

UBECEI



VOLUNTEER HANDBOOK



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LETTER FROM THE DIRECTOR

Dear Volunteer,

UBECI comes as a result of a dream and a passion in my life made real. Since I was young I have always felt the need to do something more than simply observe the people that did not have the same opportunities in life that I had. I felt privileged to have had an education, a place to live, eat, sleep, and a place where all my family could be together. I wanted other people to have the same. For this reason, I decided to help children in Ecuador, specifically those who were less fortunate than myself.

UBECI was founded in 1999 to give support to the local small organizations that were previously unknown. We have organized a group of friends and helpers to provide clothing, educational materials, nutrition and recreational activities for the children on special holidays.

So now my dream has become a reality. With the support of my staff and family and help from hundreds of volunteers, we are giving new hope and a brighter future to the children of Ecuador.

I hope that the time that you are in UBECI turns out to be the best experience of your life. In volunteering with us, you will be in our hearts forever! Thank you very much for giving us a part of your life, we will always remember you, and we hope to continue to receive your support.

WELCOME TO UBECI VOLUNTEER PROJECTS!

The UBECI Foundation welcomes you as valued volunteer. The object of this manual is to provide you necessary information to make you feel at home and facilitate your integration into the UBECI team! You will find volunteering for UBECI rewarding and challenging. Most importantly, the children and families with whom you work with will benefit greatly from your time and energy. The UBECI staff will be happy to help you if you have any questions about the topics in this guide. If there is anything you want to know that is not addressed in this volunteer guide (or on our website), feel free to contact us at any time.

ABOUT UBECI

UBECI is a non-profit, non-governmental organization (NGO) that was established in 1999 to ensure a better future for Ecuadorian children and youth located in Quito, Ecuador. UBECI is staffed with professionals trained in social work and childhood education. Our staff provides educational services, recreational activities, and social support to at-risk children and adolescents who begin working in the streets, markets, and farms at a young age (as early as two years) and who are isolated from the mainstream of life in Quito. We provide direct support to at-risk children in their workplace or school.

UBECI's mission is to provide at-risk and working children with academic and social support, reintegration into schools, medical attention and family visits. UBECI goes where other help for these children doesn't exist. We develop



and carry out programs that build self-esteem and encourage social participation where the children live and work.

As an UBECI volunteer you will work closely with the excellent children in our programs. Your time with them will have a positive impact on their daily lives during a crucial time in their development, and you in turn will take away a rich, eye-opening experience. At UBECI's projects, we encourage our volunteers to become engaged in the designing and developing of activities conducive to early childhood development. We also encourage individuals who are professionally or academically interested in international development to take a proactive role. Many of our volunteers stay engaged in UBECI programs long after their volunteer period in the field.

In addition, UBECI offers a range of programs that have potential for leadership at varying levels. From the working children program to the summer program, leaders are always needed to assist core educators and to offer valuable insights. Not only will being a leader in one of these programs be a personally rewarding experience, it can also appear on your resume as a professional experience. More information about leadership opportunities and requirements can be found within each program.

CONTACT

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WHAT YOU GAIN FROM VOLUNTEERING

Personal satisfaction

By giving your time to at-risk children, you will gain a deep sense of satisfaction that you have helped bring joy to their otherwise harsh lives and increase the chance that they will be able to escape the cycle of poverty into which they were born.

Personal attention

Because we are a small organization, we can get to know you personally so we can most effectively harness your energy and the skills you bring to our



programs. Our small size also allows us to give you the attention you may need if you have questions or encounter difficulties and ensure that you will have a positive experience with us.

Strong relationships

Working in small groups, you'll have the chance to build strong relationships with fellow volunteers, the staff and the children at the markets.

