



# FIFI SOCCER FOUNDATION

*Changing lives through education and sports*

**Volunteer Handbook:** Fifi Soccer Foundation



**Dear Volunteer,**

Thank you for your decision to participate in the Fifi Soccer Foundation volunteer program. Fifi Soccer Foundation (FSF) is a non-profit, non-governmental organization that empowers orphans and underprivileged children in Ghana through education and sports. Our goal is to give these children the best environment and opportunity to reach their full potential and to have a better future. We nurture within them the commitment to give back to their families, their communities, and their country.

Fifi Soccer Foundation is currently serving about 50 children of both boys and girls between the ages of 6-12 years old. We have 20 selected academy boys soccer players and 10 orphans from Ayenya. The rest of the children are the community children that we support through our programs. However, we also offer adult literacy and health care programs available to the community. We serve the entire community because we believe that it takes a whole village to raise a child. **See the Fifi Soccer Foundation website [www.fifisoccer.com](http://www.fifisoccer.com) for more information about our programs.**

Furthermore, living and working in Ghana can be an additional challenge for volunteers. Despite these challenges, your time spent with the staff and children will not only help them, but will also help with your growth as a person. It will also teach you to recognize your ability to learn and to adapt for the benefit of others. Sometimes cultural differences regarding behavior, education, concept of time, and consistency may make some situations difficult to understand, however, be patient. You can discuss the issue with our volunteer coordinator who will try to resolve the issue.

Volunteers help in the growth of the children. When our beneficiaries interact with volunteers, they improve their language and sports skills and increase their chances of succeeding at school and at sports. Their self confidence grows, their skills improve, and they can make better choices toward their future.

Each volunteer will have a job description and work schedules, which will be given to you by the volunteer coordinator. Please keep in mind that we will do our outmost best to make your experience in Ghana a positive one. Much of your success will depend on your ability to be self-motivated and to take the initiative.

We thank you for participating in the Fifi Soccer Foundation Volunteer Program and we hope that this information will help equip you for a productive, fulfilling, and pleasant stay in Ghana.

**Akwaaba!**



## **BY LAWS**

### **FINACIAL**

- The payment must be made according to the Fifi Soccer Foundation Volunteer Coordinator instructions before you start your volunteer period. Consider that we have been booking your place of stay already and we have been doing our budget considering your contribution.
- The fee includes a minimum of 5 hours work a day, five days a week.
- The payment covers: administrative cost for the volunteer program, accommodation, 3 meals a day, onsite assistance, airport pickup at the arrival and departure day and work placement.
- There will be no refunds.

### **FIFI SOCCER FOUNDATION COMMITMENT**

- Our Volunteer Coordinator is here to help you with any problems arising in your work or stay in Ghana, however, you are here as an ADULT or under the SUPERVISION of an adult at your own decision. The coordinator is NOT here to solve your big personal problems, legal problems, or problems with the law.

### **VOLUNTEERS COMMITMENT**

- Volunteers will be given a weekly schedule about their specified work. Any changes to the schedule: days off, duties, tourist plans must be approved by the Volunteer Coordinator. Please take your work seriously, you are taking great part in the life of the children.
- It is important to interact with the children in ways that education, improve and help with their self-esteem. Keep in mind that most of these children are orphans or street children and has gone through a lot in life, so make sure not to dig into their past and personal life.
- In order to respect the privacy of the children, make sure you don't take inappropriate pictures of them.
- Fifi Soccer Foundation does NOT permit the drinking of alcohol or smoking (tobacco or other) within Fifi Soccer Foundation or within the sight of the children.



- Appropriate or modest dress and grooming is required.
- Volunteers who want to give gifts to the children must follow the direction of our Volunteer Coordinator.
- All tourist or educational trips with the children should be approved by the Volunteer Coordinator.
- It is forbidden to have an intimate relationship with the children at the foundation. This will result in imprisonment.
- All volunteers must fill out a volunteer survey at the end of their stay. This will help Fifi Soccer Foundation to improve on the program.
- A volunteer who does not comply with the foundation's internal rules will be asked to leave at any time at their own expense.
- Please remember that during your volunteering period, you will be seen as a representative of Fifi Soccer Foundation.

## **ACCEPTED BEHAVIOR**

- Volunteer must be respectful, adaptable, and humble.
- Volunteers must be sensitive, assertive, and flexible.
- Be approachable and tactful.
- Be able to work with little supervision.
- Be able to manage time effectively. Not troublesome.
- Dressed appropriately and modestly at all times.
- Work effectively with children and staff members.

## **SUGGESTIONS**

- Make sure you have mosquito nets, repellent, and bug spray with you.
- Make sure you have water with you at all times to stay hydrated.
- Make sure to put valuable items at a safe place to avoid being stolen or missing.
- Don't be surprised if children on the street or staff members ask you for money or gifts. You should respectfully decline with a smile or friendly joke.



