

VOLUNTEER REPORT FORMAT

To be submitted to CRS at the end of volunteer assignment and shared with the Host

1.1 Assignment information

- a) Volunteer Name: **Kenton Ayers**
- b) State of Origin: Georgia
- c) Host Organization: Gayaza High School
- d) Assignment: UG135
- e) Dates of Assignment: Feb. 2 to 17 , 2018 (including travel)
- f) Number of days worked: 11

1.2.1 Objective 1 in your SOW

A review of school enterprises, feeding process and input systems.

a) Progress with the objective

The schools agriculture enterprises were reviewed. The major enterprises are the dairy, Banana production, hog (swine) production, vegetable growing and poultry. The school grows and produces much of its animal feed. Brian the school's farm manager has been in this capacity for the past three years and is making progress from his knowledge and leadership.

b) Expected impacts/results

One of the major obstructions in the school's farm programs is not having the finances available in a timely manner when the farm needs them. The school's farm sells its farm production to the school and local community. Money needed for harvesting comes from the schools finances and is delayed due to needed approvals. These finances are governed and controlled by the schools financial administration that releases funds on a different time level than when the farm needs them. This creates delays in harvesting of feed for the animals and the quality and production is reduced. The overall farm production is showing growth from the previous three years. With further leadership from farm management increases in agriculture products and by products has great potential. Examples are: increase marketing; utilizing more of its manure and composting; and continue to increase the farm as a school teaching and learning center.

c) Recommendations¹

The farm must find a way to coordinate the farm budge with the school's financial time table. Other possibility would be to set up a separate farm account from the schools budget. Overall the farm enterprises are showing gains and with continued better farm management will be able to show greater increases. Recommend increasing the marketing of farms products and by-products such as manure and composting for higher value and returns. This can be done by posting signs around town explaining what you have for sale. Increase information to students and parents to let them know what you have for sale. Meet and visiting with other like community enterprises to show what you have available to

¹ **Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.

them to sell. With greater demand enables you to increase prices. Farm management needs to compare the difference enterprises to cost vs to income in finding where the greater resources are needed. Also the farm is using bio-gas from manure to produce gas. This enterprise has lacked attention and should be improved.

1.2.2 Objective 2 in your SOW

Review farm records for the different farm enterprises.

a) Progress with the objective

Reviews of the farms records were made. Different farm enterprises showed different levels of completion. The dairy records showed good management records in animal production area. The cost and sales records were adequate. Records for the pigs, banana, vegetables, and poultry were incomplete. Recommendations were discussed on keeping adequate records in regard to production. Also finances records with cost and sales were reviewed and explained. Details on procedures for designing standard operating procedures for the dairy were explained. Also explained were how to keep records on input systems and inventory management.

b) Expected impacts/results

Good records keeping on production will help in animal and plant production. Records on cost and sales will provide profit and lost analysis to see where you want to put your resources. Assessments were made to record management on tracking production on pigs, banana, vegetable production and poultry. This becomes more important when these enterprises become larger.

c) Recommendations

It is imperative that the farm keep accurate detailed records on production and finances. Records on productivity will enable management to track production to see what varieties of seeds or plants produced the best. This will provide good management in productivity. Also keeping records on expenses (debts) and sales (credit) to see your profits and losses. Tracking productivity will enable management in how to increase productivity and doing a cost analysis (cost vs sales) will enable management to see profitability of each enterprise. It's important that management compare the profits and losses from each enterprise to see what enterprises should be given greater efforts and what enterprise/s needs to be reduced.

1.2.3 Objective 3 in your SOW

Review of staffing in terms of expertise, gaps, and capacity strengthening needs.

a) Progress with the objective

A detail review was made on staff management in terms of expertise, gaps and employee capacity strengthening. Comprehensive discussions were given on training on staff management in terms of job descriptions, better supervision and employee communications, employee and management expectations, employee reviews and appraisals, rewards and corrections.

b) Expected impacts/results

Good staff management will result in better productivity and staff morale. How management can increase "employee buy-in" on work and programs. What employees can expect from management and what management wants from employees.

c) Recommendations

Recommendations were made on how to give clear expectations and job trainings. Each employee should have a job description. Even though most employees cannot read or write they can be spoken to verbally to what is expected of them in details. How to keep good open communication going both ways from employee and management were discussed. Each employee needs to clear on what is expected of them and that there are rewards if work is done outside their normal job duties and rectifications if adequate work isn't maintained. Regular job appraisals should be done. With most employees unable to read or write it would be highly recommended to facilitate education training to employees. It was explained that when employees are given better and more education employees become better employees. Something like this can be done after work or possible at lunch times.

1.3 Recommended future volunteer assignment

Gayaza High School has had several volunteers. If recommendations are accomplished I cannot think of further volunteer assignments here.

