



Atorkor Development Foundation

ADF
Volunteers
Handbook
And
Information
Pack

2018

Charity Number 1120603

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Amendments to Document

Date	Page Number	Amendment	Version number	Amended by Signature
Jan 2018	4 and 5	Updated ADF Volunteer Information	3	
Jan 2018	6 and 7	Updated ADF Procedures	3	
Jan 2018	8 and 9	Updated Information for Volunteer's	3	
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Foreword

ATORKOR: Helpful Hints and Cultural Practices
from Founder, Togbi Akumey-Geli Adjorlolo, III (Dr. Sam Adjorlolo)



On behalf of the Atorkor Development Foundation (ADF) and the entire community of Atorkor, I would like to take this opportunity to extend a very warm welcome to you. We appreciate you having chosen Atorkor as your volunteer destination and hope that your stay with us will be memorable.

Please take the time to read through the handbook where you will find other details of services and facilities on offer, as well as some general facts about Atorkor. This has been designed to help maximise the enjoyment of your stay as well as helping you to learn, understand and appreciate diversity.

Travel is an adventure in Ghana. As it is so, everywhere in this world, one's budget dictates one's mode of transportation. There are "trotros" through to standard buses to air-conditioned luxury rental cars. A trotro is the typical low-cost local transportation in Ghana and is seen everywhere, far outnumbering standard buses. They are usually converted small vans. Depending on your mode of transportation, your journey from Accra, the capital of Ghana to Atorkor will take about two to three hours. Expect a very warm and friendly welcome from the ADF team upon your arrival in Atorkor.

Cultural Practices

We entreat you to come with an open mind. Needless to say, there are bound to be cultural differences, and our expectation is that you appreciate and respect these differences. These differences are like nothing you could imagine, but you will enjoy being part of this relaxed and friendly community.

- Greetings are accompanied by handshakes. I mean a lot of handshakes.
- You shake hands with your right hand. Please keep your left hand to yourself.
- Never point to people or objects with your left hand. It is considered very rude.
- Be mindful of the language barrier. Not all of the people speak and understand English. Even those who can communicate in English may take some time to understand your accent and vice versa. The local language spoken is called EWE.
- Funerals are held mainly over weekends. Expect a lot of noise from drumming, dancing, and music. Sometimes this can go on overnight. Funerals sometimes come across as more like merrymaking events than mourning ones. You will get to understand this after a few weeks in Atorkor.



- People carry things on their heads.
- The traditional way of spending the night is storytelling within families. Therefore, very little goes on after dusk.

Be Mindful of the Following:-

- Like most parts of Ghana, mosquitoes abound in the village. You will be advised of all the necessary precautions to take.
- Frequent electricity/power cuts. Note: the majority of the people in the village do not have electricity anyway.
- The very slow pace of doing things can be very frustrating.
- There are no ATMs, no banks, and no cashing of travellers' checks in Atorkor. These are, however, available in selected places in Accra.
- It is our fervent hope that you will have a wonderful experience. We certainly would like you to and will therefore endeavour to do our best for you to enjoy Atorkor. If there is anything we can do to further enhance your volunteer experience, please let the ADF team know and they will do their utmost to accommodate your request.

May I take this opportunity to say *woezor*, meaning 'you are welcome,' and *akpe*, meaning 'thank you!' You will have a great time in Atorkor!

Sam Adjorlolo

Founder and Director of ADF



ADF Volunteer Information

Thank you for coming to Atorkor!

Full Name.....

Preferred name.....

Date of Birth

Nationality

E mail address

Ghana cell number

Home telephone number

Home Address

Name and address of parent or next of kin

.....

.....

Relationship..... Telephone number.....

E mail address

Any medical Information we should know about?

.....

Are you allergic to anything?

Please describe

Food dislikes



Which organisation did you come from?

Leader's contact information.....

.....

Length of proposed stay

What are your areas of interest?.....

.....

.....

.....

Have you volunteered before? If so where?

.....

Have other information we should know?

.....

