



**GET INVOLVED!  
BECOME A  
VOLUNTEER**

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# CHRISTINA NOBLE CHILDREN'S FOUNDATION

# VOLUNTEER PROGRAMME

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Thank you for your interest in the Christina Noble Children's Foundation Volunteer Programme. We appreciate that you are willing and enthusiastic to volunteer your time, effort, skills to help sick and underprivileged children in Vietnam. This handbook is a guide to the CNCF Volunteer Programme to provide socio-psychological support at our Sunshine Social & Medical Centre and aims to give you an accurate representation of life in Vietnam as a CNCF volunteer.




Volunteers have been part of CNCF since its establishment in 1991. The role of the volunteer is vital and over the past 30 years we have been left proud and impressed by the tireless efforts of those willing to give up their time to assist CNCF and the children in our care. Each volunteer's enthusiasm and energy as well as the love, care and support they provide to the children is invaluable.

The CNCF Volunteer Programme provides vital support to the centre staff and contributes to the high standard of care provided to the children. Equally as important, the CNCF Volunteer Programme aims to promote public awareness, allowing a better understanding of the types of dangers, social issues, challenges and difficulties faced by children in Vietnam as well as to highlight the many services undertaken by CNCF to address these issues.

Please take the time to read through this document and if you have any questions, please do not hesitate to contact the Volunteer Coordinator: [volunteer.vn@cncf.org](mailto:volunteer.vn@cncf.org).







“ THE FUTURE OF OUR WORLD  
IS THE FUTURE OF OUR  
**CHILDREN,**  
OUR BEAUTIFUL CHILDREN.  
FOR MANY OF THEM,  
IT IS A MATTER OF GIVING THEM  
BACK THEIR FUTURE,  
GIVING THEM A LIFE,  
GIVING THEM HOPE AND  
GIVING THEM THE  
**CHILDHOOD**  
THEY DESERVE.

• CHRISTINA NOBLE ”



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**CHRISTINA NOBLE  
CHILDREN'S FOUNDATION**



# 01 CHRISTINA NOBLE CHILDREN'S FOUNDATION (CNCF) AT A GLANCE



## CHRISTINA NOBLE

*street children of Ho Chi Minh City. I would work with the ill and unwanted, with the lonely and the misbegotten, with the thrown-away children of this war-torn country. I would work with the children who were living as I had for so long ago in Dublin*" Extract- Bridge Across My Sorrow. Christina Noble.

Christina Noble has written two international best-selling books "Bridge Across My Sorrows" and "Mama Tina" published by John Murray. Both books are a great source of information, are inspirational and moving reads, and provide a clear understanding of why Christina was compelled to establish the Foundation in Vietnam in 1991 and Mongolia in 1997.

### **Christina Noble OBE,**

Founder of the Christina Noble Children's Foundation, is an exceptionally inspiring person and a real true champion of children's rights. Christina's passion for children's rights is rooted in her own upbringing. Christina Noble, herself once an orphaned child and living on the streets of Dublin, Ireland, by her own effort and example and with an unselfish willingness to serve others, has shown the world that street and impoverished children are a vital part of humanity and that the abuse and maltreatment they suffer can be stopped.

*"My decision was made. Here in Vietnam, my dream, my destiny, would be fulfilled. Here the pain and sorrow and the loss of my childhood in Ireland would be resolved. I would work with the*



# VISION

A united world free from suffering, poverty, exploitation, fear and oppression.



# MISSION

CNCF is dedicated to serving the emotional, physical, educational and medical needs of vulnerable children. We believe that every child is an individual who deserves love, respect and freedom from all forms of abuse and exploitation. We establish long-term relationships with the children we support and empower them and their communities to live happy, emotionally rich, and independent lives.



# VALUE

Our values represent our beliefs and guide how we behave. They are: Love, Compassion, Respect, Honesty and Integrity.



