



**VIP-International**  
Volunteering in Indonesia Program

# Information Book for Volunteers and Student Projects



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# 1. Introduction

## Welcome

We welcome volunteers who have the desire to make a difference, and who want to do voluntary work in Indonesia.

If you who have the passion, drive, enthusiasm and an open mind, and are eager to help the children in Indonesia build their own future, we would be delighted to have you on our team!

## Placement

Currently we have volunteer placements at the WINS Learning Centers in Bali, but in the near future we also plan to facilitate placements at other alternative organizations in Indonesia as well.

Please visit the WINS Foundation website, to discover more about the WINS vision.

<http://www.winsfoundation.com>

## This Information Book

This book informs you about the procedures and important information for doing voluntary work or an internship through VIP-International.

A good preparation is essential before you start your journey.

We invite you to carefully read all the information and procedures of this document.

If you have any questions, please feel free to contact us.

We will assist you with all necessary matters, such as Visa handling, housing, transport, etc., so that you can be focused on your passion, and your work with the children.

Thank you for your involvement in our project and we wish you an unforgettable and special experience with the children of WINS.

Kind regards,

The [VIP-International](#) Team



## 2. About WINS

### The WINS Project

The mission of The WINS Project is to provide for the education of poor children through sponsorships and supplemental classes conducted at a series of Learning Centers located in various parts of Indonesia. Some of these are operated directly by WINS and others in cooperation with other foundations. The word “Yayasan” is loosely used to describe the physical site where the Learning Center is located. However, not all the sites are called Yayasan. Yayasan is the Indonesian word for foundation. All non-profit organizations recognized by the Indonesian government are Yayasan.

The Learning Centers are also mistakenly called “orphanages”. Even though some of the Centers provide limited residential services for children in need, they are not true orphanages. The family first and the village second and only then by outside agencies provide for orphans.

### The WINS Program

The goal of The WINS Project is to give the children of Bali a chance to get an education and break the spiral of poverty; make them self-sufficient; and, be responsible for their own future. The WINS educational program consists of helping children get the standard education that conforms to the Indonesian Education System (SD, SMP and SMA). However, this basic education is insufficient for a child to grow to their full potential.

### Regular education

The children of the WINS project are sponsored to go to the regular school. After going to the regular school children of all ages come to the Learning Center to attend additional lessons given by volunteers. The education system in Indonesia is divided in:

- *Primary education:* Early childhood: from birth until the age of 5, Indonesian children do not generally have access to formal education. From the age of 5 to 6 or 7, they attend kindergarten (Taman Kanak-kanak).
- *Elementary School (SD):* An elementary school uniform in Indonesia. Children ages 7-12 attend Sekolah Dasar (SD) (literally Elementary School).
- *Middle School (SMP):* Generally known by the abbreviation "SMP" (Sekolah Menengah Pertama) is part of primary education in Indonesia. Students attend Middle School for three years from 13 - 15 years of age. After three years of schooling and graduation, students may move on to High School or College, or cease formal education.
- *High School (SMA):* Based on the national constitution, Indonesian citizens do not have to attend high school Sekolah Menengah Atas (SMA).
- *Tertiary education:* After graduation from High school or college, students may attend a university.



## Additional lessons offered by WINS

- **English**

English is the international language. With this skill, the child can communicate with their sponsors, and visitors from other countries that come to Indonesia. Furthermore, this will give them a step ahead in their future professional careers.
- **Computer and Internet Usage**

These skills will enable the child to explore the vast educational possibilities of the Internet. They will also be able to email with their sponsors and friends.
- **Culture**

Teach them their own local culture such as history, traditional dance and music. This will strengthen their identity and pride.
- **Sexual Education**

In most parts of Indonesia, this is still a taboo. With pregnancy of young girls, paedophilia and prostitution in the poor parts of Indonesia on the rise, children must be prepared to resist these realities. The subject of HIV/Aids is also taught.
- **Planning and Financial Management**

In many cases, “What do we eat tonight?” is the extent of a family’s financial planning. The children are taught to deal with planning for their financial future and with money. Each child gets a bank account. The sponsorship funds for their education are deposited into this account. The child keeps its own financial books under adult supervision.
- **Care for their Environment**

The children are taught to be responsible for their own environment. Subjects include garbage management; hygiene and the overall care for the environment. This curriculum conforms to the IDEP Foundation program. (For further information, see <http://www.idepfoundation.org>)
- **Children with Disabilities**

The WINS Project works to provide sponsorships for those children who are able to attend school. Those children who are unable to attend school may be sponsored with their therapy and in-house learning programs.

All supplemental lessons for sponsored children are paid for from their sponsorship accounts. They are free for other children in the local community. WINS does not make a difference in “our” children and the “other” children of the community. They ARE the community.

With this WINS educational program, a child will learn to be self-sufficient, responsible for its own lives and learn the skills to build their own future.



## 3. Voluntary work

### Volunteers

Our volunteers come from all over the world, are of all ages, but they all have something in common: they are enthusiastic, love to work with children, are open and adaptive to other/new cultures, have good social skills, are independent, take responsible and initiative.

The communication language in all our placements is English. So good English, spoken (and written if appropriate) is essential.

In the appendix no 2 of this book, you can read more about our terms and conditions.

### You can design and develop your own plan.

Decide yourself what your learning goals are, and how you will work with and help the children of Indonesia. It is your energy, it is your time, you are the only person that knows what you are good at, and how you can best contribute to WINS. Of course, your plan must fit in the WINS's vision.

We will schedule a Skype call with you to assess your English (if that is not your native language) and we can also talk about your planned activities.

We will also discuss your plan with the Management team of the Learning Center. It will be always different than the expectations you first had, for you have to keep in mind, that you are now in a different culture, than the one you are used to and everything is different.

