

FUNDACIÓN  
**HOPE**  
*worldwide*  
BOLIVIA

*Welcome to Bolivia!*



<https://www.facebook.com/HOPEwwBolivia/>

<https://hopeinbolivia.wordpress.com/>



## Contents

<b>Welcome to Bolivia!</b> .....	<b>1</b>
<b>HOPE <i>worldwide</i> Bolivia - Overview</b> .....	<b>2</b>
<b>Preparation for Your Trip</b> .....	<b>3</b>
<b>Getting your Passport</b> .....	<b>3</b>
<b>Getting your Tourist Visa</b> .....	<b>3</b>
<b>10 Step Guide to Obtaining your VISA</b> .....	<b>4</b>
<b>To Do Upon Arrival</b> .....	<b>5</b>
<b>Medical Considerations</b> .....	<b>5</b>
<b>Climate and Clothing</b> .....	<b>6</b>
<b>Dress Code</b> .....	<b>7</b>
<b>Sample Packing List</b> .....	<b>7</b>
<b>Expenses</b> .....	<b>8</b>
<b>Costs Before Arrival</b> .....	<b>8</b>
<b>Currency Details</b> .....	<b>9</b>
<b>Conduct and Safety</b> .....	<b>9</b>
<b>Bolivia: The Basics</b> .....	<b>10</b>
<b>Tourist Information</b> .....	<b>11</b>
<b>Wrapping up!</b> .....	<b>11</b>

## **Welcome to Bolivia!**

HOPE *worldwide* Bolivia has been serving in La Paz since 2011. The foundation was created with the vision to alleviate poverty among the most vulnerable populations in Bolivia through various programs in health and education. Through trusted partnerships with local non-governmental organizations (NGOs) and strong volunteer support, our programs have been able to grow and expand, serving over 5000 children and families in 2017 alone. We are connecting resources to needs, creating sustainability and providing a better tomorrow for many within La Paz and the surrounding communities.



As a volunteer for HOPE *worldwide* Bolivia, you will encourage, support and learn from people who suffer from the extreme challenges presented by poverty. Although your visit is temporary, the contribution you make helps sustain our mission and empowers greater change in the Bolivian community. Not only does your time spent here connect you with other like-minded people committed to a greater cause, but it will also reveal both the depth of need and resilience among those in our community that inspires us daily. We are extremely grateful for your eagerness to support this cause!

-The HOPE *worldwide* Bolivia Team

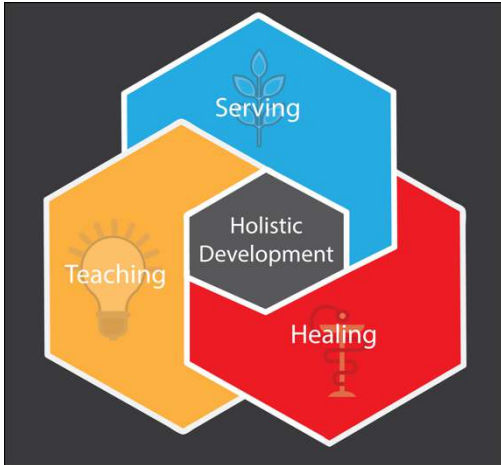
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## **Welcome Packet Objectives**

Thank you for your desire to serve within our beautiful country! Through this welcome packet, we hope to provide the information necessary to best prepare you for your time in Bolivia as a volunteer and visitor.

Within this packet you should find:

1. An overview of the services that HOPE *worldwide* Bolivia provides.
2. A step-by-step guide to obtaining your Visa and other necessary travel information.
3. The basic guidelines and expectations for we have established for our volunteers.
4. Interesting information about the country of Bolivia.