- When you feel sick, **PLEASE** let the Volunteer Coordinator know. He/she will instruct you about what to do and where to go. We will have health personnel on site at all times.
- We highly encourage you to use your days off to do some tourism. Fifi Soccer Foundation will have tourism schedules that will be handed to you.

## ABOUT MONEY

In Accra, most of the banks are in **OSU**, in Oxford street (you can take a car from our location to 37, in Accra, and from there, you can take another car to Oxford street). The banks for changing traveler's cheques are **Barclays** and **Standard Chartered Banks**. **Forex Bureaus** will change dollars or pounds to the local currency, **Cedis**.

With **Master Card** you can get money at the main office of Barclays Bank, located at **Bank Road in Accra**.

There are **ATMs** in Legon and Accra at the food courts at the petrol station.

## VOLUNTEER DUTIES

Volunteers must help in the education and sports area. We want to provide the best education for these children and we believe your experience and expertise can help equip these children.

- **Librarian:** To help in creating systems for organizing and maintaining the library programs and activities.
- **ICT:** A volunteer to help with our after-school ICT program in the lab for the children. To help the children to be familiar with using computers and help improve their typing/writing skills.
- **Teachers:** We need teachers in all aspects – English, Math, Science, Music, Dancing.
- **Sports Coaches:** We need volunteers to help with all the sports programs we offer- soccer, basketball, and volleyball.
- For volunteers that are here with soccer teams, we will have our **Volunteers Cup Tournament Classic**.



## GHANA

**Location:** Ghana is situated in West Africa, just above the Equator. The Greenwich Meridian passes through its main industrial city, Tema. Ghana shares common boundaries with Togo in the east, Burkina Faso in the north, and Cote D'Ivoire in the west. The Atlantic Ocean is at the south.

Ghana is divided into 10 administrative regions and 110 district assemblies. **The Regions are:** Greater Accra, Eastern, Western, Central, Volta, Brong Ahafo, Ashanti, Northern, Upper East, and Upper West.



**Capital:** Accra

**Population:** 28.21 Million

**Status:** Republic, Former British colony. It won independence on March 6<sup>th</sup>, 1957 and became the first country south of the Sahara to be free. Ghana became a Republic on July 1, 1960.

**Area:** 238,537 square kilometers.

**Climate:** Tropical, temperatures are generally between 29 and 32 degrees Celsius. It is usually breezy and sunny. In the south, there are 2 rainy seasons, from March to July and from September to October, separated by a short dry season in August and relatively dry from mid-October to March. The north has only one rainy season, that is from July to September.

It is hot and humid in the Southwest, with annual rainfall averaging 2,030mm. The extreme southwest, around Axim, records the heaviest rainfall. The southeast coast is warm and comparatively dry; the north is hot and dry.

Ghana has about 550 kilometers of coastline of sandy beaches. The vegetation of coastal plains gives way to tropical forest at the center while the north is Savannah.



**Ethnic Groups:** Twi and Fante-speaking Akans (44%), Mole Dagombas (16%), Ewes (13%), Other (27%).

**Religion:** Christian (63%), Muslims (16%), Traditional religion (21%).

**Language:** English (Official language). The main local languages are Twi, Fante, Ewe, Ga, Dagbani.

**International Affiliation:** Member of the UN, Commonwealth, Economic Community of West African States (ECOWAS), Organization of African Unity (OAU), Non-Aligned Movement etc.

**Workforce:** Basically, an agricultural country. Agriculture accounts for 45% of Gross Domestic Product (GDP) and employs about 60% of the workforce.

**Government:** Parliamentary Democracy. Single chamber of 200 Parliamentary members.

**Education:** Ghana operates a 12-year pre-university education; 6 years of primary and 3 years each of Junior Secondary School and Senior Secondary School. Ghana has 5 public universities and other private universities, 8 Polytechnics and 22 Technical Institution.

**Currency:** Cedis/Peswas (100 Peswas = 1 Cedi). Flexible exchange rates.

**Economy:** Main exports are gold, cocoa, timber, bauxite, manganese, diamonds which are called traditional exports, and horticulture products, handicraft, processed food and manufacture goods called non-traditional exports.

**People:** People in Ghana overall are very friendly and have a good sense of humor. At times this may get you out of embarrassing situations, like when a lot of people ask you to marry them or be their boyfriend/girlfriend or when people ask you to buy them something. Ghanaians are also quite honest in their dealings with money, so don't worry yourself all the time that they are trying to trick you, as this is usually not the case. On the other hand, you want to be careful with your belongings and your money and be careful of any stranger.

