



## 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: Jeffrey Hake
- b) Host Organization: Namungalwe ACE
- c) Assignment: **UG41** Business Plan Development
- d) Dates of Assignment: August 7-22, 2015
- e) Number of days worked: 10

#### 1.2.1 Objective 1 in your SOW: Assist the ACE board and staff to develop a business plan

- a) Progress with the objective: Good progress was made on this objective because the rules of record-keeping were established, and participants were given guidelines and templates to follow to keep their own records. Importantly, they were also empowered not just with the knowledge of how to keep records but with the understanding that the systems must be personalized and they are in charge of making these systems work on their own farms and for their own businesses.
- b) Expected impacts/results: The establishment of these rules and guidelines will help the ACE board and staff to develop a business plan over the next 3-12 months by having records of activities and incomes/expenses on members' farms, which will help the ACE board and staff determine the strengths and weaknesses of its membership and develop a strong common strategy for the cooperative.
- c) Recommendations: The ACE should strongly urge CRS to bring a volunteer to Namungalwe in the next 3-12 months who can work with farmers to turn their daily and monthly records of income and expenses into enterprise budgets, cost/benefit analyses, and cash flow statements. This will bring the ACE board and staff a long way forward in the development of a business plan. This recommendation needs to happen in tandem with the recommendation in 1.2.2.

#### 1.2.2 Objective 2 in your SOW: Training farmers on record-keeping, the type of records to keep, and the importance of keeping such records

- a) Progress with the objective: This objective was successfully accomplished by the creation of a training that began with establishing a clear rationale for keeping farm records, then establishing which records were most important for them to keep according to both my experience and theirs, and then thorough review of how to develop and use those records.
- b) Expected impacts/results: Given guidelines to create their own record templates, as well as this manual for ongoing training among the members of the ACE, all of the farmers who experience this training will begin keeping at least one new record on their farms.
- c) Recommendations: The ACE board and staff need to continue to emphasize the importance of keeping records, through ongoing training programs as well as one-on-one assistance. Monthly meetings in which farmers discuss their progress in keeping farm records and help each other troubleshoot difficulties will help develop oversight and support. These meetings may also be an opportunity for farmers to take advantage of the computer center at the Namungalwe office, where they can use Microsoft Excel particularly for entering in monthly income/expense reports. Any records will be beneficial to begin keeping, but income and expense records will be the most



important towards establishing good business practices and developing a business plan for the ACE.

#### 1.2.3 Objective 3 in your SOW: Practical illustrations and practice with farm record-keeping templates with the participants

- a) Progress with the objective: This objective was accomplished by first asking the participating farmers what kind of records they currently keep, then what kind of records they think are the most important. Based on this information, participants then spent the entire second half of the training practicing the creation of templates for farm record-keeping. This practice was made more useful by continually consulting with the participants about their farming practices and by showing how the templates can be edited based on the specific needs of the farms and farmers in the room. In addition to discussing the templates, farmers were instructed in practical means of efficient record-keeping, such as where to physically keep these records, such as in a pocket notebook for planting and cultivation records, or on a sheet mounted on a centrally-located wall so that all workers can access a general labor log.
- b) Expected impacts/results: Participants will take these templates, as well as the ability to cater them to their needs, back to their farms and begin using them.
- c) Recommendations: The ACE board and staff should bulk-order notebooks measuring roughly 3" x 5" filled with graph paper, to be distributed to the farmers in the cooperative to encourage good record-keeping habits. Even better would be notebooks that contain a small pocket inside, for the purpose of retaining receipts all in one place.

#### 1.2.4 Objective 4 in your SOW: Conducting a cost-benefit analysis and profit determination in farming for business

- a) Progress with the objective: A cost-benefit analysis and profit determination was not conducted with the farmers. It was emphasized in the class that such techniques can only be employed when they first have clear and reliable numbers to work with, and therefore record-keeping was foundational to conducting a cost-benefit analysis and profit determination in the near future.
- b) Expected impacts/results: The lessons instilled in the farmers in the importance and strategy of record-keeping will establish the habit of record-keeping, which will enable future trainers to take these records and help the farmers conduct cost-benefit analyses and determine profitability using real numbers from their own farms.
- c) Recommendations: This objective is a departure from the others, which emphasize record-keeping. This objective would have required a third lesson with each group, which I did not have the time to conduct. In addition, this would have required a change to the curriculum as a whole, as the subject matter would be getting away from record-keeping itself and into how we then utilize farm records for other means.

