

VOLUNTEER INFORMATION



**Albert Schweitzer Familienwerk
Foundation Philippines, Inc.**

Children's Haven (Orphanage)

This document provides basic information to help you get started volunteering at the Children's Haven and to enjoy the best experience during your time here.

1. CONTACT DETAILS

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2. WORKING AT THE CHILDREN'S HAVEN

2.1 Ways You Can Help

There are many different ways you can help at the Children's Haven, both working directly with the children as well as many other activities to keep everything running smoothly.

You will have a lot of freedom to decide which activities you want to undertake. You'll need to create your own plan for your time and to direct yourself. The staff won't always be checking in on you to make sure you're working, although they're always able to guide you, and it's best to discuss your plans and ideas with them as you go.

Here are some of the ways you can help at the Children's Haven:

Working with the Children

- Playing games with the children, including basketball, the slipper throwing game, hide and seek, cards, and any other games the children want to play.
- Drawing pictures, making things, or any other interesting activities with the children.
- Reading stories to the younger children.
- Teaching classes such as maths, English, music, dance, craft or anything else the children might be interested in.
- Helping at the Children's Haven daycare center for the younger children.
- Tutoring children to help them with their school assignments and activities.
- Helping with the local feeding program on weekends.
- Simply talking and spending time with the children.
- Sharing ideas with the children on values, principles, respect, spiritual development, anti-smoking, anti-drug abuse, sex education, life skills and other topics.
- Taking the children on outings (such as beach visits, parties, educational excursions and other outside activities) in consultation with the staff and house parents.

Materials and Decorations

- Making educational materials (such as posters, signs, games and so on) for the Children's Haven daycare center and other areas.
- Decorating buildings such as the Children's Haven daycare center and children's areas.
- Making toys for the children.

Assisting House Parents

- Washing clothes.
- Cleaning and tidying house areas.
- Putting the children to bed in the evenings.
- Assisting with looking after the babies and younger children.

Kitchen and Meal Assistance

- Helping with meal preparation, including chopping and cooking.
- Helping to serve the meals for breakfast, lunch and dinner.
- Cleaning the dining room area and kitchen.
- Washing dishes.

Maintenance

- General cleaning and maintenance around the Children's Haven grounds.

Administration

- Typing documents, including child case files.
- Helping with other tasks in the office as needed.

Fundraising

- There are many ways you can help with the Children's Haven's fundraising efforts, including seeking donors of money or resources, arranging sponsors for the children and spreading the word about the Children's Haven's work.

Other Activities

- From time to time, you may also be able to help with other special activities conducted by the Children's Haven. Some examples of past activities include planting fruit trees and distributing clothes to families affected by natural disasters.

There are so many opportunities you can get involved in at the Children's Haven!

2.2 Work Hours

You will be free to decide your own work hours according to the activities you choose.

Generally, the children are at the Children's Haven on weekends and on weeknight evenings from around 5pm until 9pm (when they go to bed). Some children will also be there at other times on weekdays because they only go to school in either the mornings or the afternoons.

With this in mind, if you're planning to do a lot of work with the children, it's best to stay at the Children's Haven on weekends and take any days off on weekdays instead.

Even when the children are at school, there will still be plenty of other activities for you to do (see list above for ideas).

2.3 Volunteer Conduct

Remember that everything you do at the Children's Haven should be in the interests of safety and long-term benefit to the children, staff and facilities. With this in mind, below are some key points on appropriate volunteer conduct.

If you're in any doubt, please discuss with a staff member and always use your common sense.

Relationships and Interactions with Children

All volunteers should:

- Never develop a relationship with any child that could possibly be deemed as abusive, exploitative or inappropriate in any way.
- Treat all children consistently and avoid giving any money or gifts to individual children (especially sweets and other unhealthy items). If a child has special requirements, please discuss them with a staff member first.
- Avoid spending time alone with a child, out of plain sight.

