

KIDTEA VOLUNTEER HANDBOOK



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About KIDTEA

Kids and Teens Education Association (KIDTEA) is a non-governmental charity organization that provides free education to underprivileged children and teens in the Siem Reap Province, Cambodia.

Our mission at KIDTEA is to provide children and young adults with useful skills to help them obtain the best opportunities and hopes for the future.

We currently operate one free school in Trang village, situated in the lovely but impoverished Cambodian countryside, and just 8km from the city of Siem Reap.

Our main focus is teaching the English language and we run classes for beginners through to intermediate/advanced. We also have daily computer classes and on weekends we run sewing classes. We believe that teaching computer and sewing in addition to English will give students a wider span of opportunities for future work.

KIDTEA School is open five days per week and English classes are run between 7:30am – 9:30am and 3pm -5pm, computer classes run from 2pm to 3pm and sewing classes are run on Saturday and Sunday.

Volunteer with us

Volunteers are absolutely vital to ensure the ongoing operation of KIDTEA organization. As with any not-for-profit organization we survive on the generosity of our volunteers.

We also understand that each person has varying skills and interests so we offer several volunteering opportunities including:

- Teaching (English, computer, sewing)
- General maintenance/construction
- Marketing and promotion/fundraising
- Cooking and food preparation
- Project management
- Administration assistant



If you have a particular interest or are skilled in one of the above areas please be sure to let us know.

Even though the development of the school and teaching the students are our main priority we'd love you to help us in any way you can. For example, we are always looking for people with marketing skills to help with the promotion of the organization including Facebook and website management. Fundraising is also a very important part of any NGO, so please let us know if you would like to help with fundraising or if you have any great ideas.

What to expect:

Volunteering in anyway is undoubtedly a great way to spend your time. However, volunteering in a small village in one of the poorest countries in South East Asia teaching English to underprivileged kids and teenagers may be one of the most rewarding things you can do.

Volunteers can choose to come for any period of time; however we ask you to commit to a **minimum of two weeks**, for both yours and the children's benefit. The longer you can commit the better it will be for you and for the children, especially if you are teaching.

Our school operates five days per week and classes start at 7:30 in the morning so it is likely that a volunteer's day will begin at 7am and will finish at 5:30pm with a three hour break during morning and afternoon classes. If you are not teaching, your hours will be fairly similar as there is always something that you can help with.

You will have plenty of time to play with the kids, socialize with other volunteers/locals and visit Siem Reap city and its surroundings. Saturday and Sunday are free days to spend however you wish. More information on how you can spend your time is provided later in this handbook.

This is a unique experience in the fact that you stay at a homestay at where the school is located. You get to experience traditional Cambodian life and stay with a Cambodian family. This also means you get to spend more time with the children and the local village people.

Teaching

KIDTEA School has English classes during the morning (7.30 to 9.30) and in the afternoon (3pm to 5pm). We teach using the *Let's Go* and *Headway* syllabus, and although this is a great tool for teachers to use, it is not a strict syllabus and we encourage all teachers to use other resources and plan each lesson thoroughly.

We also teach beginner basic computer skills between 2pm and 3pm each day.

Classes are usually conducted using two foreign volunteer teachers or one foreign volunteer working alongside a Khmer teacher. Here are the following teaching times:



Morning classes

Time	Class/Level	Class room
7:30 – 8:30	1A	1
7:30 – 8:30	1B	2
7:30 – 8:30	1C	3
7:30 – 8:30	5A	4
7:30 – 8:30	Computer 1 (typing)	Computer
8:40 – 9:40	3A	1
8:40 – 9:40	2A	2
8:40 – 9:40	3B	3
8:40 – 9:40	Computer 1 (typing)	Computer
9:40 – 10:40	5B	1

Afternoon classes

Time	Class/Level	Classroom
2:00 – 3:00	Computer 3 (Typing and Word)	Computer
3:00 – 4:00	1D	1
3:00 – 4:00	3C	2
3:00 – 4:00	1E	3
4:10 – 5:10	3D	1
4:10 – 5:10	4A	2
4:10 – 5:10	6A	3
5:10 – 6:10	Conversation 1	1
6:30 – 7:30	Conversation 2	2

The age of the students varies depending on the time of day and the class - they range from 5 years old to 20 years old.

