

# ***BALI Center***

# ***Volunteer Manual***



**WELCOME** to the International Humanity Foundation (IHF) in Bali!

We are an education center that provides free English, Maths, and Computer classes for children.

In this manual, you will find all the information you need to successfully prepare for and participate in your volunteering experience.

Once you arrive, you become a part of the IHF Family, a vast network of individuals who donate their time to the common goal of poverty alleviation in our center locations in Nakuru (Kenya), Chiang Rai (Thailand), Bali, Jakarta and Medan (Indonesia). All international volunteers, including the supervisor (the Co-Director), live together at the center and share meals, tasks, and engage one another in social activities. You will come to know the local volunteers and fellow international volunteers, making lasting friendships with people from around the world. You will also come to know the incredible children who are part of our program and don't be surprised by how attached you become to them in a short period of time! This is truly a wonderful experience, and we hope you arrive with an open mind and a willingness to take full advantage of the many opportunities that will arise.

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# 1. The Project

The International Humanity Foundation Bali Center offers supplementary education opportunities by providing free English, Math, Computer, and Cultural Exchange activities to any child interested to join us. By offering free classes, we are providing resources for students who cannot afford a private tutor, so that they can have the opportunity to compete with wealthier students for English-language based scholarships and jobs. We also facilitate numerous special activities for our students and local volunteers on a regular basis, providing exposure to a wide variety of subjects and instilling a love of learning.

IHF also runs an international sponsorship program for those students in desperate need, and the organization ensures that sponsored students receive their donated funds to continue pursuing their education.

## 1.1. Our classes

There are 4 main stages in the Indonesian education system:

- SD is elementary school. There are six grades (SD1 = 6/7 years old, SD2 = 7/8 years old, SD3 = 8/9 years old, etc).
- SMP: Junior High School. The students are generally 12-14 years old.
- SMA: Senior High School. The students are generally 15-18 years old.
- SMK: Professional Education. The students are generally 15-18 years old.

In Bali, we have English and Math classes four days a week from 1 – 4 pm (Monday, Tuesday, Thursday and Friday). On Wednesday and Saturday, we have Computer classes and our special cultural activity. You are very much encouraged to propose a workshop to share your unique talents! In the past, we have hosted taekwondo, origami, Chinese language and oral health classes for the students with much success! If there is a specific skill you would like to share, please don't hesitate to email the co-director in advance of your arrival and begin brainstorming! You are also encouraged to bring props from home that may benefit the workshop experience.

## 1.2. Your work as volunteer

The volunteers in our center teach English classes, which we try to keep informal and fun, with a focus on getting the children to interact. English class can incorporate many

different topics, such as music, art, geography, environmental studies and more. It will all need to be taught in English, and then the focus is on keeping the children interested.

There is a curriculum, and we do require all volunteers to work closely with the curriculum in order to maintain continuity. It is designed by our Teacher Training Team that we use to develop monthly syllabuses and lesson plans suitable for our children. Prior to being assigned a class(es), long-term volunteers will support you and help to develop your role, show you how to design lesson plans in conjunction with the monthly syllabus, and will assist in class to help you deliver your lesson plan effectively. Not all classes have a permanent long-term teacher, only Mathematics class. You can always contact the teacher training team (teachertraining@ihfonline.org) for guidance and inspiration.

We try to keep classes fun! The children can generally understand and write more English than they can speak, so the goal is to engage them in constructive conversation and to instil a desire to learn as well as learning proper grammar and new vocabulary.

Your local tasks will require 4 hours/day from Monday to Saturday. For example:

- Teaching the children English, public speaking skills, music, art, debate, other languages, etc.
- Working to improve our programs' media visibility through photos, video, etc.
- Constructive/DIY projects to improve center structure
- Local fundraising event planning and implementation
- Helping children write thank you letters to their international sponsors
- Market runs and errands around town
- Recruiting students in slum areas and nearby neighbourhoods
- Decoration of the center, classes and rooms through making posters, flyers or murals and keeping it clean and lovely for our students

The Legacy Volunteer role includes 4 hours extra of working on your online teams on three IHF International Task Teams (Media, Volunteer Recruitment (OOTT), University Relations (Unirel) and miscellaneous work). Sundays are your day off. Your work will vary day to day but will include teaching English classes. Volunteers need to keep record of their hours and report by the end of the week (Saturday) 'Donated Hours Spreadsheet'. Every volunteer will be provided with an IHF mailbox. Volunteers can take a few hours off throughout the day in order to do personal things. However, the amount of time off and when it happens will depend on the daily tasks. Also an OOTT Spreadsheet needs to be completed by legacy volunteers. That will be explained in further detail during your Arrival Training.

