



FRIENDS OF FRESH AND GREEN VOLUNTEER HANDBOOK

Dear 2012 Fresh and Green Volunteers,

On behalf of the students and families, I want to thank you for your dedication and commitment to Fresh and Green Academy. Prepare yourself for the experience of a lifetime!

You will find that the generosity of these people, who have so little and yet who are so willing to share that “little” with you, will affect your life in a profound and moving way. The students are amazing – bright, intelligent, willing to learn, love to laugh and are so appreciative of your visit.

The student’s mothers and caregivers know that without your support, their children would not eat. Their gratitude is heartfelt, immeasurable, and deeply touching.

I have found that it is a rare thing when we are able to make a true difference in another person’s life. By visiting the Academy, you are literally affecting not just the lives of the students, but their families and their community. You are helping to ensure that this generation has opportunities that have never existed in their family before, and you are planting the seed that “giving back” is the best, and really the only way to make the world a better place.

Thank you for “planting that seed,” for giving of your time and your “self”. I promise that you will come back with the knowledge that you have accomplished something special and wonderful.

Sincerely,

Trish

Trish Hack-Rubinstein
President and Co-founder
Friends of Fresh and Green, Inc.

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Application, Medical Release & Waivers*

*Returning volunteers are required to fill out these forms and medical information must be updated prior to every trip.

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About Friends of Fresh and Green and Fresh and Green Academy

Our Mission

Friends of Fresh and Green, a non-profit organization was created to ensure the continuation and success of Fresh and Green Academy, a school for impoverished children in Addis Ababa, Ethiopia. Our mission is to provide the Academy's students with daily meals, a well-rounded education, and access to adequate medical care under the guidance of the Academy's director and founder, Muday Mitiku. Friends of Fresh and Green also supports the "Mothers Cooperative", an onsite program created to provide personal empowerment for the student's mothers by allowing them to earn their own money, learn new skills, and provide for their families' future.

How it all started

Muday Mitiku started Fresh and Green Academy in 2000 to educate and feed the poorest children in her community of Yeka Kifle Ketema in Addis Ababa. These children spent most of their day begging on the streets. Muday believes that all young lives are “fresh and green”, and when nurtured through education, proper nutrition and love, they will thrive toward their fullest potential. Muday also founded the “Mother’s Cooperative”, to help the mothers and caregivers of these children, thus ensuring their entire family will move forward on the road to self-sufficiency.

On a life-changing trip to Ethiopia in 2007, three flight attendants, Trish Hack-Rubinstein, Tim McNamee and Amir Schutzer saw the need for outside help. Funding was low and they knew they had to do something to make sure the school continued to exist. Before they even departed Ethiopia, “Friends of Fresh and Green” was started.

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Friends of Fresh and Green, Inc. is the fundraising organization that supports the school under Muday's direction and supervision. We operate under a fiscal sponsorship program through FJC – A Foundation for Philanthropic Funds, meaning that all donations made to FJC and designated for Friends of Fresh and Green are fully tax-deductible to the extent allowed by law.

What we do

We travel to the school every three or four months to bring supplies such as clothing, soap, shoes, first aid supplies, toothbrushes, toothpaste, and powdered milk. We also bring supplies to help the Mother's Cooperative continue to make jewelry and other crafts. We then bring these crafts back to the United States and sell them through craft fairs and word-of-mouth.

We raise all the money needed to run the school and feed the children three meals a day. We do this through a sponsorship program on the website, (www.FriendsofFreshandGreen.org), email solicitation letters, fundraisers, and private monetary donations and in-kind goods, as well as through the sales of the mother's crafts. The necessary operating expenses are wired monthly, Muday in turn sends us the record of exactly how the funds are spent.

Because our organization is small and we have extremely low overhead, almost every penny donated goes directly toward helping the children and their families. However, we are currently operating hand-to-mouth and can always use more assistance with our fundraising efforts.

We are not involved with any other government organization or NGO (Non Government Organization), though we have spoken with the Permanent Mission of Ethiopia to the United Nations. Though they do not provide us with any financial aid, they are supportive of our efforts and are aligned with our mission and our goals.

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Plans for the future

At present the school teaches pre-K, through fourth grade. The children attend classes all year round with reduced hours in the summer so they can continue to eat.

