



F.A.I.M.- S.W.S.L. - R.A.M.



ACTIVITIES OF

ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LIMITED

ABN 37 739 341 003

VOLUNTEER INFORMATION MANUAL

PLEASE READ CAREFULLY
ROTARY AUSTRALIA
WORLD COMMUNITY SERVICE

ABN 37 739 341 003

Our **ROTARY SERVICE** is provided through "FOUR AVENUES.....CLUB, VOCATIONAL, COMMUNITY and the Fourth Avenue **INTERNATIONAL** from which is derived the name **F.A.I.M....FOURTH AVENUE IN MOTION**. Also included is Save Water Save Lives and Rotarians Against Malaria.

Since 1964 hundreds of volunteers have travelled to our neighbouring developing countries such as Indonesia, Malaysia, Papua New Guinea, Solomon Islands and Western Samoa.

These volunteers have worked with the local people and taught them basic building skills while helping them build schools, hospitals, health clinics etc. Without the assistance given by Volunteer Training Team members, many areas would not have the present day facilities required to help alleviate problems with Health, Hunger and Humanity.

To be part of a Volunteer Training Team is a very rewarding experience. Many volunteers have given of their time and expertise on several occasions, this in itself, speaks highly of this unique practical activity of Rotary throughout Australia.

Every year approximately 250 volunteers travel to these third world countries to give assistance to our near neighbours.

R.A.W.C.S. Ltd. is not restricted to members of Rotary and Rotaract Clubs. Ladies and non Rotarians are welcomed as members of the Training Teams. Volunteer Training Teams usually spend two weeks working on the site with the local people and then either return home or spend a few days sightseeing before returning.

What better way to give practical help where it is needed.

It also provides an excellent opportunity to promote and foster International Understanding, Goodwill and Peace.

ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LIMITED sincerely thanks you for volunteering your time and expertise and being prepared to participate in this **ROTARY** activity.

Please tell your friends about the program, they too, may be interested enough to volunteer.

BUILDERS OF INTERNATIONAL GOODWILL

WELCOME

Thank you for volunteering your time and expertise to help our near neighbours in the developing countries.

To take part in one of **ROTARY INTERNATIONAL'S ADVENTURES IN SERVICE** is not only a worthwhile experience but also a memorable and exciting personal journey. A journey which takes you overseas to a foreign and totally different country, and, a journey which teaches you a little more about yourself: a journey with a real and valuable purpose.

As with all journeys **PREPARATION** is essential.

This **VOLUNTEER INFORMATION MANUAL** has been drawn from experiences and information given by past volunteers and you are asked to read it very carefully.

You will be going into a tropical area which has, unfortunately, several diseases that can affect your health. **PLEASE** ensure you follow the recommendations regarding health so that the chances of contracting an illness are kept to a minimum.

If, after you return home, you feel there is a need to include additional information or amend any of the guidelines please contact your Regional Project Co-ordinator.

Please remember that at **ALL** times you are an ambassador for **ROTARY** and **AUSTRALIA**.

To help you enjoy your time in the tropics it is vital that you take certain precautions.

PLEASE READ THE FOLLOWING NOTES CAREFULLY

1. TRAVEL DOCUMENTS

1.1. PASSPORT

A current valid passport is required. If you do not have a passport visit your local Australia Post office, obtain an application form, fill it out and return it to the Postmaster. He will advise you what steps to take next. A current passport means a passport which does not expire prior to your planned return flight home: always allow a period of grace.

Take a photocopy of your passport and a spare passport photo with you in case you lose or have your passport stolen.

1.2. VISA

For Papua New Guinea (including the Northern Solomon Island of Bougainville) a visa is necessary. An Application Form can be obtained from your Regional Project Co-ordinator. Please fill out the details, sign the form, attach a passport size photo and return with your passport to your Regional Project Co-ordinator by Certified Mail. **PLEASE** do not forget to affix your photo. It is surprising how many volunteers forget to do this.

If you are volunteering to travel to other countries your Regional Project Co-ordinator will advise if a visa is required.

1.3. AIR BOOKINGS

All air bookings will be made by your Regional Project Co-ordinator on your behalf. He /she will organise your outward and return journey. It is **YOUR** responsibility to make any other arrangements for any period that you may wish to spend sightseeing. Discuss this with your Regional Project Co-ordinator.

Unless you advise otherwise your return flight will be booked **TWO** (2) weeks after your outward journey. It is **YOUR** responsibility to advise your Regional Project Co-ordinator of any different travel plans.

