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SAVE POOR CHILDREN IN ASIA ORGANIZATION

VOLUNTEERING BOOKLET

A Guideline for Volunteers at S.C.A.O.
Save poor Children in Asia Organization





Dear Volunteer,

We, the Sameth Family, the staff, and all the students of Save poor Children in Asia Organization, S.C.A.O., would like to welcome you and we hope that you will enjoy your stay with us, enriching your knowledge about the work and mission of S.C.A.O., its progress, needs and challenges! Please, feel free to offer any suggestions or constructive criticisms. We ask you kindly to read the following information about S.C.A.O. and the important guidelines for volunteers.

Mr. Samth - Director of Save poor Children in Asia Otganization

About the Save poor Children in Asia Organization, S.C.A.O.

SCAO is a Cambodian non-profit, non-government organization opened on December 5th 2007. It consists of two main ideas:

- **Education**
- **Community Service**

Our director, Mr. Sath Sameth is Cambodian and we have several Cambodian staff members. Nevertheless we are a volunteer-based organization and are always looking for long-term volunteers to support our English classes and Computer lessons.

S.C.A.O. School I

The Save poor Children in Asia Organization, S.C.A.O., is running two schools. The first school (S.C.A.O. I) is located close to the S.C.A.O. Center and currently teaches eleven classes. If you have questions concerning teaching at S.C.A.O. I, please contact the current head of volunteer teachers (the long-term Red Cross volunteer from Germany).

Time	Classroom 1	Classroom 2
08:00 – 09:00 am	ABC (1...10)	
09:00 – 10:00 am	ABC Beginners	ABC Beginners
10:00 – 11:00 am	ABC Advanced	New Headway Beginners
02:00 – 03:00 pm	New Headway Pre Inter	New Headway Beginners
03:00 – 04:00 pm	ABC Advanced	ABC Beginners
05:30 – 06:30 pm	New Interchange	New Headway Pre Inter
06:30 – 07:30 pm	New Interchange	

In June 2012, we started teaching computer classes two times a day. These are currently being taught by long term volunteers. Short term volunteers are welcome to bring ideas and help in these classes.





S.C.A.O. School II

S.C.A.O.'s second school in Som ROUNG (S.C.A.O. II) was opened in 2011 and is located in the small village of Som ROUNG, about 18km north of Phnom Penh. The level of the students is generally lower, as the opportunity to learn English is new for many students. If you have questions concerning teaching at S.C.A.O. II, please contact the current head of volunteer teachers (the long-term Red Cross volunteers from Germany).

Time	Classroom 1	Classroom 2
10:30 – 11:30 am	Preschool	
11:30 – 12:30 pm	New Headway Beginner	ABC Beginner
01: 00 – 02: 00 pm	ABC Beginner	New Headway Beginner
02: 00 – 03: 00 pm	New Headway Beginner	ABC Beginners
04: 00 – 05: 00 pm		Pre-Intermediate
05: 30 – 06: 30 pm	New Headway Beginner	Elementary
07: 00 – 08:00 pm	Computer Class	Conversation Class

Since the demand of English lessons is high, we provide classes on the balcony as well. It is a difficult undertaking but fun to teach. We always need volunteers to teach and assist in the classes. The village of Som ROUNG is wonderful to live in. In the raining season the rice fields are green and it is very relaxing to ride a bicycle along one of the three roads of Som ROUNG to the next coffee shop to enjoy a refreshing ice coffee with sweetened milk. Just around the corner of the school there are women selling fresh fruits and vegetables and opposite the school you will find instant coffee, cookies and instant noodles. In addition, the village has several beauty shops, hairdressers and even one or two phone shops where you can recharge your phone balance. The Chan Boreyvong Pagoda is in the centre of the village and close to the school. It is definitely worth a visit. The monks will always welcome you and show you a round. All in all the community of Som ROUNG is extremely friendly and interested in new volunteers. One piece of advice in the end: If you are sensitive to noise you should bring earplugs. Nearly every day and night volunteers are surrounded by noises, be it the neighbours listening to very loud music, the pagoda holding a ceremony, a group of people celebrating a wedding or a funeral or dogs barking.

Community Service

S.C.A.O. regularly reaches out to the citizens by inviting the poor families of the community to one of the schools and providing bags of rice, other food or clothes donations. In both schools we currently started Community Youth Groups which were formed by the students of S.C.A.O. Their aim is to get youths more involved in the development of their own communities.