## **HOPE worldwide Bolivia - Overview**

HOPE *worldwide* Bolivia intends for its programs and services to connect the teaching, healing and services necessary to support holistic, positive development among impoverished children, families and communities within La Paz. We strive to achieve this goal by providing services within the following areas:

### **Teaching, Serving, Healing**

#### **Teaching**

- Playroom & Play Support to the pediatric population of Hospital Arco Iris (HAI) in La Paz, hosting over 21,000 child visits since 2013
- Early Childhood Development educational initiatives and support
- **B-Olivia** lending library for children, offering high quality reading resources to community centers, schools, orphanages and healthcare facilities within La Paz
- English as a Second Language (ESL) community courses
- Education and training of international and local healthcare providers
- Global Health educational opportunities for overseas healthcare students and professionals

#### **Serving**

- Ongoing connection of vital resources to impoverished families, assisting in empowerment and sustainability
- Mobilization of local and international volunteers (students and professionals) connecting resources to needs across borders
- Support for existing Family and Early Childhood Development Programs
- Creating and developing a sustainable social enterprise through the Centro Médico Internacional (CMI) HOPE clinic, providing support to the social programs

#### **Healing**

- Provision of high quality, evidenced-based, compassionate healthcare through the CMI HOPE clinic
- Development of primary healthcare initiatives for rural communities
- Training and advancement of best practices within Bolivia's healthcare system

Please let us know if there are specific areas in which you would like to use your talents and skills! We will do our best to create meaningful service opportunities. Serving together with love, positive attitudes, flexibility and hard work is what makes HOPE *worldwide* Bolivia programs shine so brightly!





## **Preparation for Your Trip**

Here are some things to consider before you come to Bolivia! Please read over this section carefully. You will want to begin this process as soon as possible. If you have any questions regarding travel preparations (or any other information in this packet), please contact us at [hopewwbolivia@gmail.com](mailto:hopewwbolivia@gmail.com).

## **Getting Your Passport**

Normal processing time for passports is 4-6 weeks. To begin obtaining your visa, you must first have a passport. If you do not have currently have a passport, the following steps will help you begin the process.

1. Go to: <https://travel.state.gov/content/passports/en/passports.html>
2. Click "Get Started" and complete the application
3. Pay the fee (\$135 for new one - \$110 for renewal)

***IMPORTANT NOTE:*** *Your passport will need at least six months of validity left on it before you travel to Bolivia. If your current passport expires before this six-month period, you will need to renew it.*

## **Getting your Tourist Visa**

You must have a visa BEFORE entering Bolivia. The current cost is \$160 and the visa is valid for ten years. Although you may hear it is possible to obtain your visa upon arrival, **we strongly discourage you from doing this**. Some airlines will not allow you to board the international flight without the proper visa. Allow a minimum of three weeks to obtain your visa.

### **1. Where to apply**

The following consulates issue visas. Make sure to check for any restrictions. For example, the D.C. consulate only provides visas to residents within a certain jurisdiction. **We recommend the Houston consulate because it is known to have the fastest turnaround time.** If at any point you are unsure of what to do, remember you can either call or visit the consulate directly to ask for help.

- a. Houston, Texas - <http://www.boliviatrix.org/consular-affairs/visas/tv>
- b. Washington DC - <http://www.boliviawdc.org/consulate/visas/tv>
- c. New York, New York - <http://www.bolivianyc.org/en/consular-affairs/visas/tourist-visa>
- d. Los Angeles, California - <http://boliviala.org/tourist-visa/>
- e. Miami, Florida - <http://boliviamiami.com/eng/tourist-visa/>

### **2. Complete the Application**

The following is a step-by-step guide to obtain a TOURIST VISA. The application processes for the different consulates are very similar, but not identical. Make sure you carefully read through the instructions provided on their websites to make sure you are fulfilling all the requirements. Remember to call or visit the consulate if you need help.

## 10 Step Guide to Obtaining your TOURIST VISA

- 1) **Obtain a valid passport** - Cannot have less than 6 months before expiration on the day you arrive to Bolivia.
- 2) **Buy a plane ticket and print a copy of your flight itinerary.**
- 3) **Print out your "Letter of Invitation"** - To obtain this letter, email

[hopenwbolivia@gmail.com](mailto:hopenwbolivia@gmail.com) with the following information:

- a) Full name (as shown on your passport)
  - b) Passport number
  - c) Passport expiration date
  - d) Dates of your flight (arrival and return)
  - e) A photo of your passport page with your picture and number (see example above)
- 4) **Get a 2x2 passport sized photo** - Available at a local post office or drug store.
  - 5) **Complete the "Sworn Statement" on the Consulate site** - You can fill this out online or print it out. Make sure to mark **TOURIST** as your purpose of travel, attach the passport-sized photograph, and double check ALL information.



