

**WEBSITE DEVELOPMENT DOCUMENT**

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**BACKGROUND AND PURPOSE OF THE WEBSITE**

**General Overview**

RSVP Caribbean Volunteers Limited is a volunteer placement company that coordinates the full volunteering experience for overseas nationals and institutions that wish to volunteer in the Caribbean. The services include individual volunteering, group volunteering, internship and dissertation, summer volunteering, spring break volunteering, corporate volunteering, professional volunteering, language lessons and customized volunteering. RSVP Caribbean is a registered company with its head office in Jamaica and over time will operate in at least twenty (20) Caribbean countries. The company will officially commence operations on May 23, 2016 with the launch of its website; and will initially offer services in Jamaica, Grenada and St. Lucia. The company will expand to at least two (2) other Caribbean islands each year until the market is fully explored. The intent is that RSVP Caribbean Volunteers Limited will function as the parent company to various satellite subsidiaries throughout the Caribbean, for example, RSVP Jamaica, RSVP Grenada and RSVP St. Lucia among others.

The website should be professional but have a fun flare that represents the uniqueness and vibrancy of the Caribbean but also the peculiarity of each island. The basic concept of the website is:

* The logo to the top left and social media links (*Facebook, Twitter, LinkedIn, Instagram, Blog, YouTube*) to the top right of the homepage.
* At the top (*between the logo and the social media sites*) there should be 10 main tabs with related drop down options which takes the reader to each related page.
* These 10 main tabs are **About Us**; **Destinations**; **Programme and Projects**; **Prices**; **Resources**; **FAQ**; **Apply Now**; **Contact Us**; **Media**; **Charity and Donations**.
* In the centre of the homepage there should be at least seven (7) pictures and three (3) promotions which are interchanged.
* The website should be so designed that it provides potential, current and past volunteers and partners with a simple, clear, easy to read and user friendly space.
* The “**Apply Now**” and “**Contact Us**” options should be strategically placed throughout the website. It should therefore be prominently displayed on each of the website’s webpages for easy access by the site’s visitors.

The websites of over twenty (20) competitors were reviewed and International Volunteer HQ - https://www.volunteerhq.org/ offers the clearest and most user-friendly website; *although the font utilized throughout that website detracts from its clarity and effectiveness*. With this kind of business a lot of information is necessary as it protects the company from any liability. However, research has found that some competitors make it far too difficult to find information and the aim is for RSVP Caribbean to avoid this mistake.

The target market will be, *but is not limited to*, volunteers from Europe, North America and Asia who will visit the Caribbean to participate in various needs-based programmes and projects. The main countries and cities that potential volunteers will be recruited from include, *but are not limited to*, Germany (*Berlin, Munich, Hamburg, Frankfurt, Cologne, Dusseldorf, Dresden, Stuttgart and Leipzig*); England (*London, Manchester, Birmingham, Bristol, Liverpool, Leeds, Nottingham, Cambridge and Brighton*); Switzerland (*Zurich and Geneva*); Denmark (*Copenhagen*); France (*Paris and Bordeaux*); the Netherlands (*Amsterdam, Rotterdam, the Hague*); United States of America (*New York, Los Angeles, Chicago, California, Florida, Atlanta*) and Canada (*Toronto, Vancouver, Ottawa, Montreal, Quebec*).

The key groups include: high school, college and university students, gap year, recent graduates, career breakers, professionals, corporate entities, university lecturers and retirees. The specific biographical data of the identified demographics are as follows:

* **High school students** (*in high school or just leaving high school*) to be targeted are 16-18 year olds who are interested in volunteering or whose parents believe that such an experience is important for their personal development. The packaging of the service for this target group should be appealing to the high school students but also to the parents as they are the ones who will likely pay for their participation in the programme.
* **The college and university students, gap year and recent graduates** are 18-25 year olds who need to volunteer for personal growth and development, or, to satisfy a university requirement. The packaging of this service should be similar to that of the high school students as parents and sponsors play a key role in funding this experience.
* **Career breakers**who want to give back at this juncture of their lives or who are thinking of changing careers will be targeted. Their programmes will be designed based on their specific backgrounds and will ensure that their skills are adequately utilized.
* **Professionals** who want to use their skills and expertise to contribute to a developing country. They must be practicing in their field for at least one year.
* **Company employees** who seek to participate as part of their corporate and social responsibility; and their quest for personal fulfillment. Chief Executive Officers will be targeted to encourage them to allow their employees to volunteer at the company’s expense. They will be guaranteed a short but impacting experience that can also serve as leadership training and a team building exercise.
* **University lecturers and their students** who want an in-depth, practical experience that provides a first person perspective on how societies, cultures, economies, systems and/or processes work in comparison to their own . This target group will have more than a cultural experience as it will be a learning and process integration offering – service learning.
* **Individuals who have retired** and want to give of their time and talent will also be targeted.

**The website should:**

* Be the “window” of RSVP Caribbean to the world
* Create a positive impression of RSVP Caribbean and its activities
* Demonstrate creativity and “out of the box” thinking in its design, animation, transitions and overall presentation
* Provide information in a concise and clear manner
* Engage visitors and be a resourceful site for various partners
* Create emotional appeal and a call to action for volunteers, partners and donors

**The Look and Feel of the Website:**

* The site must have a “fresh” appeal
* Be a clean/sleek design with limited colours (based on brand colours) and simple fonts
* Utilize images and videos to make the site dynamic and attractive
* It must be welcoming and user-friendly
* Persons should be able to navigate each webpage easily and obtain information quickly

**Functionalities**

* Must allow easy back-end maintenance and information updates
* Must link to social media accounts – Facebook, Twitter, LinkedIn, Instagram, YouTube, Blog
* Must link to donation and payment platforms (*eg. PayPal*)
* Have links to various resources such as fundraising, insurance and travel
* Must enable search by key words on the local site and Google among others (search engine optimization)
* Ability to track analytics

**Branding**

* The colour of the company (*blue, orange and white*) must be carefully and skillfully woven throughout each page and sub-page making the website unique, appealing and one that excites the user.
* The colour scheme should be consistent with the RSVP Caribbean logo. Blue is the core colour with orange as the accent colour and mixed with white where necessary.
* The logo should appear on all pages and link back to the home page.
* In keeping with RSVP Caribbean Volunteers Limited branding policies.

This is a guiding document and should in no way restrict the developer’s creativity and initiative to suggest alternatives. The ten (10) main categories, along with sub-categories, are described below.

The website domain secured is www.rsvpcaribbean.com.

**Timeline for Website and Database Development**

| **Action** | **Deadline** | **Person Responsible** | **Status** | **Comments** |
| --- | --- | --- | --- | --- |
| Complete website content | February 15, 2016 | Bridgette | Completed | Draft being reviewed and updated |
| Review content and flow | February 19, 2016 | Camile and Carolyn | Completed | Familiar with a similar business and can provide useful feedback |
| Meeting with Board of Directors | March 6, 2016 | Bridgette, Sefton, Fiona | Completed | Important to get external feedback from business experts and an opportunity to ask clarifying questions |
| Editing | March 9, 2016 | Clyde | Completed | To be completed by March 24, 2016 |
| Send all relevant information to website developer | March 25, 2016 | Bridgette | Completed | April 5, 2016 |
| Signing of contract and first payment | March 29, 2016 | Dwayne/  Bridgette |  | Follow up meeting |
| Completion of first draft | April 22, 2016 | Dwayne/Rohan |  |  |
| Review first draft | April 27, 2016 | Bridgette and Board of Directors |  |  |
| Completion of second draft | May 6, 2016 | Dwayne/Rohan |  |  |
| Review second draft | May 10, 2016 | Bridgette and Board of Directors |  |  |
| Final review (as necessary) | May 17, 2016 | Dwayne/Rohan |  |  |
| Official launch | May 23, 2016 | Dwayne/Rohan |  |  |
| Final payment | May 25, 2016 | Bridgette |  |  |

Below all information required for the website is presented. The information is coded as follows:

* **Green** – information that the website developer should note
* **Red** – information to be verified/finalized
* **Blue** – this should be a link to take the user to additional information.

**ABOUT US**

The “**About Us**” section is aimed at providing users with important information on the company, its fundamental beliefs and philosophies, its offerings and the processes involved This section of the website will also clearly state what sets us apart from our competitors and how persons can become a part of the RSVP Caribbean team. There are thirteen (13) sub-categories – Overview of RSVP, Vision, Mission, RSVP Core Values, RSVP Services, RSVP Guarantees, Team RSVP, Why Volunteer with RSVP, Why Volunteer in the Caribbean, Why Pay to Volunteer, Who Can Volunteer with RSVP, The Volunteering Process and, finally, Careers at RSVP.

**OVERVIEW OF RSVP**

RSVP Caribbean Volunteers was conceptualized and developed based on the lack of suitable, affordable and safe needs-based programmes and projects for volunteers who wish to come to the Caribbean. RSVP Caribbean offers programmes and projects that are properly researched and make a meaningful difference. If you give of your time as a volunteer you need to know that it was worth it, you need to know that it was useful, you need to know that the company truly cares about the programmes, projects and communities that you work in and that is what RSVP Caribbean does – Respond…Discover…Change Lives.

RSVP Caribbean Volunteers is a registered company with its head office in Jamaica and sub-offices across the Caribbean. The focus is on the Caribbean because the socio-economic issues such as illiteracy; poor health services and facilities; inadequate access to, or, unaffordable health care; high unemployment; poverty; improper sanitation in schools and communities; lack of access to basic necessities (*food, clothing and shelter*); insufficient programmes for the elderly; the homeless and persons with disabilities and many other issues continue to be a challenge in Caribbean islands. As a volunteer you can accept the invitation from RSVP Caribbean to come and do your part to positively change the lives of persons through the various volunteer programmes – Respond…Discover…Change Lives.

RSVP Caribbean Volunteers coordinates safe, affordable, high quality needs-based programmes and projects for overseas volunteers from any country who want to give of their time, skills and resources to their chosen location. The company manages and coordinates all aspects of the volunteer’s experience including, but not limited to, providing the necessary information about the programmes, projects and accommodation as well as advice on the culture, travel and volunteering requirements. Ongoing support before arrival and while volunteers are in-country is an important part of the service provided. RSVP Caribbean Volunteers provides efficient service for the entire volunteering experience and takes the burden off the volunteers. Let us take the hassle out of your volunteering experience – why not RSVP today?

The RSVP Caribbean Volunteers Team has over 20 years combined experience in volunteer placement and working with volunteers from over 40 countries. The team members have vast cultural exposure based on their extensive international travel experience; which includes the countries of our volunteers and, of course, the Caribbean nations that will facilitate the RSVP Caribbean Volunteers experience As a result, RSVP Caribbean has first-hand knowledge of what it means to live and work in the Caribbean; which is coupled with our sound knowledge of the Caribbean’s hospitality, travel and tourism industry. RSVP Caribbean is very passionate about helping others which is an extension of the fact that we believe 100% in what we do and, as a result, have been active in volunteering on various programmes and projects for many years.

**Our Approach**

The approach used by RSVP Caribbean Volunteers is as follows:

1. **Issues and Needs-Based** **Programmes and Projects** – all programmes and projects are based on specific situations that have been highlighted through research, consultations and reports. RSVP Caribbean cannot fix everything but we believe in doing our part to change lives.
2. **Sustainable Development Goals** – all programmes and projects are linked to the global sustainable development goals that many Caribbean islands are signatories to. These are specific local, national, regional and international priorities that are critical in improving the lives of persons. Of the seventeen (17) sustainable development goals, RSVP Caribbean through the work of its volunteers will focus on seven (7) of these goals. These are *no poverty, good health and well-being, quality education, clean water and sanitation, decent work and economic growth, sustainable cities and communities and climate action*. Every action or task undertaken by a volunteer is connected to a framework for short, medium and long-term improvements.
3. **Strategic Focus** – RSVP will focus on one region – the Caribbean. This is important as it allows careful in-depth research, assessment, intervention and monitoring and evaluation of programmes and projects within a specific context. The similarities and differences across the Caribbean allows for case studies, communities of practice and documenting best practices. This targeted approach fosters better impact and use of resources.
4. **Community Impact –** the communities and partners are the greatest assets and beneficiaries. RSVP Caribbean believes in tangible outcomes and so the programmes and projects are developed with the sole purpose of ensuring that over time there are visible differences within the populations that we serve. Our local partners are vital to this process and we recognize, appreciate and honour that.

**VISION**

Our vision is to be the leading provider of meaningful and impacting volunteer opportunities that will address critical issues in the Caribbean.

**MISSION**

Our mission is to identify programmes and projects that are aligned to local needs and provide mutually beneficial opportunities for volunteers,communities and partners to make a real difference.

**RSVP CORE VALUES**

RSVP Caribbean is committed to:

* **Integrity** – ensuring that honesty and strong moral principles guide the work of the company.
* **Quality Service** – providing exceptional service and well organized programmes and projects that will benefit all partners.
* **Community Impact** – ensuring that the contribution of volunteers supports community and national needs.
* **Cultural Exchange** – fostering a mutually beneficial learning experience for volunteers and all partners and ensuring that each partner leaves the process gaining a greater appreciation of the value of others. A culture of balance, fairness and creativity is promoted.
* **Mutual Respect** – ensuring that all local norms and customs are preserved and protected, and at the same time understanding the vantage point of the volunteers.
* **Environmental Preservation** – deliberately taking steps to ensure that the company and all its partners are environmentally aware and act responsibly in caring for the environment.
* **Sustainability** – ensuring the longevity of programmes through continuous support where needed and strategically facilitating a generational impact.

**RSVP SERVICES**

**Individual Volunteering Service** – You have thought about giving back to those in need, exploring the Caribbean and making sure that you live – not just exist. You have wondered what it would be like to live for a while in a developing country and experience the real situations that exist, not just what is advertised as the tourist product. RSVP Caribbean offers the solution to these wondering thoughts and will coordinate a one of a kind, safe and affordable volunteering experience for you. The **Individual Volunteering Service** is a trip for a person who will be travelling alone, or with less than 5 friends, to volunteer in the Caribbean. You can choose from any of the advertised programmes. Volunteers can select a programme based on their interests, skills and background. Dependent on your date of arrival, other volunteers will already be in-country and there is always 24/7 staff support. Please see **Programme and Project Description** for full list of offerings.

**Group Volunteering Service** – If you want to experience the Caribbean with your friends, colleagues or family, we have the right projects just for you. Through our **Group Volunteering Service** we organize trips for groups such as universities, churches, community groups, sports teams, service learning groups (faculty-led or student-led), medical campaigns, friends, families and any other group that wants to volunteer in the Caribbean. You can choose from one of the advertised projects. Please see **Group Trip Projects** for full list of offerings. You can also tell us about your specific needs and we will tailor a project just for your group. RSVP Caribbean will work with you to determine the specific objectives of your trip and then prepare a timetable which will be sent to the group leader prior to arrival. You don’t have to do it alone, get your group together and **Contact Us** for more details.

**Internship and Dissertation Service** –The Caribbean can be an interesting and exciting place to earn your university credits; volunteering in the Caribbean provides the opportunity to do just that. The Caribbean offers you a different perspective on a number of issues, as it is made up of developing countries. You will see, observe and learn about issues that you may never see in your country. Our systems, procedures, resources and ability to creatively use what we have available is a must see. Don’t do your internship and dissertation in your country – what fun is that? Do it in the Caribbean with RSVP. If you are a volunteer who has specific requirements related to your university studies and would like to achieve these objectives on a project in the Caribbean then please see **Internship and Dissertation Projects** and **Contact Us** today. A full description of the internship is required which will be passed on to the partner agency. Any associated forms which must be completed need to be sent before acceptance so we can determine if we have a suitable internship for you.

**Summer Volunteering Service** – No-one wants to sit at home for the summer. Everyone wants to do something fun, exciting and meaningful. RSVP Caribbean offers carefully tailored projects for high school students (16-18 years old) who want to volunteer during the summer (June – August). As a volunteer you will work on projects that will change your life and the lives of persons that you will work with. You will leave the Caribbean country you have selected with a sense of purpose and fulfillment. This project is designed to provide ongoing support to volunteers while in-country as you are fully chaperoned and parents and guardians can take comfort in knowing that that their children will receive special attention. RSVP Caribbean will prepare a timetable which will be sent to you and your parents prior to arrival. Please see **Summer Projects** for full list of offerings. **Apply Now** – don’t be left out of this incredible experience.

**Spring Break Volunteering Service** – Do something different for spring break. Do something that will allow you to experience life in another country while helping those in need. If you are a university student who wants to use your spring break in a productive way, then RSVP Caribbean has the right project for you. These short-term projects are customized to suit the limited timeframe but also ensure that the volunteering experience is mutually beneficial. Please see **Spring Break Projects** for full list of offerings. **Apply Now** – don’t be left out of this incredible experience.

**Corporate Volunteering Service** – Our corporate volunteering service is designed for corporate teams to increase innovation, improve leadership skills and encourage a culture of giving and sustainable development. The **Corporate Volunteering Service** experience improves team building skills, bolsters group dynamics, supports the development of problem-solving skills, fosters resilience, highlights the importance of giving and promotes corporate social responsibility. It allows for a greater understanding of cross-cultural issues, stimulates creativity, challenges leaders and the team to operate outside of their comfort level and contributes to a shared learning experience. Employers can send a group of their employees to volunteer in the Caribbean for short periods so that the activity does not affect productivity. Employers can also use this as a performance incentive whereby employees are awarded a trip to the Caribbean to volunteer and enjoy the culture. Please see **Corporate Projects**. You can also tell us about your specific needs and we will tailor a project just for your group. RSVP Caribbean will work with you to determine the specific objectives of your trip and then prepare a timetable which will be sent to the group leader prior to arrival. **Contact Us** for more details and we will coordinate a once in a lifetime experience for your team.

**Professional Volunteering Service** –If you have been working in your field but need to experience how others in your field operate in a developing country then RSVP Caribbean has just the project for you. Professional volunteering allows for a mutual learning experience. You bring your skills and expertise to the partner agency but you also learn from them. Some processes may be similar, others quite different but in the end, all the persons involved would have benefited from the process. So if you are qualified and have been working in your field for at least one year and would like to give of your time, skills and expertise on a programme in the Caribbean why not volunteer on one of our programmes? Please see **Professional Projects** for more details.

**Language Lesson Service** – Do you want to improve your English while in the Caribbean? Then choosing the language lesson service is just for you. Language immersion provides, possibly, the very best way to improve your use of a second language; the immersion is inevitable if you visit a Caribbean country. English is the first language of most Caribbean islands and as such, we are able to teach written and conversational English very well. A trained teacher will facilitate these structured lessons with volunteers. If you would rather learn Patois which is the dialect of Jamaica then you can – yeah mon (yes you can)! A competent Patois teacher will facilitate these structured lessons with volunteers. Please see **Language Lessons** for more details.

**Customized Volunteering Service** – If you have checked out the programmes and projects but you are not seeing anything of interest to you please **Contact Us** and let us know. If you have a particular interest then complete the **Enquiry Form** and our team at RSVP Caribbean will research your interest and let you know if it is possible. If it’s possible we will do everything to make it happen.

**RSVP GUARANTEES**

* **Resource Allocation** - we guarantee that resources will be provided to programmes and projects.
* **Donation** - we guarantee that once per quarter a tangible donation will be made to an institution or individual in need; from one of the RSVP Caribbean destinations.
* **Community Impact** - we guarantee that 5% of your programme fee will go towards a Community Development Fund to support community projects and partner needs through the RSVP Foundation.
* **Needs-Based Programmes and Projects** - we guarantee that you will have a meaningful programme or project that allows you to make a difference.
* **Exceptional Service** - we guarantee to deliver excellent service that exceeds your expectations.
* **Efficient Service** - we guarantee to always respond on time (*within 48 hours for weekday queries and within 72 hours for weekend queries*), for late replies you will receive 2% discount; if we are not on time you pay less.
* **Confidentiality** - We guarantee complete privacy of information collected from you and on your behalf.
* **Uniqueness** - we guarantee a customized approach to each volunteer and will take your particular situation, expectations and needs into consideration at all times.

**TEAM RSVP**

RSVP Caribbean is governed by a Board of Directors that ensures that there is accountability and transparency and that the best interest of the volunteers and community is always at the forefront of any decision. These are unpaid professionals who give of their time and expertise. Each board member has specific industry knowledge and uses his/her expertise to support the work of the staff across the Caribbean.

RSVP Caribbean also has a team that manages the day to day operations of the company; these are persons who are employed based on their specific talents and expertise. The operations, administrative and programme support staff at RSVP are based in the Caribbean and understand the specific context and are specialists in their area. The company employs overseas staff from different nationalities in its marketing offices, promotes a culture of diversity and is an equal opportunity employer. The Chief Executive Officer reports to the Board of Directors.

**Board of Directors**

Show only the first paragraph for each person and have a read more option.

**Sefton L. Cummings - FCCA, FCA (Chairman)**

# Sefton Cummings has over 10 years management experience in the Credit Union movement serving in various capacities including Branch Manager, Operations Manager and currently Manager, Finance and Accounting. Prior to joining the Credit Union movement he held the position of Audit Senior at PricewaterhouseCoopers. As an Audit Senior he was responsible for planning and supervising audits to ensure reporting deadlines were met and that there was compliance with reporting standards. He was also assigned to several special projects because of his technical insight and keen attention to details.

# Sefton has also served at leadership levels in other organizations. He has a passion for helping others and gives of his time and talents to his community, parish and country. He is currently serving as Elder and Treasurer of the Mount Edgecombe Seventh Day Adventist Church, Board Member of the Marjam Preparatory School and President of the Beverly Community Football Club.

# He holds a diploma in Business Administration from the University of the West Indies and is a Chartered Accountant.

# He loves football, is a big Arsenal fan and loves going to the beach.

# Motto: “It is better to walk alone than with a crowd going in the wrong direction.”

# Fiona Hyman - CFA, FCCA (Director)

# Fiona Hyman is a Senior Manager with over 10 years business advisory experience with PricewaterhouseCoopers (United Kingdom and Jamaica) providing Mergers and Acquisitions support services, due diligence valuations, financial modelling, corporate restructuring and financial reviews. Since 2009 Fiona has been advising clients on large and complex transactions and projects in the Caribbean, Middle East, Central and Eastern Europe and the UK. She works with large corporations, financial institutions, government agencies and private equity funds, principally on the full continuum of the transaction process, from initial analysis of financial and operational performance through the determination of the final purchase price.

# She has a Bachelor of Science (Hons) in Applied Accounting from Oxford Brookes University in the UK and a Diploma in Accounting from the University of Technology of Jamaica. She is a Chartered Financial Analyst and Chartered Accountant.

# She enjoys reading, travelling and exploring new cultures.

# Motto: “By prayer and by work.”

# Ruchelle Thomas - Licensed Professional Nurse, Legal Nurse Consultant, Entrepreneur, Life-Skills Coach and Mentor (Director)

# Ruchelle Thomas was born in a small city in Jamaica, then migrated to the Unites States of America as a teenage girl. She has always had a strong love for God, family and the community. Ruchelle began her career in the medical field in 1999 as a nurse with experience in hospitals and nursing homes, hospice care and home healthcare. She is also a legal Nurse Consultant, Quality Care Consultant and a certified Life Skills Coach and Instructor. Ruchelle is a seasoned entrepreneur who owns five successful businesses in Altanta, Georgia.

