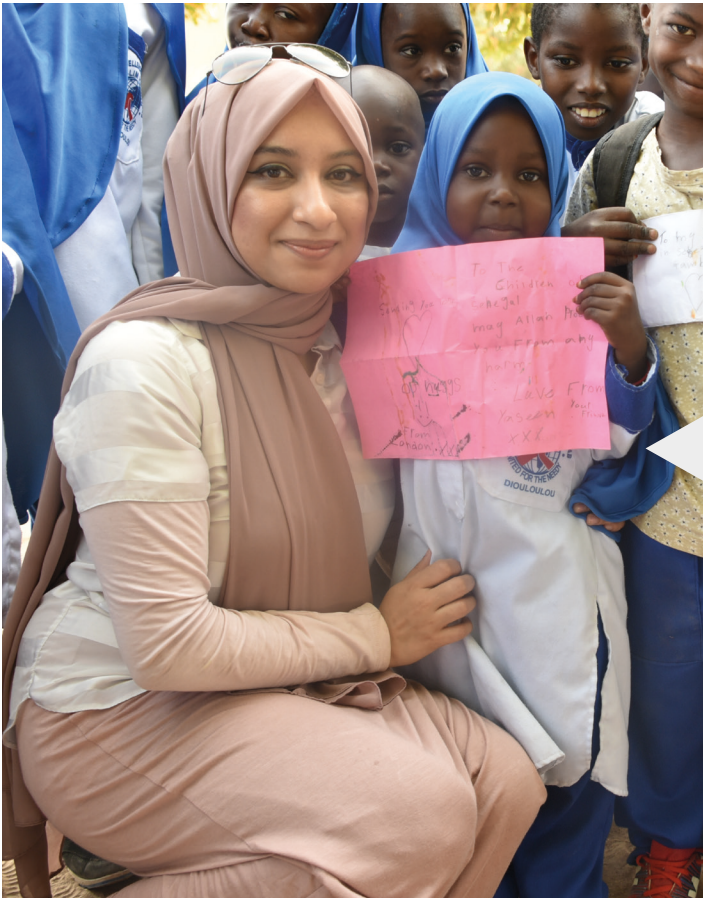
VOLUNTEER IN PAKISTAN 2016

NOREEN KHAN
TEACHING ASSISTANT FROM CRAWLEY

‘To see how our donations are used gives a real feeling of making a difference. Meeting the beneficiaries brought tears to my eyes. Most of these people would not be able to survive if it was not for the donations given. My advice to anyone considering volunteering would be do not think do! This opportunity will enlighten you in ways that you cannot even begin to imagine’

VOLUNTEER IN KASHMIR 2017





HAZERA BEGUM
RECRUITMENT CONSULTANT FROM
LONDON



‘The experience was phenomenal. I cannot express in words the impact this trip has had on my life. To be surrounded by beautiful children who have gone through so much in their lives has been a great honour. I have had a chance to see and experience what it feels like to live in poverty and have limited access to proper sanitation and food’

VOLUNTEER IN WEST AFRICA 2018

MUNIRA GHEEWALA
TEACHER FROM LEICESTER



‘Volunteering abroad can be quite daunting when you are going out on your own, however if anyone is thinking of doing it, I urge you to do it! It has honestly been a truly memorable experience, and I hope that I have an opportunity to return in the future. Your donations have gone on to support such a worthy cause’

VOLUNTEER IN WEST AFRICA 2018





Itinerary

11TH-19TH August 2018

*Please note: This itinerary is subject to change therefore please have some flexibility.

DAY 1

DEPART FROM THE UK TO BLANTYRE, MALAWI.

All participants will meet at the specified airport, 3 hours prior to departure. A brief meeting will be organised prior to departure, during which further information will be given.

DAY 2

ARRIVE IN BLANTYRE, MALAWI.

Visit the Muslim Hands Malawi office for an introduction and meeting with Muslim Hands staff. Travel to accommodation, settle in and rest.

DAY 3 to 7

- Morning to early afternoon: Participants will be travelling to Chiradzulu to work alongside teachers and MH staff at the Muslim Hands School of Excellence. You will be assisting with the construction work for the new facilities within the school, as well as several other activities.
- Afternoon: Visits to local projects, where participants will get an insight into how the projects are run and take part in activities. These will vary between water-well installation, masjids and livelihood projects.

DAY 8-9

RETURN TO THE UK

- Farewell ceremony with staff and student at the school.
- Return flight from Blantyre airport to the UK.