*Example Photo of Passport*

**NOTES:** "Route" is asking for the city of the LAST airport you pass through before entering Bolivia. "Place of application" is asking for the consulate from which you are obtaining the VISA.

- 6) **Print proof of economic solvency** - This is EITHER a copy of your latest bank statement or a copy of the front side of a credit card in your name. If you go with the second option, the card cannot expire before you return from your trip to Bolivia.
- 7) **Print and fill out the credit/debit card authorization form** – You can download the document on the Consulate site. This is the form necessary to pay the \$160 fee.
- 8) **Gather all components of the application** - Passport, flight itinerary, Letter of Invitation, 2x2 photo, sworn statement, proof of economic solvency, and credit/debit card authorization form, **PLUS a FED- EX prepaid, self-addressed return envelope.**
- 9) **Mail your application!** Send all items to the consulate via Fed Ex.
- 10) **Await the arrival of your tourist visa!**



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## To Do Upon Arrival

- 1) Fill out customs form on the plane (the airline attendant will give this to you)
  - a) Make sure to mark yourself as a **tourist**.
  - b) You will need to know the information of where you will be staying (Name, Address, City). This information will be provided on your letter of invitation sent to you for your Visa application.
  - c) On the customs form, mark “nothing to declare”.
- 2) After landing in La Paz, you will pass through immigration.
  - a) At this point, you will present your passport with your tourist visa to the officer.
  - b) They will stamp your passport and you will move on to collect your luggage.
- 3) Customs
  - a) Once through immigration, pick up your checked baggage.
  - b) Since you will have nothing to declare, you can simply hand your customs form over to the customs officer.
  - c) They randomly check luggage for contraband items. This is nothing to be concerned about, it will just take extra time.
  - d) Someone from our HOPE *worldwide* Bolivia team will be waiting for you outside the Customs and Immigration/baggage area.

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## Medical Considerations

### 1) Prescription Medications

Before traveling to Bolivia, talk with your primary care provider for prescriptions you may need. If you bring prescription medications, you will need to make certain the medicine is in a bottle provided by the pharmacy with the pharmacy name, dosage, your name, doctor’s name, medication name, etc.

***If you have severe allergies that cause problems with breathing or total body hives, then make sure your doctor prescribes you an epi-pen to bring.***

### 2) Common over-the-counter medications you may want to bring are:

- a. Pain Relievers (Tylenol and/or Ibuprofen)
- b. Allergy medicine (Benadryl)
- c. Cough and Cold medication (Nyquil, Sudafed)
- d. Eye drops

### 3) Suggested Medicines for Potential Ailments

- a. **For altitude sickness:** Acetazolamide (Diamox) 125mg - you will start this medication 24 hours prior to landing. Take one tablet twice daily, bring enough for one week (14 tablets) though you will probably only need 3 days of medication. The majority of our volunteers experience minimal side effects of the altitude by staying hydrated and resting upon arrival.
- b. **For diarrhea** – Azithromycin 500mg per dose, at least 3 doses (a zpac). You may also want to bring some Imodium (over the counter). Ciprofloxin 500mg is an alternative but there has been some resistance to this antibiotic in diarrheal illnesses.
- c. **For nausea or vomiting** – Ondansetron (Zofran) 4mg or 8mg tablets.

#### 4) Vaccination Requirements

- Routine vaccinations need to be up to date. Acquire any needed vaccinations 4-6 weeks before your flight.
- The Yellow Fever vaccination has been required in the past so be on the lookout for updates.
- Consult with your doctor as to what s/he recommends for your areas of visitation and length of stay. The safety measures laid out in this section will largely prevent the risks of acquiring any diseases. The following are common vaccinations for travelers to Bolivia.
  - o Hepatitis A – Spread through contaminated food or water
  - o Typhoid – Spread through contaminated food or water
  - o Malaria - Spread through mosquito bites (no risk in La Paz)
  - o Yellow Fever – Spread through mosquito bites (basically nonexistent in La Paz, but present in the rural, jungle regions such as Rurrenabaque)

The Center for disease control is the best resource regarding these issues. You can learn more following this link: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/bolivia>

#### 5) Food and Water

- a. Drink bottled water ONLY!
- b. When taking a shower, try not to let water enter your body through your mouth, nose, etc.
- c. Avoid ice as it is often made with local water.
- d. Brush your teeth with bottled water. Avoid tap water.
- e. Never eat food sold by vendors in the streets.
- f. Eat only at approved restaurants.
- g. Do not eat any fruits or vegetables unless they have been thoroughly washed/disinfected.