Ruchelle’s passion in life is to give back and help those in need. She is the President for an awesome venture, where she’s indulging in the rewards of being a steward. This is her non-profit organization called Helpers Health and Community Initiatives, which is geared towards helping poor and despaired communities locally and internationally, through the vehicle of healthcare. This includes medicines, medical supplies, food, clean water, clothing and education. Within this vehicle called Helpers Health and Community Initiatives is also a mission geared towards working with “Girls without Fathers.”

Her education and experience in business growth and development has landed her as a member of the National Association of Professional Women.

Ruchelle is hardworking and committed to giving back to the less fortunate and creating a legacy for her two girls, Felicia and Ariel. Ruchelle is known for her leadership skills, creativity, and the ability to see the good in others.

She enjoys listening to music of all genres, dancing and watching a good movie.

**Motto:** “In order to serve others, one must first recognize his or her existence as part of this whole human experience. This experience is incomplete until we learn to love and serve each other.”

# Wendy Tisdell (Director)

Wendy has 25 years experience as Director - Finance and Operations of Prime Pump Propriety Limited Company with extensive experience in business and financial management. In 2009 after her volunteering experience in Jamaica she founded the BridgIT Water Foundation in Australia. The focus of the BridgIT Water Foundation is to provide safe, secure and sustainable water collection, storage and distribution systems in rural and peri-urban communities in developing countries and to provide these needy communities access to clean, safe water. The Foundation has completed projects in Jamaica, Bolivia, Tanzania, Nepal and is currently working on supporting projects in Ethiopia, India, Uganda and Malawi.

Wendy has responsibility for the planning, organizing, operating, marketing and financing of the Foundation. In 2015 Wendy was awarded the prestigious Order of Australia medal in recognition for outstanding contributions to Australia's international aid.

Wendy has an absolute fascination with different cultures and also the similarities between cultures.  She has a passion for travelling.

**Motto:** “We must love today. In our service of love to the poor, we are called to give them what they need today.  Today someone is hungry or thirsty, today someone is naked or homeless, and today someone is sick or dying.  Today someone is in need of the warmth of a human hand, or in need of a human voice.  It must be given today.  We must love today.  Tomorrow it may be too late.”

**Staff**

**Bridgette B. Barrett - Ph.D. (Regional Director)**

Since 2008 Bridgette has successfully managed volunteer programmes in three cities across Jamaica. She coordinated all aspects of the volunteering experience and is very knowledgeable, creative, people-centred, volunteer-conscious, partner-aware and results-oriented. She has managed as few as 5 volunteers to as many as 120 volunteers at once, and to date has worked with over 2,000 volunteers from over 40 countries. She has led a team which sees a monthly rating of 94%, or more, volunteer satisfaction with their experience. Her extensive experience in volunteer programme and project management makes her a specialist who thrives on doing the best for the volunteers and all partners. She is very good at developing systems and procedures for maximum efficiency and naturally develops meaningful and lasting relationships with partners based on shared principles, collaboration, mutual trust and respect.

Bridgette has been a Project Manager since 2005 and Consultant to local and international development organizations in Jamaica and has managed projects for the Canadian International Development Agency, the Canadian High Commission and the New Zealand High Commission. She has worked on projects funded by the World Bank, European Union and United States Agency for International Development. She has worked in other countries which include Turks and Caicos Islands, Grenada, St. Lucia, St. Vincent and the Grenadines and Dominica and participated in cultural and professional development sessions in the Peru, the United Kingdom, Argentina, Bolivia, Australia, Bahamas and the United States of America.

Bridgette holds a Ph.D. in Conflict Analysis, Management and Resolution with a Community Development concentration; a Master of Science degree in Sociology and a Bachelor of Science degree in Psychology.

Her role is to manage the operation, administration and programme development of RSVP Caribbean and support the team and volunteers in ensuring that all parties have a satisfactory experience.

She enjoys spending time with her family, telling stories about her father, travelling, photography, playing dominoes, going to car shows, eating mangoes, decorating and reading.

**Motto:** “If I can help somebody as I pass along, then my living shall not be in vain.”

**Shelly-Ann Cummings (Operations Director)**

Shelly-Ann has worked in the hotel industry for 12 years in sales and reservations with 8 years in management and is thus very knowledgeable about the needs of clients from various countries across the world and local partners. She has extensive experience in managing groups for projects and conferences both internationally and locally. Shelly-Ann is an excellent problem solver, communicator and a hard worker. She is very calm, organized and positive and enjoys working with people. Her preference is to see the glass half full and it helps her to look at solutions and not problems.

Her passion though is teaching and she loves to work with young children. As such she enjoys all things related to education and learning and is very creative in finding ways to get children to enjoy their education.

Her role is to ensure that all logistics related to the volunteering are effectively and efficiently coordinated.

Shelly-Ann enjoys meeting and interacting with persons from diverse backgrounds and meeting people, being creative with things and situations and spending time with her children.

**Motto:** “Life is filled with things worth doing.”

**WHY VOLUNTEER WITH RSVP**

RSVP Caribbean is based in Jamaica with key partners in different Caribbean islands. As nationals of the various countries the team understands the important needs that should be their focus and are committed to ensuring that volunteers make a meaningful difference while on their programmes. With RSVP Caribbean, the team focuses on impact while ensuring that all partners are considered in the process.

**Accountability and Transparency** – there is an unpaid Board of Directors that reviews the operations of the company every quarter to ensure that the volunteering experience is excellent and the community impact is evident. We comply with the highest standards of management, accountability, best practices and environmental stewardship. An annual report is also prepared and published.

**Affordable** – prices are reasonable and competitive; and RSVP Caribbean ensures value for money. The communities and partners benefit from the contributions made from programme and project fees.

**Communication** – RSVP Caribbean offers timely and accurate communication through our website, emails, personal webpage, telephone conversations and text messaging. All information is kept up-to-date and changes are quickly communicated.

**Community Impact and Value for Money** – the purpose of RSVP Caribbean is to serve persons in needs and so the impact being made at the community level is noticeable. Where possible resources are bought from community businesses and through focused intervention RSVP Caribbean supports giving back to areas of need. Volunteers, host families, partners, communities and local businesses are all important in the process of changing lives.

**Expertise and Knowledge** – all staff are competent, experienced and knowledgeable about the culture, requirements, programmes, projects, accommodation and way of life in each island. They will be able to answer all your questions and guide you based on your specific objectives for volunteering. We offer a Caribbean operated volunteering business that understands the Caribbean context. Each volunteer is directly assigned to one staff member pre-arrival and upon arrival to a Programme Coordinator who is their first point of contact. Two other staff members act as the next point of contact if for some reason the assigned staff member is not available.

**Flexible Dates and Duration** – in most cases you choose your dates and how long you want to stay. Except for factors beyond our control such as school holidays, public holidays, group dates, natural disasters or community downtime; you are able to determine when you want to come and how long you want to stay.

**Fun** – with all the work you will also have time for fun. Caribbean nationals know how to relax and have a good time – you will get to Discover while Changing Lives.

**Good Standard Accommodations** – all our accommodations are carefully checked to ensure safety, security and comfort. You will have the basic amenities – electricity, clean water, a comfortable bed, adequate storage and a lovely family who will treat you as one of their very own.

**High Quality Needs-Based Programmes and Projects** – All programmes and projects are properly researched and linked to local, national, regional and international priorities and are specifically aimed at addressing key issues affecting individuals, groups and communities in different islands. You will receive information on your programme or project before you arrive. RSVP Caribbean has a wide network of partners with established programme, project linkages and networks that are tapped into to source or create the best option for you. Our programmes and projects definitely make a tangible and noticeable difference. There is a pre-established plan for each programme and project with each partner; this plan and its expected outputs are implemented and followed for continuity and ease of tracking results.

**Pre-Departure Support -** Before arrival in country Team RSVP will provide on-going support through emails, calls, skype, Whatsapp and other options to ensure that the necessary support and information is communicated to all volunteers. Team RSVP knows about the Caribbean, is based in the Caribbean and understands the Caribbean context.

**Responsible Volunteering** – at RSVP Caribbean we ensure that volunteering abroad is a benefit to the volunteer and the local organization. We provide all the information so volunteers can make informed and responsible choices and do not exploit people, animals, wildlife and the environment in a bid to promote what we do. We have a **Responsible Volunteering Policy** that outlines how we operate.

**24-Hour In-Country Support** – Upon arrival our team provides 24-hour support and can be called upon any day and at any time to provide assistance.

**Safety** **and Security** – Your safety is our number one priority. We ensure that programme, projects, accommodations and communities are safe for our volunteers to work and live by conducting risk assessments and preparing risk management and safety plans. We provide a detailed orientation the day after arrival which includes the necessary safety tips. Background and reference checks of staff, host families and volunteers are completed. We also have first aid qualified staff and proper emergency response planning.

**School/University Credits** – If you are looking for school credits or to complete your internship or dissertation then RSVP Caribbean will provide that opportunity for you. You will also receive an academic reference and certificate if you have completed all the requirements of your volunteer agreement.

**Sustainability** – volunteering with RSVP Caribbean will be short-term for most volunteers. Given our approach which is aligning what we do to the Sustainable Development Goals it is imperative that each volunteer programme and partner has a plan that facilitates achieving these overarching goals. Each volunteer’s tasks feed into that plan and so each volunteer builds on the work of previous volunteers. These goals and the work it necessitates is tied directly to empowering communities and building relationships that lead to growth in all programme areas. There is ongoing research and documentation, local needs being addressed, weekly visits to programmes and projects, staff training in specific programme areas, volunteer tasks linked to goals and plans with these plans being updated by each volunteer so that there is continuity.

**Welcome and Orientation** – coming to a new country can be daunting but do not worry the RSVP Caribbean staff will be there to meet you at the airport and ensure that you are safely taken to your host family. The day after arrival you will be picked up from your host family by a staff member and you will get a full day of orientation so you can better understand your new environment.

**WHY VOLUNTEER IN THE CARIBBEAN?**

What you often see when you research any Caribbean island are the lovely beaches, sunsets, landscape, resorts, architecture and the beauty of the people. However, these images do not tell the full story about some of the harsh conditions that many persons in the Caribbean are experiencing. From a low of 16% to a high of 80% of the Caribbean’s various populations are living below the poverty line.

The Caribbean islands are riddled with many social problems. This includes high illiteracy rates, limited resources to stimulate learning within schools at various levels, high unemployment, high levels of debt, inadequate access to or unaffordable health care, improper sanitation in schools and communities, lack of access to basic necessities (*food, clothing, shelter*), insufficient programmes for the elderly, homeless and persons with disabilities and many other issues – it is a myth to highlight only sand, sea and sun. The focus of Caribbean islands has been to reduce the debt burden leaving very little to improve the lives of the people.

As developing countries the resources such as schools, hospitals, child care facilities among others are basic and inadequate and the need to change this often times is a challenge. One of the resources needed is the human resource necessary to support the various partner institutions in the child care, education, health, environment, humanitarian and community sectors. As a volunteer you can provide that extra pair of hands, skills, experience and motivation to help a partner take better care of its beneficiaries.

Below are some statistics and information that will help you to see why volunteering in the Caribbean helps to change lives.

**Health Care**

* Cardiovascular diseases, diabetes and malignant neoplasm are the leading causes of death in Latin America and the Caribbean
* Approximately 900,000 deaths from cardiovascular disease and 400,000 from cancer occur each year across Latin America and the Caribbean
* The English-Speaking Caribbean shows even greater difference in mortality due to cardiovascular diseases compared to communicable diseases
* The estimated mortality due to cardiovascular diseases and diabetes is almost 250 per 100,000 population compared to 70 per 100,000 with communicable diseases
* Data from Pan American Health Organization (PAHO) suggest that the Caribbean epidemic of chronic non-communicable diseases is the worst in the region of the Americas
* There is a high prevalence of obesity, hypertension, pre-hypertension, respiratory diseases and circulatory diseases
* Chronic non-communicable diseases are included as priority for governments in the Caribbean

*Source: Chronic Diseases in the Caribbean, West Indies Medical Journal vol. 60 No.4, 2011*

**Water and Sanitation**

* Approximately 110 million people do not have access to improved sanitation in the Latin American and the Caribbean
* Approximately 36 million people do not have access to safe water in Latin America and the Caribbean
* Only 51% of the population have access to sewers
* Poor water quality, poor quality of service, irregular supply, low water pressure, unsafe drinking water, lack of resources and affordability are some of the main issues related to water and sanitation in the Caribbean

*Source: Water and Sanitation in Latin America and the Caribbean UN Habitat Report, 2010 and UNDP Human Development Report – Water and Sanitation in Latin America and the Caribbean, 2006*

**Literacy Rate**

* Literacy is defined as the ability to read and write, with understanding, a short, simple statement about one’s everyday life (UN, 2008)
* Caribbean adult literacy rate is 69%
* Caribbean youth literacy rate is 82%
* Low adult literacy levels is a problem that affects more women than men

*Source: Adult and Youth Literacy: National, Regional and Global Trends 1985-2015, UNESCO Institute of Statistics*

**Unemployment**

* 6.2% - 20% unemployment rate in the Caribbean
* 60% of citizens in the Caribbean are youth
* 11%-40% unemployment rate among youth across the islands
* The Caribbean has the highest youth employment levels
* Unemployment rate for women is 30% higher than men
* The region will have to create nearly 50,000,000 jobs over the next decade just to offset demographic growth

*Source: International Labour Organization Labour Review for Latin America and the Caribbean 2014/2015 and Youth Unemployment and Labour in the Caribbean, Caribbean Knowledge Series, January 2014*

**WHY PAY TO VOLUNTEER?**

Instead of coming to the Caribbean for just sand, sea, sun and fun, why not pay to volunteer with RSVP Caribbean. This ensures that there will be a programme or project that matches your skill sets, needs, interests and preferences. You will have RSVP Caribbean take the hassle out of the process by coordinating the experience for you. Value for money is what we pride ourselves on and so it evident that the money you paid was well worth it. After giving of your time Monday to Friday each week then you still get to experience the warmth and vibe of the islands. You pay for the support, the coordination, the logistics and contribute to a fund that helps communities across the Caribbean – isn’t that worth it?

Volunteering is a life changing experience and a different opportunity for you to make an impact and support a cause. RSVP Caribbean programmes start at $1,400USD per person; please see **Programme and Project Price** for more details. We do not receive any funding from government agencies, development agencies or external parties to operate in our various locations. The fee you pay goes towards the operations of the various programmes and projects across the Caribbean. The fee also allows us to select the right staff, carefully research programmes, build and sustain our partnership network, provide all the necessary services for you and importantly, give back to the communities. You can click on **Breakdown of Fees** to see how your money is spent.

**WHO CAN VOLUNTEER WITH RSVP?**

RSVP Caribbean accepts volunteers who are as young as 16 years old upon arrival in-country. There is no upper age limit, once volunteers are healthy, enthusiastic and dedicated they can volunteer for our programmes and projects. So if you are in *high school, taking a gap year, a recent graduate, a college or university student, retired, a career breaker, employee, professional or in any other category* in any field, then RSVP Caribbean has a programme or project for you; once you meet the requirements. Interested persons of all backgrounds, experience and nationalities can apply – we welcome diversity. Why not Respond…so you can Discover and Change Lives.

**THE VOLUNTEERING EXPERIENCE** (use simple graphics with icons)

**Step 1: Review Information**

1. Review **Programme and Project Description**  and **Destinations** – Volunteer
2. Review **Terms and Conditions** – Volunteer
3. Check **Programme and Projects Price**, **What is Included** and **What is Not Included** – Volunteer
4. **Contact Us** with questions – Volunteer

**Step 2: Application**

1. Choose programme and destination – Volunteer
2. Complete and submit **Application Form** and pay deposit – Volunteer

**Step 3: Pre-Departure**

1. Acceptance email sent to volunteer within 5 working days – RSVP
2. Volunteer will receive a call within 10 working days after your acceptance email – RSVP
3. Volunteer will receive acceptance letter, volunteer manual, RSVP personal webpage, **Visa** information (if applicable), **Flight and Travel** and **Medical Insurance** information reminder and all other information within 15 working days – RSVP
4. Review RSVP personal webpage – Volunteer
5. Review **Travel Kit** and start planning – Volunteer
6. Pay full programme fee 90 days before arrival or immediately if application is less than 90 days – Volunteer
7. Email Travel and Medical insurance 60 days before arrival or immediately if application is less than 60 days - Volunteer
8. Finalize programme, accommodation and all logistics – RSVP
9. One month before departure volunteer will receive programme and accommodation details – RSVP
10. Review information – Volunteer
11. Start packing – Volunteer
12. Two weeks before departure volunteer will receive details of the airport pickup driver – RSVP
13. Final packing – Volunteer
14. Final call two weeks before arrival - RSVP

**Step 4: In the Caribbean**

1. A RSVP Caribbean driver will meet you at the airport – RSVP
2. Orientation the day after arrival – RSVP
3. Provide on-going support and coordinate events – RSVP
4. Attend work, workshops, social activities, cultural events and enjoy the island – Volunteer
5. Provide 24-hour support – RSVP
6. Prepare departure information – RSVP
7. Volunteer departs and tells others about the wonderful experience – Volunteer

**CAREERS AT RSVP**

**Staff Vacancies**

RSVP Caribbean currently has no vacancies.

**DESTINATIONS**

The “destinations section” is aimed at providing general information on the Caribbean and the specific islands where volunteers can choose their programmes and projects. The five (5) sub-categories are RSVP Destinations, About the Caribbean, RSVP Grenada, RSVP Jamaica and RSVP St. Lucia.

**RSVP DESTINATIONS**

Volunteers should see a clear map of the Caribbean and the exact locations of where RSVP Caribbean operates. For now it is Jamaica, Grenada and St. Lucia. There should also be a drop down with the flag of each country and RSVP Jamaica, RSVP Grenada and RSVP St. Lucia.

**ABOUT THE CARIBBEAN**

The head office for RSVP Caribbean Volunteers Limited is located in Jamaica. RSVP Caribbean currently offers programmes and projects in Jamaica, St. Lucia and Grenada and will continuously expand to the rest of the Caribbean each year. As new locations are established we will update our partners and present exciting opportunities for our volunteers to explore.

The Caribbean region is located between the Atlantic Ocean and Central America. It is to east of the Atlantic Ocean, west of Central America and the Pacific Ocean, south of the United States and north of South America. The Caribbean is made up of many islands all sharing some similarity in history, vibrancy and issues but each very unique in its culture and way of life. The islands from Bahamas and Cuba to the south all the way east to Trinidad and Tobago are referred to as the West Indies. These are classified into three main groups: the Bahamas, the Greater Antilles and the Lesser Antilles. The Greater Antilles include Cuba, Jamaica, Hispaniola (*Haiti and Dominican Republic*) and Puerto Rico. The Lesser Antilles is divided into the Leeward Islands, the Windward Islands and the Netherlands Antilles.

The Caribbean is an idyllic get away known for its beautiful beaches, breath taking sunsets, lush vegetation, mountainous and flat landscape, rivers, caves, food, warm people and a place full of life and adventures. English is spoken in most Caribbean islands with other languages such as Creole, Dutch, Spanish and French in some islands. In countries where the second language is spoken more widely than English, RSVP Caribbean staff and partners will provide support.

Volunteers will be exposed to aspects of the Caribbean culture such as *music, dance, fashion, food, history, achievements, sub-cultures, art, craft, folklore, drama, language and many others*. Not only will volunteers learn the culture but there will also be opportunities for volunteers to share their culture with people in the Caribbean. Of course there is also the sand, sea and sun that volunteers can bask in on the weekend.

**RSVP GRENADA** (Note: Use the flag beside the name of each country)

**Capital:** St. George’s

**Population:** 106,000

**Size:** 344square kilometers (133 square miles)

**Official Language:** English

**Other Languages:** Grenadian Creole and French Patois

**Currency:** Eastern Caribbean Dollars

**Weather:** Warm tropical climate

**Food:** A mix of flavours, seasonings and spices (from mild to spicy) used in meal preparation and lots of fresh fruits and vegetables

**Main Industry:** Nutmeg, banana, cocoa, fruits and vegetables, clothing, tourism

**Motto:** “Every consciousness of God we aspire, build and advance as one people”

**Location:** St. George’s

**Programmes Available:** Child Care and Protection, Teaching, Medicine, Nursing and Sports

**Programme Duration:** **Programme and Project Description** and **Programme and Project Information** for specific details

**Price:** From $1,400USD per person, please see **Programme and Project Price** for more details

**Accommodation:** Host Families

**What the Experience Offers:** Needs-based programmes and projects, an opportunity to make a difference, ongoing support and wholesome fun

Grenada is known as the spice island and is one of the Windward Islands in the Lesser Antilles. While there are many spices, the island’s nickname is derived from the nutmeg, a small walnut sized seed. Amazingly, Grenada makes up more than 20% of the world’s nutmeg market even though it is such a tiny nation-state. It is located between the Caribbean Sea and the Atlantic Ocean, north of Trinidad and Tobago and south of St. Vincent and the Grenadines. Grenada is the main island with 6 smaller surrounding islands. As the “spice isle” the hilly main island has a number of nutmeg plantations.

Grenada offers a rich history and variety of experiences for visitors. It is known for its warm beaches and soft sands, provides opportunities for you to explore its natural treasures by diving in its idyllic waters or you can choose to explore its rainforest. The rainforest is filled with exotic indigenous wildlife. The spice industry is dependent on the rainforest and so this is carefully protected.

Grenada is known for different music festivals and the popular music is Calypso and Jazz. Kirani James became Grenada’s first Olympic medalist in any sport after he won the 400 metres at the 2012 Olympics and has since then consistently performed creditably in the 200 and 400 metres on the international track circuit.

**RSVP JAMAICA**

**Capital:** Kingston

**Population:** 2.7 Million

**Size:** 10, 911 square kilometers (4,244 miles)

**Official Language:** English

**Other Language:** Patois

**Currency:** Jamaican Dollars

**Weather:** Warm tropical climate

**Food:** A mix of flavours, seasonings and spices (from mild to spicy) used in meal preparations and lots of fresh fruits and vegetables

**Main Industry:** Manufacturing, agriculture and tourism

**Motto:** “Out of many One People”

**Location:** Mandeville, Montego Bay and St. Ann’s Bay

**Programmes Available:** Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Holistic Retreat, Sports, Humanitarian, Environmental Awareness and Protection, Entrepreneurship, Rastafarian and Youth and Community Development

**Projects Available:** Internship and Dissertation, Professional, Summer, Spring Break, Group Trips, Corporate, Language Lessons and Customized

**Programme Duration:** From 1 week, see **Programme and Project Description** and **Programme and Project Information** for specific details

**Price:** From $1,500USD per person, please see **Programme and Project Price** for more details

**Accommodation:** Host Families

**What the Experience Offers:** Needs-based programmes and projects, an opportunity to make a difference, ongoing support and wholesome fun

Jamaica is one of the largest islands in the Caribbean with 2.7 million people. Jamaica has 14 parishes, each with its own uniqueness and style. The capital is Kingston with a strong business sector and a vibrant night-life. The second city Montego Bay, located in the parish of St. James offers amenities, shopping and activities targeted more towards tourists, with lovely beaches, historical sites and a thriving mix of exploration options. Portland, in the east offers, a more laid back, down to earth, rustic flair with great Jamaican hospitality. In the south, St. Elizabeth is known as the bread basket parish as it produces most of the food for the island. In the west, Negril is known for its white sand beaches and breathtaking sunsets. Volunteering in Jamaica will allow you to experience the true spirit of the people. When volunteers come to Jamaica to give of their service they will learn about the unique culture and energy that defines Jamaica. The country offers a rich blend of authentic music, *defined by the melodies of Reggae legend Bob Marley*; sports, birthing and developing the fastest man and woman in the world – Usain Bolt and Shelly-Ann Fraser-Pryce; mouthwatering cuisine; a colourful and appealing language; captivating history, mountains, beautiful sites and scenes, great beaches and importantly the warmth and friendliness of the people.