Payment for fares must reach your Regional Project Co-ordinator no later than **SIX** (6) weeks prior to your departure date as he will **NOT** make bookings unless you have paid.

Remember that you must **ALWAYS** reconfirm your flights at least 72 hours prior to a flight, especially in Papua New Guinea.

Make sure that the airport staff only take the one ticket when you book in. There have been instances where the duplicate copy has been removed which means you do not have a ticket.

Departure Tax is included in your airfare costs here in Australia and return from Papua New Guinea but if you travel to the Solomon Islands you have to pay Departure Tax at the airport.

1.4. TAXATION BENEFITS

You will be advised of the exact cost of the airfare, your visa, the standard Rotary Insurance cover and malaria insurance (if you have not had malaria previously). You will be asked to forward a cheque for this amount, made payable to “**ROTARY AUSTRALIA OVERSEAS AID FUND**”. You will be issued with a receipt which you can submit as a Tax deduction under the Income Tax Act. (S.78 (1)).

2. HEALTH

Please observe the warnings about your continuing good health in an environment which may be different to that in which you are living. Much of this advice comes from discussions with Medical Practitioners in tropical areas, official Health Department statements, as well as the experiences of past volunteers. **PLEASE**, at least, read the information and discuss it with your General Practitioner.

2.1. PERSONAL MEDICATION

A doctor may not be readily available, so remember to take with you:-

Anti malarial tablets	Prickly heat powder
Anti diarrhoea medicine	Band-aids
Tweezers (for splinters)	Panadol
Betadine antiseptic (or similar)	Cicatrin powder (invaluable for cuts)
Other personal medication.	

2.2. MALARIA

Considerable detail is supplied in these notes regarding the prevention of malaria.

PLEASE READ IT.

Remember to take your anti-malarial tablets for two weeks prior to your departure, while you are out of the country and for four weeks after your return.

2.3. WATER

A safe potable water supply is something we, here in most parts of Australia, take for granted. In developing countries, for good health, it is essential not to take water supplies for granted, particularly out in the bush.

BOIL OR STERILISE.

2.4. FEVER

Fever is a warning!! If you develop fever (high temperature) medical advice should be sought immediately.

3. INSURANCE

All R.A.W.C.S. Ltd. Volunteer Training Team members are covered for accident and death cover under a blanket policy, a copy of which can be obtained from your Regional Project Co-ordinator. Additional cover may, of course, be purchased. It is strongly suggested you consider taking out additional cover. This is available under the blanket policy or from any travel agent. You will also be covered against malaria only if you have not had malaria previously and if you have submitted a R.A.W.C.S. Ltd. doctors certificate signed by your doctor.

4. INDIGENOUS PEOPLE

Use terms such as “**NATIONALS**” or “**LOCALS**”; other terms may offend the local people.

5. MAIL

If you thought that mail in Australia was slow, in parts of Asia mail moves at a veritable crawl, if at all. Please advise your family and friends that they should not be concerned if they do not receive any mail from you.

6. READING MATTER

It is suggested that you take some reading matter with you. Australian newspapers and magazines are always welcomed by people already at the site. A pack of playing cards is a great standby.

7. CLOTHING

There is a separate clothing sheet attached. Most past teams having worn old clothing and footwear at the work site, have given these to the locals, when leaving the site. People with experience in the tropics advise that ladies should be dressed modestly at **ALL** times.

8. SECURITY

Any large town or city in any part of the world can be a dangerous place; particularly if you are foolish enough to wander around after dark. The old rule of common sense applies.

9. LIQUOR

Two words: **RESTRAINT** and **DISCRETION**.

On some sites alcohol is strictly forbidden and you are expected to respect local customs. It may be best, if you cannot go without alcohol for two weeks (other than in the privacy of your room), to reconsider whether you should volunteer.

If you are staying overnight at any Church, Missionary or other guest house please remember these places are **NOT** hotels and **PLEASE DO NOT** consume alcoholic liquor or use offensive language while you are staying there.

10. DRIVING

The system of "Pay-back" still applies in Papua New Guinea. Driving conditions are considerably more hazardous than they look, not so much from speeding traffic, but from "Pay-back", and the unexpected nature of peculiar hazards on the road, people appearing out of nowhere, flying pigs, dogs and chooks. It is recommended, therefore, that you do **NOT** drive a vehicle in Papua New Guinea. The same problems apply in the Solomons. It is not difficult, particularly in the provincial towns, to hire a vehicle and driver. In the bush, if there is a road, the village has a truck, if not, people walk.

