



FORGE is happy to host volunteers in the refugee camps in which we work, under a certain set of parameters. This document is meant to outline the agreement between FORGE and volunteers under such arrangements.

Eligibility

In order to cover FORGE's provisions, we ask volunteers to contribute \$2500 to conduct their studies in their camps. The specifics of what this does and does not cover are as follows:

- FORGE will provide:
 - o Accommodations in Lusaka
 - o Accommodations in the camp
 - o Access to all FORGE cooking facilities and kitchen supplies
 - o Access to solar electricity while in the camp (although adequate power cannot be guaranteed)
 - o Access to a bike to navigate the camp
 - o Access to rides in and out of town during scheduled vehicle use (at least twice per month)
 - o Access to a printer in the camp and in Lusaka, though researchers are asked to bring their own ink to contribute
 - o Internet access while in Lusaka
 - o Assistance navigating the UN and government systems relating to refugees.
 - o Recommendations on trustworthy translators and assistants
 - o Introductions in the camp to relevant and appropriate individuals and leaders
 - o Cooperation from FORGE staff and beneficiaries on interviews and surveys
 - o Advice and information on planning trip logistics, including arranging for a taxi to pick you up from the airport and assistance buying requisite bus tickets
 - o Camp information packet and access to past research conducted through FORGE
 - o Training by FORGE staff in Lusaka

- Volunteers are responsible for:
 - o Gaining official approval from UNHCR and the government for access
 - o Visa or permit expenses
 - o All personal travel costs, including plane tickets, bus tickets, and taxis
 - o All personal food costs
 - o Signing and following all FORGE and UN policies, including the UN code of conduct
 - o Conducting oneself appropriately and professionally at all times

Application

In order to gain FORGE's support in volunteering in the refugee camp, volunteers must complete the FORGE Volunteer Application.



Interview

Upon review of the application, FORGE may require an interview with potential volunteers. Interviews are conducted either in FORGE's office in Oakland or via webcam.

Forms and Policies

All volunteers will be asked to sign and agree to abide by the following forms and policies:

- FORGE Statement of Non-Affiliation
- FORGE Liability Waiver
- UNHCR Code of Conduct
- FORGE Policies

Volunteers who fail to abide by FORGE and UNHCR policies and behavioral expectations will be terminated from access to FORGE and UNHCR sites, without regard to the progress of their volunteer project.