**RSVP ST. LUCIA**

**Capital:** Castries

**Population:** 184,000

**Size:** 617 square kilometers (238 square miles)

**Official Language:** English

**Other Language:** French Creole

**Currency:** Eastern Caribbean Dollars

**Weather:** Warm tropical climate

**Food:** A mix of flavours, seasonings and spices (from mild to spicy) used in mal preparations and lots of fresh fruits and vegetables

**Main Industry:** Agriculture, tourism, manufacturing, clothing, fishing and food processing

**Motto:** “The land, the people, the light”

**Location:** Gros Islet

**Programmes Available:** Child Care and Protection, Teaching, Medicine, Nursing and Sports

**Programme Duration:** **Programme and Description** and **Programme and Project Information** for specific details

**Price:** From $1,400USD per person, see **Programme and Project Price** for more details

**Accommodation:** Host Families

**What the Experience Offers:** Needs-based programmes and projects, an opportunity to make a difference, ongoing support and wholesome fun

St. Lucia is one of the small Windward Islands of the Lesser Antilles. It is located in the Eastern Caribbean between Martinique and St. Vincent and the Grenadines and to the north of Barbados. Although only 27 miles long and 14 miles wide it offers two islands – Rodney Bay in the north offers a charming and more modern flair nestled in a beautiful bay and in the south Soufriere, which has plantations, lovely beaches and a geologic wonder like none other. It is nestled between two Pitons (Gros Pitons and Petit Pitons) and said to be one of the scenic highlights in the Caribbean. There are many fishing villages and a rainforest interior with waterfalls.

You can enjoy the lush interior of the island featuring towering mountains, rainforest, valleys and acres of banana plantations. There are many iconic natural places to discover and historical sites to explore. Pigeon island, national park, Fort Rodney, Castries market, the former French Port of Soufriere, Marigot Bay and Gros Isle are places that you should definitely visit. You can also enjoy from the sulphur springs (try mud bathing), white sand beaches, hiking and rock climbing. St. Lucia has a very vibrant oral and folk tradition and known for its pulsating rhythm through calypso and soca music.

**PROGRAMMES AND PROJECTS**

The aim of the “Programmes and Projects” section is to clearly describe RSVP programmes and projects, the specific location offerings, the available programmes and projects, to show how the programmes and projects are helping to address global, regional, national and community issues, promote group dates, outline the programme structure and highlight the impact that volunteers make in the Caribbean. The section gives a clear outline of what volunteers can come to the Caribbean to do.

**SUSTAINABLE DEVELOPMENT GOALS**

RSVP Caribbean programmes are developed based on the sustainable development goals (SDGs) and are guided by specific themes that contribute to national, regional and international development. Most Caribbean countries are signatories to the SDGs. Each programme contributes to addressing a need in a practical and sustainable way. Each programme is based on a need – a specific priority and so your work as a volunteer will contribute to real solutions. The sustainable development approach ensures that critical issues are addressed and that each volunteer builds on the work of the other. Each programme has a strategic plan, each partner has a plan and each volunteer receives a timetable that supports the programme and partner plans.

The sustainable development goals are:



RSVP Caribbean through its volunteers will focus on seven (7) of these goals – *No Poverty, Good Health and Well-Being, Quality Education, Clean Water and Sanitation, Decent Work and Economic Growth, Sustainable Cities and Communities and Climate Action*. Based on discussions with key partners at all levels in the countries that we operate, these goals and related programmes have been identified as the urgent ones.

**PROGRAMME AND PROJECT DESCRIPTION**

**CHILD CARE AND PROTECTION PROGRAMME**

**Location:** Grenada, Jamaica, St. Lucia

**Types of Partners:** Orphanages, child care facilities, children’s homes, homes for the elderly, homes for persons with disabilities, government agencies

**Population Served:** Children, persons with disabilities, elderly

**Age Group Served:** 0-16 years, 0-25 years, 60+

**Number of People Cared For:** 20+ (varies for each partner)

**Minimum Stay:** From 1 week

**Sustainable Development Goal:** Good Health and Well-Being

**Programme Requirements:** No specific requirement from some partners so anyone with a love for children and the passion to serve can join the programme. Volunteers with studies or experience in social work, psychology, sociology or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,400USD per person, **convert to your currency.** Please see **Programme and Project Price** for each country.

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 16+

**Volunteering with Children**

Many children in the Caribbean face various challenges. This includes, but is not limited to, abandonment, neglect, abuse, trafficking and general lack of care. Different organizations that seek to help in addressing these issues need extra support staff to carry out their daily activities. The aim of the Child Care and Protection Programme is to provide assistance to children from difficult backgrounds. Many of them do not receive the type of care, affection and education they deserve so volunteers play an important role in helping in these areas.

As a volunteer you will have the opportunity to work with children in orphanages, child care facilities, children’s homes, homes for persons with disabilities and government agencies. Some of these children are abused, neglected or have no one to care for them. Volunteers provide that added support to the facilities and they are able to help in the daily care and stimulation for the children, provide individual or group interventions that support their emotional, psychological and physical growth and development as some children require special attention. With some partner entities the children live at the facilities while at others they do not. Government agencies provide support to children in need of care and protection. However, the system is overburdened with cases to be investigated, constant follow-up is required and there is a great need to provide counselling and psychological support for children and families. Volunteers can provide much needed support in these areas.

Your role as the volunteer is to assist with early childhood development for children by helping to assess their development levels with simple evaluation tools. This information is then used to develop programmes designed to improve their abilities and stimulate their sensory, cognitive and motor skills through dance, music, art and craft, games and role play. It includes basic education and interactive activities that promote growth and development. Volunteers also keep a record for each child. The general day to day care (*bathing, feeding, laundry, cleaning*) of the children and the environment is important to ensure that children practice proper hygiene and sanitation.

Volunteers will also be involved in monthly outreach activities providing services and support to children in need.

**Volunteering with Special Needs Children**

For some partners the children being cared for have mild to severe disabilities. Based on their disabilities volunteers will assist in activities that improve their emotional, social, intellectual and physical development. Volunteers with lots of energy and a desire to work with special needs children are welcome to join this project. Volunteers work at schools or centres that have children with various disabilities such as cerebral palsy, autism, dyslexia, down syndrome and others. These partners offer volunteers the opportunity to work alongside local staff to help in the classroom and with day to day activities, providing care and attention for the children. Some schools are divided into sections focusing on visually impaired, hearing impaired and physically disabled children; and volunteers are assigned to help in one of these specific areas.

**Volunteering with the Elderly**

RSVP Caribbean also works with partners who cater to the needs of the elderly. There are homes for the elderly which are operated by the government and are in need of volunteers. These individuals are unable to take care of themselves or have been neglected by their family and friends. Your role as a volunteer is to assist with their daily care and coordinate activities that will stimulate them mentally and physically. Your tasks include feeding, playing games, reading to them, having conversations about different topics, grooming and taking them for walks.

**TEACHING PROGRAMME**

**Location:** Grenada,Jamaica, St. Lucia

**Types of Partners:** Early Childhood, Primary, Junior High and High Schools

**Population Served:** Children

**Age Group Served:** 3-6 years, 6-12 years, 12+ years

**Number of People Cared For:** 15+, 35+ (varies for each partner)

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Quality Education

**Programme Requirements:** No specific requirement from partners, however a good command of English is required. No TOEFL training is required. Volunteers with studies or experience in teaching, early childhood development or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,850USD per person, **convert to your currency.** Please see **Programme and Project Price** for each country

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 16+

The foundation for a good education begins at the early childhood level. Early childhood systems in the Caribbean have been going through several changes over the last 10 years as gradually improvements are being made to ensure that each child has a solid start. However, the resources remain very limited with the support from volunteers to assist with teaching and learning becoming critical to improving this system. This then impacts the primary education system where there are low literacy and numeracy rates in a number of schools; levels that are unacceptably high. Teaching volunteers can work in different schools with varying age groups; early childhood institutions (*3-6 years*), primary school (*6-12 years*), primary and junior high schools and high schools (*12-18 years*).

Your role as a volunteer is to offer support to teachers primarily in English and Mathematics but you may also be able to assist with other subjects such as art, dance, drama, history, social studies, geography, French and Spanish dependent on your skill sets and the needs of the schools. You will assist a teacher with preparing lesson plans and charts, educational games, small workshops and facilitate lessons that are interactive and fun. You may also be given an opportunity to teach the children about your culture as they are always fascinated by this.

Volunteers will also be involved in monthly outreach activities providing services and support to children.

**MEDICINE AND HEALTH CARE PROGRAMME**

**Location:** Grenada,Jamaica, St. Lucia

**Types of Partners:** Hospitals,Health Centres and Laboratories

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** 20+ (varies for each partner)

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Good Health and Well-Being

**Programme Requirements:** No specific requirement for pre-medical volunteers, as you will only be able to observe. Medical students will also only observe and any practical work will be at the discretion of the partner. Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,900USD per person, **convert to your currency.** Please see **Programme and Project Price** for each country

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

Health care systems in the Caribbean continue to face enormous challenges from limited equipment and resources, to an overburden on the system due to the volume of lifestyle diseases. There continues to be the need for additional support staff to meet the daily workload and improve patient care. As a pre-medical volunteer you can observe at a health-care centre. Medical volunteers can observe at a hospital or health centre dependent on their year in school. Given the legal and ethical considerations only observation opportunities will be guaranteed for non-medical professionals. Professionals can register with the relevant agency in their chosen destination to get practical work.

Volunteers who meet the requirements to volunteer at a hospital will have the opportunity to observe in several departments including general surgery, obstetrics, gynecology and pediatrics. For volunteers working in health-care centres the departments available for observation include adolescent health, health and wellness, child health, curative health, family planning and sexually transmitted infections.

Your role includes assisting local nurses, doctors and care-givers to provide patient care. It is important that health care volunteers have realistic expectations with regards to what activities they can be involved in. You will be expected to observe but if given any tasks these will be limited to taking vital signs, dressing wounds, shadowing doctors and socializing with patients. What you get to do on the healthcare programme is always dependent on your level of training and expertise; and the willingness of the local healthcare professionals to facilitate your involvement.

Volunteers will also be involved in monthly outreach activities providing services and support to communities.

**NURSING PROGRAMME**

**Location:** Grenada,Jamaica, St. Lucia

**Types of Partners:** Hospitals and Health Centres

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** 20+ (varies for each partner)

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Good Health and Well-Being

**Programme Requirements:** No specific requirement for pre-nursing volunteers, as you will only be able to observe. Nursing students will also only observe and any practical work will be the discretion of the partner. Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,900USD per person, **convert to your currency.** Please see **Programme and Project Price** for each country

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

Health care systems in the Caribbean continue to face enormous challenges from limited equipment and resources to an overburden on the system due to the volume of lifestyle diseases. There continues to be the need for additional support staff to meet the daily workload and improve patient care. As a pre-nursing volunteer you can observe at a health-care centre. Nursing volunteers can observe at a hospital or health centre dependent on their year in school. Given the legal and ethical considerations only observation opportunities can be guaranteed for non-medical professionals. Professionals can register with relevant agency in their chosen destination to get practical work.

Volunteers who meet the requirements to volunteer at a hospital will have the opportunity to observe in several departments including general surgery, obstetrics, gynecology and pediatrics. For volunteers working in a health-care centre the departments include adolescent health, health and wellness, child health, curative health, family planning and sexually transmitted infections. Volunteers will also be exposed to the categories of nurses in the Caribbean such as public health, midwife, registered, enrolled and community health aides.

Your role includes assisting local nurses, doctors and care-givers to provide patient care. It is important that health care volunteers have realistic expectations with regards to what activities they can be involved in. You will be expected to observe but if given any tasks these will be limited to taking vital signs, dressing wounds, shadowing doctors and socializing with patients. What you get to do on the healthcare programme is always dependent on your level of training and expertise.

Volunteers will also be involved in monthly outreach activities providing services and support to communities.

**PHYSIOTHERAPY PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Hospitals and Homes for the elderly

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** 20+ (varies for each partner)

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Good Health and Well-Being

**Programme Requirements:** Volunteers should have completed at least one year of physiotherapy studies (observation only), or two years or more to access practical work experience at the discretion of partners. Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $2,000USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

Accessing physiotherapy care privately is very costly in the Caribbean. As such, many persons depend on government agencies for this type of care. This results in the government system being overburdened, under staffed and lacking sufficient resources. There is a long waiting period and follow up is not continuous in some countries due to the volume of persons needing this specific type of care. The contributing factors to the growing cases include birth defects, traffic accidents, injuries on the job and lifestyle illnesses which result in physical damages. As a physiotherapy volunteer you will assist with patient care for persons who have orthopedic cases, suffering from stroke, experiencing muscle problems, chest conditions, developmental problems, back pains, post-surgery care and brain disorders. As a volunteer you will assist with preparing and completing treatment plans for patients. Practicing physiotherapists and physiotherapy students are able to provide support in a hospital or infirmary where their skills are particularly needed.

**DENTISTRY PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Health Centres

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** 20+ (varies for each partner)

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Good Health and Well-Being

**Programme Requirements:** Volunteers should have completed at least one year of dental school (observation only), while persons with two years or more years of study can access practical work opportunities at the discretion of partners. Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $2,000USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

Poor and vulnerable persons in the Caribbean do not pay a lot of attention to dental care. They are unable to afford dental care privately as it is very costly. Some try to access dental care through government run centres and hospitals but at times they are unable to afford transportation to get to these centres where some services are free. Volunteers are needed to assist with dental health education by going into some of these communities to conduct workshops and where possible, provide basic services. As a volunteer you will work alongside locally trained dentists and dental hygienists at a health center or in communities to provide care. The types of services include dental examinations, diagnosis, tooth extraction, filling, cleaning, fluoride applications and oral health education. Dental students, dental assistants, dental hygienists and dentists can volunteer at a health centre in Jamaica. Dental students will only be able to observe but professionals, once registered with the Dental Council of Jamaica, will be able to do practical work.

**HEALTH AND WELLNESS RETREAT PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Retreat Centre

**Number of Persons Per Group:** 15

**Minimum Stay:** From 4 weeks

**Sustainable Development Goal:** Good Health and Well-Being

**Programme Requirements:** Volunteers must require special intervention if suffering from psychological or mental health problems.

**Activity Schedule:** 5-7 hours per day, Monday – Friday with various activities on the weekend

**Accommodation Type:** Retreat group setting

**Price:** From $4,400USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast, lunch and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from retreat centre to outreach activities,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Fixed dates, see **Programme and Project Information** for dates

**Age of Volunteer:** Must be 16+

The Caribbean offers the ideal healing environment for persons who want to get away from the rigors of life in their home country and come to Jamaica to focus on their personal health and wellness. The Health and Wellness Retreat Programme is located in a tranquil, relaxing and healing environment that is safe and secure, and promotes caring for each other. Volunteers who want to come to Jamaica for their own health and wellness can come and participate in a holistic retreat. Based on the physical, emotional, psychological and mental needs a customized programme will be developed for each volunteer. Volunteers will live in a residential type setting with a structured programme for four days each week and then participate in outreach activities once each week. This programme is advertised for fixed dates and will accommodate 15-20 volunteers in each group. Volunteers have to commit to at least one month on the programme.

We also offer the retreat to families who want to work on their relationships and resolve any emotional issues they may be experiencing. If you would like to take your family on the Health and Wellness Programme **Request a Quote** now.

The types of specialists for each group will vary based on the needs of the group. However, RSVP Caribbean has qualified nutritionists, psychologists, psychiatrists, counsellors, mental health nurses, wellness coaches, doctors and nurses available to work with volunteers in individual and group settings.

**SPORTS PROGRAMME**

**Location:** Grenada,Jamaica, St. Lucia

**Types of Partners:** Early Childhood, Primary, Junior High and High Schools

**Population Served:** Children

**Age Group Served:** 3-6 years, 6-12 years, 12+ years

**Number of People Cared For:** 15+, 35+ (varies for each partner)

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Quality Education

**Programme Requirements:** No specific requirement from partners, however a good command of English is required. No TOEFL training is required. Volunteers with studies or experience in teaching, sports development, sports medicine or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,850USD per person, **convert to your currency.** Please see **Programme and Project Price** for each country

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 16+

Involvement in sporting activities is very important to the people of the Caribbean. There is an inner drive and passion that is hard to explain and nothing unites the Caribbean more than sports. Jamaica is often referred to as the “sprint capital” of the world given its athletic prowess and continued dominance in track and field. Jamaica celebrates a rich and world-renowned history in track and field, it is home to the fastest man in the world; the living legend Usain Bolt. Jamaica also has the fastest woman in the world Shelly-Ann Fraser-Pryce. While Jamaica has produced some great athletes, this is also true for many Caribbean countries and the strength and dominance of Caribbean athletes sets the region apart. Caribbean athletes compete with and outshine top athletes across the world who have access to better facilities and equipment. What the Caribbean does possess is a proven coaching approach and more importantly a mindset that that is indigenous to the region.

The people of the Caribbean also have a love for football (*soccer*). Jamaica was the first English speaking Caribbean nation to qualify for the World Cup in 1998 and got to the final of the Gold Cup in 2015; defeating excellent teams such as Costa Rica and the USA on the way. The Caribbean also has a very good cricketing history with the West Indies team although, for the past decade or more, the dominance has not been that evident. The fact remains that many of the world’s outstanding cricketers have been from the region. As at July 2015, Jamaica was ranked 4th in the world in netball; which is also a popular sport in the Caribbean. With this rich legacy, the Caribbean is very keen on sports development and volunteers can play a key role in teaching sports in schools.

Sports volunteers can work in different schools with various age groups; early childhood institutions (*3-6 years*), primary school (*6-12 years*), primary and junior high schools and high schools (*12-18 years*). Your role as a volunteer is to work alongside a Physical Education teacher and assist with the sport being taught at your time of arrival. This includes one or more of the following: athletics, football (*soccer*), basketball, netball and cricket.

**HUMANITARIAN PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Poor and vulnerable communities

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** Varies for each individual or community

**Minimum Stay:** From 1 week

**Sustainable Development Goal:** No poverty

**Programme Requirements:** No specific requirement from partners, you are welcome if you have a passion for helping others and want to contribute to changing the lives of persons in desperate situations. Volunteers with studies or experience in building, construction, architecture, renovations, painting, carpentry, plumbing or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,600USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 16+

There are many poor and vulnerable persons in the Caribbean who are in need of a basic necessity – a home. A place where they can rest at nights and be free from the dangers that they encounter on the streets or in the deplorable structures they now live. These persons are displaced by natural disasters, unable to take care of themselves, have experienced hardships through loss of property or job, terminal illness, have no family or have met hard times and are in need of support. Everyone is entitled to a safe, clean and secure place to call home no matter their socio-economic condition. It is a basic right. Many schools in the Caribbean are also in urgent need of repairs and the funding is not available. These situations are often inhumane, unsafe and unsanitary.

Working on the humanitarian programme volunteers will help to renovate or build homes for persons in need and also carry out repairs to schools (*bathrooms, kitchens, desks, chairs*), orphanages and other places in need. You will work along with a local expert builder and help in digging foundations, mixing cement, laying blocks, carrying sand and marl, fixing cupboards, desks and chairs, and repairing bathrooms.

**ENVIRONMENTAL AWARENESS AND PROTECTION PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Poor and vulnerable communities, government agencies

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** Varies for each community

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Clean Water and Sanitation, Climate Action

**Programme Requirements:** Volunteers with studies or experience in marine biology, waste water management, environmental education, watershed management, tropical ecology, climate change adaptation, sustainable development or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,950USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

The Caribbean is affected by many natural disasters primarily hurricanes, droughts, landslides and earthquakes. Many of these are as a result of how the environment has been treated over time. Within the last decade there have been extreme changes in weather patterns which make Caribbean islands more at risk for these disasters. With the effects of climate change and the continued lack of focus on ensuring that general practices do not further cause deterioration in the environment, much more needs to be done to address this. On the Environmental Awareness and Protection Programme volunteers will be involved in beach monitoring, maintaining an active buoy deployment, community education and beach and ocean clean-up. It is recommended that volunteers for this project have previous experience and are knowledgeable in marine biology, waste water management, environmental education, watershed management or tropical ecology.

**ENTREPRENEURSHIP PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Government agencies, community groups

**Population Served:** Youth and Adults

**Age Group Served:** 15+

**Number of People Cared For:** Varies for each partner

**Minimum Stay:** From 4 weeks

**Sustainable Development Goal:** Decent Work and Economic Growth

**Programme Requirements:** Volunteers with studies or experience in business development, entrepreneurship, accounting, finance, marketing, sales, human resource management, information technology or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $2,900USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24 hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

There are many creative business ideas that individuals need assistance with developing. The environment is one that can enable creative thinking and innovation so entrepreneurship should be encouraged and nurtured especially among our youth. The Entrepreneurship Programme supports originality and will give individuals the opportunity to work on their dreams. Ideas will be the foundation of this programme’s business incubation whereby volunteers can help the youth to develop their ideas in a practical way. Giving the youth opportunities to acquire a skill and teaching them personal development skills is very important. Personal development workshops will also be conducted.

As a volunteer, based on your skills and specific interests, you will work with individuals to brainstorm their business ideas, conduct market research, develop business plans, develop marketing and sales plans, test the market, create social media pages, create budgets, create cash flow projections, create human resource components such as job advertisements, job descriptions, performance appraisals and develop websites.

**RASTAFARIAN PROGRAMME**

**Location:** Jamaica

**Types of Partners:** Community groups

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** Varies for each community

**Minimum Stay:** From 1 week

**Sustainable Development Goal:** Sustainable Cities and Communities

**Programme Requirements:** No specific requirement from partners. Volunteers who want to learn more about the Rastafarian culture are encouraged to apply. Volunteers with studies or experience in cultural development, history, literature or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family or within the village

**Price:** From $1,600USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast, lunch and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, three meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,see **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

Getting to learn more about the Rastafarian culture offers volunteers a unique opportunity to explore this way of life. Rastafarians believe in a simple life that is focused on taking care of the body and the earth in such a way that shows that both are blended and interconnected. Within the Rastafarian village there is a collective sense of belonging and a true spirit of community between men, women and children. Equal rights and justice for all is promoted and the mission of one love and the principles that underline that gives volunteers an experience of a lifetime. Volunteers are welcomed to come and share in the lives of Rastafarians.