# CNCF PROJECTS IN BRIEF

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The Foundation was established in 1991, and has since championed over a 120 projects in Vietnam and Mongolia. These projects include areas in: medical care; education; sheltering; sponsorship; scholarships, centres for children with disabilities; residential homes for children at high risk, construction of schools and medical stations in rural areas, mobile night units, access to clean water; emergency family assistance; revolving loans; and a range of extra-curricular activities in sports, music and arts, among many other.

In the past 30 years CNCF has directly helped over 700,000 of the poorest and most vulnerable children and their families, but has impacted a total of over one million people with its humanitarian services.

## CNCF GROUP

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CNCF is a British Registered Charity Reg Number 10078/email [uk@cncf.org](mailto:uk@cncf.org) and has small supporting group fundraising hubs all with their own charity registration in the following countries:

 Australia	<a href="mailto:australia@cncf.org.au">australia@cncf.org.au</a>
 France	<a href="mailto:france@cncf.fr">france@cncf.fr</a>
 Republic of Ireland	<a href="mailto:ireland@cncf.org">ireland@cncf.org</a>
 Hong Kong	<a href="mailto:hongkong@cncf.org">hongkong@cncf.org</a>
 Italy	<a href="mailto:italia@cncf.org">italia@cncf.org</a>
 USA	<a href="mailto:usa@cncf.org">usa@cncf.org</a>







**SUNSHINE CENTRE**



## 02 SUNSHINE CENTRE

As a Volunteer, you will work at the Sunshine Social and Medical Centre (SSMC), which provides an international standard of healthcare, free of charge to orphaned children or children whose families can't otherwise afford treatment and long or short-term in-patient facilities for children with severe medical conditions.

Jointly run with the Ministry of Labour, Invalids and Social Affairs (MOLISA), the Centre is now in its 30th year of providing essential medical and life-saving services to the local Vietnamese disadvantaged community.

The Sunshine Centre houses the following units over three floors:

- The Intensive Monitoring Unit (IMU)
- The Residential Care Unit (HoaMi)\*
- The Kindergarten (Son Ca)\*
- The Outpatient Clinic

\*In Vietnamese, Hoa Mi is 'nightingale' and Son Ca is 'songbird'. The sound of happy children is sweet music to our ears and the nursery and kindergarten were thus named.

Volunteers will mainly be assisting within the IMU and Hoa Mi groups at the Centre.





# INTENSIVE MONITORING UNIT (IMU)

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Provides free medical and nutritional treatment for a maximum of 20 babies and infants up to the age of 2 years old. We admit children at the foundation who are orphans or whose families are living on the verge of destitution, by referral from hospitals and other children's centres in Ho Chi Minh City and the surrounding areas.

Each child is assessed and provided with their own healthcare plan to address their specific needs and we monitor their progress daily.

# THE RESIDENTIAL UNIT (HOA MI)

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Provides medical and rehabilitative treatment and support for 30 children aged 2 – 6 years old. Many of the inpatient children are physically or mentally impaired; others may be suffering from severe malnutrition. We provide them with the opportunity for growth and development and seek to enhance their early life skills through a range of in-patient treatments focused on:

- Nutritional support
- Medical treatment
- Physical assessment
- Rehabilitation
- Physiotherapy
- Education
- Emotional support

# KINDERGARTEN AND OUTPATIENT CLINIC

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The **kindergarten** allows parents living in poverty the ability to seek or remain in work with the knowledge that their child is being cared for in a safe and caring environment and whilst their educational, nutritional and healthcare needs are being met.



At our **Outpatient Clinic** we provide free primary health checks and treatment for children suffering from non-life threatening illness whose families couldn't otherwise afford treatment.





# THE VOLUNTEER ROLES



# BENEFICIARIES

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The Centre admits newborns to 6 years old with severe health conditions such as, but not limited to malnourishment, hydrocephalus, cerebral palsy and respiratory diseases.

Most of the children have intellectual and physical impairments of one form or another. The children are divided into 2 groups:

**IMU** | Newborns up to 24 months old.

**HOA MI** | 24 months up to 6 years old.





# A VOLUNTEERS' CONTRIBUTION TO THE CHILDREN

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Below is a list of actions and mindsets you will be expected to bring with you into your work at Christina Noble Children's Foundation.

