

Are you ready for the most challenging & rewarding experience of a lifetime?

You have the opportunity to embark on a grassroots **volunteer vacation** to Ghana in order to help woman entrepreneurs grow their businesses and become self-sufficient through business and IT consulting and training.

Through a short-term volunteer assignment, you will be able to use your professional skills to help others and make a difference in the future of small woman-owned businesses. At the same time, you will **give purpose to your time off work**.

Women in Progress believes that women micro and small entrepreneurs recognize what is needed to expand their businesses. In most cases they lack resources (education, technology, and capital) to execute their ideas. By taking a long-term, "assisted implementation" approach, *Women in Progress'* volunteer program helps women help themselves to independently improve internal business efficiencies and sustain business growth by providing hands-on, personalized assistance with implementing practical business strategies into their day-to-day operations.

CAREER SPECIALIZATIONS

Career specializations that are well suited for a *Women in Progress* volunteer positions are as follows:

- Teachers & Trainers
- Analysts & Accountants
- Marketing & Communication Experts
- Project Managers
- IT Developers & Administrators
- Graphic Designers



VOLUNTEER DATES

Women in Progress operates year round in Ghana. Volunteer assignments can last from 2 weeks to 4 months, depending on your personal timeline.

VOLUNTEER POSITIONS

As a volunteer, you will be matched with a woman-owned business where your skill set fills a need and in an area where you express interest. Volunteers generally work in teams (with local staff, and other volunteers) in order to bring a more diversified and complete skill set to each client. You may be assigned to multiple clients, in addition to providing one-on-one support through the Women's Technology Center. Before your departure, you will receive a description of your assigned business and location, the project's objectives and your role on the project.

Example volunteer activities may include, but are not limited to, the following:

- Introducing a woman entrepreneur to office applications (i.e. Word, Excel, etc.)
- Assisting women business owners with computerizing their record-keeping systems through simple accounting systems (i.e. Quicken)
- Showing businesses how to be more productive through effective email communication with vendors and clients
- Helping a small business create a marketing plan and execute it through designing and creating brochures (i.e. desktop publishing tools)
- Assist a woman entrepreneur with Internet research for potential expansion into new markets
- Create a comprehensive business plan for a small business planning to grow through product exporting
- Help companies generate product ideas for successful export to the U.S. and Europe
- Help businesses prepare for international trade via the Internet through the creation of product descriptions, graphic design and web page development



PROGRAM FEES

Volunteers generously contribute their time and skills to these projects, paying all program-related costs.

The Program Fee covers the following items:

- Pre-departure support
- Volunteer Orientation Kit
- Lodging in Ghana
- In-country volunteer support

Volunteers will be responsible for obtaining the following items prior to departure:

- Airline ticket
- Travel medical insurance
- Visa to Ghana
- Required vaccinations

In an effort to keep the volunteer program flexible enough to cover the needs and wants of all types of participants, volunteers are responsible for covering the cost of food and in-country ground transportation during their stay.



Visit www.womeninprogress.org/main/volunteer/volunteerfees.asp to see the most up-to-date Program Fee listing.

| MONTHS | WEEKS | PROGRAM FEE |
|--------|-------|---------------|
| 1 | 1 | Not available |
| | 2 | \$1,025 |
| | 3 | \$1,145 |
| | 4 | \$1,275 |
| 2 | 5 | \$1,405 |
| | 6 | \$1,535 |
| | 7 | \$1,665 |
| | 8 | \$1,795 |
| 3 | 9 | \$1,925 |
| | 10 | \$2,055 |
| | 11 | \$2,185 |
| | 12 | \$2,315 |
| 4 | 13 | \$2,445 |
| | 14 | \$2,575 |
| | 15 | \$2,705 |
| | 16 | \$2,835 |

All Program Fees are tax-deductible for U.S. residents

Fundraising is a good way to raise enough money to cover your fees. *Women in Progress* has created a **Fundraising Kit** to assist you in this endeavor. The kit provides suggestions on effective ways to raise money, including a sample letter you can use to help achieve your fundraising goal.

APPLICATION PROCESS

If you are interested in this challenging and rewarding experience, follow these simple steps to apply for a volunteer position:

- Complete and submit the Volunteer Registration Form
- Send a non-refundable \$100 deposit to initiate the placement process

Women in Progress will contact you to discuss your interests and a potential volunteer position. Once a match is made, you will receive a:

- Volunteer Orientation Kit (introduction to the culture, tips on packing, what to expect, etc.)
- Volunteer Assignment (overview of your assigned business(es) and your role on the project)

Within 60 days of your departure date, you must submit the following:

- Volunteer Agreement
- Health & Emergency Contact Form
- Program Fee

Within 30 days of your departure date, you must submit the following:

- Detailed flight itinerary (via email)