If the children leave the Academy, they are able to attend first through tenth grade free of charge (other than uniforms and books) at the government school, but there are no meal programs offered, and many drop out and go back to begging on the streets for food. Our goal is to add a grade every year to prevent this, and allows us to reach more children in need. This will mean hiring more teachers, buying more food, and building another building. Boarding facilities are crucial now, as several of the students are living in violent and sexually transgressive homes, and many others cannot otherwise attend the school: This year, Kalkidan left the school because her mother had to take work as a domestic servant in another country, and when Metesenot's mother died he was moved to an orphanage, thereby leaving his friends and a chance at a first rate education.

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Requirements and Expectations of Volunteers

We do believe you will have the experience of a lifetime on the trip. To ensure everything runs smoothly for you and everyone involved, and that you have a safe and enjoyable time, we have implemented some behavioral standards to which all volunteers are expected to adhere to:

Luggage. Although this is addressed later in the “What to pack” section, we want to state up front that volunteers are required to bring everything needed in their carry-on luggage. This is so that each person can use their checked baggage allowance (two 50-pound bags, which we will provide you with) to bring much-needed supplies to the school.

Language. Please watch your language around the Ethiopians, especially the children. While most people do not speak English, the children are learning, and we want to convey a positive image to all people we meet. Remember, you are a representative of “Friends of Fresh and Green” as well as your home country.

Cooperation. You must be a “team player” and put the good of the group and project first. We will be a group of 7-10 volunteers, and will be together most of the time.

Punctuality. Our hosts are very accommodating, and they will not let you take a taxi on your own, so we will always go as a group. Everyone is expected to be on time, although our driver may not always be. Tardiness is accepted in Ethiopia and it is customary not to make a big deal out of it, but we will always be on time and patient. Please remember this is a “third world” country and we must all be very flexible.

Participation. Being in good physical condition is very helpful, however we do realize that jet-lag and the occasional gastrointestinal virus

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can make even the most robust traveler feel like they need a “day off”. If you feel you cannot participate in the day’s activity, you must let us know before the van leaves the hotel in the morning.

In addition, a willingness to jump in and “get dirty” is very important. You will find that the more you give, the more you will get out of the experience.

Alcohol consumption. Please watch your alcohol consumption. You will be offered local alcoholic beverages and a beer at the end of the day can be refreshing, but keep in mind, the city of Addis Ababa sits at 8,300 feet elevation. If you do not live at altitude you may feel the “effects” more quickly. Showing signs of intoxication, especially for women, is considered in extremely poor taste.

Shopping and personal safety. There will be a shopping day planned at the local market for souvenirs and handicrafts. While Ethiopia is relatively safe, as in all large crowded markets, you must be aware of your surroundings. This would be the most likely place to get robbed or pick-pocketed. Do not wander off on your own.

This trip is about helping the school and children, but we will be doing some cultural things that don’t involve the school or children. We want you to get a feel for the lifestyle of the people and to experience some of the wonderful things Ethiopia has to offer. This is a great time to let your hair down and have some fun.

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Health Information

Respiratory illness. The city of Addis Ababa can be very dusty in the dry season (usually November to May), and the air is very thin due to its high elevation. Please consider this, and discuss any respiratory problems you may have with your doctor.

Bathrooms. Our hotel has clean bathrooms and decent plumbing, but this is not the case at the school. Be prepared. You will probably want to bring some hand sanitizer and extra toilet paper with you to the school.

Hand washing. Ethiopians eat with their hands and before every meal is a hand washing “ceremony”. However, as an extra precaution, you may want to use antibacterial gel before the meal.

Vaccinations are the responsibility of the traveler. It is strongly recommended that volunteers obtain all needed vaccinations through a Travel Clinic. Regardless, you and your physician must follow the latest guidelines listed on the Center for Disease Control (CDC) website for up-to-date information on immunizations.

<http://wwwnc.cdc.gov/travel/destinations/ethiopia.aspx>

Mandatory vaccinations:

Yellow Fever vaccination is required to enter Africa.

Recommended vaccinations:

Typhoid Fever
Hepatitis A & B
Tetanus/Diphtheria
Meningococcal meningitis
Polio
Rabies

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You should consult your physician to discuss all vaccinations prior to your visit to Ethiopia.

Note: Addis has many grazing and domesticated animals. Please do not touch the animals, including dogs and cats, they could be rabid. Take any animal scratch or bite seriously.

Malaria. Malaria is not a problem in Addis Ababa, however if traveling outside Addis, it is advisable to take anti-malaria drugs and use mosquito precautions at all times. Please check with your physician and the CDC website for more information.