S.C.A.O. has created water filter and toilet projects to bring critical wash facilities to the community.



Volunteers are welcome to share ideas and help the Youth Groups if help is needed.

Children & Poverty

The long period of war, isolation and chaos has made life difficult for the most vulnerable members of Cambodian society, the children. In Cambodia, children are the tragic innocent victims of the country's recent dramatic history and the uneven development of a new economy, political system and capacities to respond to basic human needs.

During the actual period of rapid change in Cambodia, particularly in Phnom Penh and its surrounding areas, lone children as well as entire families are finding themselves in an emerging situation of struggle.

Many families were destroyed as a result of the mass killings and separations during the Khmer Rouge regime, which only completely ended about 10 years ago.

The population of homeless or extremely poor children continues to increase. The repatriation of Cambodian refugees has brought new residents to Phnom Penh. The difficult living conditions in the countryside are due to poverty, poor crop yield, legal or illegal land evictions in some regions or the border conflicts with neighboring counties. In addition, landmines prevent farmers from growing rice in many parts of the country and also affect migrations to Phnom Penh.

A survey carried out by the NGO Mith Samlanh/Friends (2001) on the profile of street children listed the following reasons for leaving their homes:

- Poverty
- Problems within or breakdown of the family
- Becoming orphaned

All these factors have led to an increase in urban migration and, therefore, an increase in the population of poor children. Poverty forces many children to work in order to supplement the family's income. The cost of a public education (registration fees, uniforms, supplies, mandatory private lessons) prevents many families from sending their children to school.

Volunteering

Teaching

After arriving at the Save poor Children in Asia Organization, S.C.A.O. please talk to the head volunteer teacher at your school about which classes you can teach or help out with. Please always cover your knees, shoulders and cleavage. Do not wear see-through clothes. You are a role model as a teacher and should respect their culture and dress correctly.

To help your teaching, we have a **TEACHERS GUIDE**. Please read this carefully BEFORE your first class! Please ask a long term volunteer to give this to you, once you have arrived.

Accommodation

The Save poor Children in Asia Organization, S.C.A.O., offers accommodation for the volunteers who come to teach at the schools. The prices vary depending on the length of stay at SCAO.

At S.C.A.O. School I we have a Volunteers' House that all the volunteers who are teaching at S.C.A.O. School I sleep and stay in. Here the volunteers have their own house with two bedrooms, one for male and one for female. The volunteers staying at S.C.A.O. School I cook for themselves and often come together as a group to buy and cook their meals during the week. The Volunteers' House at S.C.A.O. School I is very close to a local market where all variations of fruits, vegetables and meats can be bought. As well as this, Phnom Penh City is very close.

At S.C.A.O. School II we have 4 rooms with multiple beds for volunteers. All volunteers receive breakfast and dinner every day. Volunteers can also use our bicycles for a nice ride around the village. Before leaving, please, sign the visitors book and feel free to add comments and criticisms to the suggestion book.

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The prices for staying with us are as follows. All public holidays and weekends are included in the days you stay at S.C.A.O. Volunteers need to pay for every night they are booked into volunteer at S.C.A.O. Weekends are exceptions but Fridays are included in the days you stay at S.C.A.O. II. Please understand that as we are an NGO we are in need of donations. **Part of your accommodation costs is used as a donation and ensures the continuous running of our organization.**

Time of stay	Donation to S.C.A.O.
Up to 2 weeks	15 \$ a day
2 weeks to 1 month	12 \$ a day
1 month to 3 months	10 \$ a day
3 months or more	8 \$ a day

Transportation in Cambodia

Getting around in Phnom Penh and other cities of Cambodia is quite easy. The two most common means of transport for short term volunteers and tourists are Motodups and Tuktuks. The first thing you will notice, when coming to Cambodia, is the huge amount of motorbikes in the traffic. Some Cambodians will drive you all around town on their motorbike for a small amount of money (short distances are usually less than a dollar). If you prefer a little more comfort or are traveling with a lot of people/baggage, you might want to consider taking a Tuktuk instead. It is a little more expensive, but you can fit quite a few people in there.

The first transport to our schools need to be discussed with the person who sent you the Volunteer Guide. Kindly get in touch shortly before your arrival and organise the transport.