Please attach a copy of your medical/travel insurance for our records

I am fully aware of extra costs involved if I wish to travel outside of the village ie Cape Coast. If I chose to travel unescorted I will sign a waiver agreement

Date.....

Signature

Thank you for volunteering with Atorkor Development Foundation

ADF Procedures

Volunteer Security, Safety & Emergency Procedures

1. Volunteers in Atorkor

- a) Volunteers normally stay at the chief residence which is a big gated compound house with several rooms with a security lock on the main door. The residence has main gate which is locked at night. Access to the residence is very restricted. Unless pre-arranged, nobody is granted access to the building where the volunteers will be staying
- b) Volunteers are briefed by the ADF Administrator on arrival in Atorkor on security, safety and emergency procedures during their stay. Volunteers are also introduced to the key people in the village
- c) ADF Administrator can arrange an escort to accompany volunteers to various places. If volunteers wish to go to places on their own, ADF advises that volunteers seek advice from and discuss it with the local ADF Administrator. If travelling outside the Municipal unescorted then ADF require the volunteer to sign a waiver agreement. This avoids any grey areas of responsibility. Volunteers should specify where they are going, how they intend to go and estimated time of returning to the residence. If volunteers do not have or do not intend to bring their own mobile phone, then this should be communicated to the ADF in advance. **NB** a phone that a Ghanaian SIM card can be inserted into is recommended. Filtered water will be provided and readily available to volunteers. We advise volunteers to take bottled water with them when they travel somewhere or when they are on their program site
- d) Food is cooked fresh and is locally sourced. Availability is subject to the seasons
- e) There is electricity in the residence where volunteers will stay, but there are frequent power cuts. It is advised that volunteers bring torch/flash lights and spare batteries with them. Many volunteers prefer the head torch as it is less restrictive when walking. Since electricity is limited in the village, we advise volunteers to take their torch/flash light with them when they plan to be outside after 6pm but must return before 8pm
- f) Insect repellent is recommended after dark or covering up with long sleeves and trouser/pants
- g) The sea in Atorkor is very rough due to the strong waves and under currents, the local authorities have installed groynes and a sea wall defence system but we advise volunteers to refrain from swimming in the sea

2. Contact Details in Case of Emergency

ADF Ghanaian members:

- Mr. Emmanuel Adjorlolo,): ADF Ghana, Program Director in Accra
☎ Tel +233-208123783
☎ Tel +233 24 5328554
adjorlolo@yahoo.com
- Theresa Akorfa Agbenyega: ADF Administrator ☎ Tel +233 24 6606010
- Mr. Seth Kordorwu: Head of Basic School ☎ Tel +233 24 3712101
- Mr Stanley Yeboah Head of AVTI ☎ Tel +233 24 556 0955
- Madam Vida Head of Medical ☎ Tel +233 24 4685620
- Mr. Godwin Adjorlolo: ADF Member ☎ Tel +233 24 2235890
- Mr. Emmanuel Tamakloe: ADF Member ☎ Tel +233 54 6406603



Information for Volunteers

Accommodation:

You will be staying in a gated compound residence. It is a five bedroom one storey house with mosquito nets on all the windows. There are also rooms attached to the main house within the same compound.

Ground Floor:

- a) Has 2 bedrooms
- b) A large communal furnished living room with two electric fans
- c) A small Kitchen
- d) Separate toilet and bathroom with shower

First Floor:

- a) Master bedroom with en-suite bathroom (not available)
- b) Three additional bedrooms
- c) Separate toilet and bathroom with shower
- d) A small communal area with sink

Arrival in Accra:

The volunteer/s will be met at the airport by an ADF representative with the name/s of volunteer/s on a placard. If you have arranged your volunteering through Village Volunteers please look out for Village Volunteers placard.

Volunteers arriving in Accra after 4pm will NOT be able to travel to Atorkor same day and will spend the night in a lodge in Accra.

Meals:

ADF Volunteers Package (Groups)

Breakfast will be provided by the volunteers, they will prepare their own breakfast and tidy up after themselves.