## **Support socio and psychological development**

Volunteers will focus on the socio and psychological development of the children at the centre through the integration and interaction with different activities and games - as per schedule - at either a one on one level or in a group scenario. They will also take children on excursions to the park and such like, provide support to the staff wherever necessary.

## **Each child is different**

Volunteers have a responsibility to get to know the characters of each child they interact with in order to fully maximise the benefits of such interactions for emotional and developmental growth. The Volunteer Coordinator and staff will help in overcoming the language barriers, but volunteers must be aware that all children have different mindsets, stages of development, emotional, physical intellectual ability and personality. Give them time and space to get to know you and to open up to you, and always at the child's pace.

## **Adapt the activities**

Volunteers need to account for the individuality of each child they are working with, and understand the needs to adapt activities depending on their level of comprehension.

This must be done with care and without judgment or comparison. Activities need to be adapted per skill and understanding of each child.

## **Build positive rapport**

As a Volunteer at CNCF, you must remember to give love and attention equally to all children - avoid favouritism. As the volunteer period is only a short time, try and avoid fostering bonds of dependence with the children, as this can impact them negatively when you eventually finish your time with CNCF. Ticks and cuddles are appropriate, but never only to one child in particular. We encourage you to show love to children in other ways: preparing high quality activities, playing, singing, laughing with them, sharing their success and such like.

## **Create a cheerful and safe environment**

The Sunshine Centre is a happy and cheerful place designed to assist in a child's growth and development both medically and emotionally. Volunteers will help to create this nurturing and communal space by bringing their positive attitudes into their interactions with the children, other volunteers and the centre staff.

# DAILY WORK WITH THE CHILDREN

## TASKS

- Implement educational and playful activities adapted to the children's stage of development, one on one and group focus.
- Take the children to the playground and on excursion to the park.
- Implement outdoor interesting and enriching activities adapted to the children's skills.
- Guarantee health and safety procedures.
- Update children's profile.
- Organise performances or games with the children for CNCF events.
- Maintain the office clean and in order.
- Disinfect the toys once a week.
- Fill in "Weekly Report Form" and "Individual Child Development Plan".

Volunteers work Monday to Friday from 8:00 am to 4:30 pm - an average of 30 hours per week. They have a long lunch break from 10:30 am to 1:30 pm, as children take a nap during that time. On Friday there is a team meeting after 10:30 am and a scheduled toy cleaning routine just after it. In order to prevent infections all toys are bleached once a week.

Volunteers are in charge of this task and others: organising the materials in the office, updating children's profiles, organising parties at the centre and supporting special events such as Children's Day, Tet Festival or Christmas.

On average, it takes between 2-3 weeks for a volunteer to become settled and comfortable with the environment of the centre, especially due to the language barrier.







# VOLUNTEERING IN HOA MI

<b>MONDAY</b>	Arts & crafts
<b>TUESDAY</b>	Logic
<b>WEDNESDAY</b>	Practical life
<b>THURSDAY</b>	Sensorial stimulation
<b>FRIDAY</b>	Music, movement & storytelling

Volunteers work according to a weekly timetable so that the children get the most out of a structured routine and enjoy a variety of activities. This is an example of a volunteer's typical work week. Volunteers will prepare an activity plan according to the established routine and specified for the children's skills and developmental stages. There are morning activities, group activities, one to one activities and outside playtime.

Volunteers will take our Hoa Mi children on excursions to the park twice a week. We bring balloons, bubbles and balls which the children love and have great fun with. Volunteers are expected to maintain the safety of the children that use the playground equipment. Most of the children are not completely independent in their motor functions such as walking, running or supporting themselves on equipment. IMU children do not go on excursions, but volunteers allocated on that floor will support the Hoa Mi group on these particular days.





# VOLUNTEERING IN IMU

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The activity programmes for the IMU group are more basic in nature accounting for the changing dynamics of the group. Weekly/monthly plans are designed with flexibility in mind, taking into consideration each child's individual needs and health conditions.