### **1.3. General daily timetable**

This timetable is only an indicator of what the day of a volunteer might look like. Tasks and scheduled activities at the center vary depending on the current needs, programs, time of the year, etc. You will receive a personal schedule for your stay upon arrival at the center. The working hours also depend on the program you will be involved.

#### Monday, Tuesday, Thursday, Friday

9am-12pm: Online work for assigned teams and preparing lesson plan for the classes

12pm-1pm: Lunch

1pm-4pm: Preparing materials for class/teaching class/updating attendance sheets

4pm-5pm: Spending time with the kids/Helping students write sponsor letters/helping Co-Directors with local tasks

5pm-6pm: Online work for assigned teams

#### Wednesday and Saturday

9am-12pm Online work for assigned teams and prepare the special activity

12pm-1pm: Lunch

1pm-4pm: Special Activity, Computer class and extra language class

4pm-5pm: Helping students write sponsor letters/helping Co-Director with local tasks

5pm-6pm: Online work for assigned teams

#### Sunday - Day off

### **1.4. Volunteers' days off**

You are entitled to one day off a week (Sunday). If you are staying a minimum of 8 weeks, every month you will be able to take 4 extra days off. You will need to ask for approval for this from your center co-director.

### **1.5. Holiday schedule**

At IHF, we work on all public holidays and will ask you to do the same. If there is a religious holiday you must follow, you may take your weekly day off accordingly. You are expected to work at all other times. Please discuss any needs with your center co-Director.

The children have school winter holidays (around the end of December and beginning of January). At this time, many children go home to their villages and class attendance is lower than usual. We continue to host daily classes, however, for the students who remain in town.

The Balinese are well known for their frequent ceremonies. Every month there is an important event at the temple for the Hindu families. However, the most important ceremonies which are celebrated every year on dates depending on the Hindu calendar are: Nyepi (Silence Day), Galungan and Kuningan.

The most important holiday for public schools is the month-long fasting and feasting holiday of Ramadan, which ends up with Eidul Fitri. The dates of Ramadan follow the Islamic lunar calendar, and therefore change every year. You can Google this year's Ramadan dates. During Ramadan, you can expect lower attendance from students.

Durung Ramadan stores and restaurants will be closed, especially during the day, as the majority of Indonesians will be fasting from sunrise to sunset. Major cities empty considerably, as people return to their home villages for the entirety of the holiday. The IHF center remains open during this period, however attendance is usually low, as many students travel to villages and cannot attend.

This means your experience volunteering with IHF during this period will be unique. We will still provide meals for you as usual at the center, but restaurants will be less available. You are asked to not eat or drink in front of children and local volunteers who may be fasting during this time, and it would be considered rude likewise to eat or drink in public. In addition to classes, we hold specialized workshops. While attendance is lower than usual, you have the unique opportunity to specialize your teaching experience to your skills by implementing fun events and activities. If you are a skilled singer, for example, you can suggest hosting a singing class! We generally do not have physical activities, however, as many of the children aren't drinking and we don't want to exhaust them. Many centers also host fun events or fundraisers during this period, giving you the opportunity to be involved in IHF to an even greater extent. We do recommend, however, that if you plan to travel around Indonesia during this period, you book far in advance, as prices will be higher and accommodation and transportation sell out quickly - weeks, even months, in advance.

## **2. The Center (Carol's House)**

All international volunteers live, work and eat together at the center, making it a home as well as an education center.

## 2.1. Our Home

Situated on the coast of East Bali our center is in a small village named Kampung Buitan. Kampung Buitan is between Padang Bai and Candidasa, just over an hour away from Ubud, and 2-3 hours from the airport (depending on traffic). The regency is called Karangasem



*IHF  
Kampung Buitan  
Desa Manggis  
Karangasem 80871  
Bali*

The building originally served as Carol Sasaki's, (the founder of IHF) vacation home. The center consists of two buildings. The main house where we teach most of our classes, and the 'Lumbung' which acts as the lounge area, and where the cultural activities take place. In these two buildings there are classrooms and a common/dining area. There is a certain degree of privacy as the volunteers can close and lock the doors to their rooms, and no children are at the center in the evening, but volunteers do live where our students play and study every day.

There are 3 toilets at the IHF Bali Center. The toilet paper must be thrown in the trash, not flushed in the toilet as it will clog the pipes. Most of the time there is hot water available for the shower.

## 2.2. Accommodation

We can provide bedding, but we do not provide towels. Some of the rooms have air conditioning. The buildings, our supplies and surrounding areas are simple but comfortable and homely.

Volunteers who are single may need to share a room with other same-gender volunteers.

Married couples are accepted at the Bali center and can room together.

