PEACE CORPS UGANDA

Tel: 256 317111200/312220500 **Email: info@ug.peacecorps.gov**
Website: www.uganda.peacecorps.gov

Volunteer Application Form

Tick appropriate sector below. If other, please mention

Community Health ☐ **Education** ☐

Economic Development ☐ **Other** ☐

Part 1: General Information

A. Name and address of Organization Requesting a Volunteer

Organization Name:			Date of Application:
Contact Person (including name, title, and cell phone #):			
Postal Address: District: Sub-county: Village:			
Telephone	Fax	Mobile	e-mail
Physical Directions to the Organization's Offices:			
Primary Language(s) spoken in the Community			

B. Required Documentation:

In order to complete this application, Peace Corps will also require the following items to be included as attachments:

Attachment	Description	Included	
1.	Organization Registration Certificate	☐ Yes	☐ No
2.	Organizational Literature (brochure, web address, and/or strategic plan, registration documents where applicable)	☐ Yes	☐ No
3.	Organization structure, key locations and names and titles of officers	☐ Yes	☐ No
4.	Detailed job description for the Volunteer and counterpart profile and job description	☐ Yes	☐ No
5.	Copy of Lease, Tenant Agreement, or MOU for Organizational Offices	☐ Yes	☐ No
6.	Copy of Lease, Tenant Agreement, or MOU for Volunteer Housing	☐ Yes	☐ No
7.	Letter of Recommendation from District Official (Required form attached as Appendix)	☐ Yes	☐ No
8.	Annual Report (narrative and financial)	☐ Yes	☐ No

Please explain if any of the above documents are missing: _____

_____

_____

_____

_____

Part 2: Organizational Details

A. How did you hear about Peace Corps?

_____

_____

_____

B. When was your organization founded? _____

C. Who founded your organization? _____

D. Is your organization a(n): ☐ International NGO ☐ Ugandan NGO ☐ Local/community NGO

☐ Ugandan Government Facility ☐ Other (Please Explain) _____

E. How many people work for your organization? _____ Full Time _____ Part Time

_____ Paid _____ Volunteer

F. Outline the purpose and goals, vision, five year plan/target of your organization,

_____

_____

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G. Please provide details regarding major activities your organization has undertaken over the past 2 years. (Include information regarding when the activity was complete, how many people were served, and how the activity was funded.)

_____

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H. What other agencies have assisted your organization?
Please note that for "**Type of Assistance provided**", If financial please include amount and if MFI-Include investors)

Name of Organization	Type of Assistance Provided	Contact Name and Phone #

I. The name, title, contacts information and bio data/profile of the person who will serve as the Volunteer's immediate Supervisor.

Name: _____ Title: _____ Cell Phone #: _____

- Is this person posted permanently at this location? ☐ Yes ☐ No
- How long has he or she worked for your organization? _____
- Is he or she a ☐ paid employee ☐ volunteer
- Is he or she a ☐ full-time employee ☐ part-time employee

Please review the following statement with the proposed Supervisor and have him or her sign their name if they agree to its contents.

I submit that the information provided above is correct. In addition, I confirm that I have been briefed regarding the expectation that I will serve as a Supervisor to a United States Peace Corps Volunteer. This is a role that I accept freely and without reservations. In this role, I pledge to support the Volunteer in their work through a respectful and collaborative relationship.

Name: _____ Signature: _____ Date: _____

Part 3: Details about the Volunteer Assignment

A. Please outline below a job description detailing the work you propose for the Volunteer. This work should be sufficient to justify a two-year work assignment for a university-trained Volunteer. (See a sample in appendix)

_____

B. Based upon the above job description, please explain your reasons for requesting a Volunteer for this work; include rationale for why you are not recruiting a Ugandan.

C. Is the organization carrying out fundraising activities? How do you envision Volunteer role in those activities?

D. Do you have a permanent office space from which the Volunteer will do his or her work?

Where is it located? _____

Under what terms do you occupy this space? ☐ Rented ☐ Owned ☐ Donated

Please provide a copy of the title, tenant agreement, or MOU with the owner documenting the terms of occupation.