'TACPAC' is a sensorial stimulation programme that combines music and pressure massages with different objects to help young children make contact with their own bodies, their environment and other people, all within a safe and accessible environment.



Be reassured that our Volunteer Coordinator will assist you as much as possible in making sure you feel comfortable in the various environments you will be expected to operate in whilst working with the children at CNCF.





# TERMS OF THE VOLUNTEER PROGRAMME



# COMMITMENT

**The minimum volunteer period is 2 months.** If you live in Ho Chi Minh City we also welcome part-time volunteers. This time allows you to adjust to life in Vietnam, be trained to handle your responsibilities as a volunteer, and get you ready to make a positive impact on the lives of the children at the sunshine centre. Two months allow the children you will be working with to build a bond of trust with you, creating a strong relationship that feeds the best type of social and educational growth. Please, check the available calendar and submit your completed application 2 months before your desired starting date.



## AGE

The responsibilities and tasks of volunteers require maturity and physical ability. Volunteers must be 21 or over, for further information on age restrictions and why these are in place, please contact CNCF's Volunteer Coordinator at [volunteer.vn@cncf.org](mailto:volunteer.vn@cncf.org).

## BACKGROUND

Given the nature of the work, the programme gives priority to volunteers with a background in Education, Occupational Therapy, Speech Therapy, Psychology, Social Work and other professional training related to child care and education.

Although people with a background in Education are preferable; CNCF will also consider applications from people with at least one year of experience working with children in formal or informal education with a supervisor (proof required, either reference letter or copy of the contract).





# 2020 VOLUNTEER CALENDAR

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## JANUARY

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

## MARCH

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JUNE

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## JULY

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## AUGUST

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SEPTEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OCTOBER

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# HEALTH CONDITION

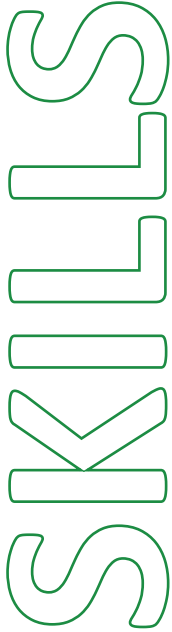
Volunteering at the medical centre is both physically and mentally challenging. Therefore, applicants cannot have any injuries (in their neck, back, shoulders, arms, etc) or physical impairments as they need to pick up children and carry them upstairs and downstairs on a daily basis. Applicants must also be mentally healthy. It is the policy of CNCF that applicants with mental health impairment that would leave them unable to care for themselves or the children in their care will unfortunately not be considered for a volunteer position.

Any injuries suffered or mental conditions diagnosed prior to beginning the recruitment process or directly after it, must be brought to the attention of the Volunteer Coordinator and they will inform the applicant if he or she remains eligible.

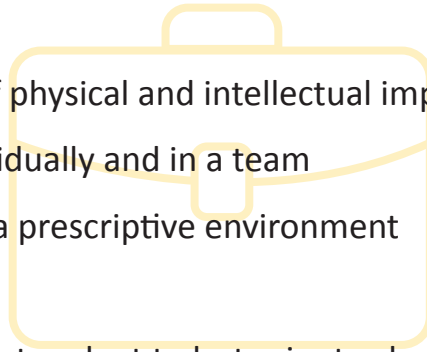


# ARRIVALS & DEPARTURES

Arrivals and departures for volunteers are scheduled so that all volunteers receive a 2-day training delivering the volunteers:



- An understanding of children's developmental stages and behaviours
- Practical experience working with children - preferably with babies and toddlers
- An understanding of physical and intellectual impairments
- Ability to work individually and in a team
- Capacity to work in a prescriptive environment
- Reliable and mature
- Dynamic and flexible to adapt to last-minute change of plans
- Respect for other cultures and practices
- Easy-going character, cheerful attitude



Volunteers must be financially independent. Unlike most other overseas charitable organisations, CNCF does not charge volunteers a fee to engage in volunteer work. There is however an administration charge of US\$280 upon arrival which must be paid to the receptionist only on your first day at CNCF Vietnam. You will be provided with an official CNCF receipt for this upon payment. These funds contribute to the running of CNCF's Volunteer Programme department and ensure its future continuation.