Teaching resources

- **The Teacher Manual** – This resource can be found on our website and in the Office. It is a one stop guide that provides essential information and advice about teaching at our school.

●**Let's Go books** - These are beginner level text books with 5 levels in total. You may utilize these books to guide your lessons but you don't have to follow them completely. Take the concepts or topics from the books and use other resources, including games, flashcards etc. to keep the lessons interesting.

●**New Headway books** - These textbooks are used for higher level classes and are based on their level of comprehension. You may use the Headway books to guide your lessons but you don't have to follow them completely (you and the kids will get bored). Take the concepts from the books that they may not understand completely and elaborate. Turn lessons into games or ways to get them speaking. To keep the students engaged, it's our aim to keep them from just writing in their notebooks.

●**KIDTEA Office** - We have an entire bookshelf at the school filled with materials and ideas for your lessons. There are lots of text books and useful tools here.

Lesson plan sample structure

- Introduction (5-10 minutes)
 1. Greetings
 2. Introduce teachers and write names on the board
 3. Write down day and date
 4. Review yesterday's topic
 5. Explain the lesson focus for the day
- **First half** of class (~20 minutes)
 - Workbook/lesson content
- **Second half** of class
 - ~20 minutes Songs/games to practice things learned in the first half
- **Before end of class**(~10 minutes) Summary of daily lesson

See the Teaching Manual for more information about teaching at KIDTEA.

Sleeping and eating

Whatever your sleep solution is you will be spending a lot of your time at the school, since it is the place where you will work, eat and relax.

There is a kitchen and a shaded eating area, with a table, chairs, Wi-Fi access, and fans.

When volunteers have spare time and are not off venturing about they generally relax here.

Sleeping

Shared Room

We currently have two shared rooms located on school ground. Rooms include your own mattress and mosquito net, and there is enough space in the room to store all your belongings.

We will provide you with bedding, mosquito net and fan.

Private room

We currently have one private room that can be booked (if available). This double room can accommodate two people. It is ideal for a couple or for someone wanting their own space.



Guesthouse

Around 1 km from KIDTEA School located at Svay Thom market is the Voluntary Guesthouse. Volunteers that we are unable to accommodate or volunteers wishing to have more privacy can be located here. Price will vary as according to the price list for the guest house. Please ask us for more information. We will notify and advise you if we cannot accommodate you at the homestay at the school.

Amenities

Toilets and Bathrooms

There is one western style bathroom that is shared between all volunteers.

There is one shared western 2-in-1 toilet and shower and also one squat toilet behind the rooms. As this is a not-for-profit organization it would be impractical to provide bathroom products, thus most bathroom items should be brought with you. These include: toilet paper, shampoo, body soap, toothpaste, toothbrush, and body/hand towels.



It is noteworthy to mention that you cannot flush toilet paper or feminine products down the toilet. You can bring your own toilet paper or buy some (about .25 cents for a roll).

You are not allowed to wear any footwear inside the showers so a pair of flip-flops that allows for an easy entrance and exit is recommended. Wearing shoes means dirt which clogs up the drains and causes many issues.

Remember that it is your bathroom, so it's in your interest to keep it clean.

Other things

Other miscellaneous items we provide are a padlock for your room, a first aid kit for the school/volunteers, school supplies/materials for your classes, WiFi, and 24 hour electricity to charge your electronic devices.

We do not offer laundry detergent, body soap, sun screen, insect repellent, toothpaste, or toilet paper. You can purchase laundry detergent and do it yourself or use the laundry service at Svay Thom Market which is only \$1 for 1kg.

Almost everything can be purchased cheaply at the Svay Thom market (1km from the school). For example, Soap costs \$0.25, a roll of toilet paper costs \$0.25 and shampoo costs only \$0.75.