Travelers diarrhea. By observing some very basic guidelines, you can limit your chances of getting diarrhea. However, it is not unusual to experience some episodes while visiting the school. To help prevent diarrhea, do not drink anything except bottled water, or drinks made from bottled water. Be wary of ice cubes, and ensure they come from a safe source. Do not brush your teeth with tap water. Always wash your hands before eating and after using the bathroom. Do not eat any uncooked fruits or vegetables. You may want to bring anti-diarrhea medication (e.g., Immodium) and/or a preventive quinolone antibiotic if advised by your physician.

First aid. We will have first aid supplies and basic medicines available, but if you require medications, please carry them with you. We usually will not return to the hotel until late in the evening.

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Getting there and back

We will be flying into Bole International Airport in Addis Ababa, city code ADD. For those of you in the airline industry and traveling stand by, our preferred route of travel is Continental or Delta Airlines to AMS (Amsterdam) and KLM Airlines to ADD. We will be checking the flights, and closer to departure date will notify you of the group travel route, as well as list you for the non-Continental leg to Addis Ababa. If you will be traveling on your own, you must meet with a “Friends of Fresh and Green” representative in advance, to receive the supplies you will be transporting. You will also be given a written list of the items you are transporting and you should verify the items match the list.

Returning the US is usually done on Ethiopian Airlines, KLM, or Lufthansa through Europe. If the majority of the group is returning on the same day, “Friends of Fresh and Green” will list the group for the return flight as well.

We will be picked up at the airport in Addis by the director of Fresh and Green Academy in a rented van. The cost of the van, and gas for the week, will be divided by the number of people in the group. The van is for group use only. If you need personal transportation you must arrange it separately.

We will be staying at the Green Valley Hotel.

Phone number:

251 11-646-30-00 or 251 910-08-79-17

Friends of Fresh and Green will register you with the US Embassy before our departure.

You will need to purchase a visa upon arrival at the airport in Ethiopia for \$20.00 USD.

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Expected Expenses In Ethiopia

Entry Visa: \$20.00

Hotel: \$30.00 per night. Single rooms only.

Van and Driver: \$250-\$300 for the week divided by the number of volunteers (6-10 expected). This will be collected prior to departure from the US and is ***non-refundable***. We will inform you of the transportation cost and the payment due date approximately two weeks prior to our departure.

Food: \$10.00-\$20.00 per day (Cultural night may be \$30.00-\$40.00)

Airline tickets and taxes: Volunteers are responsible for air travel expenses and costs can vary widely. Airline employees can expect to pay approximately \$200-\$300 round trip for an ID-90 fare from Europe to Ethiopia.

Other expenses may include:

Tips, souvenirs, and donations to the school. Please do not give money to the students or their families. If you would like to make a donation or support the families, it must be done through Friends of Fresh and Green, or by purchasing some of the crafts at the school.

These are approximate costs and are subject to fluctuation due to currency exchange rates.

* This year we may be taking a side trip to a traditional lake side resort. The cost will be approximately \$35-\$45 per person.

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About Ethiopia

(Borrowed from The Lonely Planet Guidebook)

Testing, awe-inspiring and heartbreaking – a journey you’ll never forget. You don’t explore Ethiopia for a relaxing getaway, you venture here to be moved. And moved you shall be.

Although it’s anything but desert wasteland or a perpetual home of famine and war, Ethiopia is monetarily poor and travel here is tough, both physically and mentally. However, those willing to take some doses of displeasure with Ethiopia’s bounty of treasure will be pleasantly rewarded.

Background

Unique among African countries, the ancient Ethiopian monarchy maintained its freedom from colonial rule with the exception of a short-lived Italian occupation from 1936-41. In 1974, a military junta, the Derg, deposed Emperor Haile SELASSIE (who had ruled since 1930) and established a socialist state. Torn by bloody coups, uprisings, wide-scale drought, and massive refugee problems, the regime was finally toppled in 1991 by a coalition of rebel forces, the Ethiopian People's Revolutionary Democratic Front (EPRDF). A constitution was adopted in 1994, and Ethiopia's first multiparty elections were held in 1995. A border war with Eritrea late in the 1990s ended with a peace treaty in December 2000. The Eritrea-Ethiopia Border Commission in November 2007 remotely demarcated the border by geographical coordinates, but final demarcation of the boundary on the ground is currently on hold because of Ethiopian objections to an international commission's finding requiring it to surrender territory considered sensitive to Ethiopia.