**IMPORTANT:** *If at ANY point during the trip you start to feel any symptoms of illness, let us know! The earlier we are aware, the more likely we can treat it quickly and avoid more serious symptoms.*

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### **Climate and Clothing**

HOPE *worldwide* Bolivia currently hosts volunteers at two different regions: La Paz and Rurrenabaque. The climates between these two locations vary significantly.

#### **La Paz**

The weather in La Paz is generally beautiful: sunny and cool during the day with average temperatures in the mid 50s, and cold and clear during the night with average temperatures in the 40s. Because you will be at 11,000 ft. to 14,000 ft. above sea level, you will be closer to the sun and you may feel warmer during the day. It is best to dress in comfortable clothing and to wear layers (i.e. t-shirt, sweater and a light jacket). Be sure to bring a rainproof jacket and waterproof shoes.

#### **Rurrenabaque**

Located near the Amazon rainforest, the small town of “Rurre” has a tropical climate, with higher daytime temperatures in the mid 80s. You can also expect higher humidity and more frequent rainfall year-round. Since it is located along a river, there are many insects and other wildlife. Lightweight, cotton and/or breathable clothes are best. A light jacket (preferably a rain jacket) or a sweatshirt will be sufficient for cooler evenings. Despite the heat, make sure to pack at least two pairs of pants (jeans or khakis are usually the best option) as they will be necessary for some activities.





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## **Dress Code (Bolivia is a modest culture)**

*Men* – Jeans that are appropriately placed on hips. Please no cut-off or sleeveless shirts.

*Women* – Modest tops and bottoms (i.e., please no “spaghetti strap” or strapless tops/dresses, shirts that reveal your midriff or cleavage and avoid “short” shorts)

*\*Any HOPE Volunteer Corps participants wearing immodest clothing will be asked to change.*

## **Cell Phones**

Cellphones are not necessary for any activity. We recommend for safety reasons that participants leave cellphones at their place of lodging. Group leaders will have cell phones for communication and/or emergency purposes. If you choose to bring your cellphones, it is acceptable to use them for pictures during sightseeing opportunities (See code of conduct for more information).

Keep in mind that most cell phone plans are for domestic use only. You may need to contact your cell phone carrier to find out what options you have for international usage. If you don't add international usage, you could find yourself with a very large phone bill if you use your phone while abroad.

WhatsApp phone service and texting can be used on your smart phones wherever there is WIFI. Most of our volunteers use this free service whenever possible.

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## **Sample Packing List**

To ensure you have the appropriate clothing and supplies throughout your stay, refer to these suggested packing items.

### **1. General Items**

- a. Passport
- b. Tourist VISA
- c. Cash to exchange
- d. Letter of Invitation or Hotel Reservation
- e. Printed copy of your latest bank statement OR \$100.00 cash
- f. Bible/notebook/pens or pencils
- g. Hat/sunglasses (baseball type/visor type is fine and helpful for the strong sun here)

### **2. Toiletries**

- a. Basic Essentials (toothbrush and toothpaste, deodorant, contacts & solution and/or glasses, shampoo, conditioner, soap/body wash, hair products and/or moisturizer)
- b. Protective Products (hand sanitizer, sunscreen, lip balm and/or insect spray)
- c. Any prescription or over-the-counter medications
- d. Feminine hygiene products

### **3. Clothing**

- a. Daily clothing (shirts, pants, socks and underwear)



- b. 2-3 sweatshirts or sweaters
- c. Outdoor jacket/vest, rain jacket
- d. Hat/gloves/scarf
- e. At least two pairs of closed-toed shoes comfortable for walking and working
- f. Nicer set of clothes for outings, church, etc.

