

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: Steven Schneider
- b) State of Origin NY, USA
- c) Host Organization: Kinda CBO
- d) Assignment: KE87 Business and Fundraising Planning
- e) Dates of Assignment: March 19 – 30, 2017
- f) Number of days worked: 8

1.2.1 Objective 1 in your SOW - CREATE A BUSINESS PLAN

- a) Progress with the objective – Completed a detailed Business plan
- b) Expected impacts/results - Increased focus and effort of new initiatives to grow the CBO
- c) Recommendations¹ - Utilize the business plan and it's recommendations 1-9 to increase donations and drive reaching more children in need.

1.2.2 Objective 2 in your SOW – CREATE FUNDRAISING PLAN

- a) Progress with the objective – Completed a detailed Fundraising plan and conducted sales training
- b) Expected impacts/results – Significant uptick in fundraising
- c) Recommendations -

1.2.3 Objective 3 in your SOW – Evaluate Kinda CBO including a SWOT Analysis

- a) Progress with the objective – Create strategic awareness and focus to develop a business and fundraising plan
- b) Expected impacts/results - Increased focus and effort of new initiatives to grow the CBO
- c) Recommendations – Utilize the analysis and plans to grow the organization significantly.

1.3 Recommended future volunteer assignment

Teach the Teachers to improve Education

Financial Accounting when business is larger

1.4 Action Plan

Recommendation	Specific Action	Responsible person	By when
1 Leverage Bakery	Use Brochures and Inserts in products to promote donations	Maurice/Carol	Ongoing
2 Increase Donor base	Collect list of donors, businesses	Maurice/Carol	Ongoing

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.

	and Agencies to market to.		
3 Leverage Technology	M Pesa account and FaceBook	Maurice	Ongoing
4 Track Progress of Children	Develop a formal tracking mechanism to show success and impact	Maurice	Ongoing
5 Use Alumni for promotion	Reach out to Alumni and ask for them to promote CBO and raise money	Lazaros	Ongoing
6 New Storage Facility to generate profits	Work through the plan to build and sell storage space to farmers	Lazaros	Ongoing

1.5 Number of people Assisted: 10

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

Category	Total	Males	Females
Members/ owners	10	4	6
Employees			
Clients/ Suppliers			
Family Members			
Total	10	4	6

1.6 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? Men and Women. They were all engaged.
- b) How might CRS or the host organization improve opportunities for the women in this host or host community? Women founded the organization. They should continue in their efforts

1.6 Value of volunteer contribution in \$

- a. Hours volunteer spent preparing for assignment 30 Hours
- b. Estimated value of all material contributions volunteer contributed to host during assignment 500,000 shilling over 3 years if all goals are met.

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

- a) Meals \$40

- b) Transportation \$80
- 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. No

1.9 Recommendations for CRS:

Solicit feedback from Host and provide that feedback to volunteer so the volunteer can improve on future assignments.

1.10 Press Release

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FOR IMMEDIATE RELEASE

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New York Financial Expert Works with Community Based Organization in Kenya

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

New York, NY March 31, 2017--- **Steven Schneider**, a banker/investor from **New York, NY** who is a **financial expert in business management and investments** travelled to **Kenya** for **2 weeks** to share **his** technical skills and expertise with local farmers/community based organizations. Steven Schneider's 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.

Mr. Schneider stated the work done on this project has the potential to break the cycle of poverty in the Kinda Bay area of Kenya. Sharing knowledge and working together with the organization's members was impactful, rewarding and will hopefully provide the mechanics for a sustainable impact for years to come improving the lives of the most vulnerable children.

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 **Mr. Schneider's** assignment was to **develop business and fundraising plans**. He/she worked with **10 members** who **work tirelessly to reach the most vulnerable children, many of them orphans, providing educational, health and financial assistance**. Most of **Mr. Schneider's** time was spent in the **Kinda Bay region of Kenya** working with **the members of the organization**.



This is [name's (first, second, third, etc.)) 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](#).