Addis Ababa

On first observing Addis Ababa (‘New Flower’ in Amharic) a little over a century ago, one foreigner called it ‘noisy, dusty, sprawling and shambolic’. Over the next century this tented camp has morphed into a modern business centre and Africa's fourth-largest city, yet

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travelers still turn up and utter the same phrase. If that isn't reason enough to discount first impressions, we don't know what is!

Give 'Addis', as it's commonly known, a few days and you'll appreciate its bizarre blend of past and present: the coexistence of old imperial statues alongside hammer-and-sickle placards of the former Marxist regime, and the juxtaposition of wattle-and-daub huts with austere Italian Fascist buildings and luxurious hotels. Lift the city's skin and the same contrasts apply: tej beats still serve traditional honey wine and azmaris sing centuries-old songs, while a few blocks on, martinis glow and modern beats rain down in hip bars. On wide boulevards, priests in medieval-looking robes mix with African bureaucrats, Western aid workers, young Ethiopian women with mobile phones and the odd herd of goats.

It won't be long until you say 'Addis' like you were talking about an old friend.

Agricultural Products

Cereals, coffee, oilseed, cotton, sugarcane, potatoes, qat, cut flowers; hides, cattle, sheep, goats; fish

Industries

Food processing, beverages, textiles, leather, chemicals, metals processing, cement

Imports

Food and live animals, petroleum and petroleum products, chemicals, machinery, motor vehicles, cereals, textiles

Exports

Coffee, qat, gold, leather products, live animals, oilseeds

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Taboos

Rejecting someone's invitation to tea or coffee is impolite, but acceptable if you have other plans.

Homosexuality is not accepted and considered taboo. Overt homosexual behavior could result in serious consequences.

Most Ethiopians think they will suffer a serious cold if they open the windows on boiling bus rides, so expect some ugly looks and efforts to close windows if you open them.

The American “okay” sign is often used to signify homosexuality or that someone is a homosexual.

Many Ethiopians do not use their left hand when eating or touching another person. It is best to never eat with your left hand, hand something to another person with your left hand or hand shake with your left hand. Also, do not touch anything with your left hand, such as produce at the market.

Atheism, agnosticism, and other non-Christian or Muslim religious views are not generally accepted or understood and will probably result in questions and efforts to convert you.

It is best to avoid talking about sex and politics during initial meetings and it also a good idea to avoid talking about what tribe or area someone comes from until you have established a good relationship.

Showing anger or raising your voice in public is considered very rude.

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Useful Phrases

Hello	sue-lam
Goodbye	chow
Thank you	a-emu-sue-guh-nal-lo
Ok	eh-shi
Coffee	bun-an
Water	wu-ha
How are you?	(m) deu-na neuh (f) deu- na neush (pl) due-na not
I am fine	deu-na neuny

We carry *The Lonely Planet* phrase book with us as well as *The Brandt* Ethiopia travel guide.

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Projects and what to expect

We have an action-packed week planned for you and we are sure you will have an amazing, life-changing experience. If you were to do nothing other than play with the children we are sure you would be fulfilled, but we want you to experience the culture and people as well.

We will be sorting and giving out clothes to the children. We may do a home visit so that you can see how the children live. An outing with the children is usually planned for each trip. We will be spending time at the school helping the children learn English and possibly some computer skills.

There may be a painting project and some light labor depending on current needs.

Another unique aspect of Fresh and Green Academy is the “Mothers Cooperative”, a group of the mothers who help out at the school also meet every week to make jewelry and other crafts. You will have the opportunity to work with them and share ideas and crafting experience you may have. Their items are also for sale and shopping is encouraged.

We will have a day of sight-seeing so you can get a feel for the wonder that is Ethiopia, and a night of cultural music and dance which is really something special. We will definitely visit the largest market in Africa, as it is a “must see” for anyone visiting Addis Ababa.

We do hope you take part in all activities as the experiences are truly beautiful. We understand some people are not used to extreme poverty and things can seem very sad, please know that your presence really does have a positive affect on all involved. The Ethiopians are kind people, treat each other with the utmost respect, and they are happy and proud to show you their culture.

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Entertainment and Side Trips

Some of you may be interested in seeing more of Ethiopia on your own, and we highly recommend you do so if you have the time. Ethiopia has so much to offer and any guide book will steer you in the right direction. Among other destinations, Axum and Lalibela are quite amazing. If you decide you want to travel to Lalibela, we can provide tour and lodging information. We will also arrange transportation to the airport for you if you will be flying out of Addis Ababa before the rest of the group.