BASIC INFORMATION FOR VOLUNTEERS

- The projects take place at the outdoor markets, not in the office
- Transportation to and from the markets is by bus
- A staff member from UBECI will accompany you to the projects; however in some instances you may be returning to the office or home-stay with fellow volunteers or Alone (we will make sure you know where you're going)

What to bring to the market:

- Rain jacket
- Water
- Sunscreen
 - Hat (if needed)
- Bus money (25¢-65¢ each way)
- Lunch money (\$3-\$7)

NOTE: You are welcome to attend our staff meetings on Monday at 3 pm where we plan the activities for the week.



RULES FOR UBECI VOLUNTEERS

- Punctuality is extremely important. If you arrive late, you hold up the entire group.
- Don't leave the project area without informing one of the social workers
- Don't show up hung over
- No smoking during the project
- The meeting on Tuesdays at 8:30 is mandatory for everyone (even if you take Spanish classes in the morning)
 - Meeting place is the UBECI office Tuesdays and Thursdays
(Wear your UBECI T-shirt)
- Bringing cameras to the projects is allowed once during your final week of Volunteering. This is due to security and safety reasons.
- Read and follow the agreement (signed in orientation)

OUR GOALS FOR THE CHILDREN WE SERVE

- To reduce their working hours
- To teach them:
 - Academic and social skills
 - Good nutrition and hygiene
 - Gender equality
 - Awareness and acceptance of their body
 - Physical and mental health
 - Importance of protecting the environment
- To enroll them in a school and track their progress so that they will complete primary and secondary school. The ultimate goal is to enroll them in a University.
- To give after school academic support to children in rural underserved communities, as well as in overcrowded urban classrooms.



UBECI STAFF MEMBERS

Position	Responsibilities
Director(1)	Makes decisions about future of organization Manages and supervise staff Improves day-to-day processes Seeks on-going financing
Coordinator(1)	Controls activities planned and executed by staff Overlooks databases and the inventory Supervises volunteers and manages donations
Social Worker(3)	Plan and execute activities with market children ages 1-3, 4-6 Supervise activities at the markets for every age group Plan and execute activities with market children age 7+ in specific
Human resources	Staff adjunct
Accounting	Staff adjunct
Trainers	Staff adjunct

OUR PROJECT: PLAY, DO AND LEARN

An important factor for the development of a nation and its culture is education, which requires an investment of economic, human and pedagogical resources. There are many UBECI families whose per capita income is below the poverty line. In Ecuador, many of these families unable to access education for their children do not put their trust in education. They think that their child's education would incur too many expenses and require support that are not capable of providing. This problem has promoted illiteracy among parents and children from generation to generation. And this, in turn, affects the proper development of children and adolescents who have to continuously forego age appropriate activities. Children must be enrolled in school, and given an education to stop the endless cycle of working children and poverty. UBECI provides the path to break this cycle by developing the children's motor and intellectual skills.



These children often lead extremely difficult lives. Many suffer from emotional and physical abuse as a volunteer you are a crucial component in providing these children a much needed break from their hardships and building their self-esteem.

Markets and street children wake up in the morning to spend an average of ten hours every day selling vegetables and sweets, or working on the land to support their families. Children travel with their parents to a different market every day and when the children are not working in the markets, they have to cook, clean, and take care of younger siblings. These conditions mean that more than half are not enrolled in school, and many of them lack even the most basic knowledge, e.g. their own age, differentiating direction such as right and left, or the recognition of colors. They also lack normal social skills due to the isolation from peers they experience in the market.

THE UBECI PROCESS

Play Do and Learn addresses all the factors that can negatively affect the child. Our first step is to make contact with the parents and child in order to win their trust. Once the family allows their children to participate in our activities, we establish a connection to the child and invite the child to participate in our programs.