CNCF is not able to cover any expenses you will incur during your time volunteering with us. Accommodation and meals are not provided, but there are many inexpensive options for both depending on your budget. Your Volunteer Coordinator will advise you further on this.





# DAYS OFF & SICK LEAVE

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Outside of the specified volunteering hours - Volunteers are entitled to one day off per month, this should be applied for two weeks in advance and a maximum of two people may take leave at the same time. This, however, will be dependent on the number of volunteers and approval is at the discretion of the Volunteer Coordinator.

The Volunteer Coordinator should be contacted directly and in a timely manner in the event you find yourself sick, running late, or circumstances arise that require you to have a day off. The Foundation reserves the right to cancel the volunteering activity with immediate effect of any volunteer who is found to be carrying a contagious disease.

# PRESCRIPTIVE ENVIRONMENT AND OUTBREAKS

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As in any medical centre, there are rules and procedures that must be followed by the staff as well as by the volunteers. SSMC is a prescriptive environment in order to keep the place healthy and safe for children. Volunteers must pay attention to the routine at the centre and follow any instruction given by the carers or medical staff at all times, as the children's conditions could change rapidly given their vulnerable health conditions and there could be important "last-minute" protocols that need to be implemented.

Infectious conditions like Scabies, Chicken Pox, Hand Foot & Mouth Disease and Measles are treated in the centre. Very occasionally outbreaks of these diseases may occur and consequently one or more floors within the medical centre will be closed down to visitors and volunteers. This situation is beyond the control of the Foundation. CNCF will arrange alternative activities in the event of an outbreak for volunteers.

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**Note:** if you have any questions about the volunteer requirements, or want to contribute to CNCF but do not satisfy the above criteria please contact the Volunteer Coordinator explaining how you feel you could impact CNCF in other ways.

# CHALLENGES FOR VOLUNTEERS

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## HEAT & HUMIDITY

Vietnam is a very hot and humid country. Temperatures will rarely drop below 30 degrees. Air-conditioning units are not used in the children's areas for health reasons but wall mounted fans are in place.

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## TRAFFIC & NOISE

Ho Chi Minh City is a densely populated city with heavy car, pedestrian and motorbike traffic. Not many streets have stable pavements, and motorbikes will often mount the sidewalk to get around traffic jams. Caution, common sense and an overall calmness will make navigating the streets of Saigon an experience to write home about.

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## LANGUAGE BARRIER

English is naturally not the first language of Vietnam. The medical centre staff have only very basic levels of understanding, so utilising other forms of communication and adapting to situations will be necessary in such an environment and will challenge your interpersonal skills.

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## PHYSICALLY CHALLENGING WORK

The children require a lot of energy to keep them engaged, and on a daily basis, volunteers will be engaged in physical activity, whether carrying the children inside or outside of the centre, or supervising their activities.

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## CULTURAL DIFFERENCES

Working whilst immersed in a new and different culture is challenging. The experience presents the opportunity to learn about both the country and yourself by being patient and understanding different cultural practices and behaviours, which may at times seem different or strange.

The Volunteer Coordinator is always available to talk with you about challenges, questions or observations that you may find confronting or confusing. It's valuable to ask questions and coupled with the assistance of the CNCF staff, hopefully your own understanding will grow from the exposure to a new culture. Whilst working with us, CNCF expects volunteers to respect their surrounding environment and culture at all times.

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**RECRUITING PROCESS**



# FIRST STEP

Send your completed application with required documents



## FILL IN THE APPLICATION FORM

- Choose your preferred arrival dates according to our calendar.
- Send your application documents 2 months prior to your desired starting date.



## BACKGROUND INFORMATION

- CV or resume
- 2 reference letters (professional & character)
- Academic Record (related to child care/education)
- For people with no education background: proof of one year experience working with children under supervision



## PERSONAL INFORMATION

- Attach a copy of your passport.