Please note: You must check with your physician or Travel Clinic if you are traveling outside of Addis Ababa as there may be other vaccination or medication requirements. For example, there is not a malaria problem in Addis, but there may be where you are taking your side trip.

If you want to go somewhere not on the itinerary while in Addis, we can help you with the arrangements. There are great museums, historical buildings, and day excursions you may be interested in. Any guide book can give you more information.

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What to Pack

Please note it is the cultural norm for women in Ethiopia to cover their knees and shoulders. Tank tops, mini-skirts and shorts are unacceptable.

Clothing:

3-5 light weight long sleeved T-shirts

3-5 short sleeved T-shirts

A light weight jacket (it gets cool at night) or sweat shirt

2-4 pair of long casual pants or jeans

Casual blouse or shirt to wear to the cultural dinner

Closed toe shoes that can withstand dirt and mud

Rain Jacket

Sun hat

PJ's

Socks

Underwear

An extra towel (The showers do not have curtains and there are no bath mats.)

Toiletries:

Shampoo, toothpaste, shaving cream, etc. Please remember the "3-ounce" liquid rule. If you need to check you toiletry bag, let us know ahead of time and we will make room for it in one of the supply duffles.

Don't forget bug spray, sun screen, lotion, hand sanitizer, and extra toilet paper to carry with you.

Food:

You may want to bring snacks from home, but please don't eat them in front of the children.

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Other:

Chargers and universal adapters

Personal electronics

Camera

Pleasure reading

Journal & pen

Travel candle

Flashlight

Extra batteries

Passport

ID's

Photo copy of your passport and ID's

Cash (Please note: ATM's are scarce. Large bills such as US \$100's get a better exchange rate.)

Jewelry and valuables:

Please avoid bringing any jewelry that you would regret losing. The hotel does not have a safe, so you may want to buy a travel locking safe bag. You can get one through Magellan's online. Be sure to go through <http://www.goodsearch.com/nonprofit/friends-of-fresh-and-green-academy.aspx> when shopping online, and the school will receive a donation from the retailer.

Please use only a carry-on bag to enable us to bring more supplies for the children.

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Important Phone Numbers and Websites

Green Valley Hotel - **251 11-646-30-00 or 251 910-08-79-17**

Fresh and Green Academy - **011-660-32-78**

Muday Mitiku (School Director) - **251 091-171-8205**

US Embassy in Addis - **011-517-4000 or 011-124-2424**

<http://ethiopia.usembassy.gov/service.html>

Ethiopian Consulate in the US - **202-364-1200**

3506 International Drive, N.W.

Washington, D.C. 20008

<http://www.ethiopianembassy.org/index.shtml>

Ethiopian page of the CDC website -

<http://wwwnc.cdc.gov/travel/destinations/ethiopia.aspx>

Friends of Fresh and Green Inc. Info (in the US)

Email - trish@friendsoffreshandgreen.com

Web Address - www.friendsoffreshandgreen.org

Phone - **646-567-7672**

Fax Number - **212-666-9525**

Friends of Fresh and Green Inc. US Emergency Contact -

TBD

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How you can help in the future

The need for fundraising never stops. If you would like to hold a fundraiser, sell the mother's crafts at a crafts fair or among your friends, or help us spread the word about Friends of Fresh and Green, we would be thrilled to have your help.

We are looking for board members and committee members to help us with fundraisers and procure in-kind donations.

Please join our Facebook pages (Friends of Fresh and Green and Supporters of Fresh and Green), consider writing about your experiences. These can be posted on our Fan and Cause pages as well as our website www.FriendsofFreshandGreen.org. Please help spread the word about your trip and our good work in your community, place of worship, or any other local organizations you may belong to.

For every purchase or Google search made through our landing page, <http://www.goodsearch.com/nonprofit/friends-of-fresh-and-green-academy.aspx>, Friends of Fresh and Green Inc. receives a small donation from the retailer or Google.

The ways in which you can help are limited only by your imagination! We hope the visit to the school will inspire you. Please contact us at any time with your ideas. We are always willing to help you help us!

Thank you again for your support!!!

Peace,

The Board of Friends of Fresh and Green Inc.
President and Founder-Trish Hack Rubinstein
Executive Officers-Dr.Gregg Rubinstein and Lyuba Halkyn

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Notes