Registration Requirements

- Minimum age 18.
- A reasonable level of health and fitness is required.
- Passports must hold a minimum of 10 months' validity from 11/08/2018.
- All elements of the registration process must be completed.
- Participants are required to read and agree to all terms and conditions.
- Participants must fulfil requirements as set out, all conditions accepted, and guidelines adhered to, to ensure the success of Volunteer in Malawi.

Fundraising Target

Minimum fundraising target is £2,500 per person

REGISTRATION DEADLINE.

To secure your place you must pay a holding deposit of £300 upon registration.
The registration fee is non-refundable.

There are only 20 spaces. Spaces will be allocated on a first come, first serve basis.

FUNDRAISING DEADLINE: 1ST AUGUST 2018

All participants are required to raise 100% of the total fundraising target (£2,500) by this date.

The cost of the trip will be covered by the registration fee and gift aid.



Travel Essentials

An event of this nature incurs costs of travel, accommodation, meals, equipment and general organisation. Please see below what services the trip does and does not include:

WHAT YOUR TRIP INCLUDES:

- Return flights from UK to Blantyre
- Malawi airport and ground travel
- UK departure tax
- Transport as per the itinerary
- Safe and basic accommodation throughout (based on twin share)
- All meals
- MH group leader and full supporting crew
- Luggage transfers
- Local overseas departure taxes

WHAT YOUR TRIP DOESN'T INCLUDE:

- Travel insurance
- Visas (if required)
- Recommended vaccinations
- Telephone, internet communication
- Spending money
- Your own personal kit
- Excess luggage costs
- External travel arrangements and costs
- External accommodation arrangements and costs
- Personal trips during project days (if approved by UK staff)
- Travel to and from UK airport

WHAT TO BRING:

- Casual, comfortable clothes for the duration of 9 days
- Waterproof clothing in case it rains.
- Boots/trainers/sandals
- Small first aid kit
- Towel/soap/toiletries
- Sunblock
- Camera, film, batteries (optional)
- Your Muslim Hands t-shirt

TRAVEL INSURANCE

It is a condition of participation that you have appropriate travel insurance. For further information please contact a member of the Events Team. member of the Events Team.

Fundraising Tips:

Here are some ideas to get you started in raising funds to meet your fundraising target:

Break it down

Break your fundraising amount down into smaller chunks, making it easier for you to reach your target. You can then choose different methods to meet your individual targets. Here are some examples:

Set up a JustGiving page

Visit www.justgiving.com/muslimhands

- > click on 'Fundraise for us'
- > click on 'Organised event'
- > select your challenge.

Spread the word

Contact everyone you know and tell them why you are raising funds for Volunteer in Malawi and be sure to give them the web address of your JustGiving page. Let everybody know you will be travelling with the MH team from the UK to Malawi, to see how the funds will make an impact.

Social media

A great opportunity to reach a large number of supporters. Ask your friends and family to support you via Facebook, Twitter, Instagram and other social media networks by sharing your online fundraising page.

Local community

Your neighbourhood can really help you to increase your donations. You can set up a fundraising stall, bucket collections and display posters. Please seek permission from the relevant people before doing so. Make sure you

contact all your family members, friends, co-workers and local businesses, schools & mosques to help you meet your fundraising target.

Organise an activity

You can round up a few friends and bake some delicious treats or take part in a car wash to raise money for the Volunteer in Malawi campaign.

For further fundraising ideas, get in touch with the Muslim Hands Events Team on 0115 911 7222.



Handling Donations

It's always important to keep any donations safe and secure, when collecting and sending them. Once you sign up for Volunteer in Malawi you will be allocated a Muslim Hands Donor ID number that keeps a record of your donations. If somebody has donated money, make a record on your sponsorship form provided by us.

Sending in donations

Donating to Muslim Hands is easy and can be done through several methods:

Cheque or Postal Order: You can send your donation via cheque or postal order. Please make them payable to 'Muslim Hands' and send them to our Nottingham office.

Cheques must be drawn on a UK bank account and postal orders should be obtained from the Post Office.

Cash: You can also drop cash off to either of our offices –give us a call beforehand. See our website for office opening hours. Please do not send cash through the post.

Online: Donating online is fast, safe and secure. You can also set up an online fundraising page through JustGiving. Please see 'How to fundraise' for further details.

