

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: **Michael Mayott**
- b) Host Organization: Loro-Oyam SACCO
- c) Assignment: Training in Computer applications as a first step in transitioning from manual to automated accounting system
- d) Dates of Assignment: 8 Jan – 26 Jan 2016
- e) Number of days worked: 12

1.2.1 Objective 1 in your SOW

- a) Progress with the objective: SACCO GM, Tell/Accountant/Intern and 3 board members trained in Microsoft Windows 7 Professional; Word 2010; Excel 2010 on donated notebook computers (3).
- b) Expected impacts/results : Understanding and implementation of automation of SACCO record keeping
- c) Recommendations¹
 - a. Staff and Board Members practice with applications using the reference training books provided.
 - b. Uninterruptable power source is required to ensure operation and data security and integrity.

1.2.2 Objective 2 in your SOW

- a) Progress with the objective: A basic spreadsheet was constructed and client data input began.
- b) Expected impacts/results: SACCO will increase its efficiency and effectivity of service to membership through automation.
- c) Recommendations
 - a. Maintain spreadsheets on a daily basis to ensure up-to-date and correct content.
 - b. Perform daily backup of data.
 - c. Plan for purchase of SACCO specific software package; e.g. MBWIN, MIFOS

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1.Practice with software	Periodic use of exercises in manuals	Staff	On-going
2. Solar Power	\$1,000 US to purchase and install	General Manager	ASAP
3. Data Integrity	daily input and review	General Manager /Staff	Immediately

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.

4. Data Security	Daily backup of data and secure storage of data device	General Manager	Immediately
5. SACCO specific software	MBWIN / MIFOS	Board Chairman / General Manager	31 Dec 2016

1.4 Number of people Assisted

- a) Through formal training: 0
- b) Through direct technical assistance: 6
- c) Out of these above, number of host staffs: 3
- d) Training/assistance by field

Category	Total	Males	Females
Members/ owners	3	3	
Employees	3	2	1
Clients/ Suppliers			
Family Members			
Total	6	5	1

1.5 Gender

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

Loro-Oyam SACCO is housed in an owner occupied building. The owner and his immediate and extended family reside in a courtyard setting enclosed behind the SACCO. Volunteer noted when a male visitor was being served tea the daughter (assumed) of the owner presented the tea after she dropped to both knees. When finished serving she then backed away on her knees while facing the guest. A similar incident occurred by wait staff at the Margarita Hotel wherein a female served bent to her knees for a female guest. The male wait staff did not perform in a similar fashion.

The host environment is easily defined as male dominated as most of the professionals are male. The SACCO accountant, who also doubles as a teller, is a well-educated and informed female who is an outstanding role model for the females in the area.

Three of the SACCO Board of Directors are female out of a total of nine.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community?
 - a. The employment and promotion of females within the organization to roles of more responsibility; e.g. General Manager.



1.6 Value of volunteer contribution in **\$ 3,010**

- a. Hours volunteer spent preparing for assignment: 40+
- b. Estimated value of all material contributions volunteer contributed to host during assignment:
Volunteer donated three note book computers and a router to the management of the SACCO

1.7 Value of hosts' contribution in **\$ 647.34**

- a) Meals : \$ 117.05
- b) Transportation for participants: \$ 284.85
- c) Lodging
- d) Translation
- e) Other: Mobilization of board members and staff to attend trainings – \$ 43.16, Training venue- \$ 158.25, Hiring Generator to supply power-\$ 44.03

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.

None

1.9 Recommendations for CRS:

None

1.10 Press Release

FOR IMMEDIATE RELEASE

CONTACT: Michael Mayott

Volunteer

406-690-7012

mike@michael-mayott.com

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

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

Michael Mayott, a **volunteer** from **Billings, MT** travelled to **Uganda** for **2** weeks to share his technical skills and expertise with local farmers. Mike'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 am grateful and humbled that I am able to offer the people of Uganda assistance in economic development of their country" said **Mike**.



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**, Mike worked with **Loro-Oyam Savings and Credit Cooperative** in **computer application** training and giving technical assistance to **their staff and Board of Directors** to enable them to **automate their client records**. Up to 850 beneficiaries were reached

Mike'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

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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 or crsespanol.org.