Be open and be prepared to adapt some principles and starting points in your plan.

For your information: **Volunteers are responsible for all their own expenses**, such as tickets, insurance, visa, housing, transportation, food and drinks, costs of materials for their own lessons/activities, etc.

For the service of VIP International, you pay a fee. More information about this fee you find on **page 29** in this book or on the website: [www.vip-international.net](http://www.vip-international.net)

### Volunteer categories

There are three categories of volunteers:

1. People who go to Bali to do volunteer work on a personal basis.
2. Students who go to Bali to do volunteer work within a school project.
3. Walk-in Volunteers: people already in Bali who walk into one of the Learning Centers and want to volunteer on an ad-hoc basis.

**Note: walk-in Volunteers can only do voluntary work if they already have a socio-cultural visa.**

If for some reason you are attending voluntary work at a WINS Learning Center without the right visa, either WINS, VIP-International or the Yayasan will not be held responsible for any consequences.

## 4. Volunteer application procedure

If you are interested in doing voluntary work, please follow the procedure below.

### 1. Volunteer agreement and assessment

To apply for Voluntary work, you can send an email to: [info@vip-international.org](mailto:info@vip-international.org) , or download the Assessment Form.

Applications from prospective volunteers in the **USA, Canada or Mexico** are submitted to The WINS Project USA at [winsusa@thewinsproject.org](mailto:winsusa@thewinsproject.org).

Please fill in the assessment and send it back, together with your resume and a copy of your passport.

Only if we receive all of these documents we can proceed with the procedure.

After this we will schedule a Skype call with you to do a personal assessment, to talk more about your planned activities, and visa matters.

If you decide to go through with your volunteering we will send you all the documents you need to apply for a Social Cultural visa to do the voluntary work.

### 2. Apply for a Social Cultural Visa

To do voluntary work, a Socio-Cultural Visa is obligated. It is not allowed to do social work on a Visa on Arrival (VOA) or tourist visa for 60 days.

To apply for a Social-Cultural visa you need an Indonesian Sponsor.

This Sponsor will provide the Sponsor-letter and a copy of the ID-Card (KTP)

For all our volunteers, Mr Made Gunarta, our visa agent at Bali-Solusi-Bisnis, will help you getting this sponsor letter.

With these documents that we will send you, you can apply for a Social Cultural visa at the Indonesian Embassy/Consulate in your country of residence.

In the chapter "Visa" we will advise you how to fill out the forms when applying for a visa. **(Read this carefully).**

Please keep us informed about the status of you visa application, so that we can proceed with scheduling your placement at the Learning Center.



### 3. Schedule your placement

Depending on your planned activities and your skills, and the demand of the Learning Centers, we will determine at which of Learning Center you will be placed.

We will inform the Learning Center about your plan and activities and verify if that will fit into their schedule.

As soon as your schedule is final, we will contact the Management team of the Learning Center, to arrange for accommodation, pick-up and further arrangements.

The first 2 days you will stay in Bedulu, where the VIP-International Instruction Center is located, at the WINS Learning Center in Bedulu.

Here you can acclimatize from your long journey and attend the Introductory workshop.

The morning session will be a general introduction, and will address general information that you need to know to do your voluntary work.

The afternoon session is a tour at the Bedulu Learning Center, to get to know the people, the children, and the community, and taste a bit of the local culture.

After the Introductory Workshop, you will go to the Learning Center, where you are assigned to do your voluntary work.

During your stay there we will offer you coaching and project support, which will be more focused on your project.

For prices see appendix 3 or the website: [www.vip-international.net](http://www.vip-international.net)

### 4. Accomodation

If you wish to stay at the guestroom of the Learning Center, we will check the availability.

If there is no availability it is your own responsibility to arrange your accommodation.

We can assist you in finding the accommodation.

For prices see appendix 3 or the website: [www.vip-international.net](http://www.vip-international.net)

### 5. Transport

We will arrange Airport Pick, transfer to the VIP-International Instruction Center at the WINS Learning Center in Bedulu..

After you have completed the Introduction workshop, we will arrange transport to the Learning Center where you will do your voluntary work.

At the end of your project, you can arrange transport yourself to the airport, or to any other place, in case you want to continue your stay in Indonesia.

For prices see appendix 3 or [www.vip-international.org](http://www.vip-international.org)



## 5. Visa

**For doing voluntary work a Social-Cultural Visa is required.**  
**It is not allowed to do social work on a Visa on Arrival (VOA) or a tourist visa.**

### The Social-Cultural Visa

The purpose of your visit will be a social cultural visit to Indonesia.  
Some Indonesian Embassy overseas require also an approval letter from the Immigration Office in Jakarta in order to issue this visa.

#### Social - Cultural Visa (Index 211)

The Social visa is for foreigners who would like to come to Indonesia to do social activities, culture activities, learn about Bali, etc.

A Social-Cultural Visa is valid for 60 days.  
It can be extended in Indonesia, for 30 days at a time, up to a maximum of 180 days.

### IMPORTANT

The Visa application procedure and the visa extension procedure is the responsibility of the volunteer. We will send you these documents, and with these documents you can apply for a Social Cultural visa at the Indonesian Embassy/Consulate in your country of residence. Please check the website of this Indonesian Embassy/Consulate about the procedure.

### Apply for a Social-Cultural Visa

To apply for a Social & Cultural Visa, you need an Indonesian sponsor.  
For all our volunteers, the sponsor is the Operational Manager of the Learning Center, you'll be assigned to. This Sponsor will provide the Sponsor/Authorization letter and a copy of the ID-Card (KTP). Mr Made Gunarta, at Bali-Solusi-Bisnis will arrange the paperwork and send you all the documents you need to apply for the Social Cultural Visa.