Volunteers can play a major role in helping with the development of the village that they will be a part of. Since their focus is on the preservation of nature and promoting ‘*one love*’ volunteers can be a part of this way of living. Rastafari is not a religion but a way of life. On the Rastafarian Programme there are different components that volunteers can assist with depending on their skills and interests. These include signage and fencing, establishment of a river park, composting and organic farm development and irrigation systems, construction of the indigenous village dwellings, craft making, natural energy, adventure playground and spa project.

Volunteers will be fully exposed to the Rastafarian way of life through their food, music, natural way of living and spreading the message of ‘*one love*’. Some volunteers will live in the village (*dependent on the available space at time of application*) which is fifteen minutes from the Montego Bay Town Centre or with host families nearby. Volunteers will eat naturally, that is having fruit, vegetables and herbs. Volunteers will not be allowed to take anything into the village such as meat which is not in keeping with the standards of the village. All volunteers are expected to respect the culturally practices of the village which will be outlined to them by the village leaders.

**YOUTH AND COMMUNITY DEVELOPMENT**

**Location:** Jamaica

**Types of Partners:** Community groups

**Population Served:** Children and adults

**Age Group Served:** All

**Number of People Cared For:** Varies for each partner

**Minimum Stay:** From 2 weeks

**Sustainable Development Goal:** Sustainable Cities and Communities

**Programme Requirements:** No specific requirement from partners. Volunteers who want to learn more about community development in the Caribbean and who want to contribute to changing lives are encouraged to apply. Volunteers with studies or experience in cultural development, history, international relations, community development, sustainable development, literature or any related area are suitable.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $2,000USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

Communities fuel the growth and development of any country. Building strong communities that are more resilient and self-sufficient will prove significant in moving Caribbean islands from a developing status to developed. Volunteers can contribute to this process by helping to address some of the key issues affecting communities such as poor parenting, teenage pregnancy, low self-esteem, unemployment, adult literacy and inadequate infrastructural development among others. 5% of all project fees will go towards a Community Development Fund which will help to address these issues.

Your role as a volunteer is to work with government agencies to support the community development agenda. The day to day tasks include planning for community and other stakeholder meetings (*preparing objectives, budget, agenda, correspondences*), mobilizing target group, assisting with visioning and planning sessions, community action plans, project implementation and project monitoring.

**INTERNSHIP AND DISSERTATION PROJECTS**

**Location:** Jamaica

**Types of Partners:** Varies (Click on **Programme and Project Description**)

**Population Served:** Varies (Click on **Programme and Project Description**)

**Age Group Served:** Varies (Click on **Programme and Project Description**)

**Number of People Cared For:** Varies for each partner

**Available Projects:** Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Sports, Humanitarian, Environmental Awareness and Protection, Rastafarian and Youth and Community Development

**Minimum Stay:** From 2 weeks, see specific programme

**Sustainable Development Goal:** Good Health and Well-Being, No Poverty, Quality Education,Sustainable Cities and Communities and Climate Action

**Project Requirements:** Completed at least one year of study in required field; for medicine a minimum of 3 years study and a clear description of internship or dissertation objectives

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Weekly workshops and cultural events

**Accommodation Type:** Host Family

**Price:** From $1,700USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (*adapted to dietary requirements as necessary*)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 18+

**PROFESSIONAL PROJECTS**

**Location:** Jamaica

**Types of Partners:** Varies (Click on **Programme and Project Description**)

**Population Served:** Varies (Click on **Programme and Project Description**)

**Age Group Served:** Varies (Click on **Programme and Project Description**)

**Number of People Cared For:** Varies for each partner

**Available Projects:** Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Sports, Humanitarian, Environmental Awareness and Protection, Rastafarian and Youth and Community Development

**Minimum Stay:** From 1 week, see specific programme

**Sustainable Development Goal:** Good Health and Well-Being, No Poverty, Quality Education,Sustainable Cities and Communities and Climate Action

**Project Requirements:** At least a Bachelor’s Degree and one year work experience relevant to the programme

**Work Schedule:** 5 hours per day, Monday – Friday

**Accommodation Type:** Host Family

**Price:** From $1,500USD per person **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 21+

**SUMMER PROJECTS**

**Location:** Jamaica

**Types of Partners:** Varies (Click on **Programme and Project Description**)

**Population Served:** Varies (Click on **Programme and Project Description**)

**Age Group Served:** Varies (Click on **Programme and Project Description**)

**Number of People Cared For:** Varies for each partner

**Available Projects:** Child Care and Protection, Medicine, Sports and Humanitarian

**Minimum Stay:** 2 weeks

**Sustainable Development Goal:** Good Health and Well-Being, No Poverty and Quality Education

**Project Requirements:**

No specific requirement from some partners so anyone with a love for children and the passion to serve can join the programme, volunteers with an interest in social work, psychology, sociology or any related area are suitable for the child care and protection project.

No specific requirement for pre-medical volunteers. Volunteers will only be able to observe on the medicine and health care project.

Volunteers with an interest in building, construction, architecture, renovations, painting, carpentry, plumbing or any related area are suitable for the humanitarian project.

Volunteers with studies or experience in teaching, sports development, sports medicine or any related area are suitable for the sports project.

**Work Schedule:** 6 hours per day, Monday – Friday

**Activities:** Cultural events each afternoon Monday – Friday and weekend trips to tourist attractions

**Accommodation Type:** Host Family

**Price:** From $2,700USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast, lunch and dinner (adapted to dietary requirements as necessary)

**What’s Included:** 24-hour support, accommodation, programme, three meals, transportation to and from the airport, taxi cost from host family to partner agency and on the weekends,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Fixed dates, see **Programme and Project Information** for dates

**Age of Volunteer:** Must be 16-18

**SPRING BREAK PROJECTS**

**Location:** Jamaica

**Types of Partners:** Varies (Click on **Programme and Project Description**)

**Population Served:** Varies (Click on **Programme and Project Description**)

**Age Group Served:** Varies (Click on **Programme and Project Description**)

**Number of People Cared For:** Varies for each partner

**Available Projects:** Child Care and Protection and Humanitarian

**Minimum Stay:** 1 week

**Sustainable Development Goal:** Good Health and Well-Being and No Poverty **Project Requirements:** No specific requirement from some partners so anyone with a love for children and the passion to serve can join the programnme. Volunteers with an interest in, or studying, social work, psychology, sociology or any related area are suitable for the child care and protection. Volunteers with an interest in, or studying, building, construction, architecture, renovations, painting, carpentry, plumbing or any related area are suitable for the humanitarian programme.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Cultural events each afternoon Monday – Friday and weekend trips to tourist attractions

**Accommodation Type:** Host Family

**Price:** From $1,300USD per person **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24 hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance, **please** see **What is Not Included** for a full list

**Start Dates:** Fixed dates, see **Programme and Project Information** for dates

**Age of Volunteer:** Must be 16+

**GROUP TRIP PROJECTS**

**Location:** Jamaica

**Types of Partners:** Varies (Click on **Programme and Project Description**)

**Population Served:** Varies (Click on **Programme and Project Description**)

**Age Group Served:** Varies (Click on **Programme and Project Description**)

**Number of People Cared For:** Varies for each partner

**Available Projects:** Child Care and Protection, Teaching, Medicine, Nursing, Sports, Humanitarian and Rastafarian

**Minimum Stay:** From 1 week, see specific programme

**Sustainable Development Goal:** Good Health and Well-Being, No Poverty, Quality Education,Sustainable Cities and Communities and Climate Action

**Project Requirements:** Varies, see each programme

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Cultural events each afternoon Monday – Friday and weekend trips to tourist attractions

**Accommodation Type:** Host Family or Hotel (price quoted on website is for host family). If a hotel is required for the group please **Request a Quote**

**Price:** From $1,600USD per person, based on group size, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast, lunch and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency and on the weekends,pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,see **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 16+

Let us customize your group trip - **Request a Quote and Timetable**

**CORPORATE PROJECTS**

**Location:** Jamaica

**Types of Partners:** Varies (Click on **Programme and Project Description**)

**Population Served:** Varies (Click on **Programme and Project Description**)

**Age Group Served:** Varies (Click on **Programme and Project Description**)

**Number of People Cared For:** Varies for each partner

**Available Programmes:** Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Sports, Humanitarian, Environmental Awareness and Protection and Rastafarian

**Minimum Stay:** From 1 week, see specific programme

**Sustainable Development Goal:** Good Health and Well-Being, No Poverty, Quality Education,Sustainable Cities and Communities and Climate Action

**Project Requirements:** Working for at least one year in relevant field.

**Work Schedule:** 5 hours per day, Monday – Friday

**Activities:** Cultural events each afternoon Monday – Friday and weekend trips to tourist attractions

**Accommodation Type:** Host Family or Hotel (price quoted is for host family). If a hotel is required for the group please **Request a Quote**

**Price:** From $1,600USD per person, based on group size, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency and on the weekends,please see **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,please see **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 20+

Let us customize your group trip - **Request a Quote and Timetable**

**LANGUAGE LESSONS PROJECT**

**Location:** Jamaica

**Minimum Stay:** From 2 weeks

**Languages:** English and Patois

**Programme Requirements:** No requirements for English, a basic command of the English Language for patois, see **Language Lesson Service**

**Work Schedule:** 5 hours per day, Monday – Friday

**Accommodation Type:** Host Family

**Price:** From $1,800USD per person, **convert to your currency.** Please see **Programme and Project Price** for Jamaica

**Meals Included:** Breakfast and dinner (adapted to dietary requirements as necessary)

**What is Included:** 24-hour support, accommodation, programme, two meals, transportation to and from the airport, taxi cost from host family to partner agency, pleasesee **What is Included** for a full list

**What is Not Included:** Airfare, daily lunch, internet, laundry, travel and health insurance,pleasesee **What is Not Included** for a full list

**Start Dates:** Flexible

**Age of Volunteer:** Must be 16+

**PROGRAMME AND PROJECT INFORMATION**

This information relates to all services (*individual, group, internship and dissertation, professional, summer, spring break, corporate, English lessons, patois lessons and customized*). It provides information on the programmes and projects, how it relates to the global sustainable development goals, the age requirements, programme and project requirements, available dates and minimum stay. You can also **Contact Us** at info@rsvpcaribbean if you have any questions.

| **Programmes and Projects** | **Global Sustainable Development Goal** | **Age Requirement** | **Programme and Project Requirements** | **Offered** | **Minimum Stay** | **Destinations** |
| --- | --- | --- | --- | --- | --- | --- |
| Child Care and Protection Programme (Icon) | Good Health and Well-Being | 16+ | No specific requirement for some orphanages and day care centre.  Volunteers with interest, studies or experience in social work, psychology, sociology or any related area are suitable. | All year round | 1 week | Jamaica, Grenada, St. Lucia |
| Teaching Programme (Icon) | Quality Education | 16+ | No specific requirement for teaching in early childhood, primary or high school. However, a good command of English is required.  Volunteers with interest, studies or experience in teaching, early childhood development or any related area are suitable. | 2nd week in January – 2nd week in June  2nd week in September – 1st week in December  Due to school holidays | 2 weeks | Jamaica, Grenada, St. Lucia |
| Medicine and Health Care  Programme (Icon) | Good Health and Well-Being | 18+ | No specific requirement for pre-medical volunteers. Volunteers will only be able to observe.  Medical students will also only observe and any practical work will be at the discretion of the partner.  Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process. | All year round | 2 weeks | Jamaica, Grenada, St. Lucia |
| Nursing Programme (Icon) | Good Health and Well-Being | 18+ | No specific requirement for pre-nursing volunteers. Volunteers will only be able to observe.  Nursing students will also only observe and any practical work will be at the discretion of the partner.  Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process. | All year round | 2 weeks | Jamaica, Grenada, St. Lucia |
| Physiotherapy Programme (Icon) | Good Health and Well-Being | 18+ | Volunteers should have completed at least one year of physiotherapy studies (*observation only*), over two years any practical work will be at the discretion of partners.  Professionals will be asked to register with to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process. | All year round | 2 weeks | Jamaica |
| Dentistry Programme (Icon) | Good Health and Well-Being | 18+ | Volunteers should have completed at least one year of dental school (*observation only*), over two years any practical work will be at the discretion of partners.  Professionals will be asked to register to do practical work. To **observe only** no registration is required. RSVP Caribbean will guide you through the simple registration process. | All year round | 2 weeks | Jamaica |
| Health and Wellness Retreat Programme (Icon) | Good Health and Well-Being | 16+ | No specific requirements, volunteers must require special intervention if suffering from psychological, mental or health issues. | **Specific Dates**  September 1-30, 2016  November 1-30, 2016  January 1-31, 2017  March 1-31, 2017  May 1-31, 2017  July 1-31, 2017  September 1-30, 2017  November 1-30, 2017  (Minimum 15 persons required in each group) | 4 weeks | Jamaica |
| Sports Programme (Icon) | Quality Education | 16+ | No specific requirement for teaching in early childhood, primary or high school. However, a good command of English is required.  Volunteers with interest, studies or experience in teaching, sport development, sports medicine or any related areas are suitable. | 2nd week in January – 2nd week in June  2nd week in September – 1st week in December  Due to school holidays | 2 weeks | Jamaica, Grenada, St. Lucia |
| Humanitarian Programme (Icon) | No Poverty | 16+ | No specific requirement.  Volunteers with interest, studies or experience in building, construction, architecture, renovations, painting, carpentry, and plumbing are most suitable. | All year round | 1 week | Jamaica |
| Environmental Awareness and Protection Programme (Icon) | Clean Water and Sanitation | 18+ | Volunteers with experience and studies in marine biology, waste water management, environmental education, watershed management, tropical ecology, climate change adaptation, sustainable development or any other related fields are most suitable. | All year round | 2 weeks | Jamaica |
| Entrepreneurship Programme (Icon) | Decent Work and Economic Growth | 18+ | Volunteers with experience and studies in business development, entrepreneurship, accounting, finance, marketing, sales, human resource management or any other related fields are suitable. | All year round | 4 weeks | Jamaica |
| Rastafarian Programme (Icon) | Sustainable Cities and Communities | 18+ | No specific requirement. Volunteers who want to learn more about the Rastafarian culture are encouraged to apply.  Volunteers with interest, experience and studies in cultural development, history, literature or any related areas are suitable. | All year round | 1 week | Jamaica |
| Youth and Community Development (Icon) | Sustainable Cities and Communities | 18+ | No specific requirement, volunteers who want to learn more about community development in the Caribbean and who want to contribute to changing lives | All year round | 2 weeks | Jamaica |
| **Internship and Dissertation Project** (Icon)  Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Sports, Humanitarian, Environmental Awareness and Protection, and Rastafarian | Good Health and Well-Being  No Poverty  Quality Education  Sustainable Cities and Communities  Climate Action | 18+ | Completed at least one year of study in relevant field | See specific programme | Programme specific - see minimum stay for each programme | Jamaica |
| **Professional Project** (Icon)  Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Sports, Humanitarian, Environmental Awareness and Protection, and Rastafarian | Good Health and Well-Being  No Poverty  Quality Education  Sustainable Cities and Communities | 21+ | At least a Bachelor’s Degree and one year work experience relevant to the programme | See specific programme – **Programme and Project Description** | Programme specific - see minimum stay for each programme | Jamaica |
| **Summer Project** (Icon)  Child Care and Protection, Humanitarian, Sports and Medicine | Good Health and Well-Being  No Poverty  Quality Education | 16-18 | Please see **Summer Project** | **Summer 2016**  **Child Care and Protection**  Sunday, June 12, 2016 – Saturday, June 25, 2016  Sunday, July 3, 2016 – Saturday, July 16, 2016  Sunday, July 17, 2016 – Saturday, July 30, 2016  **Humanitarian**  Sunday, July 3, 2016 – Saturday, July 16, 2016  Sunday, July 17, 2016 – Saturday, July 30, 2016  **Sports**  Sunday, July 10, 2016 –Saturday, July 23, 2016  Sunday, August 7, 2016 – Saturday August 20, 2016  **Summer 2017**  **Child Care and Protection**  Sunday, June 11, 2017 – Saturday, June 24, 2017  Sunday, July 2, 2017 – Saturday, July 15, 2017  Sunday, July 16, 2017 – Saturday, July 29, 2017  **Humanitarian**  Sunday, July 2, 2017 – Saturday, July 15, 2017  Sunday, July 16, 2017 – Saturday, July 29, 2017  **Sports**  Sunday, July 9, 2017 –Saturday, July 22, 2017  Sunday, August 6, 2017 – Saturday August 19, 2017 | Programme specific - see minimum stay for each programme |  |
| **Spring Break Project** (Icon)  Child Care and Protection and Humanitarian | Good Health and Well-Being  No Poverty | 16+ | Please see **Spring Break Project** | **Spring Break 2017**  Sunday, February 26, 2017 – Saturday, March 4, 2017  Sunday, March 5 2017 – Saturday March 11, 2017  Sunday, March 12, 2017 – Saturday March 18, 2017  **Spring Break 2018**  Sunday, February 25, 2017 – Saturday, March 3, 2017  Sunday, March 4 2017 – Saturday March 10, 2017  Sunday, March 11, 2017 – Saturday March 17, 2017 | Programme specific - see minimum stay for each programme |  |
| **Group Trips** (Icon)  Child Care and Protection, Teaching, Medicine, Nursing, Sports, Humanitarian and Rastafarian, | Good Health and Well-Being  No Poverty  Quality Education  Sustainable Cities and Communities | 16+ | Please see **Programme and Project Description** | You select your dates and we will try our best to make it happen | Programme specific - see minimum stay for each programme | Jamaica |
| **Corporate Projects** (Icon)  Child Care and Protection, Teaching, Humanitarian, Rastafarian, Sports, Medicine, Nursing, Holistic Retreat Projects | Good Health and Well-Being  No Poverty  Quality Education  Sustainable Cities and Communities | 20+ | At least one year work experience | You select your dates and we will try our best to make it happen | Programme specific - see minimum stay for each programme | Jamaica |
| Language Lesson Project (Icon) | Quality Education | 16+ | No requirements for English, a basic command of the English Language for patois | All year round | 2 weeks | Jamaica |
| Customized Project | Based on specific request | 18+ | Based on specific request | Based on specific request | Based on specific request | Jamaica |

**PROGRAMME STRUCTURE AND ORIENTATION**

Once you have selected and paid for your preferred volunteer experience, you will receive full support to help you prepare for your Caribbean experience. We will do everything possible to ensure that you understand different aspects of the volunteering process and make the necessary preparations.

Volunteers receive a full orientation the day after their arrival. This includes a tour of the town, tips on adapting to the culture, safety measures, customs, language, important landmarks, transportation system, communication process and expectations for the duration of the RSVP Volunteer experience. As a volunteer you will work for a minimum of five (5) hours each day at your assigned programme or project. You will be given a timetable with the specific tasks you will perform while at the partner agency.

There will be weekly site visits, follow-ups, workshops and cultural events and a monthly community outreach dependent on the selected programme and its duration. There will be a community impact day once per month. On the weekend if you are on any regular volunteer programme you will plan your own weekend activities. You can always ask a staff member for suggestions. For special projects and groups, weekend activities are organized by RSVP Caribbean.

If you are in-country during times for any **RSVP Special Projects** you can participate in those as well.

**RSVP IMPACT** (each target should have a symbol)

**Goals for the next 5 years (2016 – 2020)**

* Number of destinations - 3
* Number of programmes - 22
* Number of projects – 8
* Special projects – 5
* Number of volunteers
* Number of nationalities
* Number of volunteer hours
* Number of daily lessons
* Number of schools supported
* Number of orphanages and child acre centres supported
* Number of houses built
* Number of communities supported
* Number of sustainable livelihood projects
* Number of medical supplies distributed
* Number of small businesses created
* Number of outreach activities
* Number of persons helped (outreach)
* Number of communities supported
* RSVP Back to School Project
* RSVP Christmas Treat
* RSVP Scholarship and Education Fund
* Number of classrooms built
* Number of schools receiving support
* Money spent
* Total number of lives changed

**PRICES**

The aim of the “price” section is to provide a detailed breakdown of the costs per programme/project, what is and is not included in the cost, refund policy, promotions and a breakdown of how volunteers’ fees contribute to the operations, support and programme development in RSVP destinations.

**By Country**

**By Programme**

There should be a drop down menu at 8 weeks, where they can view 9 weeks, 10 weeks etc. up to 24 weeks, the cost is $200 more for each week. For more than 24 weeks they should contact us for the price.