Lunch and dinner will be provided by our caterer

No soft/alcoholic drinks of any description provided

Electricity:

There is electricity in the village but there are frequent power cuts. Rechargeable lamps will be provided for use in the house in the event of power cuts.

Water:

The village has pipe/tap water which is available in the house for bathing and cooking. The residence has a reservoir water tank. Filtered water is available for drinking.

**Laundry:**

There is no washing machine and washing is done by hand. The volunteer/s can do their washing. However, for a fee, the items can be washed by students from the village. Linen/sheets provided by ADF are laundered once a fortnight and are paid for by ADF

We have a recommended fee for personnel effects of 2 - 4Ghc per trousers, shirts, dresses etc. no under garments!

Security:

The village is generally safe.

Access to the volunteer residence is restricted. The residence has a main gate which is locked at night around 8pm. Please be respectful of the families and children that live within the compound and keep noise to a minimum

Clothing:

Recommended clothing is summer wear, cotton and linen. Please carry with you a couple of smart casual wear for functions.

Please show respect to the local culture and refrain from wearing shorts above the knees, bare midriffs, low-cut/strappy tops and see through clothing.

Many of our previous volunteers take great delight in purchasing batik fabric from the local market and have local style clothing made. The local communities are very appreciative of this gesture

Cultural Tips:

i) Ethnicity of the people: Ewe of South-eastern Ghana known as the Anlo tribe

Religions: Christian Majority. Traditional religion

Languages: EWE and English

ii) Greetings are accompanied with handshakes and you will have A LOT OF HANDSHAKES!

iii) The people in the village wake up very early. There is a lot of noise and therefore it is difficult to have a "lie -in" in the morning

iv) There is very limited night life in Atorkor. People go to bed early therefore you may find the nights a good time to chill, reflecting on the day or preparing for your next day. Some volunteers carry some DVDs to watch. There is a TV and DVD player in the main communal area

v) Weekends in the village can be taken up by funerals. Part of the program is wake keeping with loud music which can go on almost all night. There is also many soccer/football games/competition that take place at the side of the Basic school; the local team would love some extra support



General Information for DUFIA House

2 Front door keys, all bedrooms have keys. LOLO is a storage room and is locked.
All the beds and bunks have mosquito nets, and a pillow. Extra bedding is available if required

Cutlery, Crockery, Kettle, Toaster And Small Microwave:
Provided

Electrical Panel Box:
In the passage opposite the Stairs

Power Outages:
They are frequent here, there are battery operated handheld lights available in each room

Water Mains Shut Off Tap:
Exterior outside wall of downstairs toilet, by the meter, under two concrete bricks

Toilets:
To flush toilets 3 quick presses flushes the toilets
Please DO NOT put ANY sanitary napkins or products in the toilets. Use the bins.
Please use minimal toilet paper, as it blocks the sewage soak-away

Showers:
Please take SHORT showers, or we will run out of hot water
Please clear the floor drain your hair after washing it. Put it in the bin

Hot Water:
Please turn hot water geyser OFF every time after use downstairs

Fans:
Please turn off the fans and lights when leaving the room

Air Conditioning:
Not available

Windows:
Fitted with Mosquito netting. If it looks like rain please close the Louvre blades before you leave for the day

Drinking Water Filter:
Available



Please Recycle:

Garbage, (food, metal, glass, etc.) goes in BIG rectangular bin

All paper, plastic and anything **BURNABLE** goes in the SMALL rectangular bin.