Behavior Towards and Around Children

All volunteers should:

- Never participate in or condone the behavior of children which is illegal, unsafe or abusive.
- Never swear or use offensive language around the children.
- Never humiliate, belittle, or degrade a child.
- Never physically assault or verbally abuse or threaten children at any time, including occasions when a reprimand would be appropriate.
- Refer any instances of grossly inappropriate child behavior to a staff member rather than dealing with it personally.
- Always respect the rights and privacy of the children.
- Always act in an appropriate and culturally sensitive manner.

Photographs of Children

All volunteers should:

- Never take any photos of the children that could in any way appear to be exploitative. Any photographs must be decent, respectful and culturally appropriate.
- Never take any photos of a child if it makes them feel uncomfortable (or even if there is a possibility that they will be uncomfortable).
- Never share or publish any photos of the children without discussing with a staff member first.

Personal Items and Accommodation

All volunteers should:

- Avoid lending the children any valuable personal items, especially electronic gadgets.
- Keep their rooms locked and avoid allowing free entrance to the children.

3. GETTING TO THE CHILDREN'S HAVEN

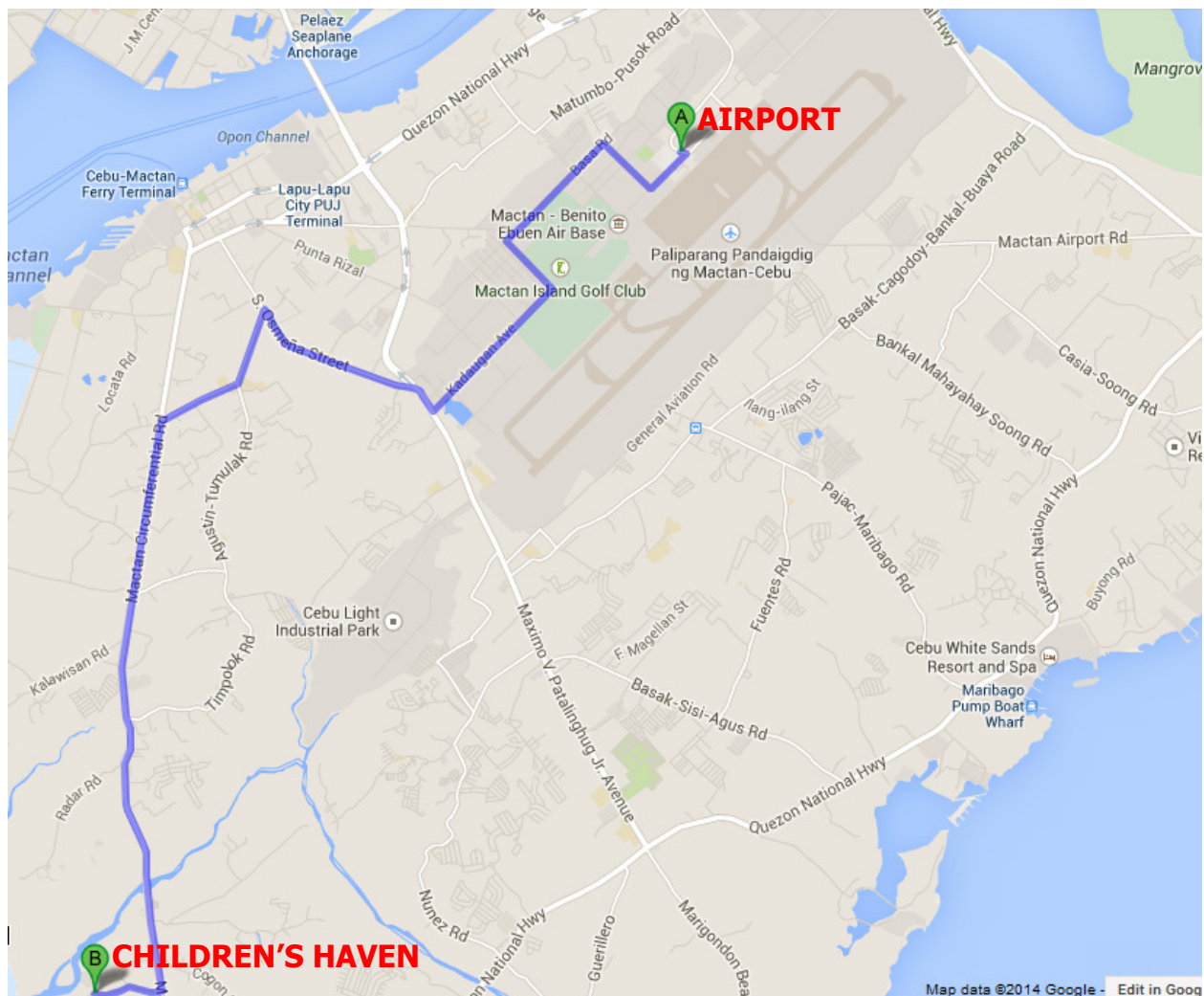
The Children's Haven is located in Barangay Pilipog on Mactan Island, which is next to Cebu Island and Cebu City. Mactan-Cebu International Airport is also located on Mactan Island.