DRIVE WITH EXTREME CARE

11. PRESENTS

In the past, many team members have taken quantities of sweets (preferably individually wrapped varieties eg. Minties: chocolates definitely a **NO-NO**), balloons etc. to take to give to children at the work site, but you do not really have to bribe people to win friends amongst the kids. The friendliness and delightful curiosity of the village children is one of the great rewards for having joined a **R.A.W.C.S. Ltd.** Volunteer Training Team. Frisbees are great fun, take along a few. Primary level children's books (such as Little Golden Books) if you are going to a primary school area, and books suitable for secondary school students are always very much appreciated by the secondary schools.

12. PERSONAL GIFTS

Maybe you would like to take a few small personal gifts that you may wish to give to some of the Nationals that have helped you, not only on the job but personally. The following are some suggestions: beads, bangles, combs, stick pins, sandpaper, rulers, pencils, biros, tennis balls etc.

13. MONEY

The unit of currency in Papua New Guinea is the "KINA" and this is divided into "TOEA". In the Solomons they use the Dollar. As the value of the Australian Dollar is floating and moving rapidly it is difficult to forecast exchange rates. You can obtain this information from your bank before you depart. Take some local currency with you if you can purchase it in Australia, ask at your local bank, they may be able to get some for you. You will need sufficient ready cash if you are staying overnight in the point of arrival for such things as taxis, meals, sightseeing etc.

For other countries the above advice is similar.

It is also suggested that you wear a money belt, this is much safer than having money in your hip pocket.

14. HOSPITALITY

Please do not expect personal assistance from Rotary Clubs in the recipient countries. These clubs are small in numbers and see many volunteers passing through. However, please **MAKE UP** at any, and in particular the sponsoring Rotary Club meetings, if you are able to get to their meetings, this may not be always possible. You will be made most welcome at the regular meetings and this includes non-Rotarian volunteers.

15. EMERGENCIES

Please make sure your family knows who to contact, both here in Australia and in the recipient country. Some sites are **NOT** contactable by telephone. If your family needs to contact you while you are away please advise them to do it through your Regional Project Co-ordinator.

16. FRUSTRATIONS

This is a difficult subject, but it is one which is ever present in third world countries. Supply and transport of materials is a difficult problem. Remember the people that you will be coming into contact with are constantly living with this problem. If you think that your time is being wasted, just remember that somebody else's time is being wasted too.

DO NOT GET IMPATIENT!!! IMPATIENCE SOLVES ABSOLUTELY NOTHING.

BE TOLERANT.

17. PHOTOGRAPHS

It would be appreciated if one member of your team could bring back for the Regional Project Co-ordinator at least five colour slides or photographs for use in further promotion of **R.A.W.C.S. Ltd.** throughout the Region. Remember that you will be in the tropics, protect your camera and also your film. Keep your camera in a container with some silica gel.

18. LANGUAGE

Wherever you go in the islands you will find that English is spoken by most people. The locals will probably try to teach you some of their language. If you listen carefully you can pick it up quite easily.

19. FAREWELL

It is a requirement for the Regional Project Co-ordinator to brief each team before departure and also to farewell each team. You will be advised of the date and venue for the briefing.

20. HARD PHYSICAL EXERCISE

This may be the biggest cause for you to worry about, particularly for those not used to working in the tropics. Do not try to outpace the youngest or fittest member of the team or any of the locals, who are used to the climate.

A higher than usual intake of sugar and salt (Glucodin) can assist in reducing heat exhaustion. Drink plenty of fluids. Although it may have an effect on the bowels of somebody not used to it, coconut milk is a most pleasant and satisfying drink when pure water is not available. A kind smile to one of the local youngsters and he will climb a coconut tree before you know he has stopped talking to you, but also remember that somebody owns the tree, be it the village or an individual.

21. HOME AGAIN

If there are any signs of fever during the first weeks after you return home, you must contact your General Practitioner. Please advise your team leader of any illness that has developed; he / she will contact other team members, as one of them may also need medical treatment.

TAKE YOUR ANTI-MALARIAL MEDICATION REGULARLY, BEFORE YOU LEAVE, WHILE YOU ARE AWAY AND ALSO AFTER YOU RETURN HOME. DO NOT IGNORE THE RECOMMENDED PROCEDURE.

SICKNESS PREVENTION FOR R.A.W.C.S. Ltd.VOLUNTEERS WORKING IN PAPUA NEW GUINEA AND OTHER ISLANDS

These remarks should be accepted in the sense that they are written. The dangers to your health are, statistically, quite small, however a few sensible precautions will reduce the risk even further. Each volunteer should consult their doctor for confirmation of any medical treatment required.