### The Indonesian Law concerning foreigners

Please be aware that **the “Sponsor letter” makes the Indonesian Sponsor responsible for your wellbeing and whereabouts during your stay in Indonesia.** The local authorities will see the Sponsor as the sole contact point especially in the case of any problems. He will have to pay huge fines or even risk Imprisonment if not abided the law. The Sponsor should therefore always be informed about your whereabouts and legal documentation such as visa extensions, passports and other documents.

## Requirements for Sponsor letter/Authorization Letter

To provide you with a Volunteer Sponsorship we need:

1. Copy of the detail page of your passport;
2. Your Personal information (Assessment form);
3. Copy of your return or onward flight ticket.

### Process

VIP-International will send your details and Passport Copy to the Made Gunarta.

The Sponsor will provide you with:

- A Sponsor-letter/Authorization letter
- Copy KTP, to identify your sponsor.

### Visa Application Form

You can download the **Visa application form** from the Embassy website.

In this form you will have to fill in the purpose of your visit. Please check the options:

- Practical training,
- Family visit,
- Short course,
- Cultural performance non-commercial.

**Do not check : Others. !!!!**

### **Applying for a visa can be a time-consuming procedure.**

Therefore we advise you to start applying for the visa as early as possible, to make sure you have plenty of time to make the necessary arrangements in case of problems.

In the **Netherlands**, we advise that you allow [www.accessindonesia.nl](http://www.accessindonesia.nl) (Visa Service) to handle your visa application.

In the **USA**, you can visit [www.embassyofindonesia.org](http://www.embassyofindonesia.org). This can be a difficult and time-consuming procedure as the rules frequently change.

In addition, the individual Consulates sometimes interpret the regulations differently.

The applicable WINS affiliate may be able to assist you with all the documentation.

**Note:** if you handle the application yourself, you will have to make an appointment with the Indonesian Embassy in your home country to apply for a visa.

Please visit the website of the Indonesian Embassy for details.

## Extending the Social-Cultural Visa

After 60 days in Indonesia, you will have to extend your Visa for 30 days at a time. Diverting from the established legal process can bring trouble to the Sponsor since it is considered to be the responsible entity.

Visa extensions must be handled by an authorized agent. For all our volunteers, this is Mr Made Gunarta, at Bali-Solusi-Bisnis

To extend your visa, you will have to report to the local Police and Immigration Office in Jakarta or Denpasar. Mr. Made Gunarta will handle this for you.

Please be aware that this procedure is time consuming and several fees have to be paid.

### Estimation of the fees

*These fees are current, can be changed without notification and are depending on the [exchange rates](#)*

### Prices Visa Service (all prices in Indonesian Rupiah)

- Sponsor letter + copy KTP) : 400.000 RPH.  
(valid for your initial 60 days)
- For Dutch volunteers only, Authorization letter + Copy KTP: 2.000.000 RPH  
(valid for your initial 60 days)
- Extension I, II, III and IV: 1.200.000 RPH per extension.  
(each valid for 30 days)

### Requirements only for the first Extension

Your original passport, from you as a volunteer ONLY:

You will have to visit the immigration office in Denpasar one time for photo's and fingerprints registration.

The appointment for the extension will be made by Made Guanarta. He will inform you about the schedule at least one day before. He will also provide the necessary Sponsor documents. **Please contact him 10 days prior to the expiring date of your visa.**

### Benefits of this fixed price service

- Delivery service for the Gianyar and Denpasar area;
- You save time and effort: you don't need to go make an appointment with immigration office yourself, and stand in queues;
- You never need to obtain stamps or fill out application forms;
- You never have to talk with immigration officers; Made Gunarta will handle this;
- You don't pay extra fees for stamps, photocopies, etc.



## Visa Service

Our advice is to let the procedure be handled by a local Visa Agency.  
Also for extending your social-cultural visa.

Our current local Visa Agency in Bali is:

*Mr. Made Gunarta*

*CV. BALI SOLUSI BISNIS*

*Address: Jalan Raya Batuan Sukawati*

*PO.BOX 1 Sukawati Gianyar Bali 80582*

*Phone: +62-361-295784 / +62-81936059540 Fax: +62-361-295784*

*Website: [www.balisolution](http://www.balisolution.net)*

*E-mail: [email@balisolution.net](mailto:email@balisolution.net)*

## Sponsorship conditions

- Please be aware that the Indonesian Immigration office holds your sponsor responsible for your stay In Bali or Java, and see him as the sole contact person in case of any problems during your stay;
- Be aware also that a Social Cultural Visa holder is forbidden to do any business activities or taking up employment in a company.



## 6. The Learning Centers

See the appendix for contact and address information of the Learning Centers.

The Learning Centers are located in:

### Bali

- Bedulu: Yayasan Widya Guna (also focused on disabled children).
- Tianyar: Yayasan Widya Sari
- Seraya: Yayasan Seraya Bundar
- Samsaman: Yayasan Eka Chita Pradnyan

For pictures of the Learning Centers, please visit our fan page:

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

Or the VIP-international Fan page: <https://www.facebook.com/VIP-International-volunteering-in-Bali-and-Java->

WINS started in Bedulu, the Yayasan Widya Guna. Now this Learning Centre primary focuses on disabled children. And if you want to help out In Bedulu, we will have to ask if there is a vacancy, because usually there are a lot of volunteers wanting to work there. You will also work in the morning and afternoon.

### Disabled children

These challenged children with a physical or mental handicap visit the Learning Center (in Bedulu only) almost every day. They need specific coaching, but the idea is that the parents play a big role in it all. We started some special lessons or they join in with other classes.

Many of these children come from extremely poor families and cannot attend school because of their physical or mental condition, and are therefore denied an education. In Bali disabled children are kept “behind the scenes”, which means they usually don’t participate in society.