A taxi is the easiest and most direct way from anywhere on Mactan Island (including the airport) or Cebu City to the Children's Haven. If you don't have much luggage, there are also other options that are much cheaper. These options are all outlined below.

3.1 Getting to the Children's Haven by Taxi

A taxi from the airport to the Children's Haven should take around 20 – 25 minutes. It should cost no more than 150 – 200 pesos door to door (beware of drivers trying to charge you up to 500 pesos or more in advance – it's best to use a metered taxi).

Here is a map of the journey from the airport to the Children's Haven (although the exact route the driver takes may vary):



The travel time and price should be similar from other places in Lapu Lapu City. If you're coming from Cebu City, it may take around 45 - 60 minutes or more, depending on the traffic and where you start. A taxi from central Cebu City should cost no more than 300 pesos.

No matter where you start, ask the driver to head towards Pilipog. You'll travel through Lapu Lapu City and on to the Mactan Circumferential Road, which runs through Pilipog.

When you reach Pilipog, you'll need to turn right down a smaller road named Lope Baguio Street. There is a small white and blue sign for the Children's Haven and a banner saying "Welcome to Barangay Pilipog" at the start of Lope Baguio Street:



Most taxi drivers won't know how to get to the Children's Haven, so you'll need to direct them from this point. If you're unsure, the locals can also give you directions once you reach Pilipog. You can also see the local area map later in this document.

Follow Lope Baguio Street straight down, all the way to the end, where the road paving stops and there will be water straight ahead:



Turn right onto the rocky path and follow it the short distance to the Children's Haven gate. Once you pass through the front gate, the office building is straight ahead (it's the furthest building from the gate).

3.2 Other Ways to Get to the Children's Haven

If you're experienced with getting around in the Philippines, there are also other options for reaching the Children's Haven.

Jeepney from the Airport or Lapu Lapu City

From the airport terminal (before the pre-departure area), you can catch a yellow "multi-cab" jeepney along Lapu Lapu Airport Road to the Save More supermarket at Mactan Marina Mall. This should cost no more than 10 pesos and take around 5 minutes.

From the multi-cab stopping area, it's a short walk down a side road to the Quezon National Highway. Just cross to the other side of the highway and catch any jeepney with "Cordova" on the sign in the front window.

The locals are very friendly and you can always ask them to direct you.

If you're already anywhere else in Lapu Lapu City on a jeepney route (such as the Island Mall, Marina Mall, MEPZ, ferry terminal or merkado), you can also catch any jeepney heading for Cordova.

The jeepney to Cordova will take you onto the Mactan Circumferential Road which runs through Pilipog. When you get on the jeepney and pay, just ask the driver to stop at Pilipog. The jeepney should cost between 8 – 12 pesos, depending on where you start.

The jeepney will stop on the main road (Mactan Circumferential Road) at Pilipog. From there, you can either walk or take a tri bike (trisikad) to the Children's Haven. There will almost always be a tri bike rider waiting near where the jeepney stops.