Security:

PLEASE LOCK THE FRONT DOOR when leaving, and overnight. Please keep back door located in the dining area bolted

Courtyard gate is locked around 8.30 or 9 pm, by Mama. Please be respectful of the families and children that live within the compound and keep noise to a minimum

House Cleaning:

A weekly clean generally takes place on a Saturday morning - sweep, mop floors, clean toilets/shower and empty/burn garbage (large volunteer groups only)

Laundry:

The students will do laundry when at Dufia House on a Saturday morning - you will need to provide soap powder for your personnel washing

Sample Menu for Volunteers (Groups only)

All ingredients are subject to local availability

	LUNCH 12.30	DINNER 5.30
Monday	Chicken fried rice. Salad Sliced mango	Banku with fish/chicken/shrimp Grated carrot
Tuesday	Boiled plantain with cabbage stew Sliced watermelon	Meat balls with gari jollof Coleslaw Bananas
Wednesday	Baked Yam with chicken stew Pear salad Sliced pineapple	Red Red with fried plantain Tossed green beans Sliced oranges
Thursday	Fried rice with egg Tomato salad Sliced mango	Grilled fish with plain rice Salad Sliced watermelon
Friday	Boiled eggs Coleslaw Sliced pineapple	Jollof rice with beef Gboma Bananas
Saturday	Groundnut soup with rice balls Vegetable salad Sliced watermelon	Grilled chicken with rice Green beans/spinach Sliced oranges
Sunday	Yam balls with egg Cucumber & tomato salad Sliced mango	Spaghetti with meat Coleslaw Bananas

During your stay you may experience the following:

- Shown location of The Basic school, AVTC and Medical Centre in relation to Dufia House
- Weekly Ewe lessons *



- Visit the Basic school to see traditional drumming and dancing
- Visit the local market at Anloga using the local trotro's *



- Visit the roadside area to be made aware of all the local food/drinks facilities available to you if required
- Visit Stephen the local Kente weaver and have explained the traditional weaving methods and what the colours all mean
- Visit Meet me There to experience the local gathering and engage with other volunteers who are on the Big Dream Ghana project Dzita*
- Visit AVTI when the students are working on the batik process



If you wish to further your experience with a visit to Cape Coast etc. this will incur a cost payable by the volunteer approx. 1,000 GHc per person



*may incur costs ie transport

Packing Guide and Health Guide

Packing Guide for Ghana

Keep in mind that all laundry is done by hand and hung to dry. Lightweight, quick dry clothing is highly recommended.

Men – lightweight pants, long shorts, collared short sleeve shirts, and t-shirts

Women – modest tops, loose fitting slacks, modest shorts, dresses and skirts. **Short skirts, short shorts, low-rise pants, tight or see-through dresses or pants, and low-cut or revealing blouses are prohibited.**

Sufficient undergarments* (a 7 day supply is recommended)

Sandals, comfortable walking shoes, and shower shoes (all broken in) Lightweight rain poncho (especially if traveling during the rainy season) Long-sleeve sweater or lightweight fleece

One nice outfit (in case you are invited to a religious service, wedding, or funeral)

* If you are in a village where your laundry is done for you, please be sure to wash your own undergarments.

Trash Disposal

Please discard all packaging and potential trash prior to your departure. Trash is not easily disposed of, and we ask that you be conscious of your waste.

Miscellaneous Items

Passport with visa

Immunization card

DEET - for preventing mosquito bites

Permethrin for mosquito nets (optional)

Water purification filter (we recommend Katadyn products) Iodine/chlorine tablets (e.g. Potable Aqua tablets)

Durable water bottle (e.g. Nalgene)

One back-packing towel and washcloth

Toiletries (e.g. shampoo, soap, deodorant, brush/comb, toothbrush/paste, etc.) Unscented lotion

Ventilated case for toothbrush or travel toothbrush

Mouthwash for disinfecting your toothbrush

Lightweight flashlight or headlamp with extra bulb and batteries

Sun hat, cap, or visor

Sunglasses

Small daypack

Snacks that do not melt (e.g. protein or granola bars) Pocketknife (remember to pack in checked luggage)

Zip-lock bags (2-3 sizes)

Luggage locks

Small box of matches (pack in checked luggage) Mini sewing kit

Biodegradable laundry detergent

A small bottle of bleach (a few drops can be used in bathing water and for laundry) Photos of your family, home, pets, friends, and community to share

Journal or notebook and pens

Reading material

Digital camera with extra memory cards, batteries and/or charger

Solar battery charger optional

Electrical adapter and converter

ATOROKOR DEVELOPMENT FOUNDATION

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Website: www.adfatorokor.org Registered Charity in Ghana reg. No. G 8950

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Suggested Medical Kit

While you may be able to find many supplies abroad, access may be difficult and inconvenient. It is a good idea to consider packing the following items. It is also appreciated if you leave any remaining medical supplies when you depart.