Often these children will be hidden away and some of them have never seen any daylight. For reason of poverty and shame they can be neglected will not be attended to properly. This finds its origin in the Balinese Hindu religion, in which they believe in Karma and reincarnation. Due to this they believe that a handicap is a punishment from the gods for being bad in a former life (bad karma) or as a result of “black power”.

Often the parents have died or her husband is leaving the mother and logically the children will end up in very poor circumstances. Due to extensive investigations in the villages (kampongs) more and more challenged children could be traced. Besides physical training, mental training is crucial too. And this is what we are committed to. Since February 2009 there is a program for physical, mental and double challenged children.



An Assessment Procedure is being developed, to assess the children and their capacities. After that we will initiate a project with the aim to compose an individually tailored education package for each child.

The children are being brought in the morning and brought back at the end of the day. Before having their turn they play with puzzles, teddy bears or balls or do some coloring, with the most beautiful colors. The children arrive mostly with their parents or care takers, because we want the parents to be involved. This results in a ongoing process, because they learn how to take care of the child at home which contributes to a good physical development.

Recently we also implemented our child sponsor program for this group of special needs children. Each child sponsors donation will be used for:

- All education costs such as: school fees, transport to, school;
- Health care: Physiotherapy, medicines, special equipment;
- Game and play, such as: toys and other educational materials.

Teaching Schedule Monday - Friday Daily lessons:

10.00 - 10.30 The local teacher takes the students through personal hygiene matters.

10.30 - 11.00 Commences Chi-Kong class to assist the students with their concentration and flexibility.

11.00 - 11.15 Break, drink, healthy food snack

11.15 - 12.00 Learning in class environment

12.00 - 13.00 Lunch time

13.00 - 15.00 Learning in class environment, for the older children, a craft class is taught for the students to create handicrafts such as bracelets, necklaces, postcards, picture frames, etc .

Two local teachers and one teacher's aid are present at each class for the children with mental disabilities, it is the volunteer's role to assist the teacher. The volunteer is welcome to introduce new activities and teaching methods if applicable and appropriate. The volunteer is welcome to assist with cooking a preparing the lunchtime meals for the children.

## Rules and safety procedures at all Learning Centers

The following safety procedures are designed for the protection of all. Although the vast majority of the visitors to the Learning Centers come either as volunteers or visitors interested in learning more about The WINS Project, there is the possibility that individuals may come with the purpose of possibly doing harm to the children.

1. **No child will leave the Learning Center alone with one adult.** There must be at least two children at all times, one of which must be a minimum age of 16 years. This pertains to volunteers and visitors but not staff. Staff and volunteers must be aware of this policy but children must be taught why such policy is necessary.



2. **In a classroom, there must be more than one child and one teacher in the room at all times.** This is a general policy and applies to both males and females.
3. **When leaving the Learning Center, the children must be with a licensed driver** whether on a motorbike or in a car.
4. **The children must be taught that no matter where they are, they should never accept a ride with a stranger.** Teach the children the “why” before setting a rule. This is already taught as part of the sexual education curriculum.
5. **The children must not accept food from strangers** outside of the Learning Center. As more tourists come to Indonesia, there are more potential problems.
6. **Indonesian law does not provide for liability protection for the Learning Center.** Volunteers and visitors are responsible for their own well-being.

## Communication

Mind that the Indonesian culture and manners and accordingly the way of talking to each other is different than yours. Be clear, but respectful and gentle. The best thing to do is to take initiative and ask questions. The staff of the Learning Centers is willing to help you with new ideas, as long as you keep them informed and ask for information. There is also a form with new ideas for lessons/activities, which departing volunteers fill in.

Regularly we are hear that volunteers have a specific opinion about taking care of a child; For example about health care or any medical treatment. Of course this is due to great involvement and concern of a volunteer. They talk about it with the parents or care takers and raise expectations and confusion (about paying the costs). Please keep in mind that the parents or caretakers are poor and the local situation is very different from your own home country (no health insurance, different health care facilities, etc.).

So if you have any ideas in this area, talk to the coordinator of the Learning Center. He/she knows best about the situation, has all updated information and might already concern him/herself with the situation. In this way you will avoid confusion and raising false expectations!

## Lessons

The lessons are usually between 13.00 and 17.00 hours, although this may differ in each of the Learning Centers, depending on the amount of children attending and the amount of volunteers present.

You will find a schedule in each Learning Center on the board. Some of the lessons are constant being taught, for this kind of lessons there is a curriculum. For all the other additional lessons the objective is more personal development of skills and attitude. There is no description and you can make use of all the material available, preparing your activities.





If you still have any questions, just ask the local teachers, the directors of the Learning Centre or first watch or work with someone else gasp a grip.

## Logbook

Please keep up a logbook and an evaluation so your knowledge and activities won't be lost. It is our experience that the children need a structure in their curriculum, to prevent them from boredom and to stimulate their learning capacities.

Before you go you can also ask to be invited to the Dropbox folder of WINS. In this folder you'll find all curriculum and other lesson materials you can use. Volunteers before you have provided these. We can add your activities to the curriculum if you keep up a logbook and fill in the evaluation forms.

If you make a new game or other working materials, make it in a lasting way so other volunteers or local teachers can also benefit. Best is if you can make a digital version and send it to [info@winsfoundation.com](mailto:info@winsfoundation.com)

## The groups

The classification of the groups is mainly done by age and level of English although the English communication skills of the children might vary per Learning Center.

### Class A (age: 6- 9 years)

- *English communication skills:* very basic conversation.
- *Tip:* speak English in a clear, slow and easy way. Use images and imaginary language. Often they are too shy to say they don't understand.
- *Attention:* they will listen with a great deal of interest and pay attention. Sometimes when a child doesn't understand, its mind can wonder off. You will notice. Keep repeating and explaining.

