



## VOLUNTEER REPORT FORMAT

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

### 1.1 Assignment information: **ET105**

- a) Volunteer Name: David Krou
- b) Host Organization: Kabondo Sweet Potato Marketing Cooperative Society
- c) Assignment: Cooperative Financial literacy and Record Management Training
- d) Dates of Assignment: November 30<sup>th</sup> – December 18, 2015
- e) Number of days worked: 16 days (excluding international travel)

1.2.1 Objective 1 in your SOW: To build capacity of Kabondo Sweet Potatoes Marketing Cooperative Society board on financial literacy to improve business and achieve organization goals

#### a) Progress with the objective

Facilitated review of the cooperative financial literacy and provided trainings on the identified gaps. During review of the cooperative financial status, it was found that KSPMCS is currently operating at loss due mostly to its large amount of fixed assets (98%) which is create large amount of depreciation. However the cooperative shows a positive cash flow, thanks to members' contribution. This is not sustainable loss. Therefore the training focused on building the capacity of the board with effective financial tools to manage the cooperative.

Recommendations for objective 1:

Product diversification for KSPMCS;

- Potato
- Bean
- Flour
  - Vine
  - Client diversification
  - Revenue comes from commission and mark up for the produce: pass-through model
  - For flour, produce above Breakeven quantity

Model gives the cooperative a bargaining power

*Anticipated impact*

When the business model recommended is implemented, success will follow.

1.2.2 Objective 2: To facilitate record keeping training and development of basic formats for record keeping.

b) Progress with the objective

Trained selected board members the concept and importance of financial and record management; this mainly covered

- Value of record keeping
- Best Practice for record keeping
- What to keep and for how long?

Facilitated development of Journal entries, General ledger; Trial Balance; Financial statements; Balance sheet; Income statement and cash flow for the cooperative

Recommendations: KSPMCS should ensure implementation of the following

- Back up data; e.g manual & electronic
- Organize data in a meaningful manner
- create pivot tables
- Have some statistics available

For more details; find attached documents developed

### 1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Business Model	a. Product diversification b. Client diversification c. Use commission & mark up as revenue generator d. Produce Flour above breakeven quantity e. use your bargaining power	KSPMCS Board members. Tobias Muga	Starting January 2016

2. Budgeting	a. Focus on the 4 products for the time being. b. Produce Flour (finished product) above breakeven . c. Set a statutory reserve. d. Distribute dividend when appropriate.	KSPMCS Board members. Tobias Muga	Starting January 2016
3. Organizing data to turn them into meaningful information	a. Designed templates: ex. membership and production b. Taught how to use a pivot table.	KSPMCS board members. Secretary: Tobias Muga	Starting January 2016
4. Building financial records	a. Journal , General ledger, Trial balance. b. Balance sheet, Income statement, Cash Flow	KSPMCS board members	Starting January 2016
5. Understanding Cost	a. How to calculate depreciation b. Depreciation as an expense c. Depreciation formula	KSPMCS board members	Starting January 2016
6. Diversification	a. Added two more products: Beans & Vines	KSPMCS board members	Starting January 2016

#### 1.4 Number of people Assisted

- Through formal training 10
- 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	10	6	4
Employees	0	0	0
Clients/ Suppliers	0	0	0
Family Members	0	0	0
Total	10	6	4



### 1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?
- b) How might CRS or the host organization improve opportunities for the women in this host or host community?

### 1.6 Value of volunteer contribution in \$

- a. Hours volunteer spent preparing for assignment    roughly 40 hours
- b. Estimated value of all material contributions volunteer contributed to host during assignment  
No material contributions

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

- a) Meals                      Perhaps = \$50 (vol) + 450 for participants
- b) Transportation        \$ 400
- c) Lodging
- d) Translation
- 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.

### 1.9 Recommendations for CRS:

- Power off from time to time
- Internet too slow to be used in remote places.



1.10 Press Release

**FOR IMMEDIATE RELEASE**

**VOLUNTEER CONTACT:** [Name]

[Title]

[Phone]

[E-mail]

**[US City] Area Volunteer Travels to [Country] 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]

**[City] Area Volunteer Travels to [Country] to Share Skills with Local Farmers**

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

[Name], a [title] from [city, state] travelled to [country] for [x] 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.

“[Volunteer quote],” said [name].

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 [country], [name] worked with [Host] in [value chain] training and giving technical assistance to [type of beneficiaries] to enable them to [Goal of the assignment]. Up to [Number of beneficiaries] beneficiaries were reached. [Other details are optional]



[Name]'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).*