**Click to convert these prices to your currency**

**Request a Quote**

**PROGRAMME AND PROJECT PRICES** **- GRENADA**

| **Programmes** | **1 week** | **2 weeks** | **3 weeks** | **4 weeks** | **5 weeks** | **6 weeks** | **7 weeks** | **8 weeks** | **Extra week** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child Care and Protection | $1,400USD | $1,850USD | $2,300USD | $2,800USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |
| Teaching | N/A | $1,850USD | $2,300USD | $2,800USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |
| Medicine | N/A | $1,900USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Nursing | N/A | $1,900USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Sports | N/A | $1,850USD | $2,300USD | $2,800USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |

**PROGRAMME AND PROJECT PRICES** **- JAMAICA**

| **Programmes/**  **Projects** | **1 week** | **2 weeks** | **3 weeks** | **4 weeks** | **5 weeks** | **6 weeks** | **7 weeks** | **8 weeks** | **Extra week** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child Care and Protection | $1,500USD | $1,950USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Teaching | N/A | $1,950USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Medicine | N/A | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Nursing | N/A | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Physiotherapy | N/A | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Dentistry | N/A | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Health and Wellness Retreat | N/A | N/A | N/A | $4,400USD | $5,200USD | $5,800USD | $6,300USD | $7,000USD | $1,000USD |
| Sports | N/A | $1,950USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Humanitarian | $1,600USD | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Environmental Awareness and Protection | N/A | $1,950USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Entrepreneurship | N/A | N/A | N/A | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Rastafarian | $1,600USD | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Youth and Community Development | N/A | $2,000USD | $2,500USD | $3,100USD | $3,500USD | $3,900USD | $4,500USD | $5,000USD | $500USD |
| Internship and Dissertation | $1,700USD | $2,100USD | $2,600USD | $3,100USD | $3,600USD | $4,200USD | $4,700USD | $5,300USD | $600USD |
| Professional | $1,500USD | $1,800USD | $2,400USD | $2,900USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |
| Summer | N/A | $2,700USD | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Spring Break | $1,300USD | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Group trips (5-10 persons) | $1,800USD | $2,400USD | $3,000USD | $3,600USD | $4,000USD | $4,400USD | $5,000USD | $5,300USD | $700USD |
| Group trips (11-20 persons) | $1,700USD | $2,300USD | $2,900USD | $3,500USD | $3,900USD | $4,300USD | $4,900USD | $5,200USD | $700USD |
| Group trips (21+ persons) | $1,600USD | $2,200USD | $2,800USD | $3,400USD | $3,800USD | $4,200USD | $4,800USD | $5,100USD | $700USD |
| Corporate (5-10 employees) | $1,800USD | $2,400USD | $3,000USD | $3,600USD | $4,000USD | $4,400USD | $5,000USD | $5,300USD | $700USD |
| Corporate (11-20 employees) | $1,700USD | $2,300USD | $2,900USD | $3,500USD | $3,900USD | $4,300USD | $4,900USD | $5,200USD | $700USD |
| Corporate (21+ employees) | $1,600USD | $2,200USD | $2,800USD | $3,400USD | $3,800USD | $4,200USD | $4,800USD | $5,100USD | $700USD |
| English Lesson | N/A | $1,800USD | $2,300USD | $2,800USD | $3,300USD | $3,900USD | $4,500USD | $5,000USD | $600USD |
| English Lesson Add-on 10 hours | $400USD | | | | | | | | |
| English Lesson Add-on 20 hours | $750USD | | | | | | | | |
| English Lesson Add-on 30 hours | $1,050USD | | | | | | | | |
| English Lesson Add-on 40 hours | $1,400USD | | | | | | | | |
| Patois Lesson | - | $1,900USD | $2,400USD | $2,900USD | $3,400USD | $4,000USD | $4,600USD | $5,100USD | $600USD |
| Patois Lesson Add-on 10 hours | $500USD |  |  |  |  |  |  |  |  |
| Patois Lesson Add-on 20 hours | $850USD |  |  |  |  |  |  |  |  |
| Patois Lesson Add-on 30 hours | $1,150USD |  |  |  |  |  |  |  |  |
| Patois Lesson Add-on 40 hours | $1,500USD |  |  |  |  |  |  |  |  |
| Customized | $1,900USD | $2,500USD | $3,100USD | $3,700USD | $4,100USD | $4,500USD | $5,100USD | $5,400USD | $700USD |

**PROGRAMME AND PROJECT PRICES – ST. LUCIA**

| **Programmes** | **1 week** | **2 weeks** | **3 weeks** | **4 weeks** | **5 weeks** | **6 weeks** | **7 weeks** | **8 weeks** | **Extra week** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child Care and Protection | $1,400USD | $1,850USD | $2,300USD | $2,800USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |
| Teaching | N/A | $1,850USD | $2,300USD | $2,800USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |
| Medicine | N/A | $1,900USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Nursing | N/A | $1,900USD | $2,400USD | $2,900USD | $3,400USD | $3,800USD | $4,400USD | $4,900USD | $500USD |
| Sports | N/A | $1,850USD | $2,300USD | $2,800USD | $3,300USD | $3,700USD | $4,300USD | $4,800USD | $500USD |

**Please Note:**

* The price quoted is per person.
* A non-refundable deposit fee of $300USD must be paid before the processing of any application begins. This is due when submitting your application.
* Combined projects attract an additional $100USD to cover administrative fees.
* $90USD for each extra day.
* There is no registration fee.
* A 5% international banking fee is added at point of payment.
* Extension while in-country will attract $50USD for administrative fee plus the specific programme fee.
* All fees are due 90 days before departure or immediately if application is less than 90 days.
* The length of your programme is calculated from your arrival date to your departure date; if you will spend all your time on the programme. If you are doing independent travel after your programme then your programme date is your arrival date until your last date on the programme. Please ensure that your insurance covers your entire trip.
* If you stay on your programme over the agreed length of time reflected on your invoice you will be charged $90USD per day to cover your food, accommodation and support.

**WHAT IS INCLUDED**

* Ongoing support from overseas Programme Advisor before applying
* Ongoing support from a RSVP Caribbean Volunteer Limited staff based in the Caribbean (*email, telephone, skype, Whatsapp or any preferred means of communication*) before arrival to provide expert advice on all aspects of your volunteering experience
* Volunteer manual
* A suitable programme based on your needs, skills and interests
* Preparation of programme or project and accommodation
* 24-hour support while in-country
* Accommodation for duration of programme or project
* Breakfast and dinner each day
* Daily lunch is only provided for volunteers on the health and wellness retreat programme, rastafarian programme, summer project and group trip project
* Transportation to and from the airport
* Transportation cost from your host family to your programme based on local taxi or bus system
* A cultural event once per week
* An in-house workshop once per week
* Work permit exemption fee in Jamaica *(if required)*
* Extension fee in Jamaica (*if required*)
* Any registration from local authorities required for professionals
* Volunteer t-shirt
* Welcome souvenir
* A comprehensive orientation upon arrival
* In-kind donation to your placement

**WHAT IS NOT INCLUDED**

* Airfare and any associated fees and taxes to travel to and from destination. It is your responsibility to purchase a return flight.
* Daily lunch
* Any sightseeing, trips and tours on the weekends or after work
* Cost to prepare work permit exemption and registration documents in your home country (if necessary)
* Visa fees in home country (*if necessary*)
* Vaccinations (*which should be done in home country where required*)
* Spending money
* Internet
* Laundry
* Phone calls
* Travel and Health Insurance (Mandatory)
* Criminal Record Check
* Any other personal or incidental expenses

**PROMOTIONS (CONDITIONS APPLY)**

* Volunteer with your partner for a minimum of 8 weeks and get a 5% discount each on your programme fee.
* Volunteer for a minimum of 12 weeks and get a 5% discount.
* If you were referred by a past volunteer you get 5% discount.
* Get a loyalty card after your first trip and get 10% discount on your next trip to any RSVP Caribbean destination.
* Volunteer for a minimum of 16 weeks and get 10% discount.

**BREAKDOWN OF YOUR FEES**

RSVP Caribbean is fully funded and operated based on the programme fees of volunteers. As such, every dollar you spend with us is accounted for and the Chief Executive Officer has to report to a Board of Directors. Your programme fees cover direct and indirect costs to manage, operate and sustain the programmes and projects, and contribute to the local community. Your programme fee is spent based on the following general categories; all listed percentages are an approximation:

**Research and Programme Development – 15%**

It is important that all programmes and projects are addressing particular needs and over time there are improvements. As such, we spend a lot of time researching programmes and projects to ensure that the work of the volunteers will be beneficial. It is also essential that local partners are involved and so time is spent meeting and planning with partners. From this, the programme and partner plans are developed. The start-up of new destinations involves significant investment in preparation for volunteers and existing destinations require ongoing development and readjustment to ensure all stakeholders are satisfied.

**Planning, Operating and Administrative Costs – 18%**

Planning for all aspects of the volunteering experience is costly. There are various systems and procedures which have to be in place and followed to ensure successful operations. This includes, but is not limited to, different systems, partnership alliance, emailing, procurement and others which all influence how the head office, marketing offices and destinations operate. Given all the partners involved – volunteers, staff, host families, drivers, partner agencies and all other stakeholders, there are many internal and external planning, operation and administrative costs which are necessary to effectively and efficiently sustain the company. Each programme, host family, and each element (*transport, flight, visa, immigration, among others*) is a non-stop 24-hour support system which has to be carefully monitored at all times at different levels of the organization.

**Volunteer Support (Acceptance to Programme Completion) – 18%**

Planning for and arranging the entire volunteering process requires considerable input for all staff particularly the Regional Director, Marketing Executives, Programme Development Director, Programme Coordinators and administrative support staff. Through a coordinated system each person is tasked with completing different aspects to prepare for a volunteer’s experience. As such, the head office is adequately staffed to ensure this is done. We have to treat each volunteer as unique and ensure we pay attention to every detail to match your skills, interests and preferences. There is frequent and timely communication with each volunteer before they arrive and full documentation so that your programme and accommodation can be carefully selected. We assist with information on visas, permits, food, language, health, travel and many other matters. We offer 24/7 emergency service for you and your family back home.

**Direct In-country Costs – 25%**

There are many costs which directly relate to a volunteer while in-country. This includes but is not limited to accommodation, meals, transportation to and from the airport, daily transportation, cultural events, materials for programme partners, orientation, workshops, meetings, equipment, donations for programme partners, programme audits, 24-hour support and many other expenses. This also includes experienced staff, office operations and community outreach activities. An office in each location is important to providing the necessary support for all our volunteers. A specific portion of a volunteer’s programme fee goes towards a fund that directly supports projects at a community level. This significantly helps in addressing priority needs in a community.

**Organizing, Implementing and Monitoring Programmes and Projects – 14%**

A significant amount of time goes into organizing your programme and preparing your timetable. Once this is done there are weekly, monthly and quarterly monitoring and evaluation reports to ensure that the sustainable development goals are being met. The monitoring and evaluation of programmes and projects helps us to clearly see the areas of improvement, what needs to be adjusted, what areas to focus on, best practices and lesson learned. This allows us to adjust our programme and partner plan as necessary to ensure the greatest impact.

**Communication and Promotion – 10%**

The work of RSVP Caribbean has to be promoted across the region and the world. Within the Caribbean persons need to be more aware of the work that is being done and how this impacts the region. Internationally in order to get more volunteers to come to the Caribbean various activities are held. This includes career fairs, information sessions, presentations and meetings. To support these activities, information packs, brochures and various promotional items are developed. Through our team, across the world, we take the time to advise volunteers on why they should volunteer in the Caribbean, with us.

In a general sense your fees also support the following:

* Over twenty (20) long-term volunteer programmes and projects
* Staff in the Caribbean and across the world
* A senior staff member for each destination to ensure proper planning, continuity of programmes and programme impact
* An experienced recruitment, operations and administrative team to manage all aspects of the volunteering experience
* Constant development, review and improvements to policies and procedures for volunteer planning, support and experience, training, health and safety issues and communication and emergency protocols
* Implementation of health and safety procedures
* Emergency funding where necessary
* Staff travel costs for recruitment, training and development
* Accommodation and meals for volunteers
* Orientation and training for volunteers



**RESOURCES**

**ACCOMMODATION**

Staying with a Caribbean family allows you to experience the true hospitality and warmth of islanders. Think about how nice it will be to live with a Caribbean family, eat home cooked meals, listen to the accents and become a part of the family and the community. This will be a priceless part of the experience; authentic cultural immersion. You will feel the vibe and connection to the family and the community – join us, Respond…Discover…Change Lives.

Each host family is carefully selected. A staff member visits the home and completes an assessment survey which takes into consideration safety, basic amenities (*running water, electricity*), proper sanitation, sufficient ventilation, adequate storage and a family-friendly atmosphere. Once the standards are met, a background check is done of all persons in the household and if everything is satisfactory the host family is provided with an orientation, a host family manual and then begins hosting volunteers. There is a quarterly visit to the host family to ensure standards are being maintained.

Living with a Caribbean family is your home away from home. You will become a member of your family, experiencing the camaraderie, humor, support and social activities that define Caribbean family life. Volunteers are encouraged to participate in family activities such as going to the beach, visiting other family members, playing games and going to church.

A month before your arrival your host family is provided with details about you so they can fully prepare for your visit. Host families are usually located within 15-45 minutes of your programme or project. Your host family will prepare your breakfast and dinner but you are responsible for doing your laundry and keeping your room and bathroom clean.

You may not want to leave after you have met your Caribbean family – so Respond…and come to the Caribbean to Discover and Change Lives.

**ARRIVAL PROCEDURE**

A month before arrival you will be given the name and a picture of the RSVP Caribbean driver that will pick you up at the airport. The driver will have a sign, *the details of which will be sent to you by email*, RSVP identification and will know your name. The local customs and immigration procedures will be explained and also what is expected at the airport when you arrive. Upon arrival a staff member will call the driver and speak with you and explain the procedures for the next 24 hours. Your host family will be expecting you and the driver will take you directly to your host family where you will meet your new family and settle in. The following day a RSVP Caribbean staff will pick you up at your host family and take you for an orientation.

**BECOME A RSVP REPRESENTATIVE**

Are you passionate about promoting a culture of volunteerism and want to assist Team RSVP in marketing our programmes at your school, organization, community or company overseas? If you are excited about this then contact us and we will tell you how you can become a RSVP Representative. Your role is to promote RSVP Caribbean volunteering services at your school, college, university, company, organization, community and network. We provide an attractive incentive package (*free trip, commission and other incentives*). Please send your cover letter and CV in one Microsoft Word or PDF document to [rsvprep@rsvpcaribbean.com](mailto:rsvprep@rsvpcaribbean.com) with subject line RSVP Representative. **No telephone calls, please.**

**CHILD CARE AND VULNERABLE ADULT PROTECTION POLICY**

RSVP Caribbean takes its role seriously in the care and protection of children and all vulnerable groups. In organizing and implementing our programmes the safety, protection and well-being of children is our number one priority. Most Caribbean countries are signatories to the Convention on the Rights of the Child and there are penalties for breaches and so we work with our partner organizations to ensure that the rights of children are protected. We are committed to ensuring that children and all programme beneficiaries are not exposed to abuse, neglect, exploitation and discrimination. Children and vulnerable adults regardless of age, culture, disability, gender, language, race, religious beliefs or sexual identity must be treated fairly and with respect.

Our responsibility is to ensure that procedures are in place and policies and laws followed when dealing with children. The Child Care and Protection Act and all related laws for the destinations that we work in are followed. At all times the welfare of the child takes precedence over anything else and we carefully manage the interaction, care and protection of all children.

All RSVP Caribbean staff, volunteers, host families and partners are made aware of the Child Care and Protection Policy and must adhere to it. It is the responsibility of everyone involved to ensure that children are protected. The policy is intended to protect children and vulnerable adults as well as volunteers and partner organizations.

The Child Care and Protection Policy:

* A child is considered to be any person under 18 years.
* A vulnerable adult is anyone in need of care, protection and support based on but not limited to disability, neglect, socio-economic conditions and illness.
* RSVP Caribbean carefully screens all staff, volunteers, host families and partners; and criminal record checks are completed for all volunteers and staff.
* RSVP Caribbean respects the rights of children and vulnerable adults, families, caregivers, communities, volunteers and partners and always acts in the best interest of the beneficiaries.
* RSVP Caribbean will not condone any sexual or physical abuse, mental harm, exploitation or discrimination of any child or vulnerable adult.
* RSVP Caribbean ensures that we explain the Child Care and Protection Policy before arrival and upon arrival this is also done during orientation by the Programme Coordinators who will go through all aspects of the policy. Volunteers get a copy of the policy and must acknowledge in writing that they understand and accept the policy.
* RSVP Caribbean is committed to reporting any of the above issues to the authorities.
* RSVP Caribbean takes deliberate steps to prevent abuse, exploitation, neglect and discrimination of children and vulnerable adults.
* RSVP Caribbean takes care in ensuring that only appropriate language and age-appropriate activities and actions are used at all times.
* RSVP Caribbean volunteers, staff and partners should demonstrate great care when interacting with any child or vulnerable adult. At no time should any physical contact be sexual or even possibly misconstrued as sexual.
* RSVP Caribbean volunteers and staff should not:
* Take any child or vulnerable adult from the programme site without approval from programme supervisor.
* Take any child or vulnerable adult to their accommodation or house.
* Take any child or vulnerable adult out for any activity without approval from the programme supervisor.
* Share a bed with any child while on the programme.
* Buy gifts for any child or vulnerable adult from the programme site without approval from the programme supervisor.
* Take pictures or videos of any child or vulnerable adult without approval from programme supervisor; and pictures and videos should not belittle or degrade them.
* Act in any way that humiliates the child or vulnerable adult and show any form of emotional abuse.
* Act in any way that exerts physical force such as pushing, kicking, shoving, hitting, slapping or cause any fear, intimidation or distress to the child or vulnerable adult.
* Show any preferential treatment or discrimination or exclusion.

**CORPORATE SOCIAL RESPONSIBILITY**

As an organization RSVP Caribbean believes in ensuring that all decisions benefit the people of the Caribbean in the long-term. This approach of aligning the work of volunteering to the sustainable development goals and ensuring that programmes and partner organizations have plans that are followed is an important part of the process. We use our vision and mission to drive our work with the end result of, over time, improving the quality of life for individuals.

We believe in, and support 100%, the contribution that volunteers make to our programmes and think this is an important means to help developing nations. RSVP Caribbean takes this seriously and only employ ethical, committed and passionate individuals who mean well. We employ individuals who go above and beyond to ensure that we have high quality programmes. As a team we also give back every quarter by volunteering at a programme for a day. We live our vision, we not only speak it – we do it.

**ENDORSEMENTS**

**International Review Boards**

* Go Abroad
* Volunteer Forever
* Go Overseas
* Trip Advisor
* Trust Pilot
* One World 365

Caribbean

* Ministry of Tourism
* Jamaica Tourist Board

**FLIGHT**

You are responsible for booking your own flight to and from your destination. You must book a return flight. There are different options that you can look into such as Flight Centre, Expedia and STA Travel. STA Travel offers over 30 years of experience, a dedicated team, low fares, flexible fares and global travel help. They are flexible and provide the best options for you. Alternatively you can research other travel agencies and book your flight with them. Please be mindful of the requirements to transit various countries. While we make this recommendation RSVP Caribbean accepts no liability for any arrangements made with travel agencies and airlines.

Once your flight has been booked please email us the itinerary so we can arrange your pick up at the airport.

**FUNDRAISING TIPS**

You can choose to fundraise for your trip with RSVP Caribbean. While we understand that some volunteers will have enough funds to cover their programme fee, insurance, flights and spending money, others will not. Ensure that you carefully calculate the amount of money you will need before you start fundraising so you have a set goal. All volunteers do not have to do this. To help you with securing more money for your volunteering experience, RSVP Caribbean has partnered with FundMyTravel, a crowd-funding website which assists volunteers in accessing funds. Through FundMyTravel you can create a fundraising page, set your financial goals, share your story with family and friends through social media and get the opportunity to raise funds. Please click on the RSVP FundMy Travel page to start your fundraising campaign. While we make this recommendation RSVP Caribbean does not offer any guarantee that you will raise the funds required.

Below are some other fundraising tips that you can explore:

* Search online for any scholarships or grants in your area. If you are in high school, college or university also check to see if any grants are offered for service learning.
* Organize a fundraiser at your school or in your community. There are many creative ideas that you can research and choose one based on your interests. Some ideas include bake sales, treasure hunts, working as a hired hand, a sponsored walk, planning a marathon and/or 5K run/walk, a dinner party, tea party, wine tasting, themed party, karaoke evening, movie night, fashion show, car wash, garage sale and so many more.
* You can put away some of your allowance or any monies earned on a consistent basis to support your trip.
* Donation in lieu of presents – instead of taking a birthday, Christmas, Valentine or any other gift on a special day ask that money be given towards your trip.
* You can set up a blog and write about why this experience will be beneficial to you and your host country. This will help to raise awareness about your cause.
* Get a part-time job.

RSVP Caribbean can provide you with a verification letter to help in your fundraising efforts. This helps potential donors to see that your cause is legitimate. Once you have applied and paid your deposit and your acceptance is confirmed you can send an email to us at admin@projects-abroad.org requesting this letter. Don’t give up if some persons say no, some persons may say no, but think of all the others who may say yes.

**PARTNERSHIPS**

Our partners play an important role in the work that we do. Without them we would not have suitable programmes and projects for our volunteers. We value their role and their contribution in working with us to focus on key issues in the Caribbean. Their knowledge, expertise, dedication and passion to see change supports the vision of RSVP Caribbean and we are happy to have them on board.

**Partners – Grenada**

* Orphanages
* Child care facilities
* Children’s Home
* Government agencies and departments
* Non-government organizations
* Hospitals
* Health Centres
* Schools
* Communities

**Partners - Jamaica**

* Orphanages
* Child care facilities
* Homes for the elderly
* Government agencies and departments
* Non-government organizations
* Hospitals
* Health Centres
* Schools
* Communities
* Environmental agencies

**Partners – St. Lucia**

* Orphanages
* Child care facilities
* Children’s Home
* Government agencies and departments
* Non-government organizations
* Hospitals
* Health Centres
* Schools
* Communities

**International Partners**

* Helpers Health and Community Initiatives – Atlanta, Georgia
* BridgIT Water Foundation – Brisbane, Australia
* A Child’s Smile – Sweden

**Professional Involvement and Membership**

* Jamaica Council for Volunteers
* Chamber of Commerce

**RESPONSIBLE VOLUNTEERING POLICY**

At RSVP Caribbean we ensure that volunteering abroad is a benefit to the volunteer and the local organization. We provide all the information so volunteers can make informed and responsible choices and do not exploit people, wildlife and the environment in a bid to promote what we do.

We understand that volunteers want to make a real difference in destinations. We understand that the beneficiaries’ and the volunteers’ needs must be taken into consideration at all times. In all the planning and implementation of our programmes and projects we act responsibly and consider the short, medium and long-term effects of anything that we do. We make every effort to ensure that programmes are sustainable.

Our Responsible Volunteering Policy includes:

* RSVP Caribbean offers affordable and high quality programmes and projects and contribute to the local communities in which we work.
* RSVP Caribbean markets it programmes and projects in a responsible and ethical manner.
* RSVP Caribbean ensures that we operate legally in all destinations.
* RSVP Caribbean screens volunteers, staff, drivers, host families, programme partners and all third parties using a rigorous system.
* RSVP does not replace paid employment opportunities for local individuals.
* RSVP Caribbean ensures that all beneficiaries are protected and as such we register with relevant government bodies, ensure that all rights of children and all other groups of beneficiaries are protected, avoid attachment and dependency and provides proper briefing and orientation for volunteers.
* RSVP Caribbean undertakes regular visits to programmes and projects to ensure they are running smoothly and make changes as necessary.
* RSVP Caribbean audits its programmes yearly to assess the impact on the local community. The findings from the audit are used to continuously improve the quality, impact and sustainability of programmes.
* RSVP Caribbean allocates a percentage of all volunteer fees to a community development fund. This fund supports programme partners and community development initiatives.
* RSVP Caribbean does not organize flights directly for volunteers but we offer advice on companies only if they offer responsible opportunities that also protect the environment. We encourage volunteers to calculate the carbon emissions from flying by using a carbon footprint calculator to determine the least possible effect. Through the environmental awareness and protection programme we do our part in lessening carbon emission and protecting the environment.

**SAFETY AND SUPPORT**

Volunteering abroad is a great opportunity to experience new cultures, make a contribution to society and grow as an individual. However, like with any form of travel there are some associated risks which must be understood and managed.

Your safety is our number one priority. We ensure that programmes, projects, accommodations and communities are safe for our volunteers to work and live by conducting risk assessments and preparing risk management and safety plans. We provide a detailed orientation the day after arrival which includes the necessary safety tips. Background and reference checks of staff, host families and volunteers are completed. We have first aid qualified staff and proper emergency response planning.

As a responsible provider of volunteer placement opportunities, RSVP Caribbean ensures that we provide information and support about safety and security to our volunteers. With our risk management and safety plans across programmes and countries, we take a comprehensive approach and provide volunteers with the relevant knowledge needed for them to keep safe, secure and healthy while volunteering on our programmes.

Before leaving home our staff will provide safety tips and information to volunteers. On arrival there is a comprehensive one day orientation that further helps to prepare volunteers for their experience. It covers a wide range of topics that allows the volunteer to understand the local culture, programme objectives, expectations, health and safety and other key elements. All host families and programme partners are required to adhere to the risk management and safety plans. The plan guides the identification, assessment, analysis, mitigation of all risks associated with each programme and procedure of RSVP Caribbean. The risk areas include but are not limited to accommodation, transport, fire control and prevention, illness and physical harm, assault, robbery and theft, accidents, alcohol and use of illegal substances, natural disasters, man-made disasters and terrorism and other acts of violence.