Application form: complete the on-line application in the following link. Contact the Volunteer Coordinator if you have any problems on email ([volunteer.vn@cncf.org](mailto:volunteer.vn@cncf.org)). Applications must be submitted 2 months prior to your desired arrival date, as the process can take some time.



## CV & RESUME

Summary of your background, professional experience, volunteering and your skills.

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## TWO REFERENCE LETTERS

**One professional letter:** a recommendation from a person who can speak for your suitability and qualifications for a job. A professional reference typically is written by a former employer, a colleague, a client, a supervisor or someone else who can vouch for your abilities in a professional environment.

**One character letter:** a character reference is a brief assessment of you as a person - your strengths and weaknesses, your attitude and experience and so on - based on the view of someone who knows you well. A character reference should be as objective and impartial as possible, so you shouldn't ask a near relative or close friend. You can ask a colleague you have worked a long time with, a client, somebody relevant in your community, a teacher, a doctor, etc.

## ACADEMIC CERTIFICATE

Your academic transcript. If you are still studying, please send a copy of your last official academic report or any other document that proves your enrollment.

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## EXPERIENCE WORKING WITH CHILDREN

Your role as a volunteer involves daily interaction with children, please include any relevant information about your experience in that field. If you have no background in education, please show evidence of at least one year of experience working with children in formal or informal education with a supervisor. Present a reference letter of your supervisor indicating your role and length of the experience or a copy of your contract.

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## COPY OF YOUR PASSPORT

Scan your passport or send a picture of it.





## SECOND STEP

**Skype interview:** If your application meets the requirements, the Volunteer Coordinator will contact you to arrange a 60 minute interview via Skype.



### POLICE CLEARANCE

Get in touch with your local police authority to find out the steps needed to get your police clearance. This document is compulsory to work with children.



### HEALTH REPORT

Health report or a doctor's statement to confirm you have no current injuries and that you are fit to perform physical activities.



### INSURANCE

Copy of your travel insurance covering your time in Vietnam (including medical evacuation).

# POLICE CLEARANCE

A police clearance is compulsory for all volunteers who work with children at CNCF. This document can be obtained from your local police authority or online and should be applied for in the early stages of your application. In some countries this process can take longer than 3 months - for example in the UK. It is important you are aware that you will not be able to work with children at CNCF without one, as these are requirements under our child protection policies and the laws of Vietnam.

## HEALTH REPORT

To ensure your volunteering experience is a positive one, we ask that you be in a good state of health as working with children in a hot tropical climate like Vietnam can be taxing.

All volunteers are required to provide a health report or a doctor's statement confirming they are of an acceptable standard of health and able to undertake voluntary work. The doctor statement must reflect that you have no neck, back, shoulder, hip or knee injuries and that you are in good health to perform a physical job.

## HEALTH INSURANCE

It is necessary to obtain travel insurance (including medical evacuation) before departing for Vietnam. Medical care in Vietnam can be expensive. Please check carefully that your policy covers you for the activities you want to undertake.

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## ACCEPTANCE PACK

- ✓ You will receive a Conduct Guide, a Child Protection Policy and other relevant documents.
- ✓ Read them and return them signed.

Once you have provided all the required documents you will receive an acceptance pack, which includes a Conduct Guide, a Child Protection Policy and other relevant documents. The acceptance pack is designed to guide and manage the relationship between the volunteer and the Foundation, and thereby minimise the chances of difficulties occurring. Please, read it carefully and return it signed on the last page.





LIVING & WORKING  
IN HO CHI MINH CITY





## ENTRY VISA

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Ensure you check what your requirements and responsibilities are regarding entry and visa requirements to Vietnam. This can be done via your nearest Vietnamese Embassy/Consulate or via your local travel agent. They will advise you about the visa application process.

We recommend CNCF volunteers obtain a single (or multiple entry if you plan to leave Vietnam for a neighbouring country visit and return), 3-month tourist visa. There are services in Vietnam to extend your visa if you desire to travel in Vietnam once you complete your volunteer period with CNCF.

**Note:** Be sure to check how long it will take you to obtain a visa from your local Embassy/-Consulate once you have been accepted as a volunteer.