Families are also accepted to volunteer and it is our experience that your own children should have a certain degree of independence and maturity prior to arrival at the center.

### **2.3. Electricity and Internet**

The electricity in Bali is 127/230 V. There are round prongs/outlets/sockets (like much of Europe and Asia). It is recommended that you bring travel adapters with you.

There is shared wireless internet, please be mindful when using internet, as we are sharing with other people, especially those who work with online tasks.

### **2.4. Food and Water**

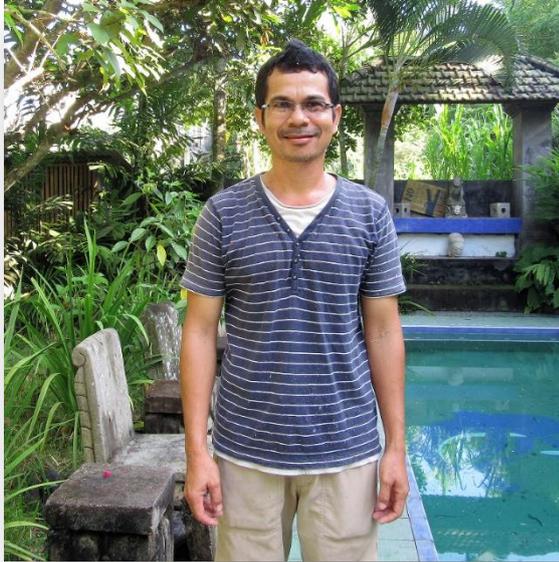
All meals at the center usually consist of rice, vegetables and either egg, tofu, tempe, chicken or fish. Volunteers can buy their own food to eat if they wish but must be careful not to eat in front of the children if there is not enough to share. Vegetarians can easily be catered for. There are Warungs (local restaurants) in the village if volunteers wish to eat out. Volunteers should not drink the tap water and there is always filtered water available at the center.

Vegetarians, allergies and various other dietary needs can generally be accommodated. Please contact your center co-Director for special circumstances and available options.

On Sundays, you are responsible for your own food. There is a food budget for those who stay at the center only. If you decide to go out and eat somewhere else, meals will not be reimbursed.

### **2.5. Staff**

At our center in Bali we have three employees. Ibu Eni teaches our math classes four days a week. Pak Agus is our handyman, gardener and driver. Ibu Sari is our wonderful cook, she is at the center from 8am to 12pm, Monday to Saturday.



Agus



Ibu

## 2.6. Rules, security and behaviour at the center.

In IHF we don't expect volunteers to understand in only a few weeks what it takes to work in a multi-cultural and religious environment, and that's why we have a specific set of rules. Volunteers are expected to behave properly at all times and should portray a good example to the children and respect the local culture. All center volunteers will have a one-week probation period during which the center Co-Director will evaluate their behaviour and appropriateness. If any person is deemed as abusive or not safe with others, or the children are fearful for any reason, the volunteer will be asked to leave.

Do not drink alcohol or smoke cigarettes at the center, in front of the children, or around the community we work in, or come back to the center intoxicated. As representatives of the organization to the community, your actions affect how we are received. In Bali everyone knows everyone and even if you feel you are away on the next town, some student's parents will most probably see you and might lose confidence and trust in the IHF center and IHF programs. The co-Director has the right to dismiss a volunteer at any time without refunds if they feel that the volunteer is behaving inappropriately.

If you are coming with your children, they should be prepared to share their parents' attention, which may be stressful at times. Our children will have a wonderful

time playing and learning from the students who are all creative and generous. On the other hand the students at the center can learn from your culture and customs. However, arguments and discussions within the family should be held behind closed doors.

Do not come to the center expecting a relaxing holiday. Although it is an easy-going environment, there is a lot of work to be done.

Do not invite friends or guests to the center without permission from the Co-director. Overnight guests are never permitted

Act respectfully and politely to your fellow volunteers and locals at all times.

We have a small swimming pool; you are not allowed to use western swimsuits when the students are present. It is strictly forbidden for the children to use the swimming pool as it belongs to the center and many children can't swim and there is no insurance cover if an accident happens. However, while the children are not in the center volunteers can use the swimming pool.

Dress properly: We have children attending from both Hindu and Muslim religion, and we should always respect both communities. We dress casually and cleanly. Be ready for a tropical climate: cotton, silk or linen clothes are most comfortable. Knees, stomach area and shoulders should always be covered. Don't show any cleavage. A loose fit is more appropriate than a tight fit. You are a teacher and must dress accordingly.

Keeping pets at any IHF Center is forbidden.

All volunteers are responsible for their own safety and security while volunteering with IHF. You are strongly advised to take precautions with your personal belongings, both at the center and while traveling. The centers are public spaces and it is therefore necessary to take safety measures to protect your valuables at the center. The Co-Directors will make you as safe as possible, but your safety and security are your responsibility.