More western style products/brands can be purchased at one of the western supermarkets in Siem Reap City. Please note that products sold in the village are products that the locals may be likely to use or buy, as the shops here are targeting primarily local people. Things like bug spray and sunscreen must be purchased in the city and will not be available for purchase in the village.

Eating

KIDTEA provides breakfast for all volunteers which is covered in the small weekly fee. Lunch and dinner will cost you on average \$1-\$2 per meal. This authentic Khmer food will be either prepared by Sophara's wonderful mother and amazing cook or from one of the nearby restaurants.

The school will do its best to organize lunch and dinner for you but this is charged as a pay as you eat situation. We understand that you may choose to venture to town to eat at one of the many amazing restaurants or cafes or off exploring the nearby villages in your spare time.

There is free filtered water, herbal tea and coffee offered at the house which is available at anytime. There is also a small shop at the main entrance of the school which offers ice cold water (50c for 1.5 L), soft drinks (50c), beer (50c), snacks, and other things. Volunteers usually enjoy a cold beer or soft drink in the evenings and often buy ice cold water during the hottest part of the day.

What will it cost?

We appreciate you giving your time to help KIDTEA organization and we do not believe that you should pay an unreasonable amount to volunteer with us, however this is a charity organization that runs solely on donations and it does cost the organization to host volunteers.

For only \$40 per week (shared room) you will have the opportunity to volunteer with KIDTEA School and help us make a difference in the lives of many disadvantaged children.

You are no doubt aware that there is a lot of scamming and exploitation of the volunteering tourism industry, with this in mind we would like to be as transparent and straightforward as we can regard with regards to how your money is spent. Here is a breakdown of costs associated with hosting each volunteer.

Price breakdown - shared room (approximately)

Item	Daily Cost (USD)	Weekly cost (USD)
Accommodation	\$2	\$14
Food	\$1	\$7
Electricity	\$1	\$7
Wi-Fi Usage	\$0.50	\$3.5
Drinking Water	\$1	\$7

* Average price per person while staying at KIDTEA for 1 week

** Price will vary depending on an individual's accommodation choice

Price comparison

Based on Agoda Prices, and experience living in Siem Reap here is a breakdown of what a budget backpacker would usually spend to stay in Cambodia for a month, this is so you can compare the cost of an average visit with the cost of a volunteering visit

Item	Daily Cost (\$USD)
Cheap Backpackers dorm room	\$4-5
3 Meals at cheapest local restaurants	\$6-8
3L of water per day	\$1-2

Transport in Siem Reap (1 trip per day)	\$1-2
Total	\$12-17

KIDTEA usually works out as a much cheaper option for the backpackers on a budget, with friendly English speaking locals to help you so you won't get scammed or ripped off by anyone in the city.

We also encourage volunteers not to end their involvement in KIDTEA once they leave, and hope that volunteers will have a life changing experience while at KIDTEA and be inspired to fundraise, donate, and share our story so that we can continue helping the children of Cambodia.

Free time

There are a number of things to see and do during your free time in Cambodia, here are just a few:

Siem Reap

Siem Reap is a buzzing city and volunteers love to spend their time there, whether it is for coffee and shopping during the day, treating yourself with a nice dinner, or for a night of drinks and dancing down in Pub Street.

See Angkor Wat

Angkor Wat is just around the corner from KIDTEA School, and we can arrange for a TukTuk driver to take you at a discounted rate (compared to the prices in Siem Reap).



Markets

There are wonderful markets in Siem Reap and outside (highway 60 night market) that sell a variety of bags, clothes, electronics and other goods. The markets are quite famous, and the prices are quite good (if you know how to haggle).

Have a spa day

After a long week of volunteering, you might want to unwind and relax in the swimming pool, or perhaps enjoy a massage and some pampering. A nearby Spa will happily look after you, and for around \$5 you can enjoy their lagoon swimming pool, saunas, steam room, hot tub, cold tub and high speed internet. For an extra \$5 you can add a 1 hour body massage.