Renting/ buying a motorbike in Phnom Penh

Driving a moto (motorbike/scooter) in Phnom Penh is easily the most convenient way to get around the city and suburbs. If you are thinking of renting or buying a moto during your time volunteering with S.C.A.O, here are a few tips to help you on your way.

The hectic streets of Phnom Penh can seem chaotic and daunting, but if you are vigilant and have knowledge of the rules of the road (as well as the way Cambodians drive), you should find the time you spend on your bike to be amongst your most memorable and enjoyable moments of your experience in Cambodia. After a few days of driving your bike, you will become familiar with the way of driving here and become more confident and safe.

Before renting a bike, please make sure that any insurance you have will cover you in the event of a serious accident. You will need to bring your passport to the bike shop in exchange for a motorbike. For short term rentals, bike's cost between \$5-\$7 p/day depending on whether you choose a manual or automatic – manual being the cheaper option. For longer term (more than 1 month), it gets cheaper and you can rent a manual or automatic for between \$90-\$130 p/ month. To buy, you can ask in any bike shop, look into local adverts or ask any of the S.C.A.O. staff if they know anyone selling a moto.

To ride a bike in Phnom Penh, you will need a license. Preferably international, however, if stopped by the police, they usually will not fuss about where your license was issued on the condition that you have one in your possession. If stopped by the police, don't panic, you're more than likely not in serious trouble. Reasons to be stopped include: not wearing a helmet, going down a one-way street in the wrong direction, not having mirrors, having your lights turned on during the day, not having your lights turned on at night, going through a red light and carrying more than one passenger. If demanded payment, you should NOT pay more than around \$2. The fines for any of the above are not more than 5000 Riel (~\$1.25) each. If asked for more, try to haggle the price of the fine or call Mr.Samith and let him discuss with the police officer. He is more than welcome to help you out in this situation.

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Always be careful. Do not travel at a speed that you are uncomfortable with. For the first few days, in order to adjust to driving in a different country, S.C.A.O. recommends you to drive at 30 km/h. Be aware of all other road users, especially buses and larger vehicles such as jeeps and vans as they can sometimes be dangerous drivers and may forget that there are other, smaller, vehicles on the road. We also recommend to wear a dust mask or a helmet with a visor as the road between both S.C.A.O I and II and the city can be extremely dusty (especially in circumstances when you are behind a bus or truck).

Our last few tips are to respect other road users, don't forget to use your indicators and enjoy!

Remember to ALWAYS wear a helmet. It only takes one small mistake to cause a big accident. **ALWAYS lock your motorbike,** it is best to park it with a security guard for 1000riel.

S.C.A.O are not liable for any injuries sustained whilst driving a vehicle in Phnom Penh.

Child Protection Policy

These rules on behavior towards children are directed to all people who visit the S.C.A.O. installations and have to be followed by everyone. They are part of the implementation program of the Organizations Child Protection Policy and protect the safety and well-being of all children participating in activities of S.C.A.O. No abuse, in any form, towards a child will be tolerated. Sufficient concerns about a visitor's behavior with children will result in referral to relevant authorities!

- When talking or playing with the kids avoid physical contact.
- Don't give gifts or money directly to the children.
- Before photographing or filming, the Head Volunteer has to be asked for permission.
- Never take a sexually explicit or implicit picture!
- Photographs or movies must not be published or used for commercial purposes.
- Never behave or use language that may be considered sexually provocative.
- Never be alone with a child.
- Don't let children watch inappropriate movies and ask the Head Volunteer before showing them any kind of videos.
- Don't use language which is inappropriate, offensive or abusive.
- Never assault or abuse a child.
- Do not threaten a child with violence or abuse.
- Never encourage a child to act harmfully towards him/herself, others or property.
- Don't use, sell or share drugs (alcoholics, cigarettes, etc.) with a child.
- Don't influence the religious beliefs of a child.
- Report all concerns about inappropriate behavior, disclosures and allegations to the director Mr. Sameth or the Head Volunteer.

Volunteering

Meetings

We have volunteer meetings every second Thursday in the volunteer house of S.C.A.O. I. We meet at 8.00 PM after the last classes at S.C.A.O I. This meeting is for all volunteers and the S.C.A.O. staff. Please, join us and bring many ideas and topics to discuss. The volunteers of S.C.A.O.II all go together and the Head Volunteer is in charge of organising the transport.