IHF policy requires that all volunteer rooms have a door with a lock. We recommend keeping your laptop, phone, wallet etc inside with the door locked during open hours at the center. There are many people who come in and out, and in the confusion your room may be left unattended. We likewise recommend locking away your passport, computer and valuables in your room when you go out of the center. Please remain vigilant and protect yourself against theft. We are located in a safe neighbourhood, but we ask you to lock doors/gates before going to bed.

Indonesia is a very safe country, however, there are occasionally instances of crime, especially against foreigners. To remain extra-vigilant, we advise you to hold any purse or bag close to your body when walking along a road. Sometimes, thieves drive by on motorbikes and attempt to snatch bags. Common advice in any new city is to not walk

alone at night, and to stay in busy, safe areas. Always keep the phone number of your co-Director on your person in the event you get lost or there is an incident.

Being a single female traveller is generally not a problem in Bali. It is now normal for female tourists to travel alone. Indonesia is a safe country, but you must remain vigilant as you would anywhere in the world.

### **3. Balinese culture**

You are expected to conduct yourself with the utmost respect towards local volunteers, parents and students. If you find the culture different or challenging, you are encouraged to ask questions, but always be respectful and non-judgmental. You are a guest in this country, and this is an opportunity to learn. IHF is not affiliated with any one religion and respects all faiths. We ask that our volunteers likewise respect the beliefs of our students. Judging or pushing anything on the children will not be tolerated.

In general, Balinese people are friendly and polite and you should try to act the same way. It is rude to start loud arguments or challenge someone in public. Harsh criticism, shouting, or other displays of anger or rage will not get you anywhere in Bali. Balinese people are very laid-back and so sometime things can move at what westerners perceives as a very slow pace, but again there is no point in pointing this out. Balinese people are very polite, and this sentiment is often portrayed in people's ambition to help you when asked and their unwillingness to subject anyone else to anything potentially uncomfortable.

A person's head is considered sacred and it is an insult to touch it. The feet, on the other hand, are considered very impure, and you should never point at a person or a religious object with a foot or step over somebody. Similarly, the left hand is considered impure and should not be used to point at something or to hand something over to someone.

Even though IHF is a non-religious affiliated organization, we also recognize the importance of sending greetings to local religious centers for all Hindu, Buddhist, Muslim, and Christian celebrations. This is very important to the local community, and so we must respectfully oblige.

As an integral part of all IHF volunteer and hiring contracts, we ask that romantic relationships take place as a married couple privately or in a city removed from our location, on days off only. This is because of the strict cultures we work with.

It is important for single volunteers to understand that their time spent here is for volunteer work and not a holiday. Please refrain from romantic endeavours at the center.

Furthermore, please understand that co-ed relations may be different or more conservative than in your home country. Please interact with local members of the opposite sex in a respectful manner at all times.

Married couples should introduce themselves to the community and to the children and act like a married couple at all times. It is important to realize that Balinese culture is relatively conservative and therefore couples should restrain from publicly displaying affection. Physical acts such as holding hands and kissing between male and female is generally not undertaken in public spaces. Arguments and discussions between you and your partner should be held in private.

### **3.1. Life in Bali and our recommendations**

Indonesia has a tropical climate with warm weather all year round. Temperatures in the lowlands range from 21°C (70°F) to 32°C (90°F). The highlands are cooler, where temperatures range between 15°C (59° F) to 25°C (77°F). Annual rainfall varies from 1,000mm to 4,000mm.

The weather is always warm, even during the wet season. However, it can be quite cool in the mornings and evenings during rainy season, so light warm clothes are recommended during this time. Bali has two seasons, a dry season April - October and a wet season November - March. How much it rains during the rainy season is unpredictable but generally it rains more at night than during the day and it rarely rains for long periods at a time. Hottest time in general is between August to September.

The time in Bali, Indonesia GMT + 8 hours.

If you wish to travel around during your time off, you are responsible for all actions while doing so. Center co-director will help you find transportation or directions if needed but will not necessarily accompany you on outings. Do not leave the center without informing the co-director of your plans prior and without a way to contact anyone in case you get lost.

Bali Center is in a small regency, public transport does not operate in this area, the general mode of transport used by volunteers is motorbike. Motorbikes/scooters can be rented locally. To arrange a driver, Pak Agus is usually available for a fee.