Phone: You can deposit the funds raised and donate over the phone using your credit or debit card by **calling our donation hotline on (0115) 911 7222.**

Bank Transfer: You can transfer money direct into our Donations Account to:

Natwest Bank

Account Name: Muslim Hands

Sort Code: 60-11-33

Account Number: 22820000

Please reference the donation with your Donor ID. Please also note that receipts cannot usually be issued for donations made via bank transfer.

Gift Aid: Gift Aid is a scheme that gives tax relief on money donated to UK charities. When a UK taxpayer makes a donation, Muslim Hands can reclaim the tax to increase the value of a donation. At the moment, the Revenue & Customs boosts the donations by 25%. This means that if somebody donates £100 and their donation is eligible for Gift Aid, Muslim Hands receives £25. However, Muslim Hands cannot get this extra 25% without a Gift Aid declaration given by the donor. This may be subject to change, as per HMRC guidelines.

FAQs

How much do I need to raise?

All participants are required to raise a minimum of £2,500 sponsorship money. To secure your place you must pay a holding deposit of £300 upon registration.

Who can take part?

Anyone aged 18 or above, who is looking for a unique experience, with a passion to give back to those less fortunate. The group will consist of 20 individuals of various backgrounds, so to be able to work in a team is paramount. A positive and enthusiastic attitude is crucial as you will face challenges in fundraising and on the ground. Therefore, cooperating and communicating with others is essential.

What will we have to eat?

All food will be halal and free of alcohol. Traditional local food will be provided throughout the trip. If you have specific requirements, please let us know on your registration form.

What will the weather be like?

The average temperature in August in Malawi is 20°C. Overnight temperatures are generally very warm with an average low of 14°C. Temperatures during the day can reach up to 26°C.

What if I get ill?

To ensure health and safety compliance, all participants will be accompanied by a Muslim Hands representative at all times. Should you fall ill, our team on the ground and UK staff will ensure you receive the medical attention required.

Will I need vaccinations?

Though there are no specific vaccinations required for this trip please do ensure you are up to date on all necessary boosters and vaccinations by speaking to your local GP/travel clinic. Advised vaccinations include Hepatitis A, Tetanus, Typhoid and Diphtheria.

Will I have to arrange my own travel insurance

Yes, all participants are advised to take care of their own travel insurance needs.

Can I visit family and friends during my stay?

All personal trips and visits must be made outside of the project days. If you wish, you may extend your stay. See below for more details.

Can I extend my stay?

If you wish to extend your stay, please get in touch with us. Any extra costs incurred must be covered by yourselves.



How do I Register?

If you think you are up for this trip of a life time, you are just steps away from registration.



Complete online registration form



Pay registration fee - £300



Complete the online Terms and Conditions



Complete the online medical form



Create a JustGiving page and start fundraising - £2,500

What will happen next?

After we receive your completed registration form with the registration fee, you will receive a confirmation email, so you know that your place has been secured. We operate on a **first come, first serve** policy and have limited spaces, so we advise you to register as soon as possible. Once you secure your place you will receive a fundraising pack containing further materials to assist you with your fundraising.

Agreement

Please read, sign and return.

1. All travel and associated arrangements for the Volunteer in Malawi trip are made by Muslim Hands. In making these arrangements, Muslim Hands is acting as your agent and is unable to accept liability for any loss or damage, beyond its statutory liability, or for cancellation of the event for any reason out of its control.

2. Participants must raise a minimum of £2,500. A £300 non-refundable registration is also required upon registration. This is to part cover flights, airport taxes transport, accommodation and food. We insist that 100% of the total must be paid to MH by the 01/08/2018. If you do not pay this amount you may forfeit your eligibility to participate – though you may choose to make up the balance yourself. We ask that you show pledges for the minimum sponsorship level before departure.

3. Registration fees are non-refundable under any circumstances once you have been accepted on the event.

4. If participants decide at any time not to take up their places, all sponsor forms and sponsor monies collected and held by the participant must be forwarded to Muslim Hands so they can be returned to the sponsor if requested.

5. If, for whatever reason, you withdraw from the event after the 01/08/2018 fundraising deadline, you may be personally liable for any cancellation charges payable.

6. Participants wishing to withdraw from the event after registration must confirm their cancellation in writing to Muslim Hands. Without this, Muslim Hands is unable to accept cancellation.

7. Gift Aid does not count towards participants' sponsorship target.

8. The trip costs include, flights, accommodation, food, sightseeing trip, all ground travel and project equipment throughout the duration of the project only.

9. The following are not included in the cost of the trips: items of a personal nature, drinks, certain meals, visas, vaccinations, insurance and excess luggage costs.