Each procedural response has been developed with RSVP Caribbean partners in our destinations. The RSVP Team is available 24-hours each day to provide support to volunteers if the need arises and the necessary steps are in place to ensure effective and efficient handling of any situation if they arise. The company’s communications plan outlines the process that should be followed in the event of an emergency.

**TRAVEL KIT**

This travel list provides suggestions on what you should travel with. By no means is this list exhaustive so ensure that you also do your research and plan based on your needs and preferences.

* Small rucksack for daily and weekend travel along with your main rucksack or suitcase
* Light clothes for weekends, social gatherings, church (not compulsory) and evening wear
* Light sweaters (*1 or 2*) – it rains sometimes
* Work clothes (*details will be provided on your RSVP webpage when you apply*)
* Bathing suit
* Towels (*2-3*)
* Sunglasses
* Hat
* Money belt
* Ear plugs
* Raincoat and small umbrella
* Sneakers and comfortable shoes for hiking
* Flip flops and comfortable flat shoes
* Water bottle
* Small torch (*flashlight*)
* Universal socket adaptor for cameras, laptop, ipod, phones and other devices (*The Caribbean uses US and Canada’s two-pin style plugs*)
* ATM card (*Debit/Credit Cards*) or US travellers’ cheques, call your bank and advise them of your travel plans so your card is not blocked
* American, Euro, Pounds, Canadian dollars can be easily exchanged in the Caribbean
* Mobile phone - check with your service provider about the cost to use your phone in the Caribbean
* Photocopies of all your important documents – passport information page, passport visa page (*if applicable*), insurance policies, credit card
* A small book with the telephone numbers and email addresses of your friends and families
* Toiletries (*toilet tissue, lotion, deodorant, body wash, bathing soap, antibacterial soap, toothbrush, toothpaste, hair moisturizers, shampoo, conditioner, hand wipe, hand sanitizers, handwash, sanitary towels/tampons, lip balm and any other essentials*)
* Camera, ipod, laptop (*for some programmes*)
* Medication (*if on prescribed medication*)
* Sun protection cream and after-sun lotion (*very expensive locally*)
* Insect/mosquito repellents (*at least 2-3*)
* Mosquito nets (*optional*)
* Sleeping bags (*optional*) for travelling out on weekends
* Small English dictionary (*if your English is basic*)
* Books to read for your entertainment

You can also check various travel apps for suggestions.

**TRAVEL AND MEDICAL INSURANCE**

Travel and medical insurance is compulsory for participating in RSVP Caribbean programmes. We do our very best to ensure that your volunteering experience is well organized but in the event of an emergency your travel and medical insurance is essential. Volunteers are responsible for getting their own travel and medical insurance.

To help you source suitable travel and medical insurance, we have partnered with World Nomads. They are the leading provider of independent insurance for travelers. They offer different policies that are suitable for volunteering abroad and can be easily extended if necessary. They have very competitive prices and are recommended by different travel sites. Importantly every RSVP Caribbean volunteer who uses World Nomads has worldwide 24-hour emergency assistance from their trusted team. You can use the emergency assistance to get advice and support at any time if there is an emergency. World Nomads does not provide travel and medical insurance for volunteer 65 years and older. If you wish to purchase insurance from World Nomads please **click here.** If you are 65 and older you can try other providers. World Nomads is only a recommendation and by no means does RSVP Caribbean accept any liability which may result from using their service. You are free to research and use your own medical and travel insurance.

Ensure that whichever travel and medical insurance you use provides coverage that includes medical and emergency travel expenses, luggage and personal effects, money, personal accident, personal liability, cancellation and curtailment, rescue and assistance, legal expenses, hijack and travel delays. Coverage must be for the full duration of your stay in destination, this should include any independent travel you plan to undertake.

While in-country RSVP Caribbean staff will provide 24 hour support for you so you can always call us if there is an emergency.

**TOURISM POLICY**

RSVP Caribbean is committed to responsible tourism. All the programmes we support benefit the environment and the local community. All cultural activities and tours have careful guidelines on responsible tourism, community tourism and eco-tourism. This covers but is not limited to waste disposal, recycling, buying from local businesses, not exploiting wildlife or harming the environment. The RSVP Tourism Policy includes:

* Use of local suppliers, staff and businesses where possible.
* Use of sustainable practices on programmes and projects and at our offices.
* Minimizing waste
* We promote local attractions that do not harm the environment, wildlife and animals

**VISA**

If you are a non-commonwealth national going to the Caribbean for more than a month you may need to obtain a visa. Our administrative team will provide you with detailed information about the specific visa requirements after you have applied and chosen your country, and will guide you through the process.

**FREQUENTLY ASKED QUESTIONS (FAQ)**

There should be tabs for each set of FAQs

**FAQs - Before Departure**

**FAQs - While In-Country**

**FAQs - for Parents**

**FAQs - Upon Return Home**

We know you may have many questions about your volunteer experience. We will provide the questions most frequently asked and the answers. However, if you need to get any additional information please email us at [info@rsvpcaribbean.com](mailto:info@rsvpcaribbean.com) or call at +1 876 569 5918 and we will respond within 48 hours for weekdays and 72 hours for weekends.

**FAQs – Before Departure**

These questions will help you ascertain the information you need prior to your journey overseas as a volunteer. For questions on what will happen “in-country”, “upon return” or if you are a parent and want additional information please see **FAQs – While In-Country, FAQs - for Parents and FAQs – Upon Return Home**.

**General**

1. **Which countries can I volunteer in?** **Grenada, Jamaica, St. Lucia**
2. **Who can volunteer with RSVP Caribbean?** We cater to a wide range of individuals - High School, College/University, Gap Year, Career Break, Professional and Retired persons; and anyone who meets the programme or project requirement.
3. **When can I apply?** You can apply at any time. We prefer at least 90 days in advance to process your application. However, we do accept volunteers who apply within less than 90 days. Once you have decided on your destination and programme please go ahead and apply.
4. **When can I start?** For most programmes you can choose your start and end date. Most programmes run all year round. Once you submit your application we will confirm your preferred dates. Only the health and wellness retreat programme, and the summer and spring break projects have set dates.
5. **How do I obtain a criminal record check?** The process varies from country to country. The best starting point would be to contact your local police station or check online to find out about the process.
6. **Can I use RSVP Caribbean as a referee after I have volunteered?** We are happy to provide a reference or to be used as a referee provided that the volunteer complies with the **Terms and Conditions.**
7. **What Language is spoken?** English is the main language in most Caribbean islands. However, Patois, French Creole and Dutch are other languages spoken. You do not have to know the local language, however during cultural sessions and interactions you will learn some aspects of the local language. If you want to improve your English or learn the local language you can sign up for our **Language Lessons** but this is not compulsory.
8. **Will I be paid for my work?** No, this is unpaid work, as volunteers cannot do paid work in our destinations; it is illegal to do so. You are working on a voluntary basis only. You will be making a significant contribution to partner organizations and helping to address important national and community needs within your host nation.
9. **Are the countries safe?** RSVP Caribbean is committed to the safety and well-being of all volunteers and makes it a priority to carefully plan and select destinations, staff, host families, drivers, communities and programmes. RSVP has a risk management and safety plan for all destinations. All programmes have trained and dedicated staff who provide 24-hour support. A full orientation is provided the first day after arrival. Please see **Safety and Support.**
10. **Can I travel with a friend?** You can travel with a friend, a boyfriend or girlfriend. However, please be aware that you cannot stay at the same host family as an unmarried couple or, if you are friends of the opposite sex, as culturally this is not the norm. Only legally married couples can stay together and certified proof of this must be provided.
11. **Can any nationality volunteer?** Yes, you can be of any nationality and volunteer with us once you meet the requirements.
12. **How do I benefit from volunteering?** You will contribute by assisting persons with their basic needs and be a part of a life changing experience. Volunteering in a developing country will help you to see another part of the world and experience how other persons live. It will also be a good addition to your curriculum vitae or resume, and what you learn during the process will enhance your personal and professional development.
13. **Can I fundraise for my programme?** Many volunteers fundraise to get additional support for their programme. You can click on **Fundraising Tips** for ideas.
14. **Should I bring a suitcase or rucksack?** Either one is ok, it depends on your personal preference. A small rucksack comes in handy on the weekend or for your daily activities and the main rucksack or suitcase for general travel.
15. **What is the weather like?** The weather in the Caribbean is mainly warm and sunny all year round. However, June to November it may rain occasionally so an umbrella or a raincoat might come in handy.
16. **Is the tap water safe to drink?** It is safe to drink the tap water in the Caribbean but your host family will boil the water for you, if you desire. However, if your preference is to have bottled water you will have to purchase that at a supermarket or shop.
17. **What type of clothing should I take with me?** It depends on your programme. Once you have applied and received your RSVP webpage the specific clothing requirement for your programme will be uploaded. You should pack slippers, shorts, pants, cotton blouses, dresses and a light sweater for evening and weekend wear.
18. **When will I know where I will live and work?** One month before arrival your programme and accommodation details will be uploaded to your RSVP webpage.
19. **Will I be able to use my mobile phone?** It is very expensive to roam in the Caribbean. We suggest that you purchase an inexpensive phone for approximately $60USD. If phones are available for rental at the office you will be able to rent a phone for $15USD. This must be returned the day before departure.
20. **Will I have internet access?** The Caribbean is made up of developing countries. There is no guarantee that your host family will have internet. However, there are internet cafes and hot spots where you can access the internet. You can also purchase a wireless device (smart-phone or tablet) and add an internet data package based on your needs.
21. **Where can I do my laundry?** There are different options for doing laundry. You can hand wash your laundry and your host family will provide basins for this. If your host family has a washing machine you will be allowed to use it once every two weeks. You must have a full load as electricity bills are expensive in the Caribbean so you are not allowed to wash more frequently. You can also visit a laundromat in the town to do your laundry. Another option is to pay someone to do your laundry and this will cost approximately $25USD each time. In all cases you will have to provide your own laundry detergent. Your host family will discuss laundry options when you arrive.
22. **What types of plugs are used?** The Caribbean uses the same plugs as the United States and Canada. These are the two-pin plugs. Dependent on the type of plug used in your home country you may need to travel with an adaptor.
23. **What can I do in the evenings and on the weekends?** In the evenings you can enjoy karaoke, the movies, hang out with islanders. Outdoor activities can help with your cultural immersion and so on the weekends enjoy the rivers, beaches, hiking, concerts, reggae and soca events and various attractions indigenous to your host nation.
24. **Can I talk with another volunteer who has been on your programme?** Sure you can, visit the **Volunteer Stories** page, or **Contact Us** and we will put you in touch with a past volunteer.
25. **What if I have more questions?** If you have additional questions or would like to discuss our programmes and projects in more detail, please email us at [info@rsvpcaribbean.com](mailto:info@rsvpcaribbean.com) or call +1 876 569 5918 Mondays to Thursdays 8:30am – 4:30pm and 8:30am – 3:30pm on a Friday. You can also **Request a Call Back** or fill in the **Enquiry Form.**
26. **What is the next step?** You can **Contact Us** for more informationor **Apply Now.**

**Programmes and Projects**

1. **What types of programmes are available?** We have many different programmes to suit your interests. These include *Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Health and Wellness Retreat, Sports, Humanitarian, Environmental Awareness and Protection, Entrepreneurship, Rastafarian and Youth and Community Development*. See **Programme and Project Description** for more details.
2. **What types of projects are available?** Internship and Dissertation, Professional, Summer, Spring Break, Group and Corporate trips in the areas of *Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Holistic Retreat, Sports, Humanitarian, Environmental Awareness and Protection, Entrepreneurship, Rastafarian and Youth and Community Development*. Other projects include English and Patois Lessons and Customized projects. See **Programme and Project Description** for more details.
3. **How long can a volunteer stay on the programme?** This depends on which programme you choose and the destination. Programme length starts at 1 week and can go up to 18 months. You decide how long you would like to stay on the programme. You can click on **Programme and Project** **Prices** to view the minimum stay.
4. **Can I do more than one programme?** Yes, you can combine your programmes. You can either do this within destination or across destinations.
5. **Can a group of us join the programme?** We can organize programmes for you and your friends. A group for us is five (5) or more persons. You can click on **Group Trip** for more details and we will customize a programme to suit your group.
6. **Should I bring a donation for where I will volunteer?** You can travel with donations if you wish to. You can view the **Donation List** to determine what type of donation would be most appropriate and impacting to your programme. Do not bring items that are too heavy, that will affect your weight requirement with the airline.

**Requirements**

1. **How old do I have to be to volunteer?** To volunteer on RSVP programmes volunteers have to be at least 16 years old; for some programmes the minimum age requirement is 18 years old. There is no upper limit on age as long as volunteers are healthy and open to the experience. Please see **Programme and Project Information** for the specific age requirements.
2. **Do I need any academic qualifications?** Most programmes require limited or no academic qualifications. Please see **Programme and Project Information** for requirements.
3. **Do I require a visa?** This is dependent on your nationality, chosen destination and length of time. You can **Contact Us** with this information and we will provide additional information. It is your responsibility to get your visa (*if required*) and any necessary visa or approval for any country you will have to transit.
4. **Will I need vaccinations and what types?** This depends on the destination you choose and what vaccinations you have had in the past. We suggest that you visit your doctor who will provide expert advice on what vaccinations are needed. With your doctor ensure that you are fully immunized and you have the required vaccinations for your travel.
5. **Are there any specific requirements for me to be accepted?** Once we speak with your referee (*listed on your application form*) who could be a *teacher, lecturer, employer, and pastor* we will determine if you are suitable. All volunteers are required to provide a criminal record check as part of the application process. Once you are cleared, and your programme is available, you will be fully accepted.

**Prices**

1. **What are the costs?** Please see **Programme and Project** **Prices** for each programme and project costs; and pay careful attention to **What is Included** and **What is Not included**. Programme costs start at $1,400USD per person.
2. **What does the fee include?** Our prices include a programme, accommodation, breakfast and dinner, pre-arrival support, in-country support, transportation to and from the airport, transportation while in-country from your host family to your programme, or project, and 24-hour support. Pay careful attention to **What is Included** and **What is Not included**. Please also see a **Breakdown of Fees** to see how your money is spent.
3. **Are meals included in the cost?** Two meals (*breakfast and dinner*) are provided at your host family. If you are staying home on the weekends and not travelling out, these two meals are still provided. On the health and wellness programme, Rastafarian programme and summer project, breakfast, lunch and dinner are provided.
4. **Is there a discount for returning volunteer?** Yes, returning volunteers get a 10% discount.
5. **Is there a discount for combining programmes and destinations?** If volunteers are applying for 16 weeks or more and combining projects they get a 10% discount.

**Accommodation**

1. **How are host families selected?** Each host family is carefully selected. A staff member visits the home and completes an assessment survey which takes into consideration safety, basic amenities (*running water, electricity*), proper sanitation, sufficient ventilation, adequate storage and family-friendly atmosphere. Once the standards are met a background check is done of all persons in the household and if everything is satisfactory the host family is provided with an orientation, a host family manual and then begins hosting volunteers. There is a quarterly visit to the host family to ensure standards are being maintained.
2. **Do I need to bring towels?** Yes, bring your own towel, at least two (2).
3. **Do I need to bring sheets?** No, these will be provided by your host family.
4. **Do I need to bring a mosquito net?** If you want to you can bring a mosquito net, however in some cases you might have difficulty installing them. You can travel with mosquito repellant as an alternative.
5. **Do I need to bring a sleeping bag?** You do not need to travel with a sleeping bag. A bed, bed linen and pillows will be provided by your host family.
6. **Should I bring gifts for my host family?** You do not have to bring any gifts for your host family but it is a nice gesture. You can travel with small souvenirs such as a cup, key ring, pens, postcard and sweets. Do not bring items that are too heavy that will affect your weight requirement with the airline.
7. **Will I live with other volunteers?** This is not a guarantee and is dependent on your time of arrival and availability within host families. If you wish to live with another volunteer you can make this request on your application form.

**Money Matters**

1. **What is the local currency?** It varies across destinations; in Grenada and St. Lucia it is Eastern Caribbean Dollars and in Jamaica it is Jamaican dollars.
2. **How much money should I bring?** This will vary based on your tastes, preferences and needs. Lunch can range from $5USD - $10USD, popular snacks from $1USD up and fast food $5USD and up. Your evening recreation could range from $20USD and above. Taking taxis on the weekends to the town will cost approximately $2USD and if you are travelling out of town it could cost $10-$30USD or more; if you are travelling alone or with a group. Meals while out on the weekend starts at $5USD and accommodation from $30USD per night dependent on location. To visit a local attraction can vary from $5USD - $30USD or more. To attend a local concert, a movie or any form of entertainment ranges from $6USD - $15USD. These are all estimates.
3. **How should I bring my money?** You can bring cash, debit card, credit card or travelers cheque. The currencies which are easier to exchange in the Caribbean are US dollars, Canadian dollars, Pound Sterling and Euros. We suggest that you travel with limited cash as there are restrictions on how much cash you can take into some countries.
4. **How do I exchange money?** You will not need any money until your first work day. Therefore when you arrive at the airport you do not need to change your money there. You will be picked up by a staff the day after arrival and taken to a bank or cambio to exchange your money and you will get better rates than at the airport.

**Travel**

1. **Do I need a passport?** Yes, you need a valid passport to travel internationally. Your passport must be valid for at least 6 months after your return date.
2. **Is airfare included in the programme fee?** No, airfare is not included. Please see **What is Included** and **What is Not Included**.
3. **How do I book my flight?** You can contact a reputable travel agent to book your flight. RSVP Caribbean does not organize flights. See **Flights** for more details.
4. **Do I have to pay for transportation to and from my programme?** You will receive your taxi money by the second Thursday of the month from RSVP Caribbean as this is included in your programme fee. If you are staying for more than one (1) month, this becomes due each second Thursday.
5. **How far is my programme from my host family?** This is dependent on where you will live and volunteer. However, most partner agencies are within 15-45 minutes of the host families.

**Internship**

1. **What is an internship?** An internship is for students or experienced professionals to gain knowledge in their field of interest. Interns work alongside qualified professionals and have the opportunity to learn local policies and procedures.
2. **What types of internships are available?** We offer internships in Child Care and Protection, Teaching, Medicine, Nursing, Physiotherapy, Dentistry, Sports, Humanitarian, Environmental Awareness and Protection and Rastafarian Culture.
3. **What qualifications do I need for an internship?** You need to have completed at least two (2) years of university, or, be practicing in your field for at least one (1) year.
4. **Do I need to provide any other information?** You need to provide details on the objectives of the internship and any form that needs to be completed. These are reviewed and then you are informed if your internship is possible.
5. **What will I do as an intern?** This is dependent on the programme you select but in most cases you will observe and conduct day to day tasks based on your programme. The day to day tasks will be based on your area of interest and or specialty, your current skills and the needs of the partner organization and what you are allowed to do.
6. **Who will supervise my internship?** Each programme has a qualified supervisor and also a qualified RSVP Caribbean staff member. These individuals will supervise your work and provide you with guidance and support.
7. **How long can I do an internship?** It depends on the programme and the number of hours you want to complete. Internships typically start at 2 weeks and run for up to 3 months. If you wish to stay longer this can be arranged.

**FAQs – While In-Country**

These questions will help you with what you need to know while you are at your destination. For questions on what should happen **before your departure to start your programme**, **upon your return home**, or*, if you are a parent and want additional information* please see **FAQs – Before Departure, FAQs – Upon Return Home and FAQs - for Parents**

1. **Will I be picked up at the airport?** Yes, an RSVP Caribbean driver will pick you up at the airport and take you directly to your host family. At least 2 weeks before arrival you will get the name and a picture of the driver who will pick you up via email.
2. **What will happen after I arrive?** After you arrive and you are with the driver, a RSVP Caribbean staff member will speak with you, give you a warm welcome and explain what will happen in the next 24 hours. You will then be taken to your host family where you will settle in and get some rest.
3. **How many days will I volunteers on my programme or project?** You will volunteer at your programme for 5 hours each day Mondays – Fridays.
4. **Can I take time off during my programme or project?** Only if you are sick or have a legitimate reason, for example to visit the embassy, entitled vacation or doctor’s appointment. Time off for leisure and fun is not allowed.
5. **What are the office opening hours?** Mondays – Thursdays 8:30am – 4:30pm and Fridays 8:30am – 3:30pm. However you can call us any day of the week and at any time for assistance.
6. **If I have a problem, who should I call?** First call your Programme Coordinator. If you do not get through to him/her call any RSVP staff member on your emergency card which you will get during orientation.
7. **What if I get sick?** Although this is by no means a regular occurrence, if this happens while you are in-country we will provide you with 24-hour support. A staff member will ensure that you receive immediate medical assistance and that the medical insurance company provided on file is contacted immediately. Your emergency contact will be updated immediately and kept fully up-to-date throughout your illness. In the event of a serious illness or accident, each volunteer will be covered by their insurance policy, which is why we require all volunteers to have adequate insurance which includes repatriation.

**FAQs - for Parents**

These questions will help with what you need to know as parents. For questions on: **before departure**, **while in-country** or **upon return home** please see **FAQs – Before Departure, FAQs – While In-Country, FAQs Upon Return Home**

1. **Will my child be met at the airport?** Yes, an RSVP Caribbean driver will pick your child up at the airport and take him/her directly to the host family. At least two (2) weeks before arrival via email you will get the name and a picture of the driver who will pick your child up.
2. **What if my child becomes ill?** Although this is by no means a regular occurrence, if this happens while your child is in country we will provide your child with 24-hour support. A staff will ensure that your child receives immediate medical assistance and that the medical insurance company provided on file is contacted immediately. As the parent you are also contacted immediately so that the situation can be explained and you are kept fully up-dated. In the event of a serious illness or accident, each volunteer will be covered by their insurance policy, which is why we require all volunteers to have adequate insurance which includes repatriation.
3. **What if my child is homesick?** Many of our volunteers travel away from home for the first time. It is understandable that they will become homesick. Our trained staff will make every effort to provide support and integrate them with other volunteers. Through our friendly and comfortable environment at the RSVP office, programme support staff and host family, most times the volunteers eventually adjust to their new environment.
4. **How will I know where my child will be?** Each volunteer is provided with aRSVPwebpage.A month before departure all details about their programme and accommodation are uploaded. This includes names, full address, contact numbers and email addresses where available.You can also contact the office for any updates.
5. **How can I communicate with my child?** You can call your child at the host family or on his/her mobile Caribbean number. Internet cafes are accessible in some countries so you will be able to communicate via the internet in some locations. You will receive a call or an email once your child has safely arrived and we encourage volunteers to call home or send messages frequently so parents are aware that they are doing well.
6. **Will my child be safe?** RSVP Caribbean is committed to the safety and well-being of all volunteers and makes it a priority to carefully plan and select destinations, staff, host families, drivers, communities and programmes that ensure that all volunteers are safe. RSVP has a risk management and safety plan for all destinations. All programmes have trained and dedicated staff who provide 24-hour support. A full orientation is provided the first day after arrival. Please also see **Safety and Support.**
7. **What emergency procedures are in place?** Your child will receive an emergency contact card upon arrival with the names of each staff member and also his/her first point of contact. Once there is an emergency we will respond based on the nature of the emergency as outlined in our emergency plan.
8. **How do I know RSVP Caribbean is a real company?** We are registered with the Companies Office of Jamaica and verification can be done on their company website. We have established partners across the Caribbean who can verify our authenticity. We also have volunteers who have previously participated in our programmes that you can speak with and get feedback on their experience.
9. **Will boys and girls be in the same family?** No, boys and girls are housed at separate host families.
10. **What will my child do on the weekends?** If your child is on a regular programme he/she can enjoy the weekends with other volunteers by visiting attractions, going to the beach and enjoying the Caribbean way of life. Staff members can only provide advice on weekend trips but cannot be held responsible. If your child is on the summer or spring break projects weekend tours are planned for them and a staff member attends these with the volunteers.
11. **Are meals included in the cost?** Breakfast and dinner is provided at the host family. If your child is staying home on the weekends and not travelling out, these two meals are also provided. Lunch is only included in the health and wellness programme, Rastafarian programme and summer project.