Rent a bicycle

It's quite relaxing to rent a bicycle and simply cycle around the beautiful Siem Reap countryside. Rentals from the city are usually \$1 - \$2 per day, but you may be able to

negotiate a better price if you're renting for a long period of time. For long-term volunteers, a bicycle costs around \$30 to buy and you can easily resell it to the next volunteer.

Yoga + Khmer Lessons

You can do Yoga in town at Peace Cafe for about \$6 a session (mat included). The yoga classes are daily, Monday through Saturday, twice a day (8:30am and 6:30pm). They also offer free Khmer lessons Saturday and Sunday, 3-4pm. Peace Cafe is also a good vegetarian restaurant so you can get some light bites as well. They also offer vegetarian cooking classes (daily, 1-2pm), free Monk Chat intro to Buddhism, and you can learn mediation techniques (by appointment). Their schedule may have changed so be sure to check before heading over. Their number is 092-177-127.

Battambang (killing caves)

You can organize a weekend trip to Battambang and see the historic killing caves where thousands were killed during the tragic events of the Khmer Rouge.

Tourist Cinema

There is a special private tourist cinema in town, simply go in with a group of people and choose your own movie, they have all the latest releases and there is also free iced coffee before 2:00pm.

There are countless wonderful activities for you to enjoy during your stay in Siem Reap, and if you want to simply relax that's fine as well. Feel free to check out Trip Advisor for more options.

Getting around

Although we are not located in the center of town it is still very easy to get around. TukTuks and motos are the most common ways to get around in South East Asia and in Cambodia. KIDTEA has several TukTuk drivers who can be called. Make sure you book in advance if you need to go somewhere. A TukTuk will cost you about \$1-2 each to town if you have at least four people. A moto would best if you have two or less and can cost about \$2 each.



Before you arrive

Travel Insurance

We highly recommend you purchase travel insurance in case of an emergency. Seeing a doctor or receiving a simple medical consultation in Cambodia is extremely costly.

Passport pictures

You will need two passport pictures in order to obtain your visa on arrival. Be sure you have them well in advance so you don't have to stress about them before arriving to Cambodia.

Please note that the US dollar is used just as much as (if not more than) the Riel.

Arrival

When you arrive in Siem Reap you will be picked up from the airport, bus stop or from Siem Reap City depending on your travel arrangements. Most of the time, the driver will have a welcome sign with your name(s) written on it.

Volunteer Culture & Attitude

Open Mindedness and Patience

It's important for volunteers to remember that Cambodia is very different compared to their home country, and that Cambodia is a very poor country. Please be tolerant, patient and open minded - that is good advice no matter which country you visit.

Understanding KIDTEA is a grassroots, not for profit charity that aims to both help Cambodia and provide a fun, exciting experience for you while you volunteer. Please remember we are NOT a 5 star hotel, and while we will do our very best to keep you comfortable, happy, and taken care of - we hope you understand that we are a charity. We have had lots of volunteers come stay with us and have a lovely time, we want you to as well.

Respect

You will meet many other volunteers from different cultures and backgrounds, as well as many Cambodians who are very different to you. Please be respectful and courteous, as all volunteers have to live and work together during their stay.

Organization

Please don't forget you are here to teach, please don't forget to fill in logbooks, prepare lessons, and stay organized. Your teaching effort directly impacts the lives of the students and can make a huge difference so we want you to make the most of this opportunity.

House Rules

There are a number of rules you must follow while staying at the house which will help make everyone's stay more comfortable:

Volunteer house rules

- Please book a TukTuk in advance if you need to go anywhere.
- Please be mindful of each other and clean up after yourself.
- Please be ready to do what you signed up to do. If you're coming to relax and not help our cause, then KIDTEA may not be a good fit for you.

- Do not video call, stream video, download or upload a lot of photos on the Wi-Fi if there are more than 5 volunteers on-site. These things will slow down the internet immensely for your fellow volunteers and cost us a lot of money.
- Please be considerate about the drinking water. In the evenings, we have 6 liters available and it must last through the night. If it's the middle of the night and it's looking low, don't fill up your 2-liter bottle and leave everyone else with none!
- Unless it's an emergency, do not wake up the school Principal or any other staff after 11pm.