### Class B (age: 9 - 11 years)

- *English communication skills:* moderate, much more confident and skilled.
- *Tip:* They understand a lot and you can do all kind of assignments. Keep on talking in easy and understandable English, because there will a big difference between the skills in English conversation. Some of the children are too shy or don't have the guts to speak and their skills won't improve easily. So keep on encouraging these children.
- *Attention:* They are very enthusiastic and want to participate in everything. Only, they are distracted easily with everything going on. This class is the most active of all.

### Class C and D (age: 12-16 years)

- *English communication skills:* These children very educated and their skills are good. They understand almost everything as long if you don't use language that is too formal.



- *Tip:* If you use a word or sentence they don't understand yet, let them search it their dictionary; most of the time they will do that by own initiative. But keep on asking if they understand properly, because also in this group there are differences.
- *Attention:* They are eager to learn and open minded to new things. They are used to all kinds of different lessons and very interested in new assignments, games or materials and they will ask you a lot of questions.

### Holidays (no classes)

Both in Java and Bali religion plays a big role in daily- and school life. So it might happen that there are no classes (sometimes for several days) at the learning Centers, because of important religion holidays.

Of course we can't inform you about all holidays, but below are the most important ones, which could influence the lesson schedules. You can ask the coordinator of the Learning Centre about the exact dates and in what way this will influence the lesson schedule.

#### Java

The **Ramadan** (the Islamic holy month of fasting (*sawm*) and Eid'l Fitr (end of Ramadan), The holiday celebrates the conclusion of the thirty days of dawn-to-sunset fasting during the entire month of Ramadan.

#### Bali

- **Galungan** is a Balinese holiday that occurs every 210 days and lasts for 10 days. So twice a year, in June and December.
- **Kuningan** is the last day of the holiday. Galungan means "When the Dharma is winning." During this holiday the Balinese gods visit the Earth and leave on Kuningan.
- **Nyepi** is a Balinese "Day of Silence" that is commemorated every Isakawarsa (Saka new year) according to Bali's calendar (in 2012, it will be on March 23rd). It is a day of silence, fasting, and meditation. The day following Nyepi is also celebrated as New Year.

Although Nyepi is primarily a Hindu holiday, non-Hindu residents of Bali observe the day of silence as well, out of respect for their fellow citizens.

Even tourists are not exempt; although free to do as they wish inside their hotels, no one is allowed onto the beaches or streets, and the only airport in Bali remains closed for the entire day. The only exceptions granted are for emergency vehicles carrying those with life-threatening conditions and women about to give birth.



## Facilities

At every Learning Centre there is a standard Resource set, (Books, CD's, Flashcards), which are based on the current WINS Curriculums. Ask for them!

The other facilities in each Learning Centre may differ.

You can access all curriculum and additional materials in the Dropbox folder by a special code. The local Education Manger on Bali will send you an invitation for this folder.

Once you accepted this invitation, it will always be available to you on line.

For the most recent developments and updates at every Learning Centre, please read the latest newsletter from your country. If you don't have it, ask the representative of your country to send it to you.

You may also check out the WINS page on Facebook: WINS Project Netherlands, or the VIP page on face book: <https://www.facebook.com/VIP-International-volunteering-in-Bali-and-Java>. Or ask the director of the Learning Centre for the latest developments.

## 7. Accommodation

There are possibilities for housing in or close to the Learning Centers.

If you want to stay at the Learning Center you are staying with the family and you will experience daily life in the village. There is hardly any traffic, no pubs, no swimming pool and no hustle.

And another good thing is that you help the Learning Centers financially by staying there. You can pay for food and other expenses on the location.

In order to be able to block a room for you, we will need to be informed about the exact dates of your stay as soon as possible.

Please tell us as far in advance as possible where you would like to stay, because only a few rooms are available.

If there are no guestrooms available at the Learning Centers, you can stay at a guesthouse or hotel in the neighbourhood, we will assist you and arrange this for you.

If you don't want to stay at or near one of our Learning Centers, you will have to arrange housing yourself. You can find a lot of information about guesthouses or hotels on Java and Bali on the internet.

**Please be aware if you book a room with a Learning Center, you will have to pay in advance. VIP-International will send you an invoice.**

## 8. In case of accidents or calamities

Volunteers are responsible for his/her own well-being during the stay in Indonesia. If in any case you are involved in an accident or other calamity the Management of the Learning Centers or the Team of VIP International will assist and support you what is in their power, but it always remain your own responsibility to prepare yourself and take (safety) measures for your own wellbeing, before and during your stay.

### Before you go to Indonesia

- Make sure that you have an adequate travel- and /or health Insurance for the period you spend abroad.
- If you are not sure this insurance is adequate, get advice at your travel agent.
- Check if your insurance will cover de travel fees, in case you will have to return back home unexpectedly.
- Put the numbers of the emergency phone of your insurance company and policy in your phone and/or have a printout ready.
- Always have your insurance card with you!
- Always have a copy of your passport with you.
- Put a card in your wallet with the telephone number of the person to call in case of an emergency.

### During your stay

Always have a telephone list with you with:

- The phone numbers of the Learning Centers (see the appendix). It's important that the Learning Centre is notified, so that they can make an assessment of the situation and notify your family, if necessary.
- Phone numbers of other volunteers. Other volunteers can support you in many ways.
- The phone numbers of the local ambulance and hospital. Check these numbers at the Learning Center as soon as you arrive.
- Have a business card of your guesthouse/homestay in your wallet or bag so that the ones who help you know where you are staying.

If you are not able to undertake action yourself, ask someone else to help you. Last, but not least, if you are making a long trip on a motorbike:

- **Never go alone.** Be safe and take a friend with you.
- **Always** wear a helmet and protective clothes and charge your telephone up front.



