



Guidance for Organizations Registration Form

Title of project: enter the name of your project (try and keep it short)

Description: tell us a little about your organization and the volunteer opportunity or internship you want to advertise, including any qualifications/skills required. Please try to keep the description under 500 words and if possible, refrain from using duplicate content (e.g. information copied from your website or blog).

Organization: name of your organization

Project Location: village/town/city/region and country

Contact: name of project coordinator or general manager (the person to contact)

Period: when does the project run (year round, seasonal, specific start/end dates, is there an application deadline/closing date, etc)

Languages: language skills needed (English, French, Portuguese, Spanish, etc)

Who can volunteer: what are the age requirements (examples: Volunteers of both sexes 18+ / Children, teenagers, adults and seniors of both sexes)

Commitment: length of service required (e.g. 2 weeks minimum, 3 months minimum, etc)

Cost: please provide details of any costs and what the fee covers (e.g. accommodation, food, training, orientation, certification, airport pick-up, etc). Likewise, we need details if your project is free but volunteers are responsible for covering their own living expenses, or if you provide any benefits (e.g. free board and lodging, weekly or monthly stipend, etc).

Notes: any additional information you feel is relevant

How to apply: how should volunteer/interns apply for the position you are offering?

Web address: your website address (this will take members directly to any page of your website, including an online application forms)

Email address: your email address (this will be used in conjunction with the online contact form with option to upload CV/Resume).

Is there a fee to pay: Do volunteers or interns have to pay administration, registration or participation fees? Yes or No

Google map: information to embed a Google map. If you cannot give us the iframe coordinates please provide enough information for us to create a Google map to show the location of your project.

Highlights: what are the highlights of your project? This will be displayed as bullet points when people 'hover' their mouse/cursor over the title of your project.

- Highlight 1
- Highlight 2

Photograph Gallery: submit up to 6 images in landscape format to accompany your project listing. The images should be in JPEG format with a physical size of 700 x 440 pixels and ideally no larger than 100kb in file size.

Wish list: list up to twenty items you would appreciate as in-kind donations. Preferably items travellers/volunteers could pack in their luggage prior to departing their home country or could transport easily if already within Africa.

Project Type: select categories that apply to the volunteer position(s) you are submitting. The job categories should correspond to the activities of volunteers or interns with three special options. If your project accepts volunteers under the age of eighteen, including children and families, please select 'projects for under 18s.' Similarly, please indicate whether your project accepts couples or volunteers over the age of sixty.

Administration / Office
Agriculture / Farming
Animals / Wildlife
Arts / Culture
Business Development
Catering / Cooking
Children / Youth
Community Development
Computers / IT
Conservation / Ecology
Construction / Maintenance
Education / Literacy
Environmental Education
Environment
Forestry
Fundraising
Gardening / Horticulture
General Labour
Health / Medical
Hospitality / Tourism
Human Rights
Internships
Legal
Management
Marketing / PR
Mind, Body & Spirit
Miscellaneous
Photography / Video
Science / Research
Social Welfare
Sports / Recreation
Permaculture
Projects for couples
Projects for under 18's
Projects for seniors 60+
Sustainable Development
Teaching English
Women's Issues
Work Camps