22. MALARIA

IT IS EXTREMELY IMPORTANT THAT YOU TAKE THE PRESCRIBED MEDICATION FOR MALARIA.

Make sure you read the sections concerning the prevention of this disease. The best preventative is not to get bitten by the Anopheles Mosquito. Use protective clothing at night...long sleeves, long trousers. Apply insect repellent and if rooms are not mosquito proof (check this yourself) use a mosquito net. They are cheap to buy, readily available and effective if used correctly.

Take the recommended preventative medication against malaria. Discuss this with your G.P. in the light of the attached information.

Don't take a blasé attitude about **MALARIA**, it **IS** a disease that is causing great concern and it is up to you to follow the guidelines and take all precautions.

22.1. CUTS AND ABRASIONS

All cuts require treatment in the tropics. Do **NOT** scratch mosquito bites, if you are unlucky enough (?) to get them, they will fester. If you treat with an antiseptic, wash the cut and cover it. If you treat with Cicatrin Powder (or similar), do not wash the cut, simply apply the powder, and cover the cut. If it does not heal within a day or two seek medical advice.

22.2. SUNBURN

Always use a sunscreen when out of doors. In the tropics you can burn very quickly even on an overcast day.

22.3. TYPHOID AND POLIO

Immunisation is recommended.

22.4. CHOLERA AND SMALL POX

Discuss this with your Regional Project Co-ordinator as it may depend on the country you will be visiting.

22.5. TETANUS

Immunisation is recommended...booster if due.

22.6. TRAVELLER'S DIARRHOEA

Lomotil is one useful treatment. Keep up with plenty of fluids. It is useful to discuss this subject with your G.P. as individual cases require individual treatment

22.7. HEPATITIS

Two distinct strains of virus cause this problem. **HEPATITIS A** enters the body by ingestion of contaminated food such as shellfish, milk and other dairy products, raw vegetables or contaminated water. There is no vaccine for **HEPATITIS A** although Gammaglobulin immunisation is generally effective. Good personal hygiene, careful food preparation, and safe water supply help to prevent the occurrence of this disease. **HEPATITIS B** enters the body by transfer of infected blood. Whilst other methods of transmission are suspected, this virus can be arrested in its unpleasant course by immunisation with a vaccine. This vaccine is quite costly and really only necessary for those at high risk eg. persons who self inject with Insulin (diabetics) or others who come into contact with and handle blood or its by-products.

22.8. PERSONAL HYGIENE

A most important subject, particularly in the tropics. Drink only pure rain water (remember to check the storage medium), boiled or sterilised water (chlorine tablets are readily available at chemists). Remember always that you do not know who may be polluting a stream higher up (just simply expect that it is polluted). Eat only cooked vegetables and peel fresh fruit just before eating. Always wash your hands before eating.

RECOMMENDED MALARIA PREVENTION PROGRAMME

23. INTRODUCTION

The following recommendations apply for volunteers in Papua New Guinea, Solomon Islands and Vanuatu and are equally valid for Thailand and Cambodia.

No regime can guarantee 100% that you will not contract the disease. Therefore the following precautions should be used in conjunction with medication.

23.1. SELF HELP PHYSICAL MEANS

If you do **NOT** get bitten by mosquitoes, you will **NOT** get malaria.

Do **NOT** go outside between dusk and dawn.

If you must go outside, wear long sleeves and long trousers and cover exposed areas with repellent.

Use repellents containing **DEET** (Diethyl toluamide) such as **RID** or **MUSKOL**.

Sleep behind screened doors and windows. If there are no screens fitted close doors and windows OR use insecticide impregnated bed nets.

Wear light colours as dark clothing attracts mosquitoes.

Do **NOT** use perfumes and this includes perfumed deoderants.

Aerosol sprays, usually pyrethrins, mosquito coils and sleeping next to a fan can be helpful.

Any fever should be regarded as suspect Malaria and treated accordingly. Under these circumstances, a blood film should be taken and microscopically examined. If this is not possible then treat for Malaria.

23.2. ANTI MALARIAL PROPHYLAXIS

Drugs to prevent you getting malaria

No regime can guarantee 100% you will not contract malaria.

Latest advice:

Take **DORYX** (doxycycline) 100 mgm per day from two (2) days before exposure through to two (2) weeks after returning home. **DORYX** should be taken during a meal with a large glass of water. Do **NOT** take before going to bed and avoid antacids such as Mylanta whilst taking **DORYX**. **AND** carry with you a treatment dose of **QUININE**.