If the office space is rented, explain below your strategy for covering the costs of the rent for the next two years.

E. Facilities and equipment available for the Volunteer to do his or her job [office equipment, vehicles, etc.]

E. Has suitable accommodation been identified for the Volunteer (refer to Appendix for accommodation and furnishing requirements)? ☐ Yes ☐ No

Provide details regarding this accommodation (single housing, two-in-one, apartment, location, proximity to organizational offices and work, etc.)

_____

Under what terms do you occupy this space? ☐ Rented ☐ Owned ☐ Donated

Please provide a copy of the title, tenant agreement, or MOU with the owner documenting the terms of your occupation.

F. If the accommodation will be rented, explain below your strategy for covering the costs of the rent for the next two years.

_____

_____

_____

_____

G. Name, title, contact information and profile of the person who will serve as the Volunteer's Counterpart

Name: _____ Title: _____ Cell Phone #: _____

- Within reason, will you commit to leaving the counterpart in his or her current location for the entire length of the Volunteer's service? ☐ Yes ☐ No
- Is this person posted permanently at this location? ☐ Yes ☐ No
- How long has he or she worked for your organization? _____
- Is he or she a ☐ paid employee ☐ volunteer
- Is he or she a ☐ full-time employee ☐ part-time employee

- Please review the following statement with the proposed counterpart and have him or her sign their name if they agree to its contents.

I submit that the information provided above is correct. In addition, I confirm that I have been briefed regarding the expectation that I will serve as a supervisor to a United States Peace Corps Volunteer. This is a role that I accept freely and without reservations. In this role, I pledge to establish a positive and productive working relationship with the Volunteer, share information with the Volunteer, introduce the Volunteer to the host organization and employer, jointly plan activities with the Volunteer, etc.

Name: _____ Signature: _____ Date: _____

Part 4: Additional Volunteer Skills Required

A. Other skills, experiences, and/or personal qualities that would make a Volunteer particularly well-suited for your organization.

_____

_____

_____

_____

_____

_____

B. Any preference for male or female Volunteer (also provide reason for preference).

_____

_____

_____

C. Provide details regarding your organization's experience hosting Volunteers or international visitors. If working with another Volunteer or mission organization, provide contact names and details for the organization.

_____

_____

_____

Part 4: Certification and Submission of Application

By signing below, I certify that, to the best of my knowledge, all of the information included in this packet is correct and true. I also certify that my organization is interested in working with a Volunteer, that it has appropriate work to occupy a Volunteer for the two years, and that it is capable of housing a Volunteer for this time period.

Signature: _____

Date of application: _____

Stamp
(if available)

Please submit this application and associate materials to:
Program Manager (Community Health or Economic Development or Education)
U.S. Peace Corps
P.O. Box 29348
Kampala
Email smutungi@ug.peacecorps.gov for Community Health
gakareut@ug.peacecorps.gov for Economic Development
molinga@ug.peacecorps.gov for Education

Appendix - Volunteer and Partner Selections Process

The following describes the usual steps in the process of applying for a Peace Corps Volunteer.

Phase 1 Recruitment and selection of Applicants

- Recruitment of Volunteers begins one year prior to their arrival in country

Phase 2 Partner application process - ongoing

- Initial Contact with Peace Corp Kampala Office
- Organization completes a Volunteer Application Form and submits to Associate Peace Corps Director.
- Peace Corps acknowledge receipt and comment upon application within 4 weeks.

Phase 3 Selection of partner organizations

- If the application meets Peace Corps criteria, the Peace Corps Program Manager or Program Specialist will make a site visit to meet with organization staff.
- Details concerning Job Description will be discussed and agreed to at this time.
- The Peace Corps staff will prioritize the request and provide feedback to contact person regarding status of their request.