**FAQs – Upon Return Home**

These questions will help you with what you need to know when you return home after your volunteering experience. For questions on before departure, while in-country or if you are a parent and want additional information please see **FAQs – Before Departure, FAQs – While In-Country and FAQs for Parents**

1. **Will I be able to keep in touch when I get back home?** Yes, you will receive monthly newsletters and you can keep in touch via social media. Of course, you could also take another trip and volunteer with us.
2. **How do I become an RSVP Representative?** You can join the programme to tell others about your great experience in the Caribbean? Please see **Become a RSVP Representative** for more information.

**APPLY NOW**

**HOW TO APPLY**

The application process with RSVP Caribbean is simple. All you have to do is complete the **Application Form** and follow some easy steps. We ask that you carefully read the **Terms and Conditions** before you submit your application Here are the steps in the application process: .

1. **Applying Online**
2. Fully complete the **Application Form**. If you do not have all the information we still encourage you to complete and submit the application and we will get back to you for additional information. The more complete the application the quicker it will be processed.
3. If you would like to discuss any aspect of the **Application Form** please call us at +1 876 569 5918 between 8:30am and 4:30pm Monday – Thursday and 8:30am – 3:30pm on Fridays EST or send an email to info@rsvpcaribbean.com and we will be happy to assist.
4. A deposit of $300USD is required with your application. This is part of the overall project fee and not an extra cost.
5. Once we have received your application and deposit fee you will get an email notification.
6. **Applying Over the Phone**
7. Please call +1 876 569 5918 between 8:30am and 4:30pm Monday – Thursday and 8:30am – 3:30pm on Fridays EST and a staff will assist you in completing the application form. Please review the **Application Form** and have on hand the necessary information so we can assist you better.
8. A deposit of $300USD is required with your application. This is part of the overall project fee and not an extra cost.
9. Once we have received your application and deposit fee you will get an email notification.
10. **After you Apply**
11. Within 5 working days you will receive an acceptance email.
12. Within 10 working days you will receive a call.
13. Within 15 working days of acceptance you will receive a formal welcome to our programme. You will receive your personal RSVP webpage with your username and password. This webpage provides all the necessary information to prepare you for your trip. This page is kept up-to-date and you will be informed when new information is added. If you do not have easy access to the internet and prefer hard copies of information to be mailed to you then this option is available, just let us know. We also make calls to you at important intervals to prepare you for your trip. From your webpage you will receive the following information:
14. General information about your chosen country
15. Information on RSVP Caribbean staff
16. Terms and Conditions
17. Programme Details (1 month before departure)
18. Accommodation Details (1 month before departure)
19. Travel Tips
20. Fundraising Tips
21. Travel Kit
22. Visa Information (if applicable to you)

Please see the **Volunteer Process** for more details.

**APPLICATION FORM**

Persons must complete each section before they are able to move to the next section.

Please ensure that you carefully read **How to Apply** and **Terms and Conditions** before you apply. If you need help click on **Online Chat** or call +1 876 569 5918. The information you provide is kept strictly confidential. This will take approximately 15 minutes to complete. Fields marked \* are required.

**Section 1: Your Preferences**

1. Select Your Programme or Project\* (Drop down menu)

* Child Care and Protection
* Teaching
* Medicine
* Nursing
* Physiotherapy
* Dentistry
* Holistic Retreat
* Sports
* Humanitarian
* Environmental Awareness and Protection
* Entrepreneurship
* Rastafarian
* Youth and Community Development
* Internship and Dissertation
* Professional
* Summer
* Spring Break
* Group Trip
* Corporate
* English Lesson
* Patois Lesson
* Customized

1. Select Your Destination\*(Drop down menu)

* Grenada
* Jamaica
* St. Lucia

1. Select Dates\*(Drop down menu)

* Start Date – Day Month Year
* End Date – Day Month Year

1. Select Add-Ons(If you want to do lessons in the evenings or weekends) (Drop down menu)

* English Lesson
* Patois Lesson

1. Independent Travel Time (Do you plan to do independent travel before or after your programme) (Drop down menu)

* Yes
* No
* If yes, is this before or after your programme (Before/After)
* How many days?

1. Combine programme (Do you want to do another programme) (Drop down menu)

* Yes (provide programme options as above)
* No
* State number of weeks on each programme

Continue to Next Section

**Section 2: About Yourself**

1. **Personal Details**
2. Title\* Please Select: Mr., Miss, Ms., Mrs., Dr. (Drop down menu)
3. First Name\*
4. Middle Name
5. Last Name\*
6. Date of Birth\* (Day, Month, Year) (Drop down menu)
7. Nationality\*
8. Country of Birth\*
9. Exact Name on Your Passport\*
10. Email Address\*
11. Confirm Email Address\*
12. Alternative Email Address
13. Skype Name
14. Email of Parent or Guardian (if under 21 years old)
15. Home Address\*
    * Address\*
    * Address\*
    * Town/City\*
    * State/Province\*
    * Zip code/Post or Country Code\*
    * Country\*
16. Home Phone Number\*
17. Mobile Phone Number\*
18. What is the most convenient time to speak (your time)? (Drop down menu)

* 7am – 12pm
* 12pm – 5pm
* 5pm – 10pm

1. **Emergency Contact**
2. Title\* Please Select: Mr., Miss, Ms., Mrs., Dr. (Drop down menu)
3. First Name\*
4. Middle Name
5. Last Name\*
6. Relationship to Applicant\*
7. Emergency Telephone Number\*
8. Emergency Email\*
9. Confirm Emergency Email\*
10. **Education and Work**
11. Current Status\* (Drop down menu)

* High School
* Pre-university
* Gap Year
* Undergraduate student
* Recent graduate (last 3 years)
* Graduate Student
* Career Breaker
* Retired
* Other

1. Status on Arrival in Destination\* (if different)

* High School
* Pre-university
* Gap Year
* Undergraduate student
* Recent graduate (last 3 years)
* Graduate Student
* Career Breaker
* Retired
* Other

1. High School

* Name
* Class Year

1. Undergraduate University

* Name
* Major
* Minor
* Class Year

1. Post Graduate

* Name
* Major
* Minor
* Class Year

1. Qualifications

* Diploma
* Associates Degree
* Bachelor of Science
* Bachelor of Arts
* Master of Science
* Master of Arts
* Ph.D.
* Other

1. Skills\*
2. Occupation\*
3. Will you be using RSVP Caribbean programme as credit for your school or university?\* (Drop down menu)

* Yes
* No
* If Yes, please provide information on what will be required

1. Are you getting a scholarship or sponsorship to fund your programme with us?\* (Drop down menu)

* Yes
* No
* If Yes, please provide the name of the funder

Continue to Next Section

**Section 3: Reference Information**

1. Title\* Please Select: Mr., Miss, Ms., Mrs., Dr. (Drop down menu)
2. First Name\*
3. Middle Name
4. Last Name\*
5. Relationship to Applicant\*
6. Full Address\*
7. Email Address\*
8. Confirm Email Address\*
9. Telephone Number\*

Continue to Next Section

**Section 4: Other**

1. Do you have any travel companions?\* (Yes/No) (Drop down menu)

If yes, please provide names

1. Do you have any special diet restrictions?\* (Yes/No) (Drop down menu)

If Yes, please state

1. Are you on any medication?\* (Yes/No) (Drop down menu)

If yes, please provide details

1. Do you have any current or past disabilities or mental or psychological illnesses?\* (Yes/No) (Drop down menu)

If yes, please provide details

1. Do you have any allergies?\* (Yes/No) (Drop down menu)

If yes, please provide details

1. Do you have any previous criminal convictions?\* (Yes/No) (Drop down menu)

If yes, please provide details

7. How did you hear about RSVP Caribbean?\*(Drop down menu)

* + Google
  + Yahoo
  + Facebook
  + Twitter
  + Instagram
  + YouTube
  + Television
  + Promotional flyer
  + Newspaper/Magazine
  + University/College
  + Past volunteer
  + Other

I have read and agree to the RSVP Caribbean Terms and Conditions (Check box to the left of this statement)

**Pay Deposit**

**Submit Application**

Once submitted the applicant should get an automatic email from admin@rsvpcaribbean.com which says:

Hello Applicant,

Thank you for submitting your application to volunteer with RSVP Caribbean. Your application will be reviewed and you will be contacted within 5 working days.

Regards

**CONTACT US**

At all times you can communicate with a staff member in the Caribbean or one of our Marketing Executives overseas. We will answer your emailed questions within 48 hours on weekdays and 72 hours if received on a weekend. If you require additional information about volunteering with RSVP Caribbean these are some simple options, any information you provide will be kept confidential:

1. Review our **Brochure.**
2. Call Us
3. +1 876 569 5918
4. + 1 876 962 7786
5. (US Number) Toll free
6. (US Number)
7. (Canadian Number)
8. (UK Number)
9. Email Us: [info@rsvpcaribbean.com](mailto:info@rsvpcaribbean.com)
10. Skype: RSVPCaribbean
11. WhatsApp: +1 876 569 5918
12. Address RSVP Caribbean Head Office

P.O. Box 1111

Mandeville P.O.

Manchester

1. **Call Back Request Form (Form to be developed).**

\*Field marked \* are required.

1. First Name\*
2. Last Name\*
3. Email Address\*
4. Confirm Email Address\*
5. Telephone Number\*
6. Name of University/Organization/Company (If none, put N/A)
7. How did you hear about us\*

* Google
* Yahoo
* Facebook
* Twitter
* Instagram
* YouTube
* Television
* Promotional flyer
* Newspaper/Magazine
* University/College
* Past volunteer
* Other

1. Question/Message\*
2. Best Time to Call\* (your time)

* 7am – 12pm
* 12pm – 5pm
* 5pm – 10pm

1. Box to Subscribe to Newsletter – Please send me newsletter and details on upcoming events from RSVP Caribbean.

Verification/Encrypt

Submit

Once submitted the potential client should get an automatic email from info@rsvpcaribbean.com which says:

Hello,

Thank you for submitting the RSVP Caribbean call back request form. A member from the RSVP Team will contact you within 48-72 hours.

Regards

1. **Enquiry Form (Form to be developed)**

\*Field marked \* are required.

1. First Name\*
2. Last Name\*
3. Email Address\*
4. Confirm Email Address\*
5. Telephone Number\*
6. Name of University/Organization/Company (If none, put N/A)
7. How did you hear about us\*

* Google
* Yahoo
* Facebook
* Twitter
* Instagram
* YouTube
* Television
* Promotional flyer
* Newspaper/Magazine
* University/College
* Past volunteer
* Other

1. Subject\* - Drop down menu

* Accommodation
* Destinations
* Flight
* How to Apply
* Price
* Programme
* Travel and Medical Insurance
* Other

1. Question/Message\*
2. Box to Subscribe to Newsletter – Please send me newsletter and details on upcoming events from RSVP Caribbean.

Verification/Encrypt

Submit

Once submitted the potential client should get an automatic email from info@rsvpcaribbean.com which says:

Hello,

Thank you for submitting the RSVP Caribbean Enquiry Form. A member from the RSVP Team will contact you in 48-72 hours.

1. **Chat Online**

Create a pop-up option so when persons are browsing the website this becomes visible and they can speak with someone online.

1. **Request a Quote and Timetable**
   1. First Name\*
   2. Last Name\*
   3. Email Address\*
   4. Confirm Email Address\*
   5. Telephone Number\*
   6. Name of University/Organization/Company (If none, put N/A)
   7. How did you hear about us\*

* Google
* Yahoo
* Facebook
* Twitter
* Instagram
* YouTube
* Television
* Promotional flyer
* Newspaper/Magazine
* University/College
* Past volunteer
* Other
  1. Describe your group trip or corporate project\*
* Box to Subscribe to Newsletter – Please send me newsletter and details on upcoming events from RSVP Caribbean.

Verification/Encrypt

Submit

Once submitted the potential client should get an automatic email from info@rsvpcaribbean.com which says:

Hello,

Thank you for submitting the **Request a Quote Form**. A member from the RSVP Team will contact you in 48-72 hours.

1. **RSVP Events**
2. **Online Information Sessions (Via Group Skype with Staff in the Caribbean)**

Send an email to [info@rsvpcaribbean.com](mailto:info@rsvpcaribbean.com) and let us know which session you would like to be a part of. Please send your skype ID. These are Jamaican times. You can also email us and request a skype chat at another time if these dates and times are not suitable for you.

| **Date** | **Time** | **Venue/Medium** |
| --- | --- | --- |
| June 7, 2016 | 10am and 2:00pm | Skype |
| June 14, 2016 | 10am and 2:00pm | Skype |
| June 21, 2016 | 10am and 2:00pm | Skype |
| June 28, 2016 | 10am and 2:00pm | Skype |
| July 5, 2016 | 10am and 2:00pm | Skype |
| July 12, 2016 | 10am and 2:00pm | Skype |
| July 19, 2016 | 10am and 2:00pm | Skype |
| July 26, 2016 | 10am and 2:00pm | Skype |
| August 2, 2016 | 10am and 2:00pm | Skype |
| August 9, 2016 | 10am and 2:00pm | Skype |
| August 16, 2016 | 10am and 2:00pm | Skype |
| August 23, 2016 | 10am and 2:00pm | Skype |
| August 30, 2016 | 10am and 2:00pm | Skype |

*\*Every Tuesday from September to November 2016 at 10am and 2:00pm*

1. **Career Fairs Presentations**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Venue** |
|  |  |  |
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1. **Information Days and Evenings**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Venue** |
|  |  |  |
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|  |  |  |
|  |  |  |

**MEDIA**

The aim of the “media” section of the website is to provide news, updates, photos, videos, stories and testimonials to our audience. It should promote the work of RSVP Caribbean and be a means by which partners can endorse the work of RSVP Caribbean which will in turn bolster our visibility and credibility.

**NEWS AND UPDATES**

**News Update**

RSVP Caribbean recently secured additional partnerships with orphanages, child care facilities, hospitals, health care centres in Jamaica, Grenada and St. Lucia. This will allow RSVP Caribbean to expand it operations and facilitate more volunteers on its programmes and projects. We are pleased that we have added to our growing list of partners who are committed to facilitating our volunteers – Respond…Discover…Change Lives.

**Press Release**

**PHOTO GALLERY**

* Child Care and Protection Programme
* Teaching Programme
* Medicine Programme
* Nursing Programme
* Physiotherapy Programme
* Dentistry Programme
* Holistic Retreat Programme
* Sports Programme
* Humanitarian Programme
* Environmental Awareness and Protection Programme
* Entrepreneurship Programme
* Rastafarian Programme
* Youth and Community Development Programme
* Internship and Dissertation Project
* Professional Programme Project
* Summer Project
* Spring Break Project
* Group Trip Project
* Corporate Project
* Language Lessons
* Host Families
* Grenada
* Jamaica
* St. Lucia

**VIDEO GALLERY**

* Child Care and Protection Programme
* Teaching Programme
* Medicine Programme
* Nursing Programme
* Physiotherapy Programme
* Dentistry Programme
* Holistic Retreat Programme
* Sports Programme
* Humanitarian Programme
* Environmental Awareness and Protection Programme
* Entrepreneurship Programme
* Rastafarian Programme
* Youth and Community Development Programme
* Internship and Dissertation Project
* Professional Programme Project
* Summer Project
* Spring Break Project
* Group Trip Project
* Corporate Project
* Language Lessons
* Host Families
* Grenada
* Jamaica
* St. Lucia

**BLOG**

**The People**

Every region has its own unique culture and way of life. Each island within the Caribbean offers a one of a kind experience but as a region there are a few things that the islands have in common. In this blog we want to share with you a little about the people of the Caribbean.

The people of the Caribbean are easy going, warm and friendly. They take a gloomy day and make it pleasurable, they take a dull moment and make it extraordinary, they take a rainy day and make it into a family fun-filled day and they take a serious moment and somehow find the humour in it. Despite various hardships, Caribbean people are eternal optimists who tend to look at the brighter side, prefer to see the glass as half full and explore opportunities that emerge from hardships. There is acknowledgement of the current situation but also a glimmer of hope that things can change – so the people will positively twist situations and “*make fashion*” to survive.

With phrases like “never a dull moment”, “no problem” and “everything a everything”, there is the collective determination of the people to see the good in everything and so push beyond their limits and achieve great success just by believing that all things are possible. A rainy day may cause gloom to many but not for Caribbean people as this is a time to get creative with games and invent recipes. There are some traditional menus for a rainy day such as soup, dumplings and curried chicken or rice with mackerel. Nothing is ever very serious to a Caribbean person, they see humour in everything and will always qualify something with a disclaimer “it is not funny but.” If everything is taken too seriously what a stiff region this would be so we lighten up things a bit.

Strong, resilient, creative, warm, fun, talented and determined are just some of the words to describe the people of the Caribbean but don’t just take our word for it come and see for yourself.

So why not Respond…and come to Discover more about the people of the Caribbean.

**TESTIMONIALS**

* Volunteers
* Partners
* Host Families

**VOLUNTEER STORIES**

**BROCHURE**

Click to download

**NEWSLETTER**

**SOCIAL MEDIA**

* Facebook
* Twitter
* Instagram
* YouTube
* LinkedIn
* Snapchat

**CHARITY AND DONATIONS**

The aim of the “charity and donations” section is to highlight the work that the RSVP Foundation undertakes. It is a practical, tangible, transparent but non-bureaucratic way to demonstrate the philanthropic side of the company. The annual special projects are also defined and highlighted, and a donations list presented with what is needed to support each programme.

**RSVP FOUNDATION**

RSVP Caribbean has a registered non-profit charity that manages a Community Development Fund which is 5% of each volunteer’s programme fee. The Community Development Fund provides support to community development projects and partners. The Board of Directors will select projects through a call for proposals, initial review, site visit and then final review and decision. The foundation will focus on the following themes: education, sanitation, medicine and health care, sports, youth entrepreneurship, sustainable livelihoods and addressing issues for children, the elderly and persons living with disabilities.

**RSVP SPECIAL PROJECTS**

Dependent on your time of arrival in a destination you will participate in various special projects that are coordinated by RSVP Caribbean each year, with your support, and the support of our various partners. You can donate to any special project by clicking on the donate button or by emailing foundation@rsvpcaribbean.com.

**RSVP Back to School Project** (use simple graphics)

In August each year RSVP Caribbean provides back to school supplies to needy children in various communities across the Caribbean. This is coordinated at least 3 weeks before school reopens.

**RSVP Christmas Project** (use simple graphics)

In December each year RSVP Caribbean sponsors and coordinates the distribution of toys to children, and supplies such as groceries, clothes and personal items to the elderly who are in need. This is coordinated at least 1 week before Christmas.

**RSVP Scholarship and Education Fund** (use simple graphics)

Fifteen (15) needy students with good grades *(5 each from the primary, high and university levels*) will be sponsored each year. For each needy student, sponsorship will be for the duration of their time at the school they were attending when the sponsorship started; once they maintain an average at or above 85%. When those students have been fully supported then another set of students will be supported or, funds permitting, a new set of students will be supported each year.

**RSVP Sponsor a Classroom Project** (use simple graphics)

There are many early childhood, primary and high schools in the Caribbean that are in need of additional classroom space. With 45+ students in each class and sometimes no wall separating the classrooms, the teaching and learning process is negatively affected. It costs approximately $10,000USD to build and equip a classroom.

Example (use graphics)

$10,000USD donation = 1 classroom = 45+ students helped directly = 1,500+ students helped indirectly

**RSVP Sponsor a Child Project** (use simple graphics)

There are many children in child care facilities and poor communities who do not have the basic necessities to survive. Through your help you can sponsor a child each month for only $100USD. This goes towards their transportation cost to attend school, uniforms, books and lunch.

**RSVP Sports Equipment Project** (use simple graphics)

Children and young adults in the Caribbean thrive on sports. There are many talented individuals who need support through the various sporting programmes within schools and communities. This is your opportunity to assist RSVP Caribbean in sponsoring sports equipment, sports gear and resurfacing playing fields (*football, tracks, netball courts, basketball court*)

**DONATIONS**

If you would like to donate items that will support our various programmes and projects please click **Donations List** to see the various needs. You can send your package to the following address:

RSVP Caribbean Volunteer

P.O. Box 1111

Mandeville P.O., Manchester

Jamaica

Once you have sent off your package please email us at [foundation@rsvpcaribbean.com](mailto:foundation@rsvpcaribbean.com) to let us know. We will let you know when we have received it, delivered it to the partner and we will provide you with pictures and a report confirming and assuring you that your donation was given to a needy cause.

Our donation policy is that we encourage volunteers and donors to send all donations through us so we can guarantee that it gets to the beneficiaries. At no time do we give cash to beneficiaries, we request their needs list and if we receive a cash donation the items are purchased on the beneficiaries behalf.