If you want to rent a motorbike/scooter, it costs around Rp. 60,000 for a whole day. You must be over 18 years old and possess an Indonesian or International Driver's License. Please be aware, however, that traffic patterns in Indonesia may be different from in your home country, and new arrivals often struggle to drive in the chaos. If you choose to rent a motorbike, your safety is solely your responsibility. While there are hospitals in Indonesia, they are generally not up to Western standards and would not be pleasant to visit with a broken leg. Please only rent a motorbike if you are a confident and

experienced motorbike driver, and with full understanding of the risks to your personal safety.

Major credit cards (Visa, American Express, MasterCard) are generally accepted in hotels and the larger stores. Since you will be staying at the center you will need cash to pay for your contribution to the center. It's advisable to have local cash currency for purchases and transport. Credit cards are accepted in most of the larger hotels, along with US dollar travelers' checks. Please note that most of the restaurants and shops around the center do not accept credit cards. We advise you to contact your bank and credit card companies prior to travel to inform them of your itinerary. Failure to do this may result in your bank or credit card company assuming your card has been stolen and blocking the card from use.

There are numerous shopping malls and traditional markets around Indonesia. You are welcome to visit these shopping areas during your time off to pick up some souvenirs for home. The co-director might be able to suggest popular stores for you, or the local volunteers may be able to advise you according to your needs.

Volunteers with peanut allergies should be aware that peanuts are included in many Indonesian dishes. It is always important to ask if food has peanuts (you can use Google translate to learn this in Indonesian), and carry your emergency medication at all times. Please check if your medical insurance will cover local hospital bills. If you have a life-threatening allergy, please research which dishes you should avoid regularly and learn the location of the nearest hospital upon arrival.

Tipping: It is possible that some restaurants add between 10% and 15% service charge to the bill, but an additional 5% to 10% may be given, where deserved. There is no tipping in very simple restaurants or food stalls. Please note that people might offer to help you, with your luggage or directions etc, and then afterwards expect a tip.

Passport loss: Always keep a copy of your passport, visa, and driver's license separate from your originals, so you can prove who you are to your embassy or consulate in the event of loss or theft. If you do lose your documents, you must go to the police to fill out the necessary forms. You must then investigate how to obtain a temporary passport in order to travel home by contacting your consulate or embassy.

#### Emergency numbers

Police: 112 or (+62 – 361 – 112)

Fire Department: 113 or (+62 – 361 – 113)

Ambulance: 118 or (+62 – 361 – 118)

Search and Rescue: +62 – 361 – 751111

International SOS Medica Clinic (Denpasar): +62 – 361 – 710505

Bali International Medical Center (Denpasar): +62 – 361 - 761263

## 4. Preparing for arrival

Get involved before you arrive:

- Contact all relevant people to prepare and ask questions
- Fundraise for the organization
- Find sponsors for the children (use the IHF website)
- Build awareness of IHF through speaking to family and friends, Facebook, blogs, etc.
- Collect donations of needed supplies

### 4.1. Things to bring with you

The center will greatly appreciate anything you wish to bring. We need items such as school supplies, art supplies, any medical supplies (the kind of items that you would keep in a first aid kit at home), cell phones, old cameras, radios, CD players and laptops. Also, any games, toys, or English books would be wonderful. English as a second language CDs and DVDs would be very useful, as would any learning materials. Items from your home country, such as flags, traditional clothing or artwork can be of great interest to the children.

It is also helpful if volunteers could bring video cameras and be a part of IHF's videography team so that we can show others the wonderful things that happen at our centers. Once approved by our Media team, we can then work on broadcasting the videos so that more can learn and support IHF's mission. You can contact [media@ihfonline.org](mailto:media@ihfonline.org) if you want to participate in any of our media projects.

It is important to not favour children and therefore it's important that any gifts are shared between all the children.

For more specific items needed you can always contact center Co-Director before your arrival.

- Secondhand computers
- Outdoor games activities

- Chairs
- Whiteboards
- Games
- Quizzes, word searches, flashcards etc.
- Art & Crafts materials
- General school materials

It is advised to bring certain medications to prevent traveller's sickness. Bali is not in a Malarial zone, but Dengue is another disease transmitted by mosquitoes that remains a concern across Southeast Asia. Do bring mosquito repellent in any form you find preferable as well as a mosquito net. There are also many repellents (sprays, ointments, electric devices) available cheaply in Indonesia. Use repellent throughout the day, as the mosquitoes that carry the disease are out in the daytime. We also recommend that you bring general over-the-counter medicine for various conditions. You will be in a new environment with new elements, and many Western volunteers experience some stomach discomfort the first week. There are various medicines to calm an upset stomach. Multivitamins will also help keep you healthy and boost your immune system to fight the new bacteria that your body is not yet accustomed to. Do contact a healthcare provider in your country specializing in tropical diseases to receive advice on useful medications to carry, preventive measures and current risks. We strongly advise you to consult with your medical doctor regarding vaccinations prior to arrival.

