



## 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: Daniel Dunn
- b) Host Organization: CRS
- c) Assignment: KE94
- d) Dates of Assignment: February 5 - February 25
- e) Number of days worked: 20

#### 1.2.1 Objective 1 in your SOW

##### a) Progress with the objective:

Completed with meeting of management and defined areas of record keeping for members, loan default problems, and monitoring of loans and SACCO progress measurement tools.

- b) Expected impacts/results: Borrowers and management will receive training and implement changes.

##### c) Recommendations: Attend training sessions. <sup>1</sup>

#### 1.2.2 Objective 2 in your SOW: Communications within SACCO

##### a) Progress with the objective:

Training on timing and type of communications between management, delegates and members.

##### b) Expected impacts/results

Immediate communications to delegates and borrowers when arrears occur.

- c) Recommendations: Immediate visit of local delegate to borrower in arrears to try and solve problem before it gets worse. Follow up visit by management with loan default tool kit to work on problem.

#### 1.2.3 Objective 3 in your SOW: Loan monitoring and loan growth, lending process, and reporting

##### a) Progress with the objective:

Met with education committee and loan committee and had training on promoting Sacco image, loan growth, information gathering on and recruitment of new members. Training in simple bookkeeping and the importance of financial information in loan processing. Reviewed the seriousness and importance of loan committee in avoiding poor loans.

##### b) Expected impacts/results:

Fewer problem and delinquent loans

##### c) Recommendations:

Careful selection of new members and more communication and events between members to create image of SACCO family. I recommend SACCO get a motor bike to visit borrowers more often to discuss problems and work closer to borrowers.

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<sup>1</sup>**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.

#### Objective 1.2.4: Financial Management training of Core Staff

##### a) Progress with Objective:

Worked with core staff on how to work with problem loans. Aging of problems loans and steps to take in monitoring portfolio and risky loans. How to document and follow a problem loan, the importance of peer pressure and the role of all members in having a strong portfolio. We also worked on a set of financial ratios to monitoring the SACCO's future in profitability/sustainability, growth and liquidity management, and financial strength and loan portfolio strength and growth measures.

##### b) Expected Results:

Staff will calculate and follow financial ratios and set goals for improvements. Staff will keep image of SACCO in dealing with members. Staff will increase contacts with borrowers.

##### c) Recommendations:

Staff visit SACCO members for recruitment and improving communications. Recommend that Sacco purchase motor bike .

#### 1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Member bookkeeping	Training	Education Committee	On going this year
2. Financial ratio analysis	Accounting	Accountant, Manager	Over next 6 months
3. Loan Mentoring	Accounting	Accountant, Manager	Daily
4. Delinquent loan workouts	Borrower visits and loan recovery	Accountant, Manager, Sacco loan committee members and delegates	Weekly
5. Recruitment	SACCO growth	All members and staff	On going
6. Loan Products	Management and Board	Manager	This year

#### 1.4 Number of people Assisted

- Through formal training
- Through direct technical assistance (Do not double count)
- Out of these above, number of host staffs
- Training/assistance by field

Category	Total	Males	Females
Members/ owners	124	95	29
Employees	4	2	2
Clients/ Suppliers	0	0	0
Family Members	0	0	0
Total	128	97	31



## 1.5 Gender

- a) What gender roles did you recognize in your host community? Women are present and active in committee positions. They are active members and borrowers. Did these roles play a part in your assignment? Yes, How? They were active in discussions and are the SACCO's best borrowers.
- b) How might CRS or the host organization improve opportunities for the women in this host or host community? Provide business training.

## 1.6 Value of volunteer contribution in \$12000 (\$600/day based on previous USAID consulting)

- a. Hours volunteer spent preparing for assignment: 30
- b. Estimated value of all material contributions volunteer contributed to host during assignment: \$250

## 1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- a) Meals \$800
- b) Transportation
- c) Lodging
- d) Translation
- e) Other (Specify) VISA \$50

## 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.

1.9 Recommendations for CRS: Provide more time to visit SACCO members as they are scattered over a large area.

## 1.10 Press Release

### **FOR IMMEDIATE RELEASE**

**VOLUNTEER CONTACT:** [Daniel Dunn]

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## **Austin Area Volunteer Travels to Kenya to Share Skills with Local Farmers**

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

### **FOR IMMEDIATE RELEASE**

**CONTACT:** [Name]  
[Title]  
[Phone]



[E-mail]

## **Austin Area Volunteer Travels to Kenya to Share Skills with Local Farmers**

### **Farmer to Farmer program promotes economic growth and Agricultural development in East Africa**

**Dr. Daniel Dunn**, a retired Professor from Austin Texas travelled to Kenya for 3 weeks to share his/her technical skills and expertise with local farmers. [Name]'s assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.

**Dr. Dunn said, "I was a peace corps volunteer in Kenya almost 50 years ago, I am amazed by the educational progress that has taken place over that time and the abilities of the new generation to engage in successful businesses of all kinds."**

Funded by the U.S. Agency for International Development (USAID), the five-year program matches the technical assistance of U.S. farmers, agribusinesses, cooperatives, and universities to help farmers in developing countries improve agricultural productivity, access new markets, and increase their incomes.

In Kenya, **Dr. Dunn** worked with **Elgeyo Markwet Sacco** in organizational development training and giving technical assistance to youth to enable them to obtain loans for businesses. Up to 128 beneficiaries were reached.

Dr. Dunn's volunteer assignment is one of nearly 500 assignments that focus on agriculture, food security and nutrition in Ethiopia, Tanzania, Kenya and Uganda. This is the first time CRS has been involved in the 28-year-old Farmer-to-Farmer Program funded by the U.S. government.

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 U.S. volunteers will travel to East Africa for anywhere from one to six weeks, their expenses covered by USAID.

"One thing we are certain of is 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 for everyone involved."

For more information, visit [farmertofarmer.crs.org](http://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 nearly 100 countries, without regard to race, religion or nationality. For more information, please visit [crs.org](http://crs.org) or [crsespanol.org](http://crsespanol.org).*