## 9. General information about your stay in Indonesia

### Culture shock?

When you decide to go travelling to Indonesia you arrive in a different world. For instance the fragrance of food, the heat, the exhaust gasses, the rubbish, incense, everything smells different. Everywhere there are people sitting next to the road, some offering you things to buy or transportation, some come to you to beg or just start a conversation.

The traffic and thousands of scooters, some with entire families on them, which can overtake you from all sides, driving on the left hand side of the road and trucks with people or cattle in the back. Dogs, chickens or cats run free and there are a lot of them! The traditional rituals of offering, praying and the many ceremonies all with sound of their own. All the new sound's you will hear at night and early in the morning, like crickets, gecko's, frogs, roosters and other birds, may keep you awake at first.

The whole experience can be overwhelming for some people. One speaks about a culture shock and often this is the case. Your body and mind need time to accommodate to this new environment, and you may also experience some difficulties due to the time difference. So, don't be surprised if you don't feel fit during the first week and not feel as good as usual. Of course this may not apply to you, but if it does you know the reason why.

### Climate in Indonesia

When you arrive in Indonesia, one of the first things you notice is the tropical temperature. Getting off the plane you are dazzled by the heat, fragrances, colours and sounds! You will need some time to acclimatize. You may not be used to a tropical climate, so be gentle with your body and mind in order to accommodate this. It is wise to not use air conditioning if possible but a fan. In this way you will get used to the temperature sooner and prevent catching a cold.

With sunshine shining mostly throughout the year, Indonesia has a tropical monsoon climate, with pleasant day temperatures between 20 to 33 degrees Celsius or 68 to 93 degrees Fahrenheit. Rainy season starts from October to March, when the West monsoon brings heavy showers and there is high humidity. June to September is considered the driest season, with low humidity.

From April on the temperature will increase. You may find it hard to believe but on some days it can even be a little chilly and it is nice to wear a thin sweater or jacket in the evening. Especially when on a scooter it may get very chilly.

### Dining and drinks

Although it is wise to take care in deciding where to eat, and of what food you choose, there are no rules, and there are no guarantees. Some people will become ill from eating in the markets while others won't, yet some will become ill from eating in the most exclusive hotel or restaurant.



There are several possible illnesses that may be contracted from food or from poor hygiene in food preparation areas. Many people confuse the effects of a changed diet (especially the inclusion of ingredients such as spices and palm oil) with the symptoms of more serious illnesses. Many travellers will experience some form of changed bowel actions without showing any other symptoms (such as cramping or nausea). This is usually the effect of exotic rather than toxic ingredients and is unlikely to be any form of serious illness.

Bottled drinking water is highly recommended (surely everyone you know has already told you not to drink the local water), is available everywhere, and is good value and drink plenty. To order water, just ask for aqua. Just be sure the bottle has an intact plastic seal.

Indonesian food consists of rice as a staple, often served with dishes made of pork, a variety of *saté* and vegetables, often mixed with chilli. For vegetarians there is a lot of dishes you can order with tahu or tempe, fish and egg. Besides local food, there are also many Chinese, Western and Specialty restaurants. European cuisine is available in all hotels catering to tourist destination areas.

## Transportation

In Indonesia you can travel by bus, train, demo, motorbike/scooter and taxi (remember that in Indonesia you drive on the left side of the road).

There are many **taxis** in the tourist area. On Bali the most save one to take is the Blue Bird taxi; they will always use the meter. If you take another taxi company, be sure to ask if the taxi driver will put on the meter.

Most of the taxi's outside the tourist area don't use a meter. So bargain a good price and be sure that the deal is clear before you go.

Also when you rent a scooter or a car with a driver. Make the deal upfront!. Otherwise it may happen that it changes when you are on the way. Ask local people what a reasonable price is to various destinations, because prices are increasing these days.

If you rent a **motorbike/scooter** it is important to check if everything works, like breaks, light and automatic starter. For longer term rent the price is about 40.000/50.000 rupiah per day. A reasonable price for a moth rent is about 500.000 to 600.000 rupiah.

In recent years the price of petrol has leapt substantially at irregular intervals. At the time of writing it costs Rp 6.500 per liter. There are numerous petrol stations around the larger towns, but out in the villages they can be difficult to find. Small roadside shops sell small amounts of petrol. There are issues saying some of the petrol from those stands is mixed with kerosene (lower in quality). It's best to refill whenever you see a petrol station (pompa bensin).

**Be sure to have an international driving-license.** You can get this with the ANWB in the Netherlands or Automotive Club of RAC in your country. As the roads are not always well maintained, you should wear some protective clothes and always wear a helmet!

So make sure that you have a good (health insurance), which covers all costs in case of trouble.



## Social intercourse and manners

### Bali

The Balinese people are very welcoming and polite towards foreigners and each other. They love to make jokes and not to take things too seriously in their everyday life. The way to approach new people in Bali is to make them laugh. Then the people involved have an open mind towards each other and a good first connection is made.

And on trips into the country beyond tourist paths, they will always greet and host you warmly. The local Balinese is familiar with tourists (the main source of income) and will welcome you and help you if necessary. Politeness and courtesy are the keywords for every occasion in Bali. They are proud of their own Balinese language and will encourage and help you to learn a few basic words.

### *Etiquette*

When in Bali, there are different kinds of etiquette and rules that are important to remember in daily life among the Balinese and when visiting the many temples on the island. The Balinese don't get offended if foreigners tend to forget the everyday etiquette, while the rules for visiting the temples are stricter because the focus here is to please and look after the gods, the forefathers and the demons.

Even though all these etiquettes can be difficult to remember in the beginning, you will easily and quickly learn how to behave among the Balinese. And remember, the people here will not be offended by you forgetting the everyday procedures, as you are a foreigner and not expected to know them.