Most tri bike riders will know the way to the Children's Haven. Otherwise, you can follow the taxi directions above or see the map under Local Area below to find your way there.

Sidecar Motorbike from Lapu Lapu City

You can catch a sidecar motorbike direct to the Children's Haven from anywhere you can find one in Lapu Lapu City. This should cost around 100 pesos (but can be more or less, depending on where you start and what you negotiate with the driver). Follow the taxi directions above and they can take you all the way to the Children's Haven gate.

GT Express Van from Cebu City

GT Express vans provide a cheaper option for getting from Cebu City to Mactan Island, although they don't have much room for luggage. They leave from SM Mall in Cebu City, which you can get to either by catching a taxi or a 01K or 10M jeepney.

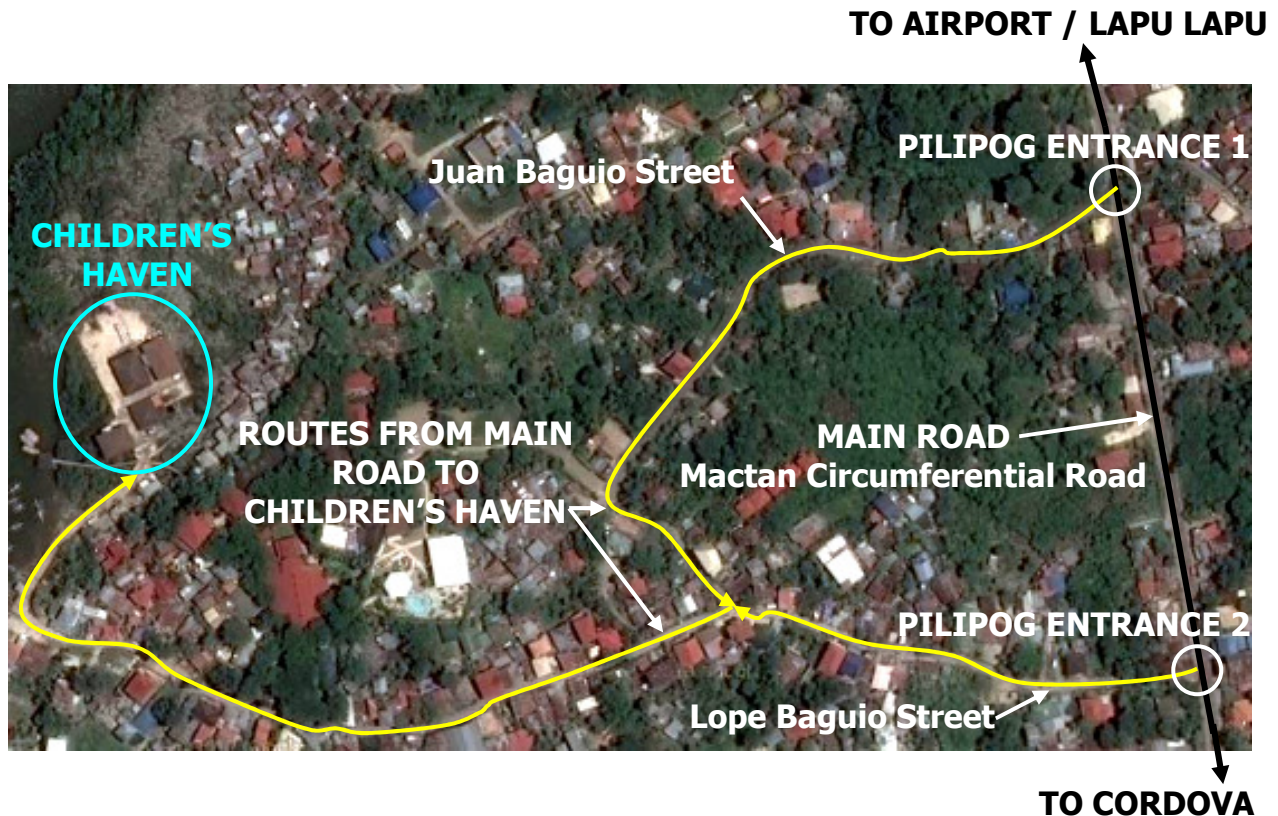
The simplest way is to catch a van headed for Cordova (the cost will be around 35 pesos) and ask the driver to stop at Pilipog. You can then walk or catch a tri bike to the Children's Haven as outlined above.