Legacy volunteers are required to bring laptops to complete online work. We ask you also to bring a copy of the following:

- A copy of your passport
- A copy of your visa (for those who obtain one before arrival)
- A copy of your travel insurance (if you have this) with emergency contact numbers

Contact your center directly at [balicenter@ihfonline.org](mailto:balicenter@ihfonline.org) if you have any questions. We so look forward to having you join us!

## 4.2. Payment

Your fee reflects the number of nights you will stay at the center. Arriving early or leaving late will result in an increase in your volunteering fee reflecting the extra nights, on a pro rata basis. If you must change your arrival and departure dates, please email [acceptancedenial@ihfonline.org](mailto:acceptancedenial@ihfonline.org) in advance. If you fail to inform us well in advance, there is no guarantee that we can accommodate you for those extra days.

If a volunteer is volunteering in two different centers, that volunteer must pay in full at the first center visited. For example, a volunteer has been accepted from the 1st to the 15th of January in Medan, and then from the 16th of January to the 30th of January in Thailand. That volunteer needs to pay for his or her stay in both centers in Medan. Because Medan is the center where that volunteer arrived first and did the ATF.

The fee helps cover the costs you incur while at the center, such as food and water, so that we don't use donated money to cover volunteers' expenses instead of supporting our programs and children. The amount also covers your utilities and other uses of resources at the house. The cost additionally helps maintain the center long-term, protecting against general wear and tear that occurs from volunteer occupants. It does not, however, cover special foods, sightseeing trips, international calls, airfare to the centers, or any other form of transportation.

IHF keeps costs low for volunteers because we are not staffed for individual programs. IHF offers a standard volunteer program that allows flexibility for volunteers to explore their interests and learn a wide range of skills through a huge variety of experiences. Taking initiative is important to making the most out of your time here at our center. You will be trained by the co-director upon arrival at the center and will be supported and supervised when doing your assigned tasks at the center (and online work for Legacy Workers).

### **4.3. Travel to Bali and arriving to the center**

Bali has an international airport on the south of the island (Denpasar - Ngurah Rai International Airport) in Kuta. This airport is served by many large international airlines as well as low-budget.

We cannot advise on specific travel arrangements, but recommend you use comparative flight websites to book the best value ticket available (Skyscanner etc.).

Getting to the Bali center from the airport usually takes about 2 hours, depending on traffic. On rare occasions, during daytime hours, this can take up to 3-4 hours. A pick-up by one of IHF Bali Center staff, Pak Agus, can be arranged for you. The cost is Rp. 350,000. For further details, please contact the center co-director.

We ask that volunteers arrive at the center whenever possible between the times of 8 AM and 10 PM. Which means that your flight should land Bali airport no later than 8PM to make it by 10PM at the center.

You can also take a taxi from the airport, or any other major tourist hub. The center is very close (10 min with motorbike) to Candidasa, and so you can catch a shuttle bus to Candidasa and easily get a ride to the center from there. The center might be a little

difficult to find for someone who isn't familiar with the area so you might want to bring the following directions if you are not traveling with Pak Agus;

If you are coming from the south side of the island; drive to Manggis (towards Candidasa), then Buitan. Ask for the Mosque and then for 'Carol's House' or 'the Yayasan'. It is very near the Royal Karma Bali beach hotel in Manggis.

There are very few public buses, in the area for example Permana Tour Buses (<https://www.peramatour.com>). It's extremely difficult to find the center even for local drivers. It is highly recommended to arrange pick up with IHF Bali co-director.

In order to have the best possible start to your volunteer program with IHF, we offer the following information and advice about your arrival to the center:

If you arrive on Saturday evening, you will be welcomed and shown to your room, but all activities will begin on Monday.

We recommend you to purchase and register a mobile phone Indonesian number at the airport which has a facility that is open 24 hours.

#### **4.4. VISA**

IHF does not provide VISA obtainment services. You are solely responsible for acquiring your visa to volunteer. If you are volunteering for 30 days or less, we will provide information and guidance, but no letters of support, sponsorship or documentation for immigration services.

If you are staying in Bali for less than 30 days, residents of most countries do not need to apply for a VISA in advance and will be issued with a tourist visa on arrival. Ultimately, it is the volunteers' responsibility to obtain a visa and related information. If you intend on staying with us at IHF Bali Center for more than 60 days please contact our VISA team at [visa@ihfonline.org](mailto:visa@ihfonline.org). In selected cases IHF may provide a visa support letter for long-term Legacy Volunteer. Please contact our team in order to find out about eligibility and conditions.

Note that VISA regulations in Indonesia change regularly and often without warning. Please contact your nearest Indonesia Embassy to confirm all VISA regulations prior to your arrival at our IHF Center.