### *Hospitality*

Handshaking is customary for both men and women on introduction and greeting. A common way to greet each other on the street is to press the palm of your hands together in front of your chests with the fingers pointing upwards.

It is considered rude to point with one's index finger; use the thumb and always the right hand rather than the left. The left hand is seen impure so also when giving and receiving things use the right hand. The head of the human is sacred; so don't pat children on the head. Also when sitting, try to avoid pointing your feet towards the people in front of you as the feet are seen as impure.

Visitors are always welcomed with refreshment. Guests may acknowledge the efforts of the host when a tray of refreshment arrives, but they shall not begin eating or drinking until the host says 'silahkan', meaning 'please begin'.

When leaving, a guest says goodbye by asking permission to leave 'permisi'. When eating the Balinese often eat with their hand. If you want to join in, you start with washing your hands and then eat with the right hand.



Eating to the Balinese is not the basic social event, like it is to the average western people. It is a private and bodily function. When a Balinese eats, they tends to isolate himself, either by going to a place where he is alone – the kitchen – or by 'closing' himself and his body from the surrounding environment.

### *Appearance*

Especially in the rural villages it is important to dress appropriately. Shorts and single tops are not considered polite attire for women or men here. You can leave your sandals / shoes outside of the room.

### *Behavior*

Touching between people of the same sex is common among the Balinese, a sign of friendship. Touching between people of the opposite sex seldom occurs in public. Accordingly, Westerners should avoid kissing or showing affection in public. Talking with your hand on your hips is a sign on contempt, anger and aggression - as displayed in traditional dance and opera.

As you may already know the Balinese are strong believer of their faith. For many Balinese it can therefore be difficult to understand that many Western people do not see faith that important. Even more difficult to understand is the fact that many Westerners do not believe in any god. Please be aware of possible misunderstanding when talking about this matter.

Most fascinating is the way the Balinese relate bodily to each other in a social situation. Whenever possible, they huddle and touch – or at least keep within 'breathing feeling' distance of one another. Very different indeed from Westerners, who tend to keep each other 'at bay', even when – or because – they shake hands or give each other a tap on the shoulder.

All these betray a very different conception of the Balinese and the Westerner and a very different pattern of social intercourse. Being together by touching and hugging is where genuine communication is. It is where friendship and love actually originate. Speech, and in particular, opinionated speech, is secondary to body language.

The Balinese are have a different way of dealing with time and appointments, they take their time.

Keep that in mind when scheduling a meeting.





## Java

For Java there are different rules and etiquette, because Java is mostly Muslim. Try to find some information on the Internet about this.

When visiting Java as the other place in Indonesia, visitors should observe local customs and practices. Some common courtesies and customs are as follows:

### *Appearance*

It is appropriate for women to always cover your upper arms when wearing a casual blouse and skirts or short pants should not come above the knee. Shorts for men and women are not appropriate. Even though the climate is warm and humid, proper attire even for a very casual appearance will always dictate your choice of clothing.

### *Behavior*

It is better to not crook your index finger to call someone over. This gesture is offensive. The same goes for showing the soles of your feet/shoes or touching anything with your foot. Also it is not polite to put your hands into your pockets when talking with someone.

Physical contact between men and women made in public is not proper, except a possible handshake.

Only use your right hand for eating, when touching someone, or handling money/papers. Leaving food on your plate signifies you are impolite; so eat all the food you are served. Talking is impolite while eating dinner. Conversation is reserved for before or after the meal. Never eat while walking in public, or chew on a toothpick. Yawning in public is inappropriate (cover your mouth if you must yawn).

Never show the soles of your feet/shoes or touch anything with your foot and don't touch another person's head, this includes a child's head (such as a pat on the head).

Make sure to be on time for any meetings. Sometimes the meetings start late. However, you are expected on time, and should never make any comment about the meeting starting late or any person arriving late. When your host(ess) enters the room, it is proper to rise.

Gifts are not opened when given. This practice shows the recipient is gracious, not greedy. Religion/Culture dictates specific rules for appropriate gifts. Muslim, Hindus, and the Chinese culture each have rules regarding food, alcohol, and other items. Make sure your gift is not offensive to the person you are giving it to.



## Appendix

### 1. The Learning Centers

#### **Bali: Yayasan Widya Guna, Bedulu**

Coordinator : Ketut Sadia & Nyoman Sri Wahyuni  
Address : Yayasan Widya Guna, jalan Yeh Pulu, Desa Bedulu, Gianyar, Bali.  
Cell phone : Nyoman:+62(081) 337036950 / Ketut:+62(081)24650773  
Email : [nyomanwg@gmail.com](mailto:nyomanwg@gmail.com) / [sadiaketut@hotmail.com](mailto:sadiaketut@hotmail.com)  
Website : [www.yayasanwidyaguna.org](http://www.yayasanwidyaguna.org)

#### **Bali: Yayasan Widya Sari, Tianyar**

Coordinator : Ketut De Sujana Mahartana ( Ketut Sujana)  
Address : Banjar Dinas Tunas Sari, Desa Tianyar, Kubu-Karangasem-Bali  
Cell phone : +62(081)23897187  
Email : [tutdesujana@yahoo.co.id](mailto:tutdesujana@yahoo.co.id)  
Website : <http://www.volunteerinbali.org>

#### **Bali: Yayasan Seraya Bundar, Seraya Tengah**

Coordinator : Wayan Berata  
Address : Jalan Batu Telu Beach Banjar Celagi Seraya Tengah, Bali  
Cell phone : +62(081)353346630  
Email : [mailto:wayan\\_berata@hotmail.com](mailto:wayan_berata@hotmail.com)  
Website : <http://www.yayasanserayabundar.org>

