



C6

GUIDELINES FOR KOPANO VOLUNTEER APPLICATION

These guidelines will help you to submit an application to the Other Foundation to be a kopano volunteer, by completing form C5.

For each *kopano*, the Other Foundation offers a limited number of opportunities to individuals from 13 countries in southern Africa to be volunteers who help to plan and run the logistical arrangements for the *kopano*. Thank you for taking the time to apply to be a volunteer for the *kopano*. We know that it takes a lot of effort and time to complete applications and we know that we will have more applications than volunteer places available. We therefore have an application process that hopefully minimizes your time, while still providing the information that we need to assess your application.

You can download the *kopano* facilitator application form C3 from www.theotherfoundation.org/communitygatherings. We encourage you to do that so you can see the whole set of questions that you will need to answer, while you go through these guidelines.

FIND OUT MORE ABOUT THE OTHER FOUNDATION

You are also strongly encouraged to find out more about the Other Foundation before you complete the application form. You can get more information from our website www.theotherfoundation.org. You are especially encouraged to review the Foundation's *kopano* announcement that is available at www.theotherfoundation.org/communitygatherings.

WHAT VOLUNTEERS WILL DO

Kopano volunteers will help to plan the logistics of the *kopano*. This may involve a couple of light-touch telephone or video conference calls in the planning stages of the *kopano*. However, the main work will be during the *kopano*, when volunteers will be expected to take on specific responsibilities to help run the logistics of the meeting, such as staffing the registration desk, ushering participants to the right places, copying and distributing documents, preparing *kopano* documentation packs, etc. You will be expected to arrive long before the other *kopano* participants and you will be expected to stay on longer after the other *kopano* participants have left, so that you can help to clear up and do an evaluation of the *kopano*.

PARTS OF THE FORM TO COMPLETE

You must complete all sections of the form. Please answer all the questions in each section.

LANGUAGE

The form can be completed in English, Portuguese, or French. However, it will be processed most efficiently if it was submitted in English.

ATTACHMENTS

Do not send any attachments other than the completed application form.

COMPLETING THE FACILITATOR APPLICATION FORM

SECTION A

This section provides your contact details, confirms your eligibility to be a volunteer, and gives us some information that will enable us to plan ahead.

CONTACT INFORMATION

Please double check all the contact details that you give, as this is the only way in which we will be able to communicate with you. Please make sure that you include your telephone country code. Email and telephone will be the primary ways that we will communicate with you. All the contact details that you give will automatically be added to our database of contacts so that you receive all communications from the Other Foundation.

13 ELIGIBLE COUNTRIES

The geographic region that the Other Foundation covers is southern Africa. The countries from which we accept applications are: *Angola, Botswana, Lesotho, Namibia, Madagascar, Malawi, Mauritius, Mozambique, Seychelles, South Africa, Swaziland, Zambia, Zimbabwe*. Even though the Democratic Republic of Congo and Tanzania are also members of the Southern African Development Community (SADC), we do not give grants in those countries since our sister agency in East Africa does grant making there.

LANGUAGES SPOKEN

To be a *kopano* volunteer, you must be able to communicate in English. Ability to also communicate in Portuguese and French will be an advantage.

PASSPORT

As the *kopano* will be a regional convening, you will need a valid passport to be able to get a visa and travel internationally in southern Africa. It will be your responsibility to make sure that you have a valid passport in time, and to apply for a visa in good time – if you are selected as a volunteer.

SECTION B

This is the main section of the application. It is where you would want to make the best case possible for why you should be chosen as a volunteer. There are only a few questions to answer so please answer them carefully and with great clarity. The word limitations will not allow for much detail, so a plain-language and to-the-point motivation would be best. There are no right or wrong answers, so just tell us what you think.

WORD RESTRICTIONS

The questions have a restriction on the number of words that you can use, to ensure that the answers are short, clear, and to the point. In assessing your application, we will be strict about the length of answers with word restrictions. Only the number of words allowed will be read. Make sure you put the most important things at the start of your answer.

SECTION C

This section of the application form gives information that will be used to map and better understand who and where we get applications from, so that we can address any gaps that we identify and pay attention to under-represented areas and groups.

We have used proxy measures for hard-to-measure issues like 'social class', which is why we ask questions about where you live and what you do. We do this because we are committed to ensuring that we don't unintentionally only get applications from middle class people. In particular this information will be used to better understand patterns that emerge about who applies and who actually gets selected so that we can improve our application processes.

We have also included questions about 'race' or 'population group'. We recognize that these are very problematic notions but we have to weigh up those concerns with a recognition that the legacies of colonialism and apartheid in our region mean that we must make sure that people who benefited from these systems, do not continue to exclude others from being able to fully participate in building a new future for us all.

Please answer all the questions in the relevant section. Your responses will not have any negative effect on your application.

SECTION D

This section is self-explained and straightforward. We will contact the referees that you name.

SECTION E

This section is a declaration that confirms the truth of all the information you have given, that you are applying in your personal capacity as an individual, and that your name and picture will be communicated publicly if you are chosen as a volunteer, since all the applicants and back-funders will want to know who the volunteers are. It confirms your awareness that being a *kopano* volunteer is a temporary role and does not constitute employment by the Other Foundation. It also confirms your consent for contact details to be added to the Other Foundation's database of contacts. We want to make the submission of applications as simple, quick, and easy as possible, so we will accept your written name in *lieu* of your signature on this form.

SELECTION OF VOLUNTEERS

A selection panel, appointed by the Other Foundation, including Foundation staff will review all applications. In making final decisions about the appointment of volunteers. The selection panel will want to reflect the necessary geographic, gender identity, sexual orientation, skills, sectorial and other demographic diversities that will ensure a good mix of different knowledge, networks, and perspectives amongst the *kopano* volunteers.

REMUNERATION

Being a *kopano* volunteer is a temporary, volunteer role. It is not a paid employment position at the Other Foundation. The Other Foundation will pay all travel, accommodation, and other incidental costs to enable *kopano* volunteers to fully prepare for and participate in the *kopano* but will not pay you a fee or a salary if your application is successful.

TRAVEL & ACCOMMODATION ARRANGEMENTS

All travel and accommodation arrangements will be made by the Other Foundation for successful applicants. Expenses for arrangements made without the written agreement of the Other Foundation will not be paid.

QUERIES

Please email convening@theotherfoundation.org if you have any questions. We will answer your question as quickly as possible.

CLOSING DATE & SUBMISSION

Please make sure that you submit your application by the closing date that is given on our website at www.theotherfoundation.org/communitygatherings. Late applications will not be accepted. You must submit your application by email to convening@theotherfoundation.org. Do not send any appendices or attachments other than the application form and your *curriculum vitae*. Applications submitted by fax or post or in any other way will not be accepted.