As a volunteer, you will travel to a different open air market every day, where you may help the educator collect the children, take them to a safe "play area" adjoining the market, lay down portable mats and construct fabric tents. Here, under the direction of one of the teachers, you will help children to wash their hands and face, sing songs (in Spanish and English), read, paint, draw, write and play games. In doing so you provide a fun distraction from their hard lives in which they often suffer abuse and neglect and teach them skills that will help them to live positive and productive lives when they are adults.

a)UBECI offers three weekday programs:

- Street children
- Summer program
- School support

b)And four campaigns:

- Campaigns school Kit.
- Campaigns pickup and delivery of clothes.
- Christmas campaigns.
- Medical and dental Campaign.



c) **Generic skills** taught:

- Toilet habits
- Fine and gross motor skills
- Social cooperation
- Vocabulary enrichment
- Auditory and visual memory retention
- Logical thinking
- Beginning reading
- Appropriate body expressions.

Campaigns are performed only when we have sufficient funding to provide care to all children. If you need more information about the financing of our campaigns, ask the director.



CHILDHOOD DEVELOPMENTAL STAGES

The Project Play Do, and learn, recognizes three stages of the child's academic and emotional development.

Initial stage

This is the first contact that is made with the children and their families. Information is collected regarding problems and needs in order to integrate them into the project.

In this stage, we emphasize the importance of adequately stimulating the child. Stimulation causes new neural connections that allow the child to develop language skills and appropriate body expression, creating a foundation for later development.

Developmental stage

This stage teaches social, emotional and educational skills, including games which promote reasoning, logical sequencing, penmanship, spelling, and reading comprehension.

Academic and behavioral changes in the family environment are assessed, as well as how the child perceives family and cultural values.

Consolidation stage

This stage consolidates all the abilities and skills acquired by the child to live productive lives. In this stage, children experience both physical and hormonal changes, and students begin to notice their differences as well as a desire to conform to their peers.

Integration of children/Adolescents with age difference at every stage

If a child would like to join the program at a more advanced age we suggested that they start at an initial stage grouping for an estimated time of two months for adapting reasons. From there, the child can be placed in a more appropriate spot.



UBECI'S PROGRAMS DESCRIPTION OF PROGRAMS

STREET CHILDREN

Focus Population: more than 360 child laborers, ages 1-17+

Location: *Ferias* (day markets) and streets

Schedule: All year from 8:30am to noon and 1:30pm to 5:00pm

Description:

Street Children is a project that visits six outdoor markets in various sectors of Quito, which operate during weekdays. The program visits each market once a week and changes its focus every two months.

MONTHS FOR EACH FOCUS	FOCUS
January-February	Leadership - Self-Esteem
March - April	Education - Recreation
May - June	Gender - Prevention
July - August	SUMMER PROGRAM
September - October	Education - Self-Esteem
November - December	Education- Leadership



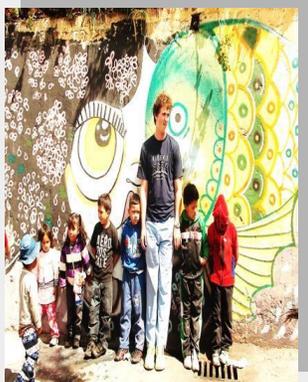
STREET CHILDREN PROGRAM SCHEDULE

	Monday	Tuesday (all day)	Wednesday	Wednesday (all day)	Thursday (all day)	Friday (allday)
8:30 am - 12:00 pm		Chillogallo Market	Chillogallo Market	Caupicho Market	Sangolqui Market	Guamani Market
12:30 pm		Lunch	Lunch	Lunch	Lunch	Lunch
1:10 pm 5:30 pm	Planning meeting at 3pm (Volunteer s welcome to join)	Chillogallo Market	Villa Flora	Caupicho Market	Sangolqui Market	Guamaní Market

NOTE: Volunteers can be full time (mornings and afternoons) or part time (either mornings or afternoons).

At times, volunteers from the Street Children programs are needed to help out with activities in the office. These activities include (but are not limited to) making little gifts for special days like birthdays, mother's day, etc., or crafts needed for activities in the markets.

For doing these activities, there is a staff of at least three volunteers (five would be optimal).