#### 4. Optional Items

- a. Camera
- b. Computer

**IMPORTANT:** Bolivia uses 220 voltage vs the US 110 voltage. Check your electronics for compatibility.

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## Expenses

### Costs Before Arrival

1. **Passport** - \$135 for new passport. \$110 for a passport renewal.
2. **Tourist VISA** – \$160 fee.
3. **Vaccinations** – Varies on length and place of stay. Consult your doctor.
4. **Plane Ticket**
5. **Administration Fee if applicable**

### HOPE Volunteer Corps Expenses

As a HOPE Volunteer Corps participant, your lodging, meals, transportation, and any group activities have been covered by your participation fee. Volunteers often bring about \$50-\$100 to spend on souvenirs and local purchases.

### HOPE Volunteer Expenses for Individuals

HOPE *worldwide* Bolivia has an administrative fee for individual volunteers which helps us cover expenses such as administrative costs, airport and local transportation and essential costs related to program implementation.

Other expenses you should prepare for are:

- (a) **Lodging** – Options range from approximately \$10-150/night, depending on needs and/or preferences. One option you may be interested in is our recently furnished “HOPE House”. This house is situated in a beautiful area of La Paz. Lodging costs help support our Social Programs. However, space is limited, so ask soon!
- (b) **Meals** – Plan for \$3-8/meal.
- (c) **Transportation** – Average cost of daily transportation ranges from \$1-5.
- (d) **Tourist Trips** - If you would like to explore the beauty of Bolivia during your stay, please see our volunteer coordinator who can help you plan these trips in advance.
- (e) **Other Potential Costs** – Many volunteers enjoy bringing back gifts/souvenirs to family and friends. Also, volunteers often find an area within the Social Programs that they would like to support.

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## **Currency Details**

### **1) Credit/Debit Cards**

Credit and debit cards can be used at hotels, restaurants, and grocery stores. If you are buying within a local market, you will need the local currency (Bolivianos). Almost any ATM is available for cash withdrawal from your credit or debit card. There is usually a transaction fee at these ATMs.

Before your trip, notify your credit card company and/or bank that you will be traveling outside of the country. They will ask for the dates of travel. You can ask about transaction fees during this time. If you **DO NOT** notify your credit card and/or bank, they could put a temporary stop on your card. Consider bringing two cards just in case.

### **2) Exchanging U.S. Currency**

Only newly issued bills of a \$20 value or higher can be exchanged. Importantly, the bills must be in **PRISTINE condition**. This means no marks, creases, or folds anywhere on the bill. We recommend going to the bank and selecting ones of high quality. If you bring paper currency that does not meet these requirements, you will not be able to get it exchanged.

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## **Conduct and Safety**

### **Code of Conduct**

On the last page of this welcome packet, you will find our Volunteer Code of Conduct. Please read through this document thoroughly as you will be asked to sign it. The code was created to ensure optimal service for our beneficiaries and safety for our volunteers.

### **Safety Issues**

#### **1) HOPE Volunteer Corps/Group Volunteers**

We are passionate about the safety of our volunteers and visitors. For this reason, we ask that you remain with your group and follow safety instructions given throughout your scheduled service activity.

#### **2) Individual Volunteers**

Bolivia is a beautiful country with many opportunities for adventure. For your safety, we suggest that you consult with local staff regarding any ideas of travel/activities you may want to explore.

#### **3) General Safety Tips**

As with any country, there are certain safety precautions to consider. While traveling, you may stand out as a 'tourist' and become a target for petty theft. Some helpful tips include:

- Be alert and know your surroundings.
- Travel in pairs whenever possible.
- Do not bring or wear expensive jewelry.
- Backpacks should be placed on your front side and kept closed.
- Keep cell phones and wallets well-hidden and not easily accessible.

At your orientation, we will discuss safety principles more in depth. You may also find this site helpful:

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Bolivia.html>

## **Bolivia: The Basics**

We will share many details about the beautiful country of Bolivia in your volunteer orientation. In the meantime, here are some links and fun facts you might find interesting!

