



**Kenya Voluntary Development Association,**  
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## Volunteer's Exchange Form

|                                |  |                               |  |
|--------------------------------|--|-------------------------------|--|
| <b>1. PERSONAL INFORMATION</b> |  |                               |  |
| First name                     |  | Family name                   |  |
| Gender                         |  | Nationality                   |  |
| Date of Birth                  |  | Age                           |  |
| Passport Number                |  | Issued by                     |  |
|                                |  | Date of issue and expiry date |  |
| Cellphone                      |  | Tell.                         |  |
| E-mail-address                 |  |                               |  |
| Present address                |  | Home address                  |  |
| <b>EMERGENCY-CONTACT</b>       |  |                               |  |
| Name:                          |  |                               |  |
| Address:                       |  |                               |  |
| E-mail-address:                |  |                               |  |
| Telephone:                     |  |                               |  |

|  |    |
|--|----|
| <b>2. PROJECT</b>  |    |
| Month  |    |
| Name of project (Please fill all the choices)                  | 1. |
|  | 2. |
|  | 3. |
| How long do you wish to serve?                                 |    |
| Dates between which you are available for a voluntary service: |    |

|  |
|--|
| <b>3. MOTIVATION LETTER</b>  |
| <p>Explain as fully as possible</p> <ul style="list-style-type: none"> <li>• Why you are applying for this project?</li> <li>• What contribution do you hope to make as a volunteer? (experience with communities or voluntary groups)</li> <li>• what do you expect to learn from the Project?</li> </ul> |
| <p>What do you hope to gain from the experience of joining the project?</p>  |
| <p>What contribution do you expect or hope to make on your return to your country of residence after the voluntary project?</p>  |

|   |
|---|
|   |
| How would you like to spend your free time? |
|   |

| 4. LANGUAGES    |       |      |        |       |      |        |      |      |        |
|-----------------|-------|------|--------|-------|------|--------|------|------|--------|
| Native language |       |      |        |       |      |        |      |      |        |
|                 | Speak |      |        | Write |      |        | Read |      |        |
|                 | Good  | Fair | Slight | Good  | Fair | Slight | Good | Fair | Slight |
| 1. English      |       |      |        |       |      |        |      |      |        |
| 2. Kiswahili    |       |      |        |       |      |        |      |      |        |

| 5. FURTHER INFORMATION  |  |
|---|--|
| <p><b>Do you have any significant health problems that would affect your participation in the voluntary project?</b> Volunteers have a personal responsibility to ensure that they are in good health, fit for travel, and have received all vaccinations appropriate for their destination. It is also important to note that the volunteer should obtain insurance cover to cater for unforeseen cases of illness</p> |  |
| <b>Do you take any regular medication?</b>  |  |
| <b>Studies / occupation / hobbies</b> (please give a short overview):   |  |
| <b>Skills, you like to mention</b> (e.g. driving license):  |  |
| <b>Previous voluntary experience; Please give details about your experience with other organizations;</b>   |  |
| <b>Special wishes</b> (e.g. special diet, taking a child):  |  |
| <p><b>Participation fees for volunteers</b> (The breakdown is given on the detailed project description and it is highly subsidized to reciprocate volunteering efforts to make a difference in the world)</p>  |  |