SCHOOL SUPPORT

This program helps with skills of performing tasks with the NNA (what's this?) with children from low-income families in which the illiteracy of their parents prevents them from giving help to their children. School support is very important, because we help the child feel good about their academic performance at school, lessening their chances of dropping out.

With some knowledge of Spanish, you can offer students one on one help with their homework, either in the morning or afternoon, depending on your UBECI schedule.

Many parents cannot help their children in their academics because:



- They are illiterate; they cannot read, or write
- They have not completed even a basic level of education.
- The knowledge that children acquire at school is too complex.

ASPECTS OF SCHOOL SUPPORT PROGRAM

Tracking system

We monitor and evaluate the impact of this project through periodic visits to parents in their places of work to gather information relating to their child's performance in school.

School Kits

We motivate and reward children and adolescents entering a new school term with “school kits” which contain basic school supplies needed for study (pencils, notebooks, etc.)

SUMMER PROGRAM



Population: 120+ children, variety of ages

Location: Quito and surrounding rural communities

Schedule: July and August (summer vacation)

This program operates during summer vacation months with the aim of boosting the children's' self-esteem and interact positively with their peers. Furthermore, the program motivates parents to maintain their



interest in their child's education and thus reduce their work hours. Activities include art, recreation, dance, leadership training and English classes.

As a volunteer you play an important role in this program. Your presence helps the children develop a strong, positive identity that will contribute to greater success in the future while letting them experience someone from another part of the world.

Participation in the Summer Program increases the likelihood that they will continue with the school in the fall.

ADMINISTRATION (ADMIN) SUPPORT PROGRAM

Location: UBECI office

Schedule: year round, 8:30am to 12:00pm and 1:30pm to 5:00pm

Volunteers in the Administration Support team help in the administrative, behind-the-scenes functions of UBECI, helping us evaluate our past, organize our present, and plan for our future. Given our need to grow a presence domestically and internationally, we rely heavily on our volunteer base. As an Admin Support volunteer, you will help UBECI accomplish this growth by working in four main areas: financing, statistics, communication, and marketing.

SUPPLIES YOU CAN BRING FOR UBECI

For all programs, any money you raise to help your project when you arrive will be very well appreciated. Furthermore, material donations are always needed. A lot of the materials can be found cheaper in your home country because of high taxes in Ecuador (especially clothes) and a lot of times it is easier to just bring materials from home in general. Some supplies that are very helpful for the teaching and working children programs are the following:

- Vitamins/Calcium tablets, Antibiotics, antiseptics, first aid materials
- Children's clothing, shoes
- Balloons, bubble water, face paint
- Stickers, stamps, and certificates
- Group games such as BINGO, Snakes and Ladders, Twister, etc.
- Books (any type), posters, colored drawing paper
- Pencils/pens/markers/crayons, colored pavement chalk, markers



- Any crafting supplies
- Anything else you think would help!

WHAT HAPPENS TO THE DONATIONS BROUGHT BY VOLUNTEERS

All monetary donations and gifts brought by the volunteers are used to achieve UBECI's weekly goals and objectives. Some examples include:

- Making crafts and activities used by the children in the markets
- Making gifts/ crafts for the children on birthdays and special events such as Children's Day and Christmas Campaign
 - Making gifts/ crafts for the parents, to show our appreciation for their cooperation in supporting and understanding the importance of their child's education.
- We grant school gifts, to motivate the revenue to schools and colleges each year

NOTE: Because donations are not received with regularity, UBECI must take measures to save the toys that are received. Donations are not only used for activities in the markets but also to equip the children who are attending school with all the necessary school supplies. If you make a donation, please ask the Director for a certificate.

BUDGET AND FINANCIAL STATEMENTS

As its primary task, the UBECI administration seeks funding to reach many children and maintain campaigns which create good habits in their lives.

In order to provide full transparency as an NGO, we allow you access to our finances, our annual budget and the distribution of all donations. In doing so, we are **not** obliging you to make a donation. On the contrary, we are very thankful for the time and resources you have already spent to be here!