### **La Paz and Bolivia:**

<https://www.youtube.com/watch?v=4ZxgBQA7cuY>

**Rurrenabaque:** <https://boliviatravelsite.com/travel-articles/bolivian-amazon/rurrenabaque>

**Capital:** La Paz

**Population:** About 11 Million

**Official Languages:** Spanish (60%), Quechua (21%), Aymara (15%)

**Religions:** Catholic (77%), Evangelical (8%), Protestant (8%), None (6%)

**Ethnic Groups:** Mestizo (68%), Indigenous (20%), White (5%), Black (1%)

### **1. *The Magic of Coca Tea!***



According to locals, coca tea can help you with almost any ailment you are feeling! If you're cold, drink coca tea! Feeling the effects of the altitude? Drink coca tea! Need a little energy? You guessed it...drink coca tea!

### **2. *Traffic is an adventure!***



Bolivian cities have high road congestion, and traffic rules are often considered optional! But don't worry...one of our main goals in HOPE *worldwide* Bolivia is to make sure we have safe transportation for our staff and volunteers.

### **3. *Road blocks are a normal part of traffic!***



Bolivians often protest political decisions by creating peaceful roadblocks (talk about adding more traffic problems!). At times, HOPE *worldwide* Bolivia might need to reschedule or change events due to these unexpected events...but this only adds to the adventure of serving in La Paz!

### **4. *Polish up your soccer (fútbol) skills!***



Fútbol games are the heart and soul of Bolivia! Your youth league experience may not be enough to compete with the level of skill in Bolivia. When that five-year old drives right past you for the goal, don't be embarrassed (and don't stop playing)! No doubt these games will be some of the most fun, bonding experiences of your trip, while keeping you humble in the process!

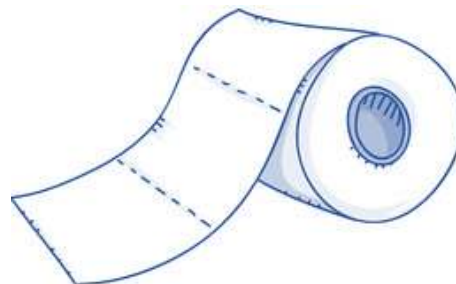
### **5. *Nope, it's not an ice cream truck!***



When you hear that familiar music, don't run out to get ice cream... you will only find garbage! In order to create a more positive image of their sanitation department, local garbage trucks recently began playing classical music while collecting garbage. Nearly every volunteer has gotten fooled by the familiar tune heard throughout the country!

### **6. *Toilet paper!***

Toilet paper does NOT go in the toilet. Yep. 'Nuff said.



## **Tourist Information**

Individual volunteers are responsible for planning and funding any additional tourist trips. The following links are suggestions for respected travel agencies. Most tourist companies offer English speaking tours, however it is recommended to travel with someone who has a minimal Spanish fluency.

**Lake Titicaca:** <https://www.kanootours.com/ws/index.php/copacabana.html>

**Salt Flats:** <http://www.kanootours.com/ws/salt-flats-uyuni-salar-de-uyuni-bolivia.html>

**Death Road Biking:** <http://www.gravitybolivia.com/index.php?mod=homeb>

**Machu Pichu, Peru:** <https://www.kanootours.com/ws/index.php/machu-picchu-tours-all.html>

**Rurrenabaque:** <https://www.kanootours.com/ws/index.php/bolivia-tours-rurrenabaque.html>

We hope that you will visit one (or more) of our local churches. Our sister churches are located in La Paz, Santa Cruz, Tarija and Cochabamba. If you are interested, please email David Pineda, the lead evangelist for the church in La Paz at: [dpineda34@hotmail.com](mailto:dpineda34@hotmail.com)

## **Wrapping up!**

We hope this welcome packet has been helpful! We are so grateful that you are choosing to give your time, heart and talents to this great country. We know that you will love the people of Bolivia, and they will love YOU!