Phase 4 Invitation and selections of Volunteer applicants

- Peace Corps Headquarters completes recruitment and clearance of Volunteers two months prior to the beginning of pre-service training.
- Host Organization will be updated on the probability of receiving a Volunteer
- Final site visits by Peace Corps staff

Phase 5 Pre-Service-Training

- Commencement of Pre-Service Training in Uganda, including required counterpart and supervisor workshops in April to June
- Host Organizations notified of name and background of prospective Volunteer.
- Volunteer visits site and is introduced to community by supervisor or counterpart approximately three weeks before end of training
- Completion of Pre-Service-training in June.
- Volunteers begin service early July.

Phase 6 Volunteer service begins

- Peace Corps staff make periodic visits to Volunteer to observe the Volunteer's activities and provide appropriate feedback and support

Appendix - Accommodation Requirements

1. General:
   While Peace Corps covers the overwhelming majority of costs related to identifying, training, and maintaining Volunteers. It is the in-kind responsibility of the Host Organization to secure, through donation or by paying rent directly, reasonable and modest housing for the Volunteer. This accommodation must be arranged prior to the Volunteer's arrival, so that the Volunteer can move directly into their house.

   The following is a guideline of the minimum requirements and expectations in regard to meeting the costs associated with accommodation [rental, renovation, repair, preparation, and furnishing].

2. Type of Accommodation:
   Peace Corps requires safe and secure, yet modest accommodation to be provided by Host Organizations for the Volunteers they request. The following are minimum requirements:
   - Two rooms (one bedroom and one sitting/living room). A one roomed house but spacious enough to accommodate a bed, sitting area may also be accepted.
   - A cooking area (may be outside)
   - *Private*, lockable pit latrine.
   - *Private*, lockable bathing area.
   - Security: barred or shuttered windows (if shuttered, should be strong, metal shutters), sealed roof, locking doors and windows, and locks as appropriate. The site itself should be secure, near occupied houses.
   - Cement flooring.
   - Within reasonable distance from Volunteer's place of work.

3. Renovations / Repairs / Preparation:
   It is the responsibility of the Host Organization/community to provide any upgrades, renovations, or repairs necessary to make the accommodation ready and safe to be occupied. This work should be identified and completed prior to the arrival of the Volunteer. Over the course of a Volunteer's service, it remains the Host Organization's responsibility to maintain the house to ensure that it continues to be safe and suitable for Volunteer occupancy.

4. Where accommodation is rented:
   Where housing is not being donated by the community the Host Organization will be responsible for locating and paying rent for the Volunteer's accommodation. The Host Organization is to sign a rental agreement on behalf of the Volunteer, and to completely manage the relationship and payments with the landlord. The Host Organization must ensure that rent payments are effected in a timely manner, as a Volunteer may by choice or be forced to leave a community due to harassment made by a landlord.

Appendix - Letter of Recommendation from District Official

Date:_____

To: The Country Director
Peace Corps Uganda

From: _____
(Name)

_____
(Title: CAO, DDHS or Community Development Officer)

_____ District Offices
(District Name)

RE: Suitability of Organization to Host a Peace Corps Volunteer

In consideration of Peace Corps Uganda's partnership with the Ministry of Education (*Education*)/ Ministry of Gender, labour and Social Development (*Econ Dev*)/ Ministry of Health (*Comm Health*), I have been approached by _____ (Host Organization) to certify their suitability to host a Peace Corps Volunteer.

As such, by initialing the following statements, I certify that they are correct to the best of my knowledge.

_____ I am aware of the organization's work in the district.

_____ The organization is properly registered to work in the district.

_____ The organization has been actively working in the district for the past two years.

_____ The contents of the attached application for a Peace Corps Volunteer are correct.

_____ The organization is financially solvent and has the organizational resources needed to maintain an office, provide Volunteer housing, and continue work for the next two years.

_____ The organization's board members, officers, and staff are community members in good standing and are capable of ensuring that the Volunteer will be effectively used and remain safe for the next two years.

_____ That the district supports this application and pledges to support the Peace Corps Volunteer during his or her service in Uganda.

Sincerely,

Stamp
(if available)

Signature: _____ Date: _____

Name: _____ Title: _____ Telephone #: _____