## **5. After IHF**

At the completion of the volunteering period, Volunteers and Work-study volunteers of all ages will receive the IHF Certificate of Graduation after completing a short survey. It is necessary for Legacy Volunteers that they complete their online work before obtaining a certificate.

There are several ways to continue to support the children in our organization. You can sponsor a child or a class by visiting our website (ihfonline.org) and supporting one of our deserving children or classes. You can fundraise or help spread the word in your local community or university. To get involved, email [sponsorprocessing@ihfonline.org](mailto:sponsorprocessing@ihfonline.org) and they will direct you accordingly. Thank you for your commitment to the children and classes at our centers!

## 6. Frequently asked questions

### Visa

*Q: If a volunteer is receiving a visa on arrival, what is the process?*

A: The visa on arrival is free for some countries and costs \$35 USD for others. Some countries cannot obtain a Visa on Arrival. Once at the airport follow the signs and stand in line for a visa on arrival. Show the immigration officer your immigration card (that you received and filled out on the airplane) departure ticket and passport, and he will put the visa (a sticker or stamp) in your passport.

*Q: Is it difficult to renew the single tourist visa?*

A: With the new regulation the Exemption Tourist Visa cannot be renewed so after 30 days you must leave the country.

*Q: Someone would like to volunteer with IHF for one month and then travel to Singapore and then travel back to Indonesia. Would it be possible for them to get another tourist visa?*

A: There is no problem with obtaining 2 tourist visas consecutively, but you will want to check if you can receive the visas on arrival. If not then you may be able to get one at the Indonesian Embassy in Singapore.

### Travelling and arrangements

*Q: Is it safe for a single white female to be travelling and living in Indonesia?*

A: Travelling in Indonesia is not much different to travelling in western countries in terms of safety, although anywhere you travel it is advisable to use common sense precautions (not walking alone at night or flashing large sums of money at market places, etc.) It is very safe to travel around Bali and Indonesia, although please be respectful of the local culture (especially concerning conservative clothing).

Q: *Do you have any travel agencies to Indonesia that you recommend I try searching to book my tickets?*

A: We are not working with any travel agencies in Indonesia. However, you can try searching some low-cost Asian airlines in Skyscanner:

Q: *When do I need to confirm my flight information with IHF?*

A: Please confirm your flight information as soon as possible, preferably at least a month before you depart but absolutely no later than two weeks before your scheduled arrival at the center. Email: [travel@ihfonline.org](mailto:travel@ihfonline.org) a copy of your booking confirmation that includes flight numbers and arrival times. You will be removed from our calendar if not confirmed within the deadline.

### Regulations

Q: *Do I have to arrive on any particular day of the week?*

A: No, in our Bali Center you can arrive whenever you want except some weeks in summer when we try to have volunteers arrive on specific days for logistic purposes. If that is the case you will be informed about it. If you want us to organize a pick up from the Airport to the center please let us know at least 1 week before your arrival.

Q: *I am only 16 and I and my friends (17 and 18) are really keen on volunteering in Indonesia. Although, we are really struggling to find volunteer work that is affordable and will accept us even though we are minors. I was wondering if there was some sort of loop hole or whether you could make some sort of exception to enable us to come to Bali and volunteer.*

A: Yes, we legally must have your parents' permission and communication though.

### Payment and money

Q: *What currency should I bring to the centre for my volunteering costs?*

A: If possible, bring in the local currency. If you are unable to please note that we cannot accept \$100 USD notes from the series H or “higher” (J, K, L...). I have got a few from our volunteers and it is impossible to change it, even in the big tourist areas.

*Q: Regarding the monthly payment - as I am not spending an entire month there is the payment pro rata based on the number of days I spend in the centre?*

A: Yes, a Work-Study volunteer pays 100\$/week i.e. 14.30\$/day and a volun-tourist 200\$/week i.e. 28.60\$/day. Change the rates

*Q. Also, I just wanted to check how much money previous volunteers have typically spent per week besides the IHF costs, so I know roughly how much to bring and how to budget.*

A: That's difficult to say, everything depends on what you want to do beside your IHF activity. Bali is very cheap and if you want to eat in one of our warungs next to the center you have to count around 5 USD for a complete meal (drink included, starter, main course). A small bottle of water cost you around 0.30USD. You have to keep in mind that the center is a little bit outside of Candidasa and if you want to go somewhere on your day off you will have to arrange transport.

## Donations

*Q: How do I collect donations from friends and family? Can they donate directly to me and then I give it directly to the center? Are these donations tax-free?*

A: Donations from US residents (for tax purposes) are tax deductible. Keep a list of who donated what and our Finance team will make sure they receive receipts. But we ultimately recommend to make the donation online, so you don't have to bring the cash to the center and then exchange it. For more information contact fundraising@ihf.org.