Malaria medicine (see Health Guide for more information) Electrolyte solution (to add to water)

Personal prescriptions, along with an extra copy of the paper prescription for refills/replacement if necessary

Extra prescription glasses

30+ SPF Sun block for skin and lips Aloe Vera gel (good for sunburns), Antibacterial soap

Antibacterial hand sanitizing ge, Imodium or similar medication Pepto-Bismol tablets

General purpose antibiotic (obtain from your doctor before you leave) Halog cream (anti-inflammatory, antipruritic that is good for insect bites)

Bacitracin or other triple antibiotic ointment (topical antibacterial ointment for skin, as well as for cuts and abrasions)

Antihistamine (for bites and unexpected allergies)

Aspirin or other headache medications

Anti-fungus powder or cream

Bandages, Band-Aids, Telfa pads, or New-Skin Antiseptic Liquid Bandage

Roll gauze (3")

Adhesive tape (one roll)

Scissors, nail clippers, and tweezers (remember to pack in checked luggage) Digital thermometer

Sanitary pads, napkins, or tampons

Gifts and Donations

As you prepare for your trip, you may want to think of bringing practical gifts from home or requesting donations of medical supplies from your local medical centres, hospitals, grocery stores, and/or drug stores. Please do not bring toys or candy. You may also want to consider leaving some of your own supplies when you depart the village.

Health Guide

Although contracting a serious illness is rare, you may experience some mild discomfort as you become accustomed to life abroad. To maximize the potential for a healthy and happy stay, be sure to follow the precautions listed in this guide and consult a public health/travel physician 4 to 6 weeks prior to your departure.

Please note that proof of travel insurance, with specific overseas coverage, is required by ADF or Village Volunteers prior to departure. The insurance policy should provide for direct payment to the overseas hospital and/or physician at the time of service and a 24-hour hotline access to an assistance center that can arrange medical care and determine if air ambulance services are required.



Vaccinations Required for Entry in to Ghana:

Proof of yellow fever vaccination required of all travellers from all destinations

Recommended	Ghana
Routine Shots (e.g. polio, influenza, chickenpox, MMR & DPT)	X
Yellow Fever	X
Hepatitis A or immune globulin	X
Typhoid	X
Meningococcal (meningitis)	X
Rabies	X
Japanese Encephalitis	
Polio	X

Malaria

Malaria tablets are strongly recommended when travelling to this region

Malaria is a viral disease transmitted through the bite of a mosquito and is a serious risk in Ghana.

Malaria symptoms may begin with a flu-like symptoms (e.g. fever, chills, sweats, headache, body aches, nausea, vomiting, and fatigue), and if untreated may progress to kidney failure, coma, and death. There is currently no effective vaccination against the disease, so an anti-malaria medication (prophylaxis), in conjunction with personal mosquito protection, is the most effective prevention.

If you become ill with a fever or flu-like illness, either while traveling in a malaria-risk area or after you return home (for up to 1 year), you should seek immediate medical attention and should tell your health care provider your travel history.

Food and Water Safety

There are a few precautions that travellers should follow to minimize their risk of contracting food-borne illnesses while in rural areas. While your hosts are aware of food and water safety rules, this knowledge will serve you well.

Purifying Water

Boiling is by far the most reliable method for purifying water. Water should be brought to a vigorous rolling boil for at least 1 minute and allowed to cool to room temperature; ice should not be added. After the boiled water cools, it should be poured in to a clean bottle. This procedure will kill bacterial and parasitic causes of diarrhoea at all altitudes and viruses at low altitudes. Adding a pinch of salt to each quart, or pouring the water several times from one clean container to another, will improve the taste. It is also recommended that travellers take a personal water filter and water purifier tablets.