**RSVP Caribbean Donations List** (This should be a PDF document that they can download, fix it up a bit)

| **Programmes and Projects** | **Needs List** |
| --- | --- |
| **Child Care and Protection** | * Medical supplies including blood pressure machine, RBG test strips and machine * Micropore tape * Gloves (sterile and unsterile) * Betadine Solution * Rubbing Alcohol * Normal Saline * Sterile Gauze * Cotton * Bed linen (sheets) for single and double beds, blankets, pillows, pillow cases * Single beds – (base and mattress – hospital type) * Lockers (for residents to store personal items) * Bedside folding screens * Clothing (Underwear for males and females, shoes, t-shirts, shirts, blouse, slippers, pants, shorts, socks) * Craft Items (crochet threads and needles, art and craft supplies) * Board Games * Personal care items (deodorant, soap, toothpaste, tissue, lotion, shampoo, conditioner, wash cloth, towels, sanitary napkins, body wash, toothbrush, shampoo, conditioner, wipes, sanitizer, floss) * Food supplies (oil, rice, sugar, cornmeal, sardine, mackerel, sausages and other tin products, cereal, nuts and other non-perishable food items) * Diapers (small, medium and large) * Bathroom and kitchen supplies (napkins, paper towel, disinfecting spray, disinfecting wipes, hand sanitizers, aprons, juice, formula, kitchen utensils) * Folding chairs * Baby rocking chairs * First Aid Kit * Educational Toys * Educational books * Desks and chairs * Cribs * Teacher’s desk and chair * Teachers locker/cupboard * Wheelchairs * Computers * Stationery (folders, A4 papers, pens, pencils, post-its, rulers, erasers, tape, notebooks) * Fire extinguisher * Learning Aids |
| **Outreach Activities** | * Personal care items (deodorant, soap, toothpaste, tissue, lotion, shampoo, conditioner, wash cloth, towels, sanitary napkins, body wash, toothbrush, shampoo, conditioner, wipes, sanitizer, floss, lotion, wash cloth, hair oil, comb, wash pan, towels, rubbing alcohol) * Food (snacks, drink mix, juice, water, pancake mix, pancake syrup, ketchup sardine, sausages and any other non-perishable items) * Clothing (Underwear for males and females, shoes, t-shirts, shirts, blouse, slippers, pants, shorts, socks) * Disposable (cups, plates, forks, spoons, napkin, paper towel, garbage bags, foil wrap) * Bed linen (sheets) for single and double beds, blankets, pillows, pillow cases * Latex gloves * Garden gloves * Nail clips * Scissors * Face masks * Smoke detectors * Paint brushes * Paint pans * Rollers * Cartridge paper * Foam boards * Markers * Paint * Linoleum * Disinfectant * Broom * Mop * Bleach * Nail * Cement * Blocks * Steel * Doors * Windows |
| **Teaching** | * Desk * Chairs * Books * Rulers * Pencils * Pens * Erasers * Sharpeners * Geometry sets * White board markers * Chalk * Dusters * White board * Stationery items * Building blocks * Puzzles * Play dough * Toys * First aid kit * Cartridge paper * Story books * Geometry sets * Computers * Educational games * Tablets |
| **Medicine and Health Care (Nursing, Physiotherapy, Dentistry)** | * Lancets * Blood glucose strips * Blood glucose machines * Blood pressure machines * Scrubs * Operating theatre disposable caps * Boxes of sterile gloves (all sizes) * Non-sterile gloves * Containers * Medicated soaps * Toothbrushes * Toothpaste * Washcloth * Dental floss * Hand Towels * Handwash * Gauze packs * Bandages * Table cloth * Mosquito nets * Sharps containers * Heart monitoring machines * Betadine * Cotton swabs * Gowns * White bed linen * Face masks * Sutures * Thermometers * Trays (for dressings, and pap smears stainless steel) * Scissors * Kidney dishes * Oxygen saturation machines * Cotton swabs * Oxygen mask * Asthma pump machines * Igloos (for storing immunization supplies) * Hard cover books * Filing Pouch (for records) |
| **Sports** | * Cricket balls * Tennis balls * Netballs * Footballs * Volleyballs * Basketballs * Tennis rackets * Cones * Cricket bats * Volleyball nets * Jerseys * Leg pads * Sport bibs * Gatorade * Water * Lucozade |
| **Music** | * Recorders * Guitars * Drum sets * Music books * Music stands * Keyboard * Flute |
| **Humanitarian** | * Shovels * Hammers * Concrete Buckets * Tape measures * Trowel * Level * Hand saw * Wheel barrow * Gloves * Hammer * Chisel |
| **Youth and Community Development** | * First aid kit * Bandages (gauzes, surgical tape and liquid for cleaning cuts ) * Folding stretcher * Flash lights and batteries * Fire extinguisher * Rakes * Disposable gloves * Mask for CPR * Dust mask * Garbage bags * Umbrella |
| **RSVP Back to School Project** | * Calculators * Subject Notebooks * Pencils * Rulers * Sharpeners * Book bags (school bag) * Laptops * Pens * Spanish, French and English Dictionaries * Graph Sheets * Highlighters * Glue * Scissors * Atlas * Reading books * Tablets * Laptops |
| **RSVP Christmas Project** | * Toys - new and used (in good condition) – for males and females ages 1-12 * Wrapping paper * Ice-cream * Cake * Decorations |

**How to Donate**

You can quickly and securely donate through www.justgiving.com/rsvpfoundation

**TERMS AND CONDITIONS**

Please read through the terms and conditions very carefully before you submit your application. Submission of your application means that you agree with the terms and conditions outlined by RSVP Caribbean. By clicking on the box beside the words “*I have read and agree to the RSVP Caribbean terms and conditions*” on the application form and/or submitting your application form means you agree to the following terms and conditions. If you are unclear about any of the terms and conditions listed please call us at +1 876 569 5918 or email info@rsvpcaribbean.com and we will be happy to explain it.

**RSVP Service**

1. RSVP Caribbean provides services for individuals, groups, professionals and corporate companies who wish to volunteer in the Caribbean.
2. RSVP Caribbean offers a programme, accommodation, airport pickup and transfer to host family, transportation to airport when departing, daily breakfast and dinner, orientation on arrival, pre-arrival assistance and in-country support.
3. RSVP Caribbean provides timely updates and advice about the volunteering experience.

**Application Process**

1. The application process has different steps, see **How to Apply and Application Form;** and you must complete all aspects of the application process.
2. You agree to respond to emails, phone calls and messages sent in similar form, or by any other agreed, acceptable medium, and provide the necessary information required to better assist us in planning for you. Failure to respond or to provide the information requested will result in delays in your application or matching of programme or project and accommodation may not be represent your needs.

**Programme and Project Information**

1. When you sign-up for a programme with RSVP Caribbean you are expected to work five (5) hours each day, Monday - Friday and you will be allowed one (1) hour lunch time. This one (1) hour is exclusive of the five hours of work required each day. On some programmes the hours may be more but you will not be required to work more than 8 hours each day.
2. You are expected to work the hours that are the normal opening hours of your programme. The exact hours will be based on your location and programme.
3. You are not allowed to take days off unless you are sick or for another legitimate reason.
4. You will be provided with a timetable to guide your work.
5. You should show flexibility if your programme requires you to work extra hours or on a weekend as necessary.
6. You will be provided with a one-day orientation the day after arrival or on a Monday if you arrive Friday, Saturday or Sunday.
7. You are required to attend a workshop once per week with other volunteers to discuss topics that will help to make your programme or project more meaningful.
8. You are required to attend cultural events once per week to learn more about the local customs.
9. You agree to comply with RSVP Caribbean and its partner organization’s code of conduct, policies and procedures.
10. RSVP Caribbean provides a service connecting volunteers with partner organizations. As such, RSVP Caribbean is not liable for any actions or omissions of any partner organization.

**Accommodation and Food**

1. RSVP Caribbean is responsible for ensuring that your accommodation is in place with a Caribbean family prior to your arrival.
2. RSVP Caribbean will ensure that basic accommodation is provided in a clean, safe and comfortable family friendly atmosphere.
3. While at your accommodation two meals will be provided - breakfast and dinner, on most programmes. Lunch is only provided on the health and wellness programme, Rastafarian programme and summer project.
4. If you choose to stay at your accommodation after your programme, that is, after the agreed date as per invoice, then you will be required to make this additional payment.
5. You are not allowed to have guests (*local or foreign*) at your accommodation to stay overnight. Any request for a visit from a guest must be approved by your host family. This request is to be made by the volunteer. A visit means that the guest comes by at an agreed date and time with your host family and stays in a common area at your accommodation. Failure to adhere to this condition will result in disciplinary actions taken against you. The disciplinary action could include an apology to your host family, removal from the host family or removal from the programme.

### Holiday

### You are only entitled to holiday during your programme if you have signed up for 12 weeks or more. If you sign up for 12 weeks or more you can work the full 12 weeks or you can take 2 weeks holiday. You must work 10 weeks before you can take your holiday, so your holiday will be at the end of your programme. You are not entitled to holiday if you have signed up for less than 12 weeks.

### If you choose to stay at your accommodation during your entitled holiday, you are allowed to, with no additional charge.

### If you would like to take more than your entitled holiday, you may make a request. This will require that you pay for accommodation, food and ensure that you have the necessary insurance in place.

1. If you are doing independent travel before or after your holiday you are not allowed to stay for free at your host family.
2. If you are doing entitled vacation or independent travel, RSVP Caribbean must be provided with the full details of your vacation period. This includes itinerary and accommodation.

**Travel**

1. You are solely responsible for arranging and paying for your own flights and any associated costs to and from your destination.
2. It is the responsibility of the volunteer to carry all the necessary travel documents and ensure that they are valid.
3. RSVP Caribbean provides advice on travel but accepts no responsibility for information passed on from third parties.
4. RSVP Caribbean provides transportation from the airport upon arrival and to the airport when you are departing.
5. RSVP Caribbean will pay for local transportation to and from your programme; Mondays – Fridays. This is via the local taxi and bus systems. Any other transportation required, for example, social activity, evening activities and weekend trips, is the responsibility of the volunteer.

### Insurance

1. You are required to obtain your own medical insurance for the duration of your time on the programme and if you are also doing independent travel. It is your responsibility to carefully evaluate the type, extent and levels of any insurance coverage that will be needed for your programme duration.
2. You are required to obtain your own travel insurance for the duration of your time on the programme and if you are also doing independent travel. It is your responsibility to carefully evaluate the type, extent and levels of any insurance coverage that will be needed for your programme duration.
3. We can provide information on insurance options but you will choose your own company. RSVP Caribbean accepts no responsibility for any insurance company and the coverage they provide.
4. You are required to provide a copy of your travel and medical insurance to RSVP Caribbean at least 60 days before your arrival date.
5. If you become sick and need medical attention, you will have to pay out of pocket and then claim back from your insurance company. In the event of hospitalization, a RSVP Caribbean staff will assist you in contacting your insurance company and the insurance company will provide guidance on the steps to be taken.

### Complaints and Disciplinary Procedures

RSVP Caribbean will make every effort to ensure that all aspects of your volunteering experience are properly organized. There may be circumstances due to external or unforeseen matters that may cause challenges. As such, a formal complaints procedure (*for you as the volunteer*) and disciplinary procedures (*by RSVP Caribbean as the organizers*) is necessary and outlined below in 34-45.

1. If you have a complaint about any issue before arrival in the Caribbean, call the Operations Director at +1 876 569 5918 Mondays to Thursdays 8:30am – 4:30pm and 8:30am – 3:30pm on a Friday. You may also send an email to [complaints@rsvpcaribbean.com](mailto:complaints@rsvpcaribbean.com). All complaints will be dealt with quickly and solutions exhausted to reach a mutually satisfactory outcome.
2. If you have a complaint while in-country, call the Programme Director at +1 876 569 5918 Mondays to Thursdays 8:30am – 4:30pm and 8:30am – 3:30pm on a Friday. All complaints will be dealt with quickly. Be mindful that while in country the culture, systems and procedures may change so we expect some level of flexibility, use of initiative and understanding when dealing with issues that may arise.
3. If you have a problem or complaint about work please respectfully discuss this with your programme supervisor. Please also bring it to the attention of your assigned RSVP Caribbean staff member.
4. If you have a problem or complaint about your accommodation please respectfully discuss this with your host family first or if you feel uncomfortable doing so please discuss with the RSVP Caribbean staff assigned to you.
5. If you still feel dissatisfied after doing 36 and 37 above please bring the matter to the attention of the Programme Director by coming to the office, calling +1 876 569 5918 or send an email to complaints@rsvpcaribbean.com.
6. Every effort will be made to resolve all complaints in a timely manner and RSVP Caribbean will ensure that you are kept fully up-to-date on the matter and that workable options are provided where necessary that are mutually beneficial.
7. If any issues between you and the host family cannot be mutually resolved, then RSVP Caribbean has the right to change your host family.
8. If any issues between you and your programme partner cannot be mutually resolved, then RSVP Caribbean has the right to change your programme partner but within the same programme area.
9. When a volunteer commits a breach of conduct or an offence under the laws of the country in which he/she is assigned, the matter will be dealt with as fair as possible. We hope to resolve matters before they escalate. However, RSVP Caribbean reserves the right to take the necessary actions against a volunteer if the behaviour is extremely inappropriate, repetitive or is a clear breach of the agreement with RSVP Caribbean and its partners. The breach of conduct or offence can be against but is not limited to RSVP Caribbean staff, partners and their staff, host family, beneficiaries at programmes and projects and other volunteers. The behaviour can include but is not limited to inappropriate behaviour to children, colleagues or volunteers, drunkenness, use of illegal drugs, disorderly and disruptive behaviour at work, lack of respect, failure to attend work, leaving work before scheduled time, leaving work with no reason, leaving work with no approval and not carrying out assigned tasks.
10. For breaches of conduct there will be a first verbal warning. If the issue still continues after 5 days then a written warning is issued. This will be given to you during a meeting. If we are unable to contact you this will be sent to your accommodation address. Any other breach will result in removal from the programme and you will be sent home immediately. If you wish to remain in country and not return home, RSVP Caribbean will take no responsibility for your accommodation, food, insurance or travel arrangements and immigration officials will be notified.
11. For offence under the laws of the country in which you are assigned such as but not limited to the use of illegal drugs, physical abuse, illegal guns or ammunition or any other criminal act you will be removed from the programme immediately and in instances where you are not charged with any offence by the local authorities you will be asked to leave the country and RSVP Caribbean will ensure this is done and provide transportation to the airport for immediate removal. The volunteer will pay any costs associated with flight change. If you refuse to leave the country RSVP Caribbean will report the offence to the authorities. In the event that a volunteer is charged and placed before the court RSVP Caribbean accepts no responsibility for your accommodation, food, insurance, legal representation or travel arrangements.
12. RSVP Caribbean reserves the right to suspend you from work. You are required to abide by the terms and conditions of the company, as such RSVP Caribbean and its partners have the authority to take disciplinary measures when required.

### Amendments, Cancellations, Curtailment and Late Payment

1. If you decide to amend your programme you must do this in writing. Please send an email to admin@rsvpcaribbean.com. If you call the update will be noted but confirmation is needed in writing. This should be provided within 3 working days after telephone call. Once received in writing you will then be provided with advice on changing your ticket and relevant options but you have the sole responsibility to change your ticket.
2. If you decide to cancel your programme you must do this in writing. Please send an email to admin@rsvpcaribbean.com. If you call the update will be noted but confirmation is needed in writing. This should be provided within 3 working days after telephone call. Once received in writing you will then be provided with advice on the cancellation procedure.
3. If you would like to extend your programme, you will be required to pay the price quoted on the website based on the date the extension was requested. No amendment fee will be charged, only the relevant extension programme fee.
4. If you would like to extend your time but on a different programme you will be required to pay the price quoted on the website based on the date the extension was requested. You will also be required to pay an application amendment fee.
5. A “month” as it relates to the operations of RSVP Caribbean is defined as a calendar month or date to date. For example January 1-31st or January 10th – February 10th.
6. You are required to leave your programme on the date as per your invoice. If you stay beyond this date a pro-rated amount will be charged for each additional day *($90USD*) and an invoice will be provided for you to pay immediately. The price on the website at the time will apply. Please refer to the **Programme and Project Price** page on our website for the current daily rate.
7. The amendment fee is $50USD plus any other associated costs. If the total cost is going to exceed $120USD we will provide you with a quotation to get your approval before proceeding.
8. Curtailment and cancellation charges are dependent on how early RSVP Caribbean is notified about the changes. Your stated departure date is the “start date” on your application form or any subsequent agreed upon date. If you state only a month and a year on the application form, for administrative purposes the departure date will be considered as the 1st of the month specified.

a) Notice of 91 days or more: $100USD will be charged by RSVP Caribbean and any additional sum paid will be refunded. The deposit fee is non-refundable.

b) Notice of 61-90: 75% of total programme fee will be refunded. The deposit fee is non-refundable.

c) Notice of 31-60: 50% of total programme fee will be refunded. The deposit fee is non-refundable.

d) Notice of 25-30 days: 25% of total programme fee will be refunded. The deposit fee is non-refundable.

e) Notice of less than 25 days: no refund

1. Any exceptions to what is listed in terms of the refund policy is at the discretion of RSVP Caribbean and must be agreed to in writing at the time when any postponement or cancellation is made.
2. Once your programme has started amendments will only be done at the discretion of RSVP Caribbean. A minimum of 14 days notice is required.
3. If you decide to shorten your programme or project for any reason other than RSVP Caribbean not fulfilling its agreement, you will not be refunded. You will be responsible for any additional costs incurred included but not limited to travel and flight changes. RSVP Caribbean may review your circumstances and credit the remaining days to a future programme or project with RSVP Caribbean.
4. If your programme involves two or more locations it is treated as a single programme or project and all clauses apply. Your application is treated as if you are in one destination.
5. All payments due as per invoice must be to RSVP Caribbean 90 days before departure. Departure means start date on your application or any new date agreed in writing between you and RSVP Caribbean. The only exception to this is if you applied 90 days or less, in this case the full payment is due immediately. If your case is not an exception and you do not pay the entire amount due 90 days before departure, RSVP Caribbean reserve the right to add a surcharge of $150USD, increasing the later payment is made, without prejudice to our right to terminate the agreement for failure to pay.

### Responsibility, Personal Risks and Other Matters

1. Volunteering with RSVP Caribbean is at your own risk. We accept your application with the understanding that you accept any associated risk that comes with your volunteering experience. There are external factors that RSVP Caribbean has no control over and so we are not responsible for changes, error, oversight, omissions that you may experience. This includes but is not limited to actions by airlines, local transportation, airport personnel, embassies, immigration authorities, programme partners or locals.
2. RSVP Caribbean is not responsible for any natural disasters, unexplainable acts, acts of God and human acts such as strikes, riots, war, terrorist attacks, insolvency of related or unrelated partners in any of the countries that we operate or any area that you may travel in, to and from your programme. In the event that your programme is affected by any of these there will be no extensions or refunds.
3. RSVP Caribbean is not liable for any injury, loss or harm that the volunteer or associates may suffer, including but not limited to personal injury, illness or disease, damage to or loss of property, damage to self, death, war or terrorism, hostage, accident, delay, or any other irregularity while on a programme or project.
4. Tours, weekend and other activities are provided by independent third parties. RSVP Caribbean provides suggestions on tours, excursions and other activities but we are not designated agents or representatives of these third parties and as such does not accept any liability for these entities and their activities.
5. RSVP Caribbean will provide information on how to obtain a visa, how to renew a visa, work permit exemption, immigration and registration of professionals among others where this is required. However RSVP Caribbean has no control over any changes or delays and cannot accept any responsibility as this is an agreement between the volunteer and the state which is entirely out of our control.
6. If you are issued with a work permit exemption, visa and or registration where applicable for your selected country, this only gives you the right to volunteer. Doing paid work while on a RSVP Caribbean programme is illegal; if RSVP Caribbean or the relevant authorities find out that you are doing any form of paid work, they will take action against you, and this would also be a disciplinary matter to be dealt under “complaints and disciplinary procedure” as listed above.
7. RSVP Caribbean is not responsible for arrangements outside your working hours. Ensure that your insurance covers all programme and leisure activities. Baggage and personal effects are the sole responsibility of the volunteer at all times.
8. All services, programmes, projects and accommodations are subject to the laws of the destinations in which it is provided. RSVP Caribbean reserve the right to make changes to agreed plans, programmes, projects and timetables whenever in their sole judgement the circumstances warrant this or if it is deemed necessary for the safety, security and well-being of volunteers, staff and partners. RSVP Caribbean also reserves the right to withdraw without penalty any programme, project and destination announced with or without notice.
9. Without in any way limiting our entitlement and our responsibilities to you as a volunteer, in the event that RSVP Caribbean is advised by the commonwealth office, foreign ministry, embassy or consulate that you should not travel to, or should not remain in, the destination where you have been assigned then we will provide the nearest possible programme or project that is similar in standard in the nearest possible destination.
10. RSVP Caribbean reserves the right to accept or reject any volunteer application or to ask any applicant to withdraw from the process at any time or to remove the volunteer from the programme or project at any time when such action is determined by RSVP Caribbean to be in the best interest of the general operations of the programme or any individual therein. In this instance, RSVP Caribbean accepts no responsibility for any airline cancellation penalty incurred by the purchase of a non-refundable ticket, any charge of ticket costs or any other cost that you may incur.
11. Dates, schedules, programme and project details, cost and all information from third parties are given in good faith, at said time and are subject to change with or without notice. If RSVP Caribbean is unable to provide a suitable programme or project of the type requested, we will instead offer an alternative programme or project and will refund any difference between the price paid for the original programme or project and the price charged for the alternative programme in the destination you applied for.
12. RSVP Caribbean is governed by the laws of Jamaica and any destination in which it operates. The court of Jamaica and the specific Caribbean country where the volunteer has the dispute has jurisdiction to settle disputes which may arise out of any disagreement with RSVP Caribbean.
13. RSVP Caribbean reserves the right to without notice change and update these terms and conditions or the services it offers at any time.
14. RSVP Caribbean reserves the right to without notice update its website at anytime due to change in information or omission.
15. RSVP reserves the right to not accept any application.
16. All guarantees are given in good faith but in the event of extreme circumstances including but not limited to a natural or man-made disaster that prevents us from reasonably honouring those guarantees, RSVP Caribbean reserves the right to justifiably withdraw those guarantees.

**Indemnity**

1. The volunteer agrees to indemnify RSVP Caribbean against any and all liability which RSVP Caribbean incurs arising directly or indirectly out of, or in connection (*in any way*) with, the volunteer’s travel, living in and providing services in the volunteer’s selected country.

**Use of Information**

1. All information collected from you will be strictly confidential.
2. Information will only be shared with relevant third parties such as our programme partners and offices across the world.
3. We will get your permission before providing your details to anyone else.
4. RSVP Caribbean reserves the right to use pictures, videos, testimonials and all other written and visual content on our website, social media and our various communication platforms.

**Termination of Contract**

1. Use of any form of illegal drugs
2. Involvement in any illegal activities
3. Provision of false information
4. If you leave the programme before the agreed date
5. You are charged of a criminal offence.
6. You are involved in sexual misconduct
7. If the contract is being terminated will not be entitled to a refund.
8. RSVP Caribbean reserves the right to notify the emergency contact noted on your application in the event that you are dismissed from the programme and in other circumstances deemed necessary by RSVP Caribbean.

Updated March 2016

**PRIVACY POLICY**

RSVP Caribbean Volunteers Limited collects personal information through an application form, request call back form and enquiry form on its website and by direct communications with volunteers. RSVP Caribbean Volunteers Limited respects and protects the privacy of website users and any personal information collected is used solely for coordinating volunteer programme and projects in the Caribbean. The use of personal information is only for volunteer support and we only share this information with local programme partners and their teams. We do not provide personal information obtained through our website to third-parties unless written permission is given.

Every effort is made to have consistent streaming of information. However RSVP Caribbean Volunteers Limited does not guarantee that website visitors will have uninterrupted or error-free access to, and use of our website. We also cannot guarantee that any files that are able to be downloaded are error-free and free from viruses or other defects. All website users need to rely on their own judgement in relation to the accuracy, completeness and suitability of all content on the RSVP Caribbean Volunteers Limited website.

Online payments are processed through a secure third-party site, and directly by RSVP Caribbean Volunteers Limited. However information such as credit card details is only processes by the administrative staff who fully understand the need to treat sensitive information responsibly.