# VACCINATION

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The following immunisations are recommended when travelling to Vietnam:

- Hepatitis A
- Hepatitis B
- Tetanus/Diphtheria
- Typhoid
- Rabies
- Japanese encephalitis
- Cholera

At particular times of the year, during the rainy season, there is a higher risk of Dengue Fever. Dengue Fever is transferred through the saliva of mosquitoes. There is no vaccination for this disease, so the best method to avoiding dengue is through preventative methods. Do not leave water out in the elements during dengue periods, as these are the preferred breeding grounds of mosquitoes. The Dengue mosquito is prevalent in both urban and rural areas of Vietnam and can bite during night and day. Insect repellent can be bought in Vietnam and should be used liberally. Malaria occurs in Vietnam, particularly in rural areas. Please note it is advisable to speak with your doctors to also seek the appropriate advice and recommendations regarding anti malaria medication.

The Foundation accepts no responsibility for any issues arising from you as volunteers' failing to heed health warnings or any health related conditions not previously disclosed to their physicians.



# WHAT TO BRING

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- **T-shirts:** CNCF will provide you with branded CNCF t-shirts, they will be your volunteer uniform.
- **Trousers:** loose, casual trousers or shorts that are knee length or below. Please be aware Vietnam is a conservative country and must be respected as such.
- **Sandals or flip-flops:** the Sunshine Centre is a no-shoe zone, so wear something you can easily take on and off. Pack yourself a sturdy pair of comfortable shoes for walking around the city with.
- **Work clothes** should be durable and easy to wash.
- **No jewelry** at the work place.
- **Medication:** you can get basic medication over the counter, but if you have a condition that requires specific medicine, please stock up and look after yourself as larger brands are not as readily available.
- **Toiletries:** all basic amenities can be picked up at the range of corner shops, local and international supermarkets and markets.
- **Food:** western products like cereal are only sold in certain shops and at a higher price.







## ACCOMMODATION

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CNCF does not have designated accommodation for volunteers. We advise you to book a hotel walking distance from our facility at 38 Tu Xuong, District 3 to avoid the busy and hectic traffic on Saigon roads. A recommended list of accommodation or apartment options will be provided to you with your application.

## LIVING EXPENSES

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Vietnam is not an expensive country to live in, but prices are rapidly increasing to what they once were. For a basic living standard, it is estimated you will need approx. \$34 USD per day (approx. \$900), this includes:

- **Accommodation:** US\$15 – \$20 per day (about \$600 a month) in an individual room
- **Food:** Breakfast US\$2, lunch US\$4 and dinner US\$4
- **Water:** US\$1.50 for a 20 litre bottle to have in your hotel room
- **Transport:** US\$4 to and from work - if not in walking distance

## GETTING OUT

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The traffic in Vietnam is congested and chaotic; drivers will not respect the pavement. Motorbike is the most common means of transport. A Vietnamese driving license is required to drive a motorcycle with an engine capacity exceeding 50CC. There are motorbike-taxi and regular car-taxis to take you around the city.

Take into account that most insurance do not cover motorbike accidents. Vinasun and Mai Linh Taxi's are the most reliable companies; others may overcharge you. Grab bike/car is also available and you can only pay in cash as the apps does not accept overseas credit cards. Local transport apps such as GoViet and Be are also reliable.

## INTERNET CONNECTION

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Almost every café and restaurant has Wifi access. Sim cards with 3 & 4G connection can be purchased at cheap prices from local Vietnamese Mobile carriers like Viettel, Mobifone and Vinaphone.

# REGISTRATION AT THE EMBASSY

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We recommend you register at your national Embassy upon your arrival. This is so a consular officer will know where to contact you in an emergency. During a disaster overseas, the embassy can also assist in evacuation if necessary. Although it is important to register your presence in the country, in certain cases providing prompt consular assistance may be considerably difficult if you are travelling outside Hanoi or Ho Chi Minh City due to the country's poorly developed infrastructure.