Dehydration

Dehydration means your body has insufficient water and fluids. Not drinking enough water or fluids, or losing too much fluid through vomiting and diarrhoea, is a common cause. Dehydration is classified as mild, moderate, or severe based on how much of the body's fluid is lost or not replenished.



When severe, dehydration is a life-threatening emergency. Symptoms include dry or sticky mouth, low urine output, concentrated urine that appears dark yellow, and sunken eyes.

Drinking fluids is usually a sufficient treatment for mild dehydration. It is better to have frequent, small amounts of fluid rather than trying to force large amounts of liquid at one time. Drinking too much fluid at once can bring on more vomiting. Electrolyte solutions are also recommended, and are available at pharmacies. When dehydration is recognized and treated promptly, recovery is generally successful.

Reminders for Staying Healthy

- Wash your hands often with soap and water, especially before eating. If soap and water are not available, use an alcohol-based hand gel (with at least 60% alcohol).
- Drink only bottled or boiled water, or carbonated drinks in cans or bottles. Wipe cans and bottles dry of potentially contaminated water, especially the area of the container where your mouth will touch.
- Avoid tap water, fountain drinks, and ice cubes. Although a restaurant might offer safe bottled beverages, the ice is probably tap, or untreated water.
- Carbonated beverages are generally safe if served in a bottle. Beware of "home-bottled" beverages sold from cars.
- Be careful with fruit juices, as water may have been added.
- Milk is often unpasteurized. Drink only milk that has been boiled or is in hot tea.
- Locally based beverages might be considered unsafe to drink even if they are bottled.

This may include beer or other drinks made with cool or cold water strained from grains that are untreated.

- Use purified water when brushing your teeth — you will inevitably swallow some. Keep your toothbrush in a clean, closed container.
- Eat only thoroughly cooked food or fruits and vegetables that have been peeled.
- Remember: boil it, cook it, peel it, or forget it.
- Do not consume food or beverages purchased at roadside vendors.
- Avoid eating raw or undercooked meat or seafood. Generally, meat that has been fried, boiled, or steamed is considered safe.
- Avoid shellfish such as mussels, oysters, and clams. Steaming does not make shellfish safe for eating.
- Do not eat dairy products unless you know they have been pasteurized or boiled.
- Do not consume ice cream that is sold in the streets or that might have melted and been refrozen.
- Local-style food is usually safer than Western-style food because it is cooked much longer (sometimes all day) and the ingredients are fresh.



Volunteer Feedback Form

Contact Details of Volunteer

Name:

Name of Organisation:

Private Address:

Email:

Date of Arrival:

Date of Departure

Assignment:

No	Item	Feedback
1	Airport Pick up	
2	Accra overnight stay if applicable	
3	Transfer to Atorkor	
4	Dufia House	
5	Food Provision	
6	Ewe Lessons (optional extra)	
7	Awareness of village/culture	
8	Travel outside of Atorkor ie Cape Coast	
9	General views on Atorkor and surrounding villages	
10	General view on the Basic school	
11	General view on the AVTI	
12	General view on the Medical Centre and Medical Laboratory	

ATORKOR DEVELOPMENT FOUNDATION

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13	What do you think ADF could do to improve communications between future volunteers and the local people?	
14	Program resources provided by ADF	
15	Preparation prior to arrival in Atorkor	
16	Implementation of the program?	
17	Did you meet the aims of your program?	
18	Lessons learnt How could you have improved on your implementation?	
19	Sustainability What does ADF need to do to build on what has been achieved during your stay	
20	Did you feel that you had good support during your stay?	
21	Any other suggestions?	

Please send or transfer any photos that have been taken of your program from the beginning to completion along with a written A4 sheet showing conclusion of work

Testimonial for Website would be much appreciated

Please send to admin@adfatorkor.org

www.adfatorkor.org.uk

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



**We hope you enjoyed
your stay
Please come back soon**

