

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: Alicia Holmes
- b) State of Origin: New York
- c) Host Organization: Byeffe
- d) Assignment: Business Plan Development
- e) Dates of Assignment: Dec 4 -14
- f) Number of days worked: 10

1.2.1 Objective 1 in your SOW

- a) Progress with the objective – Worked only with Fatuma (who did not need training in the entire business plan development process) on creating business plan financials
- b) Expected impacts/results – Training and developments in creating financial plan and understanding financial statements. Years one – three completed
- c) Recommendations¹ - Use of Quicken accounting software to capture financial information

1.2.2 Objective 2 in your SOW

- a) Progress with the objective - Identified improvements in each phase of production and developed objectives that will serve to quantify performance improvements
- b) Expected impacts/results – Cost of immediate improvements in each phase of production clearly identified. Low cost items to be implemented in the next month resulting in improved profitability from reducing production bottlenecks and receiving regulatory certifications
- c) Recommendations – Compare anticipated results to objectives

1.2.3 Objective 3 in your SOW -

- a) Progress with the objective - Revised and reorganized business plan before arriving on site. Review of the overall reorganized plan, made changes where necessary, identified areas that needed to be addressed.
- b) Expected impacts/results- Major administrative challenges identified
- c) Recommendations - Improve record keeping of all purchases from farmers, product delivery, sales and payments through the purchase of software for financial administration. QuickBooks was reviewed and recommended

1.3 Recommended future volunteer assignment

- Quicken consultant for training staff and setting up accounting structure and internal financial business processes
- Creating a web and social media presence
- Food security consultant

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.

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Montly Profit and Loss Statements	Create monthly Profit and loss statements	Brian Moshe	Beginning February 1st
2. Montly Cash Flow Statements	Create monthly cash flow statements	Brian Moshe	Beginning February 1 st
3. Purchase Quickbook, or other financial management software	Purchase Quickbooks and have a consultant train staff and assist in account set up	Fatuma Namutosi	January 2018
4. Make low cost production improvements in the immediate future	Implements low cost drying upgrades recommended by Tom	Fatuma Namutosi	January – February 2018
5. Implement inventory tracking system	Until a software package can be purchased create manual system and capture the information in excel	Fatuma Namutosi	End of December

1.5 Number of people Assisted: 2

- a) Through formal training (Classroom setup): 0
- b) Through direct hands on practical assistance (Do not double count): 2
- c) Out of these above, number of host staffs: 2
- d) Training/assistance by field

Category	Total	Males	Females
Members/ owners	1		1
Employees	1	1	
Clients/ Suppliers			
Family Members			
Total	2	1	1

1.6 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? Women work very hard and the males may have been less engaged

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

1.6 Value of volunteer contribution in \$7050

- a. Hours volunteer spent preparing for assignment: 40 Hours
- b. Estimated value of all material contributions volunteer contributed to host during assignment \$200

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

- a) Meals (1 meal a day) \$90
- b) Transportation (pick up and drop off for a very short distance): \$15
- c) Lodging none
- d) Translation none
- e) Other (Specify)

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:

- The statement of work should be reviewed and finalized with the host
- Periodically check that the selection or accommodations are meeting certain standards

1.10 Press Release

FOR IMMEDIATE RELEASE

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[US City] Farmer [Researcher, etc] Works with Counterparts in [Country]

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

[DATELINE: Brooklyn, NY, December 01, 2017]--- Alicia Holmes from Brooklyn, NY who is a Financial Educator and Coach travelled to Uganda for 2 weeks to share her technical skills and expertise with local farmers. Alicia Holmes 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.

"I had an unforgettable experience working with a young enterprising business woman who has a mission to support other women having financial stability." "The time spent assessing their current business processes and creating financial statements has provided her business with the critical information needed for expansion" **Alicia Holmes said.**

Farmer-to-Farmer matches the technical expertise of U.S. farmers and professionals in agribusinesses, 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 Alicia Holmes assignment was to **train the staff on the revision of their business plan with a focus on the financial statements.** She worked with the owner who had a wealth of knowledge but had not captured the information in writing. It was helpful to fully capture this information and then see the financial possibilities. Most of Alicia's time was spent in Mbale working with **Fatuma Namutosi the owner of Byeffe Foods Company Limited.**

This is Alicia's first 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](#).*