Wi-Fi Rules

- No big downloads on the Wi-Fi (it's very expensive and it could use up the charity money).
- No streaming videos (YouTube, etc.) through Wi-Fi when there are 5+ people using the Wi-Fi.
- No Skyping on Wi-Fi when there are more than 5 people as it slows the connection down immensely for everyone else.

If you want to download, stream or Skype you can go to Era Angkor Spa or to one of the many places in the city with fast internet.

If you have an unlocked phone, you can easily purchase a Cell SIM card at the airport or in town. They charge \$2 for the card then a separate data plan (\$5 = 3.5 GB, \$10 = 8, \$20 = 15 GB). Prices may slightly vary.

Courtesy and Safety tips

Be courteous to all the volunteers, you have to all live together and get along. Don't be racist, rude, loud, bossy, or in any way annoying to your fellow volunteers. We are teaching international English so one type of English is NOT better than the other.

Please do not leave anything on the table outside or in the communal areas overnight as it might get stolen. Anything of value or large amounts of cash should always be kept on you or locked inside your bags. We are not responsible for lost or stolen items.

All staff is just trying to earn a living and don't need any extra hassle. Please be very courteous to the driver and the people you are living with, they are upstanding human beings for devoting their time and effort to helping people.

Alcohol, Sex and Drugs

Keep a professional relationship with students and other teachers you work with. Flirting or a hint of sexual activity will NOT be tolerated (between teachers or with the older students) while on school premises. Do not cross this line or we must take police action. Student safety is paramount.

Some locals in the village near the school may try to offer you beer or wine during your break. Alcohol and drugs being consumed at the school during school hours is not tolerated in any circumstance and any volunteer found doing so will face instant dismissal.

Other key rules of the classroom to take note of:

- Wear appropriate clothing. Don't wear anything scruffy or too revealing while teaching.
- Females: no short shorts or revealing tank tops. Local standards are very modest and tidy.
- Do not single out particular students - for example to give them money or special gifts. Our schools must try to operate fairly, and a kind well-meaning gesture towards one student can have unintended consequences and prove hurtful to others.
- Try not to point! In Cambodia, pointing “western style”, especially with your index finger, can be considered rude. Try gesturing with the flat of your hand instead. It is even ruder, pointing at somebody with your foot.
- Working with children, you may be inclined to give them a pat of encouragement. A pat on the back or the shoulder is okay, but a pat on the head is definitely not. In Cambodia, a pat on the head is seen as very demeaning.

General information about Cambodia

Making Purchases

You will no doubt buy some things in Siem Reap, here are some tips:

- It's polite to hand money with both hands
- Bartering for about 50-60% the quoted price is fairly normal
- Remember that vendors are just trying to support their families so don't try and rip them off.
- There are around 4000 Riel to 1 US dollar, this does fluctuate slightly though.

Cultural Don'ts

- Don't hang underwear or shorts above head level
- Don't touch the head of an adult (or child)
- Don't put your feet on the table or point the heels (soles) of your feet at people

Cambodian Children

The children in rural Cambodia, including the students at KIDTEA are quite tough and resilient, they are not coddled or pampered so you will often see them fall over, and then simply get up and keep playing without crying or making a scene. Cambodian children are

very different to western children and it takes some getting used to. The children in Cambodia are not used to being coddled so we recommend you don't do it.

Animals

Just about all animals in Cambodia are eaten, this is due to the poverty of the country and it is simply part of the culture. There is a farm-like mentality toward dogs, cats, chickens and other animals and you may see or hear something that will shock you as certain animals are prepared for dinner. This is true for most rural areas in South East Asia. In addition, the nearby roosters, chickens, and dogs may keep you up at night so you may want to bring earplugs if you're a light sleeper.