If however you do want to make an extra contribution, please ask for UBECI's donor book, in various components of our budget. UBECI is legally constituted in Ecuador, and is a foundation approved by the laws of the Ecuadorian government, i.e. we are a transparent non-governmental organization Thanks to this, and we are qualified to receive funds from international donors.

Table 1 shows the budget breakdown for the appropriate year, how many children participated each year, in how many markets they worked, how many programs they had, how many campaigns, how many children and families participated in the campaigns, number of staff, and how many volunteers were present each year.



Table 1. Budget

DATE	INCOME	CHILDRENS ATTENDD	MARKETS	NUMBERS OF PROGRAMS	CHILDREN AND FAMILIES IN CAMPAIGNS	STAFF	VOLUNTEERS
2004-2005	\$7,048	80	0	1	0	2	3
2006-2007	\$11,940	45	2	1	0	2	25
2008-2009	\$13,869	60	3	2	0	2	0
2010-2011	\$39,600	170	4	3	350	3	60
2012-2013	\$48,147	250	6	3	589	4	160
2014-2015	\$53,917	368	6	3	709	5	185
2015-2016	\$48,667	372	6	3	1770	5	245

It is important to point out, that although this table mentions campaigns, they are **not** funded by the budget. Only the, “Proyecto Juego, Hago y Aprendo” (Play, Do and Learn Project) is budget funded. As a result, the campaigns are completely dependent on donations not coming from Group Una, The Global Fund for Children, Via Niños and UBECI Germany. When the extra donations are not sufficient enough to cover the campaigns, money from the budget is used to keep them afloat.

Table 2: Projected Budget in 2015

EXPENDITURES	ANUAL
Staff wages, social security, contributions, professional fees, training, uniforms, hospitality	\$ 46.178,52
Teaching+Educational Materials	\$ 3.720,00
Health services, sickness, case-children	\$ 1.980,00
Special events (e.g. B-day of the children)	\$ 600,00
Visits at house, school, hospital, markets and call service	\$ 600,00
Utilities	\$ 480,00
Rent UBECI Office	\$ 1.080,00
Internet	\$ 528,00
Office supplies	\$ 420,00
Computer maintenance	\$ 420,00
Administrative labor costs	\$ 960,00
UBECI T-shirts	\$ 924,00
Miscellaneous	\$ 630,00
Grand Total	\$ 58.520,52

As mentioned before, the entire budget goes to play, do and learn project. Prices include: costs of staff salaries, children's activities and office expenses. Table 2 shows the costs for



SCHOOL KIT CAMPAIGN: Last year, UBECI delivered kits with the materials and supplies necessary for successful school involvement to **140** children in order to encourage families to either begin or maintain their child's attendance in school.

DENTAL ASSISTANCE CAMPAIGN: UBECI provided dental treatment and assistance to 14 boys and 8 girls for a total of **22** beneficiaries from low-income families.

PREVENTION CAMPAIGNS: UBECI implements campaigns in order to prevent unhealthy habits and encourage healthy habits. Here is a list of the prevention campaigns carried out in 2015 and the number of beneficiaries UBECI was able to reach through their campaigns:

- Cavity Prevention: **105**
- Nutrition, Weight, and Size: **210**
- Caring for the Heart: **252**
- Healthy Body: **145**
-

CHRISTMAS CAMPAIGN: UBECI celebrated Christmas by delivering Christmas presents to 137 boys and 77 girls for a total of **214** beneficiaries.

CLOTHING CAMPAIGN: 38 articles of clothing were delivered to parents of street children; 115 articles of clothing were given to boys and 77 to girls for a total of **310** beneficiaries.

IN 2015, UBECI SERVED 1770 ECUADORIAN CHILDREN AND FAMILIES THROUGH ITS PROJECTS AND CAMPAIGNS.

NOTE: If you have any questions with regards to the budget or financial statements, please do not hesitate to ask the UBECI staff.



UBECI GALLERY