## Life at the centre

*Q: What is a usual day like in the Bali centre?*

A: Volunteers usually do their International Tasks in the morning. Although they are free to do other personal things like going to the supermarket, washing clothes, etc. Classes here start at 1pm and ends at 4pm. After classes we clean up, eat dinner together and maybe do a little more work on our computers.

*Q: What do the volunteers generally do on their day off?*

A: Some of the volunteers decide to stay in the center, others can go to Ubud, Kuta, Seminyak, temples, waterfalls etc. There is always something to do.

Q: *Is there hot water at the house?*

A: The house usually has hot water for the shower

Q: *How many beds are there at the Bali centre?*

A: There are 4 sets of bunk beds available for use at our Bali center + 3 single rooms. It is a standard IHF rule that members of the opposite sex cannot co-habit unless already married.

Q. *How will my accommodation be like? Will it have air conditioning or fan? Running water? Internet?*

A: Only volunteers have air conditioner but all rooms have fans. There is running water in the kitchen and bathrooms, and there is WI-FI in the center. We also have a washing machine. If there is anything else you need please notify us.

Q: *Are there places to shop near the center?*

A: There are various small shops located in our village and larger shops nearby in Candidasa a 10 minute drive away. There is a large supermarket in Amlapura - 40 minute drive and huge supermarkets in Denpasar 2 hours drive.

Q: *How many volunteers do you have working at the Bali-center at the same time, and how long period of time does the "average volunteer" stay?*

A: The numbers vary from month to month but our maximum capacity is 13. The average volunteer stays here between 1-2 months but we also have volunteers who stay for as long as 6 months or 1 year.

Q: *I bought a mosquito net, but will it be of use when sleeping?*

A: Yes, it will be of use, for sure. Some days there are no mosquitoes; other days there are a lot.

### Volunteers' duties

Q: *Is there work to be done while the children are on holidays? If so what would we be doing?*

A: Bali observes Christian, Hindu and Muslim holidays so at least for a few days while you volunteer children will not be at school. While the children are on holiday, there will still be things to do at the center such as helping plan and organize classes, fixing up the buildings, etc. And the extra time enables volunteers to focus on their international tasks

*Q: Unfortunately I will not be able to fulfill the pre-trip tasks prior to my arrival in Bali. Would that be acceptable?*

A: Legacy Volunteers must complete their pre-trip task at least 7 days prior to their arrival at the center. If they fail, they will have to switch to voluntourist program, with all its financial consequences.

### IHF, Bali and Indonesia

*Q: What are the differences between the different Indonesian centers?*

A: Bali, Aceh & Medan are Educational Centers only. We hold classes at these two centers, but no children live on the premises. Jakarta is a Safe-Home & Education Center, and children live on the premises

*Q: Would there be many native speakers around the center as I am learning Bahasa Indonesia at my University and would like to be able to practice talking with them?*

A: There will definitely be local speakers at the center, as our local staff are native Indonesian speakers. The children too will be native speakers, and it is a good way for them to learn English by having someone who can communicate in both languages.

*Q: Should I be aware of any cultural impacts in Bali?*

A: Bali has a lot of Hindu ceremonies, almost every week there is an important ceremony and sometimes classes are cancelled because of this. Also we should not forget that we are located between a Muslim and Hindu village; we have to respect both cultures and religions.

### General information

*Q: Could I please contact a few previous volunteers who have been to this center so that I can learn more about their experience?*

A: Yes, you can check our blog at [ihfblog.wordpress.com](http://ihfblog.wordpress.com). with the stories of former volunteers. If you would like to contact alumni, please email [acceptancedenial@ihfonline.org](mailto:acceptancedenial@ihfonline.org) to be put in contact with recent alumni.

*Q: What is the best way for my relatives or friends to contact me in case of an emergency?*

A: There is internet access at the centre so family can e-mail [balicenter@ihfonline.org](mailto:balicenter@ihfonline.org) , or call you on your mobile. Volunteers can also forward the phone numbers of the co-directors to family for emergency use.

*Q: I would like to know more about what is being taught at the Bali center. Is there anything I can do to prepare before I arrive?*

A: The children at the Bali centre are at different age and ability levels. Some are learning colors and items, others are advanced and learning the construction of the English language and some are anywhere in between that. Remember to try to make class fun! Research learning games and activities.

*Q: Are you able to suggest any organizations that may be able to help me with donations for the center?*

A: If you are looking for organizations that may help you with donations contact your local hash harriers, lions club or rotary club.

## 7. Photos of the Bali Center and the children