Sexism

Cambodia is a male-dominated culture, the wife traditionally stays at home and cooks and cleans and is generally subservient to a man. However the culture in Cambodia is much less sexist than many of those in the middle-east, and because Cambodia is relaxed there are plenty of exceptions and many women work, learn, drive, etc. Yet, there is still a noteworthy difference between Cambodian feminism and Western Feminism.

Scams

Like most developing countries, Cambodia has plenty of scams that aim to take money from tourists. Some things to watch out for are:

- Milk Money: A young girl will ask you for milk for her child, she will ask you to go into the store to buy baby formula. Once you are gone she will exchange the product for money, the shop keeper is in on the scam as well.
- Bike Baskets: If you have a basket on your bike or motorbike, don't store valuables in it or someone may drive past and simply pluck it out of the basket and ride away.
- Drugs: You may be offered drugs by TukTuk drivers in Siem Reap; we recommend you don't buy these as they are illegal.

Because the Siem Reap economy is so heavily dependent on tourism you will find that 99.99% of all the Khmer people are very kind and helpful. There are many land-mine victims, and other beggars who are genuinely down on their luck, and we encourage you to give money to them if you please. Not everything is a scam, but it's good to stay on your toes!

Visas

Upon arrival into Cambodia either by land or by air, a visa will be granted. Most countries can obtain the visa upon arrival and generally you do not need to apply for the visa in advance. Again, be sure you have 2 passport pictures with you before arriving in Cambodia.

The cost is \$30 for a tourist visa or \$35 for a business visa; both valid for 30 days. The main difference is a tourist visa can only be extended once for an additional 30 days, whereas a

business visa can be extended as many times as you want. If you have a booking with us for more than 2 months and require a business visa, please let us know in advance and we will arrange a letter of invitation to be sent to you from the local authority in Siem Reap to let officials know that you'll be working for us.

If you stay over 30 days, you just pay an additional \$5 for each additional day you stay.

You can extend your visa at Travel Sa in Siem Reap. The current prices are as follows:

- One month Visa - \$50
- Three month Visa - \$90
- Six month Visa - \$160

Warning - Visas at the Thai border (especially Poi Pet):

Several volunteers have experienced visa scams at this Thai border. There are several FAKE offices and border crossings that look legitimate for visas, but they aren't. Furthermore, the buses will try to take care of your visa for you – do NOT ever get your visa through a bus company. Be sure you locate the office/border that has government officials in uniform and if you ever doubt their legitimacy, you can always ask to speak to the police. If they're fake, they'll back off or tell you where to go.

Khmer Phrases

When you visit another country, its handy to know a few phrases, here are some Khmer phrases that will help you out.

English	Khmer Pronunciation
Stop	Chop
Yes	Female speaking to students – Jah Male speaking to students - Baht
No	Ot-te
Listen	Sa-dap
Do you understand?	Yu lot?
Are you finished?	Ruch Hai Noe?
Break Time	Cheng Leng
One more	Muy Diet

Sit Down	An Guey Chos
Copy	Cham long tam
Wait	Sum Rung Keam
Good work/ Well done	Lahor
Go to Class	Cho-Rien
Clever/Smart	Chelat
Very	Na

Conditions of Stay

1. Your stay must be paid for in advance, unless agreed otherwise.
2. You must respect the host family's belongings and property.
3. You must respect the host family and not cause them any unnecessary bother or hindrance.
4. You must not leave valuables unattended. The family or school cannot be held responsible for theft or damage of belongings left unattended in the communal areas or in the volunteer house.
5. You must help to conserve electricity where possible, by turning off lights, fans and power units that are not being used.
6. The length of your stay and your board basis is subject to your booking and however can be extended or upgraded during your stay depending on need.
7. We have the right to remove or charge any guest who breaks the code of conduct.
8. Refunds can be given only if you cancel your booking 4 weeks before the date of arrival.

Thank you

As we have mentioned volunteers are essential to the running of KIDTEA organization. We hope that you will choose to donate your time with us. If you are looking for a unique experience that will be rewarding, this is the place for you.