# REMAINING A CNCF AMBASSADOR

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If you feel you have had an enjoyable and productive volunteer experience with us, and you are touched by the work we do for the children, we ask that you remain a CNCF Ambassador for us at the end of your volunteering. We of course always need to fundraise to keep our projects going, and we also need local help also when you return home, should there be a CNCF local office in your country. If this is something you are interested in then please do let us know and we will support you in your efforts on our behalf in any way we can.

There is also a Facebook social media closed group page for all our volunteers past present and new, you will be invited to join this group when your volunteer role is confirmed.



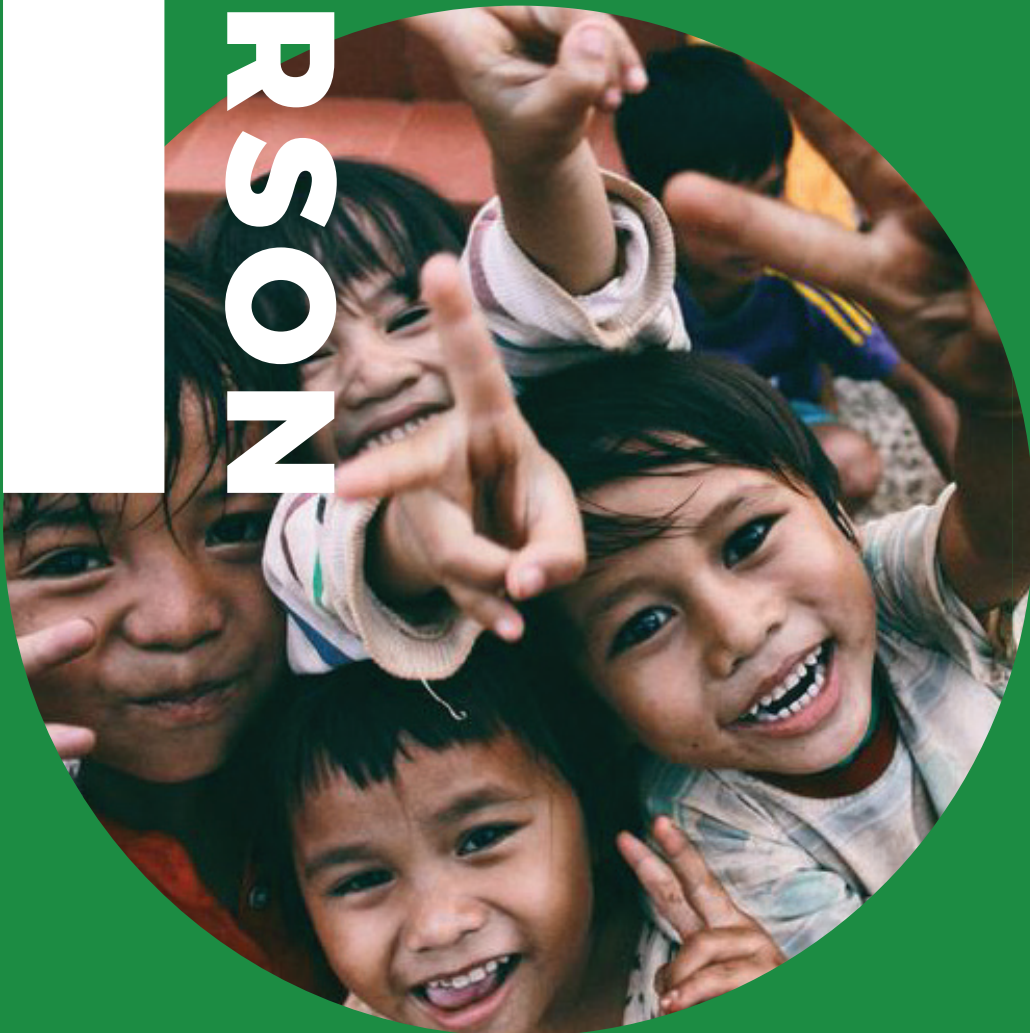


# 1 PERSON


“

Each one of us is only one person.  
But joining all the ones together,  
we can accomplish greatness.”

• Christina Noble



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 Christina Noble Children's Foundation International