Privacy & Taking Pictures

- Before you put pictures of S.C.A.O. onto Facebook, please inform a long term Red Cross volunteer and let them check if this is okay.
- Before you leave please give all the pictures that you took in and around S.C.A.O. to one of the Red Cross long term volunteers.

Other Things to do during your stay

- Before you leave, please write into our volunteer guest book
- If you need any kind of Certificate please inform the Red Cross Volunteer staying at the Centre before you leave
- Like our Facebook page (Save Children In Asia) and visit our webpages

Facebook: <https://www.facebook.com/SavepoorChildrenInAsia>

Website: <http://www.savechildreninasia.org>

Volunteers' Group: <https://www.facebook.com/groups/savechildreninasia>

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Visa Regulations

If you are a citizen of one of the ASEAN countries, please check if you need a visa. You can probably get a 30-day visa for free.

Everybody else needs to buy a visa upon entering the country:

- For stays less than a month up to two months we suggest buying a tourist visa (\$25), which can be extended once for another month (\$45). After that you need to leave the country.
- If you are planning on staying longer than two month or are not yet sure, you should buy a business visa (\$30) which can easily be extended as often as wanted (3 months: \$72 - 6 months: \$152 - 1 year: \$282).



Please note that only business visas for 6 months (\$152) or more come with multiple entries. All other visas are single entry.

Remember to have a pass photo when getting the visa. It is known that it is very hard to get the visa at the land borders for the normal price. The corruption is high and you are likely to pay almost twice the price.

It is also possible to apply for an e-Visa before coming to Cambodia. Check the following website for more information: This is especially easy when arriving in Phnom Penh International Airport. Be careful with the border crossings, though. We have had volunteers telling us, that even though the e-Visa was supposed to be supported, the officials refused it.

Volunteering

Emergency Contacts / VIP's

Mr. Sameth	Director, can help with everything	+855 12 33 65 01
Andre	Long term friend and volunteer consultant	+855 11 322 944
Peter	SCOOP Development Officer	+855 97 797 6537
Lion	Taking care of SCAO I	+855 93 267 374
Sovandred	Taking care of SCAO II	+855 88 886 3926

If you should feel the need to visit a hospital, we suggest the following clinics in Phnom Penh:

Khema Clinic	#18, Str. 528, PP, Phone: +855 23 880 949
SOS International Clinic	Pasteur, PP, Phone: +855 12 816 911
LSV Phnom Penh	#330 A/B/C St. 163, PP, Phone: +855 23 994 686

For serious injuries or hospitalization we recommend going to Bangkok. Important: Please check in detail what kind of insure you have and what the insurance covers. Please be aware, that a lot of insurances don't cover specific accidents or don't cover, if you stay abroad too long. Every volunteer should have a good insurance!

Links to partner organizations

The Save poor Children in Asia Organization has now five partner organizations in four different countries. Please, consider supporting one of these organizations in your home country. What S.C.A.O. needs most is a long-term support.

• Kinderhilfe in Kambodscha (GER)	www.kinderhilfe-in-kambodscha.org
• The SCOOP Foundation (IRL)	www.scoopfoundation.com
• Estrellas de Camboya (ESP)	www.estrellas-de-camboya
• Pacha Youth Foundation (USA)	www.pachayouth.org
• Gecko Kinderhilfe Südostasien (GER)	www.gecko-kinderhilfe.org
• SCOOP Australia (AUS)	www.scoopfoundation.org.au



Last updated : August 2015

Thank you for reading our Volunteer Guide, we hope you enjoy your stay at SCAO!

For any other questions you can contact any of the teachers working in the school, at any time, or by email or phone.

Email: info@savechildrensinasia.org

Phone: +855 12336501

Address:

Save poor Children in Asia Organization
2139 Phnom Boeng Chhouk
Sangkat Kilomet No.6
Khan Russey, Phnom Penh
Kingdom of Cambodia

More Information about Volunteering

ChildSafe Traveler Tips
www.thinkchildsafe.org

Friends-International
www.friends-international.org

Children Are Not Tourist Attractions
www.thinkchildsafe.org/thinkbeforevisiting

www.savepoorchildreninasia.org