#### 1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
----------------	-----------------	--------------------	---------

<p>1. The ACE should strongly urge CRS to bring a volunteer to Namungalwe in the next 3-12 months who can work with farmers to turn their daily and monthly records of income and expenses into enterprise budgets, cost/benefit analyses, and cash flow statements. This will bring the ACE board and staff a long way forward in the development of a business plan. This recommendation needs to happen in tandem with the recommendation in 1.2.2.</p>	<p>Write a description of a desired volunteer who has the qualifications in farm business management to conduct follow-up trainings with these same RPOs and who can come within the next year.</p>	<p>ACE board and management</p>	<p>15/9/15</p>
<p>2. The ACE board and staff need to continue to emphasize the importance of keeping records, through ongoing training programs as well as one-on-one assistance. Monthly meetings in which farmers discuss their progress in keeping farm records and help each other troubleshoot difficulties will help develop oversight and support. These meetings may also be</p>	<p>Hold monthly meeting with participants who attended these trainings, in order to discuss progress made in establishing record-keeping systems and to generate support in the cooperative for continued record-keeping efforts. This meeting should be held at the Namungalwe office if possible, so that farmers will have</p>	<p>ACE manager &amp; RPO leaders</p>	<p>15/9/15</p>

an opportunity for farmers to take advantage of the computer center at the Namungalwe office, where they can use Microsoft Excel particularly for entering in monthly income/expense reports. Any records will be beneficial to begin keeping, but income and expense records will be the most important towards establishing good business practices and developing a business plan for the ACE.	access to the computers.		
3. The ACE board and staff should bulk-order notebooks measuring roughly 3" x 5" filled with graph paper, to be distributed to the farmers in the cooperative to encourage good record-keeping habits. Even better would be notebooks that contain a small pocket inside, for the purpose of retaining receipts all in one place.	Order notebooks in bulk.	Mufumbiro Joseph	15/9/15
6. Time management, organization, and communication must be improved at both the farmer and the cooperative level.	Improve organization and communication within the cooperative.	ACE board and staff	15/8/16

#### 1.4 Number of people Assisted

- a) Through formal training: 90
- b) Through direct technical assistance (Do not double count): 0
- c) Out of these above, number of host staffs: 2
- d) Training/assistance by field: introduction, interpretation, and acquiring classroom supplies

Category	Total	Males	Females
Members/ owners	88	30	58
Employees	2	1	1
Clients/ Suppliers	0	0	0
Family Members	0	0	0
Total	90	31	59

### 1.5 Gender

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

I noted some customs that I had heard about beforehand, but I also found the women to be as equally outspoken as the men, which was a pleasant surprise.

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

This host community was more progressive than I was led to believe about rural Ugandan communities in general. Kairigi Winnie is doing particularly impressive work with her women's cooperative and should be looked to as a leader and inspiration.

### 1.6 Value of volunteer contribution in **\$1,175**

- Hours volunteer spent preparing for assignment: 20
- Estimated value of all material contributions volunteer contributed to host during assignment: \$50

### 1.7 Value of hosts' contribution in **\$ 698.09**

- Meals: \$ 74.79
- Transportation for participants: \$ 498.64
- Lodging
- Translation: \$ 55.41
- Other (Specify)- Training venue- \$ 27.70, Farmer mobilization ( Airtime & Fuel for Motorcycle)- \$ 41.55

### 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:

While I recognize that volunteers need to do their own research prior to arrival and that I personally could have done more, extra attention to first-time volunteers, to address cultural adjustments, travel needs, and curriculum development, particularly as its relevant to the specific community that is being addressed, will be helpful. In addition, CRS should attempt to have volunteers overlap in field locations for social and emotional support.



1.10 Press Release

**FOR IMMEDIATE RELEASE**

**CONTACT:** Jeffrey Hake

Farmer training program manager, The Land Connection

508-633-4323

jeff@thelandconnection.org

## **Champaign-Urbana Area Volunteer Travels to Uganda to Share Skills with Local Farmers**

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

**Jeff Hake**, farmer training program manager with The Land Connection in Champaign, Illinois travelled to **Uganda** for **two** weeks to share his technical skills and expertise with local farmers. Hake'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.

**"I originally heard about the program while trying to recruit other central Illinois farmers for it," said Hake. "But then, CRS encouraged me to do an assignment of my own, and I am incredibly glad I did. I worked with farmers and saw landscapes I would never have seen otherwise. I'm not sure if I taught or learned more, but I would encourage anyone to take the same opportunity."**

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 **Uganda**, **Hake** worked with **the Area Cooperative Enterprise of Namungalwe** in giving technical assistance to **farmers** to enable them to **develop better record-keeping systems and begin farming as a business**. Up to **95** beneficiaries in three communities were reached.

Hake'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)

.

# # #

*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).*