

## ACCOMMODATION FORM

**Instructions:** This form should be completed by a staff member when a new accommodation is visited. The information should then be uploaded in the Accommodation section of the RSVP database only if the host family is recommended. Information collected from any host family should be kept in strict confidence.

**Note:** Request permission to take photos of the family and the house.

Information Required	Information Provided
<b>General Information</b>	
Host Family Name	
Telephone Number (Home)	
Telephone Number (Mobile 1)	
Telephone Number (Mobile 2)	
Email Address	
Number of Volunteer Spaces	
<b>Residential Address</b>	
Address	
City/Town	
Country	
<b>Postal Address</b>	
Address	

City/Town	
Country	
<b>Details</b>	
<b>Location</b> <i>(description of area, nearby towns/communities, distance to town, accessibility of taxis)</i>	
<b>Overview</b> <i>(Names of persons in household, number of persons in household, age, occupation, hobbies, summary of what volunteers will have access to)</i>	
<b>*Living Accommodation</b> <i>(Rules, curfew, expectations, respect for property, smoking, permission for guests, don't give out the host family's number)</i>	
<b>About Your Room</b> <i>(write description based on information collected below; type – single or double, shared or not, bathroom – shared or own, lock doors and drawers, closet space)</i>	
<b>*About the Food</b> <i>(Description of typical breakfast and dinner and a reminder about lunch provisions)</i>	

<b>*General Advice</b> ( <i>Open communication, mutual respect, call if you will be late, update about weekend</i> )	
<b>Accommodation Checklist</b>	
Type	a. Host Family [ ] b. Hostel [ ] c. Hotel [ ]
Capacity ( <i>number of beds</i> )	
Number of Rooms	
Room Types	a. Own room [ ] b. Shared room with same sex volunteer [ ]
Bedding	a. Bring Sheet [ ] b. Bring own towel [ ]
Bathroom	a. Own bathroom [ ] b. Shared bathroom [ ] c. Running water [ ] d. Bucket shower [ ] e. Hot water available [ ] f. Toiletries not provided [ ]
Food	a. Vegetarian Option [ ] b. Vegan Option [ ] c. Regular meals [ ]
Drinking water	a. Drinking tap water is ok [ ] b. Do not drink tap water [ ] c. Boiled water provided [ ] d. Purchase own bottled water [ ]
Children	a. Yes [ ] b. Number: c. Age(s): d. No [ ]
Pets	a. Yes [ ] b. Number: c. Type(s) d. No [ ]
Smoking	a. Allowed [ ] b. Not allowed [ ] c. Allowed outside the house [ ]
Internet ( <i>if host family has wifi volunteer should not be charged</i> )	a. Available – free [ ] b. Available with fee [ ]

	c. Not available [ ] d. Internet café in town
Laundry	a. Washing machine [ ] b. Handwash [ ] c. Wash by host family with fee [ ] d. Wash by helper with fee [ ] e. Laundromat in town [ ]
Languages	
Curfew	a. Yes [ ] b. Time - Weekdays: c. Time - Weekends d. No [ ]
Safety and Security	a. Lockable wardrobe [ ] b. Lockable drawers [ ] c. Lockable room [ ] d. Room key provided [ ] e. House key provided [ ]
Mosquito Net	a. Bring own mosquito net [ ] b. Can buy in country [ ] c. Not necessary [ ]
Wheelchair access	a. Yes [ ] b. No [ ]
Completed by	
Date	
Recommended	a. Yes [ ] b. No [ ]
Please state why or why not	

*\*This is generic*