1.4 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Staff management	Implement good management skills as instructed	Brian Kibirige (Farm manager)	Within 3 months
2. Record keeping	Create and maintain good records on production and expenses & sales for all farm enterprises.	Brian Kibirige	Start immediately
3. Try to coordinate a budget through schools finance	Demonstrate to school's finance that a budget will be advantageous to the school and farm	Ronald Ddungu (Deputy Head teacher & focal point person - agricultural integration into the curriculum/Brian Kibirige)	Within 6 months

1.5 Number of people Assisted

- Through formal training (Classroom setup): 1152
- Through direct hands on practical assistance (Do not double count): 2
- Out of these above, number of host staffs
- Training/assistance by field

Category	Total	Males	Females
Members/ owners			
Employees	34	34	

Clients-students			
Family Members			
Total	34	34	

Note: the volunteer talked to 1152 students (all female) on one of the assemblies about agriculture opportunities and youth engagement while in school in the US.

1.6 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?

Gayaza High School is an all-girls school. No.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community?

N/A

1.6 Value of volunteer contribution in \$ **7,050**

- a. Hours volunteer spent preparing for assignment. **18**
b. Estimated value of all material contributions volunteer contributed to host during assignment. **\$27**

1.7 Value of hosts' contribution in \$ **219.83**

- a) **Meals -\$100**
b) Transportation - **\$100**
c) Lodging
d) Translation
e) Other (Specify)- training venue- \$ 27.55, printing and photocopying – 13.77, staff and student mobilization – 5.51
1USD = Ushs. 3,630.04

1.8 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it.

No

1.9 Recommendations for CRS:

Good job coordinating assignment



Ken Ayers, Volunteer Consultant working with Catholic Relief Services and USAID speaking to Gayaza High School students on agriculture opportunities



Ken Ayers, Volunteer Consultant (standing in middle) with Gayaza High School Staff and Farm Manager

1.10 Press Release

FOR IMMEDIATE RELEASE

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Stone Mountain, GA International Consultant Works with Counterparts in Uganda

Farmer-to-Farmer program promotes economic growth and agricultural development in East Africa

DATELINE: Stone Mountain, GA, February 17, 2017---Ken Ayers, a **Consultant** from **Stone Mountain, GA** who is an **International Consultant** travelled to **Uganda** for **2** weeks to share his technical skills and expertise with local farmers. Ken Ayers's assignment is part of Catholic Relief Services' Farmer-to-Farmer program that promotes economic growth, enhanced nutrition through access to healthy food, and agricultural development in East Africa.

"It was a wonderful experience both for me and the school farm that I worked with. They were eager to learn more technology to improve their livelihood and learn more about America"," said **Ken Ayers**.

Farmer-to-Farmer matches the technical expertise of U.S. famers and professionals in agri-businesses, farming cooperatives, and universities with farmers in developing countries to assist them in improving agricultural productivity, accessing new markets, and increasing their incomes. Farmer-to-Farmer is funded by the U.S Agency for International Development (USAID).

In a world where 80% of food is produced by farmers working on small farms or fisheries, the movement to share proven farming and business skills can improve the quality and quantity of the world's food supply. For communities in the developing world who often struggle to produce enough food, this can improve access to a reliable source of food and better nutrition. For the farmers, it can strengthen their path to prosperity.

The goal of **Ayers'** assignment was to **work with the school's farm management at Gayaza School farm**. He worked with **farm manager and school's administrator** who **wanted to streamline the farm management processes**. Most of **Ken's** time was spent at **Gayaza High School located in central Uganda** working with **Catholic Relief Services**. **"What a wonderful opportunity in changing the lives of individuals to be self-sufficient. Said Ken"**

This is **Ken's 14** volunteer assignment with Farmer-to-Farmer and is one of nearly 500 assignments that focus on improving approaches to local agriculture practices, expanding



production of quality food crops and nutrition in Ethiopia, Tanzania, Kenya and Uganda. The program, funded by the U.S. government has been running for nearly 30 years.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

The volunteers travel to East Africa for anywhere from one to six weeks.

“We are certain that this program will be beneficial not just to the farmers in East Africa but also to the volunteers from America,” said Bruce White, CRS’ director for the program. “It’s going to make the world a little bit smaller and a whole lot better for everyone involved.”

For more information, visit farmertofarmer.crs.org

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***Catholic Relief Services** is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding. For more information, visit www.crs.org or www.crsespanol.org and follow Catholic Relief Services on social media: [Facebook](#), Twitter at [@CatholicRelief](#), [@CRSnews](#) and [@CRSnoticias](#), [Instagram](#), [Pinterest](#) and [YouTube](#).*