**We can't wait to have you here with us!**



# Code of Conduct for Minors and Vulnerable Populations

*(Code of Conduct for relations with minors and vulnerable persons)*

*This Code of Conduct is in accordance with the law of the Code of Children and Adolescents and the General Law for Persons with Disabilities. In the instance that a violation of this code results in a felony offense, local laws will apply.*

## General Guidelines

- Staff, volunteers and visitors will establish an atmosphere conducive for the development of children through their word, deed and demeanor. This includes listening to children and showing respect to them.
- Staff, volunteers and visitors will be careful about perception and appearance in their language, actions and relationships with children.
- Staff, volunteers and visitors are always responsible for the interaction between an adult and a child even when it appears that a child is acting in a provocative manner.
- Staff, volunteers and visitors will accept responsibility for personal behavior and actions as a representative of the organization.
- Staff, volunteers and visitors will not spend time alone with a child or children. There will always be another adult (“two adult rule” principle) who will be able to observe the interaction. The exception to this may be in the event where personnel are employed as professionally recognized trained counselors.
- Staff, volunteers and visitors will comply with child protection related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation.
- Staff, volunteers and visitors will not allow children to visit their personal homes under any pretext without the prior knowledge and agreement of their superiors and the permission of the child’s parent/guardian.
- Children are not permitted to stay overnight in the home of Fundación HOPE worldwide Bolivia personnel at any time.
- Staff, volunteers and visitors will not behave physically in a manner which is inappropriate or sexually provocative. This includes to fondle, hold, kiss, hug or touch children in an inappropriate or culturally insensitive way.
- Staff, volunteers and visitors will not use language, make suggestions or offer advice which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading.
- Staff, volunteers and visitors will not condone or participate in behavior with children which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse.
- Staff, volunteers and visitors will not take a child alone in a vehicle for FHWVB work, unless it is absolutely necessary, and with parental/guardian and managerial consent.



- Only official FHWWB social media should be used for engaging with the wider community. Inappropriate or abusive comments should be removed immediately, and abusive individuals blocked/reported to the social media concerned. Facebook, instant chat and other similar functions should not be used to interact with children or vulnerable adults. Wherever possible, communication should be only public pages and avoid colloquial language/abbreviations which may be misinterpreted (e.g. LOL).

**When working with children and/or vulnerable adults, staff, volunteers and visitors are expected behave in the following manner:**

- Consider the safety of event participants in advance through proper planning and development of methods of activities.
- Avoid taking a child or vulnerable adult to the toilet, unless another adult is present or another adult is aware (this may include a parent, group leader or other responsible person).
- In the rare situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you.
- Set expectations of the standards of behavior required from participants in an activity/event and encourage them to accept responsibility for their own performance and behavior.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behavior they experience/witness or any concerns that they may have.
- Avoid showing favoritism towards particular participants.
- Report incidents of alleged abuse to the Volunteer coordinator, Program Director or Chapter Director and ensure that any allegations are recorded.
- Report any concerns about inappropriate behavior to Volunteer coordinator, Program Director or Chapter Director.
- Report any accidents to the Volunteer coordinator, Program Director or Chapter Director for recording and investigation where required.
- Avoid personal contact with a child or vulnerable adult outside of FHWWB activities.
- Participate in training available to you to support you in your work with children and vulnerable adults.
- Maintain confidentiality about sensitive information.
- When it is necessary for staff, volunteers or visitors to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents/guardians in the case of children) before these images are taken. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).

**As a volunteer with minors or vulnerable adults, I will:**

- Maintain a professional presence at all times.
- Treat all those whom I serve and with whom I serve with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.



- Avoid any and all situations in which I am alone with a minor and/or a vulnerable adult.
- Use positive reinforcement and encouragement with minors or vulnerable adults.
- Abide by the social media policy regulation stated above.
- Dress modestly and appropriately.
- Accept personal responsibility to protect minors and vulnerable adults from abuse.
- Report any suspicion, or reason to believe, that a minor or vulnerable adult is being abused or neglected or has been abused or neglected within 24 hours of the abuse or neglect becoming known.
- Cooperate fully in any investigation of abuse of a minor or vulnerable adult.
- Abide by all guidelines and practices listed in this agreement.

I (Name)..... have read and understood the guidelines, standards, and code of conduct as stated in the Fundación HOPE *worldwide* Bolivia Code of Conduct for Minors and Vulnerable Populations.

I agree with the principles stated within this document and will uphold the policy principles while working with/for Fundación HOPE *worldwide* Bolivia.

Signature: .....

Date: .....