**Suggested Sights:** The best guidebook is Brandt's Ghana. You can google and read about it. Our Volunteer Coordinator will also provide you with a list of tourist places to visit while in Ghana. Economically, Ghana is one of the most successful countries in West Africa. It also has a lot of tourist attractions to offer to its visitors. Transportation is good for African standard, and since it's a relatively a small area, it is very easy to get around. It is important for you to know that transportation on Sundays is difficult to get public transport. As a volunteer, you may have a discount in some places. Be sure to inspire!

**Distance from the foundation to:**

**Volta Lake.....50 minutes**



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<b>Somanya</b> .....	25 minutes
<b>Dodowa</b> .....	25 mins (Internet at several places)
<b>Madina</b> .....	1 hour (Internet all around)
<b>Accra</b> .....	1 hour 30 minutes (Internet everywhere)

## PLACES TO TRAVEL

- **Accra:** As the capital, Accra is a vibrant city with some good museums and many colorful markets. *The Arts Center*, between the city center and *Independence Square*, is where artisans gather to sell their wares and entertainers come to take advantage of the crowd. The Arts Center is also the best craft market in the country. Right at the heart of central Accra, *The Makola Market* brims with glass head and batik sellers, while *Kaneshie Market* on the western side of the city is the one to hit for mouthwatering foods and spices. As for the beaches, *Labadi Beach* seems safe, but has a reputation for not being so. There's a charge around \$200 to get in because the outside is not that clean. OSU also makes a nice walk around, especially for shopping and cafes or restaurants as well as nightclubs.
- **Cape Coast:** The coast towns of Ghana played a significant role in the days of the slave trade and there are many forts that reminds you of this period. *Elmina* is a small, vibrant fishing village west of Cape Coast. You can visit the *Saint George's Castle* (1482) and *Fort St Jago* (1652) which played a key role in housing hundreds of slaves during the inhumane slave trade activity at the time. Visiting these castles will leave you with the deep impression of how miserably the slaves were treated. *Kakum National Park* is some 22 miles north of Cape Coast. The *Kakum National Park* comprises of 139 sq miles dense vegetation, packed with monkeys, elephants, antelopes, and over 200 species of birds. Come between May and October for the best chance to see the elephants. It's a rain forest with *canopy walk*. You can spend the night in the park, in an open air.
- **Koforidua:** It takes about an hour from the foundation to Koforidua. There you can find wonderful beads market every day. *Aburi Gardens* are well maintained gardens with a variety of exotic plant life from around the world. Two tall and well-named 'monkey pot' trees from Brazil are supposedly able to trap our tree-swinging ancestors. The oldest tree is a kapok tree (approx. 150 years old) and is facing the park's beautiful headquarters building. You can also see a lot of butterflies and birds.



## **CONTACT LIST**

Fifi Baiden	President/CEO	00 (+1) 805 729 7259 USA
David Dudor	Head of Staff and Operations	00 (233) 241143707 Ghana

## **TOURIST BOARD**

Tesano, Near Police Station

P.O.Box GP 3106 Accra

Tel: 021 222153 / 021 231817 / 021 244794

Email: [gtb@africanonline.com.gh](mailto:gtb@africanonline.com.gh)

## **IMMIGRATION**

Ghana Immigration Services

PMB

Ministries Post Office, Accra, Ghana

Tel: 021`221667 / 021 224445 / 021 225321

## **EMBASSIES AND CONSULATES**

### **American Embassy**

Ring Rd. East, Osu

P.O. Box 194 Osu

Tel: 021 775347/9

### **Great Britain & Northern Ireland Embassy**

1 Osu Link

P.O. Box 296

Tel: 021 221715 / 021 221665 / 021 667657

### **German Embassy**

N 6 Ridge St., North Ridge

PO Box 1757

Tel: 021 221311 /021 221326 /021 241082

### **Canadian High Commission**

N 46 Independence Ave

P.O Box 1639

Tel: 021 228555 / 021 773791 / 021 211523



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## AIRLINES

### **Kotoka Airport**

Airport Rd.

Tel: 021 776171 / 021 777406

Email: [info@gcaagh.com](mailto:info@gcaagh.com)

### **Alitalia**

C813-Ring Rd Central

P.O Box AN 10907

Tel: 021 241549 /021 241551 /021 229813

### **Emirates Airlines**

Ground floor, Meridiam House, Ring Rd Central

P.O. Box KIA 30331

Tel: 021 230319 / 021 226407 / 021 226717

### **KLM Royal Dutch Airlines-Accra**

Airport Office

P.O. Box 2223

Tel: 021 776509/ 021 770382

### **Lufthansa**

Meridian House, Ring Rd Central

P.O Box 3800

Tel: 021 243893 / 021 243894 / 021 243895

### **British Airways**

60 Liberation Rd, Woolworths bld. Airport

P.O. Box GP2087

Tel: 021 775400 / 021 761762