10. You are required to follow the itinerary for the duration of the trips, any personal trips or arrangements are to be made outside of these dates, once approved with the UK staff.

11. You may take out travel insurance covering health, accident and loss, emergency repatriation etc. While you are out of the UK, if you have your own insurance, you must ensure it is suitable for the event.

12. You must hold a 10-year passport that is valid for six months after your return to the UK. It is your responsibility to obtain a valid visa if required, the cost of which is not included in the cost of the trip. You must check current requirements with the Foreign and Commonwealth Office (www.fco.gov.uk) that will provide information on health and security.

13. Visas & vaccinations: It is entirely your responsibility to obtain the relevant medical advice and vaccinations and make all other necessary preliminary arrangements including compliance with visa requirements, and we accept no responsibility whatsoever in the event that these matters are not dealt with prior to departure.

14. Any information or advice provided by Muslim Hands on matters such as permits, visas, vaccinations, climate, clothing, baggage, special equipment is given in good faith but without responsibility on the part of Muslim Hands. The participant accepts responsibility for obtaining all necessary travel information and documentation required for the trip. If you commit an illegal act, we shall cease to have responsibility to or for you.

15. By signing the booking form you agree to accept the authority and decisions of our employees, agents and suppliers during the trip. If, in the opinion of any of these people, your health or conduct appears likely to endanger the progress of the trip you may be excluded from the whole of, or part, of the trip. In the case of ill-health, we reserve the right to make such arrangements for your well-being as we deem necessary and to recover the whole of the costs thereof from you. If you commit an illegal act, we shall cease to have responsibility to or for you.

16. Acceptance of risk: Your booking is accepted on the understanding that:

(a) You are aware that the Volunteer in Malawi trip, in addition to the usual dangers and risks inherent has certain additional dangers and risks, some of which may include: Physical exertion for which you may not be prepared, weather extremes subject to sudden and unexpected change, remoteness from normal medical services.

(b) You acknowledge that the enjoyment and excitement is derived in part from the inherent risks incurred by driving and undertaking activities beyond the levels of safety normal at home or work, and that these inherent risks contribute to such enjoyment and excitement,

being a reason for your participation.

(c) You acknowledge that the nature of this type of travel requires considerable flexibility and you must allow for alternatives. The outline itinerary provided for the trip is only an indication of what each group may accomplish, and does not form a contractual obligation on the part of Muslim Hands.

(d) You understand that the route, schedules, itineraries, amenities and modes of transport may be subject to alteration without prior notice due to local circumstances or events, such as sickness, mechanical breakdown, ferry or train cancellations etc.

17. Muslim Hands reserves the right to amend or change the itinerary without prior notice.

18. All instructions given to you on the event must be observed for your own safety. Participation in this event is at your own risk.

19. Your place on the event is not secured until:

(i) Muslim Hands are in receipt of the completed online registration form and £300 registration fee.

(ii) The medical form is completed upon which you agree to the terms and conditions issued by MuslimHands.

(iii) You have received a confirmation letter/ email from Muslim Hands stating that your place has been secured.

20. Muslim Hands staff/representatives have the right to work without fear of intimidation, verbal abuse or physical assault and we shall remove anyone who does not adhere to this.

21. Muslim Hands reserves the right not to accept a participant onto a challenge at any point leading up to departure of the trip.

22. Participants will only be accepted if they are at least 18 years of age by the first day of the trip. Parents with children are accepted on this trip as part of the family challenge.

23. Muslim Hands shall not be liable for any failure to perform the contract which is due to unusual and unforeseeable circumstances beyond the control of Muslim Hands or our suppliers, the consequences of which could not have been avoided even if all due care had been exercised; including but not limited to war, threat of war, riot, civil strife, industrial dispute including air traffic control disputes, terrorist activity, natural and nuclear disaster, fire, adverse or threat of adverse weather conditions, technical problems with transport, closure or congestion of airports or ports.

24. In respect of land-only clients, our responsibility does not commence until you have met our representative at the appointed time at the designated meeting point. If you fail to arrive there at the appointed time, we shall not be responsible for any additional expenses incurred by you in order to meet up with the group.

25. In the unlikely event of a complaint, you must inform the MH group leader who will endeavour to put things right. Failing this, you must write to our Head Office, HR Department who will respond in writing.

26. It is a requirement of each participant to ensure they will not get involved in any kind of prejudice or racial hatred with/towards other group members.