23.3. TREATMENT FOR AN ACUTE ATTACK OF MALARIA

Two (2) 300 mgm capsules of **QUININE** every eight (8) hours for three (3) days (10 mgm per kg) **AND** take **DORYX** 100 mgm per day for ten (10) days.

23.4. PRECAUTIONS WHEN TAKING DORYX

These doses are for **ADULTS** only.

If you are sensitive or allergic to Tetracyclines seek expert advice.

Pregnant women and young children should not travel to Malarious areas.

Women taking the pill should practice other forms of contraception whilst taking **DORYX**.

You may be more sensitive to sunburn whilst taking **DORYX** so use 15+ blockout sunscreen and always wear a hat.

Sunbaking is **NOT** recommended.

23.5. AFTER LEAVING A MALARIOUS AREA

If you get an illness after you return, within a year, but particularly within the first two (2) months, regard it as Malaria until proven otherwise.

Seek medical attention and insist that you have blood films examined for Malaria. Remember, Malaria is the great **MIMIC**, and can easily be mistaken for the **FLU** or one of the **DIARRHOEL** diseases.

23.6. DENGUE FEVER

This is another fever which can cause problems. It is also called **BREAK-BONE FEVER**, **DANDY FEVER** and **THREE DAY FEVER**.

It is a disease caused by an arbovirus (qv) transmitted to humans by the mosquito *Aedes aegypti*. It is a sudden and short infectious fever, characterised mainly by swelling and pains in the joints, and by skin eruptions.

It usually begins suddenly with pain in a joint and fever. Next appears redness of the face, spreading later over the body, very much like the rash of measles and this itches intensely. There is also sore throat and running eyes, and the muscles and joints generally become very painful. These symptoms endure for about three days and then gradually pass off leaving the person very weak. After two or three days a relapse generally takes place, very similar to the first attack. There may be a third or fourth relapse and recovery from the weakness and pains in the joints is often slow and can last several months.

DEATH HARDLY EVER OCCURS

23.7. TREATMENT

Aspirin, with or without codeine, usually relieves the pains and reduces the temperature though in more severe cases pethidine may be needed to bring relief. Calamine lotion eases the itching of the rash.

23.8. PREVENTION

There are no drugs to prevent contracting this fever. You must take all precautions to avoid being bitten by mosquitos. These are set out in detail under the section regarding malaria.

24 SUNDRIES

Luggage Allowance is 20 kg. (44 lbs) per person unless otherwise advised.

Food and blankets will be provided by the recipient organisation. Work tools other than specialist tools will be available at the project site.

You can take with you your favourite hammer, pencils, tape measure, ruler, 6" slim taper files, 10" flat files, square, sandpaper etc. If you do not want to bring them home please leave them for the next team or for the recipient to use.

Please sharpen the tools before you leave the site so the following team does not waste time doing the sharpening.

A copy of Custom Regulations may be obtained in Australia at your departure point.

If you observe the precautions and take all reasonable care you will have a very rewarding trip. On your return spread the good word among your friends and your local Rotary Club.

24.1 CLOTHING AND PERSONAL REQUIREMENTS

All clothing should be drip dry type.

24.1.1 MEN : Suggestions

Three sets of work clothes, with a preference for shorts and long sleeved shirts; long socks, some may prefer long trousers
One pair of long trousers for evening wear
One jumper (nights can get cold in the Highlands of P.N.G).
Handkerchiefs
Three sets of underwear
Pyjamas
Boots -- it becomes very wet and muddy at times
Lightweight socks
One lightweight nylon or plastic raincoat
Canvas hat
Shaving gear

24.1.2 **LADIES** : Suggestions

Three sets of underwear
Four or five cotton frocks
Long sleeved blouse and trousers
Jumper or cardigan for evening wear
Shoes and sandals
Plastic raincoat
Canvas or towelling hat
Shorts and bikinis are not recommended

24.1.3 **EVERYONE:**

Some of these items may be provided by the recipient organisation.
However, to be sure, we must ask you to be adequately prepared for any contingency.
Please check with your Regional Project Co-ordinator.

Two towels
Two single sheets or one double sheet
Two pillowcases
Two teatowels
Knife, fork, spoon, teaspoon
Small frypan, plate, bowl, cup
Simple medical requirements
Insect repellent
Sunburn cream and sun screen
Camera, films and spare batteries
Tape recorder, tapes and spare batteries (Country and Western tapes are popular with the locals)
Good quality torch and spare batteries

**HAVE A SAFE AND REWARDING TRIP,
MAYBE SOMETIME IN THE FUTURE WE WILL HAVE THE PLEASURE OF SEEING YOU AGAIN.**