If there is a long wait for a Cordova van, you can also catch a GT Express van to Gaisano Mactan Island Mall in Lapu Lapu City for around 25 pesos. From there, just cross the Quezon National Highway and then use the jeepney directions above to get to the Children's Haven.

4. LOCAL AREA

4.1 Map

Here is a map showing the location of the Children's Haven and surrounding roads (please note that these aren't shown accurately in Google):



From the main road, there are two entrances to the Pilipog area where the Children's Haven is located. The taxi directions given previously show the way using Lope Baguio Street (marked "Pilipog Entrance 2" on the map). The distance from the main road to the Children's Haven this way is about 600m.

If you arrive at the Juan Baguio Street ("Pilipog Entrance 1") instead, you can just follow the route shown on the map. The distance to the Children's Haven this way is about 750m.

4.2 Nearby Areas and Facilities

Pilipog

There are many small convenience stores in Pilipog that sell packaged food, sweets, drinks and basic items. There are also some street food carts and simple eateries.

There is one main restaurant in Pilipog known as Taytayan, which is walking distance from the Children's Haven. To get there, take Juan Baguio Street from the Children's Haven to the main road (see "Pilipog Entrance 1" above). When you reach the main road, turn left and walk about 300m (you will pass a gas station on the way) until you reach the restaurant.

Cordova Poblacion

The area known as Cordova Poblacion is just south of Pilipog on the Mactan Circumferential Road. It has a number of local facilities, including:

- Money changers – there is a Western Union, a Palawan Pawn Shop and M Lhuillier, all close to each other near the main corner.
- Cordova Public Market (located just south of the main corner) – sells a range of household items, clothing, fruits, vegetables, meat and so on.
- Pharmacies (farmacias) – there are many basic pharmacies around Cordova Poblacion and an even more comprehensive one at the Gaisano Grand Mall.
- Gaisano Grand Mall (located just north of the main corner) – a small shopping mall with a supermarket, pharmacy, money changer and some other stores.

There is also a floating restaurant named Lantaw on the ocean waterfront. To get there, you'll need to catch a tri bike from the main corner at Cordova Poblacion, which should cost around 20 pesos per person.

Lapu Lapu City

Lapu Lapu City is much larger than Cordova, and hence has much more comprehensive facilities. Among other things, it has several malls (such as Gaisano Mactan Island Mall, Gaisano Metro Mall and the Marina Mall), a merkado (market), bars and nightclubs (such as BFK and Lotus), restaurants and other facilities you would expect in a reasonably-sized city.

5. LOCAL LANGUAGE

Nearly all of the people at the Children's Haven and in the local surrounding areas speak very good English. However, they always appreciate it when you try to speak a little of their language.

The local dialect on Cebu and Mactan Islands is Bisaya. Here are some basic words and phrases that you may find useful:

Good morning	Ma-ayung buntag
Good afternoon	Ma-ayung hapon
Good evening	Ma-ayung gabi-i
How are you?	Kumusta ka
I'm doing great	Ma-ayo man
What is your name?	Unsa'y ngalan nimo
My name is	Ang ngalan nako kay
Thank you	Salamat
You're welcome	Walay sapayan
I'm sorry	Pasaylo a ko
It's alright	Ma-ayo ang tanan
Yes	Oo
No	Dili
Stop	Hunong
Fun	Kaliplay
Delicious	Lami
I am full	Busog ko
What is this?	Unsa ni
How much?	Pila
Expensive	Mahal
Is there no discount?	Wala ni discount