#### **Bali: Yayasan Eka Chita Pradnyan, Banjar Dinas Samsaman Kaja, Samsaman**

Coordinator: Ms. Ketut Sunarmi.  
Adress: Banjar Dinas Samsaman Kaja  
Desa Angkah  
Kecamatan Selemadeg Barat (post code 82 162)  
Tabanan Regency  
Cell phone: +62(081)337105741  
Email: <mailto:ketutsunarmi@yahoo.co.id>

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## 2. Terms and Conditions for volunteering

- **Age:** The minimum age to do voluntary work is: 18 years.
- **Language:** Good English, spoken (and written if appropriate) is essential.
- **Assesment:** An interview via Skype is requested prior to the application for voluntary work.
- **Expenses:** The volunteer is responsible for all own expenses, including: airline-tickets, insurance, vaccinations, visa, housing, food and drinks outside the Learning Center, diners, transportation not included in the VIP- Package, costs of materials for their own lessons/activities, etc. The service and registration fee, sponsor letter fee, the add-on package, your stay at the location, the transport to the assigned Learning Center will be paid in advance, through an invoice from VIP-International.
- **Visa:** You must apply for a Social Cultural visa to do voluntary work in Indonesia. This Visa application procedure and the visa extension procedure is your own responsibility. We will provide you with the necessary documents to apply.
- **Insurances:** You are responsible for a Travel Insurance or Health insurance, with South East Asia or World covering.
- **Vaccinations:** You are responsible for the appropriate vaccinations for Indonesia.
- **Allocation:** Depending on activities and skills of the volunteer VIP will determinate in which of Learning Centre your activities are most needed. You can be assigned to any Learning Centre. VIP reserves the right to move a volunteer to another Learning Center, based on need for special project.
- **Canceling volunteership:** Your may decide to cancel the volunteer's relationship with VIP. Notice of such a decision should be communicated as soon as possible to the Local Education Manager.
- **Code of conduct:** You will sign the code of conduct (house-rules) on the introductory workshop.



## The VIP- International Service Package

We try to keep the costs low as possible for you as a volunteer, however there will be costs for the services, arranging the Social Visa, Airport pick-up, transport, etc.

### Service and registration fee

**RPH: 1.900.000,00** (Tax not included)  
(Please check the current [exchanges rates](#). for your currency.)

#### The Service and Registration fee includes:

- Service by local staff for personal for “made to measurement arrangements” for your volunteer placement;
- Administration costs;
- Assistance with finding housing that fit your budget;
- Teaching material, such as a curriculum, computer & printer supplies, books, folders, as well as additional teaching aids for ongoing curriculum development;
- Local support during your placement;
- 24/7 access to an Emergency telephone number;
- VIP- International Certificate.

#### Not included:

- Costs for Sponsor/Authorization letter for initial Social Cultural visa (valid for 60 days);

### Add-on Package

*Recommended for first time volunteers in Indonesia.*

**RPH: 1.200.000,00** (Tax not included)  
(Please check the current [exchanges rates](#). for your currency.)

#### The Add-on Package fee includes:

- Pick-up from the Airport to the WINS Learning Center in Bedulu;
- Introduction Workshop;
- Accommodation for the first 2 nights, during Introduction Workshop, incl. breakfast, coffee, tea, water, fruit juice.



## Optional to the Add-on Package

- Internship supervision: RPH 500.000,00 per month (including Extended Evaluation Report, excl. transport costs supervisor);
- Internship Evaluation Report: RPH 300.000,00.
- Personal Coaching on Location: RPH 300.000,00 (excl. transport costs);

## Your stay in home stay at the Learning Center

**Per week: RPH 1.250.000,00 per week** (Tax not included)  
(Please check the [exchanges rates](#) for your currency.)

The stay includes:

- Guestroom, breakfast, lunch and diner everyday during your volunteering placement and breakfast in the weekend;
- Free Wifi.

## Transport

Transport from the Introduction Center in Bedulu:	Fee
To the <b>Samsaman</b> Learning Center*	Rph. 500.000
To the <b>Seraya</b> Learning Center*	Rph. 500.000
To the <b>Tianyar</b> Learning Center*	Rph. 700.000
To the <b>Sukawati</b> Learning Center*	Rph. 150.000

*\*Transport prices are for one car, if shared, the price will be less per person.*

(Please check the current [exchanges rates](#) for your currency.)  
(Tax not included)



### Not included in this package price:

- Airfares and all transportation on Bali, except all transport in your made to measurement package.
- Costs for applying for the social cultural visa and fees for social cultural visa extensions;
- Personal expenses, like vaccinations, food and drinks, etc.;
- Personal health/travel insurances, (make sure insurance covers you for South-East Asia);
- Any lesson materials the volunteer buys him/her self;
- Costs for accommodation outside the Learning Center;
- Drop off at the airport or any other destination at end of your volunteering placement;
- Renting a motorbike: RPH 50.000 per day, from RPH 800.000 to RPH 1.000.000 per month, depending on the location.

### Package Payments

You will receive an invoice for the package payment in advance.

The payment will always include the Service and Registration fee and the made to measurement arrangements.

**The total amount should be transferred within 15 days after receiving the invoice of VIP International.**

The bank transfer costs are not included and are at your own expenses.

Overdue accounts subject to a service charge of 2% per month.

At cancelation the total amount will be returned, minus: Registration fee, Sponsor/Authorization letter costs and International Bank Transaction fee.

*The **Package price is a fixed total amount due only in Indonesian Rupiah (IDR)** and is effective from 1 January 2016. Other exchange rates like the American USD\$, Euros €, British Pound GBP £, Australian AUD\$ and other currencies may vary on a daily bases. To check the current exchange rate with the Indonesian Rupiah (IDR), please refer to [exchanges rates](#).*

