

tiba

# Volunteer On-boarding Process

# Goals of Volunteer Program

- Provide Direct Medical Services requested by Matibabu
- Teach/exchange new skills, ideas, and practices with Matibabu team
- Build knowledge of Kenya and friendship between peoples in US and in Kenya
- Volunteers become champions for long-term success:
  - Share stories and provide photos (during trip if possible)
  - Encourage their friends to get involved
  - Promote Tiba on their social media
  - Attend events- Volunteer Appreciation recruiting Night & Annual Benefit
  - Give and Support
  - Actively fundraise
  - Return visits

# Great Volunteers & Champion Volunteers

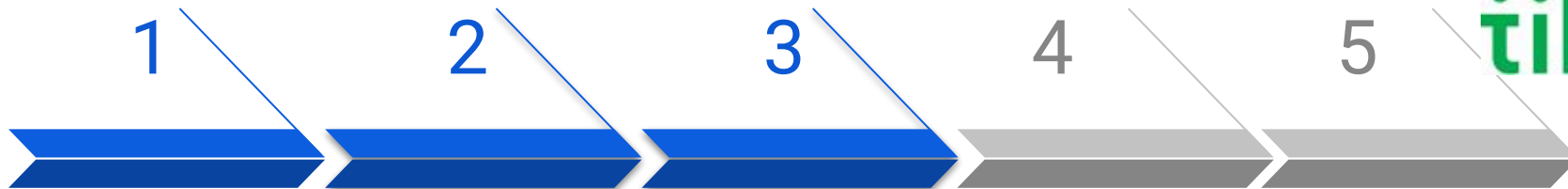
A Great Volunteer:

- Contributes to Matibabu with their skills and expertise
- Has a great service trip
- Shares stories and widely promotes their experience and Tiba
- Gives feedback to Tiba about their experience upon their return
- Becomes a champion of Tiba: Encourages others to get involved, attends our annual benefit, and donates at any amount

A Champion Volunteer does some of these:

- Takes special leadership or project or process for Tiba
- Returns multiple times or stays for extended time





### 1 APPLY

Apply online [HERE](#) and send CV/Resume (see below). **After application, Tiba sends email prompts for every step.**

### 2 ED INTERVIEW

Typically a 45 minute phone interview with Executive Director, Diane Dodge. Will review all logistical information about volunteering.

### 3 MEDICAL INTERVIEW

You will receive an email introducing you to the MD, surgeon or RN who will interview you, depending on your expertise. (Non-medical volunteers skip this step.)

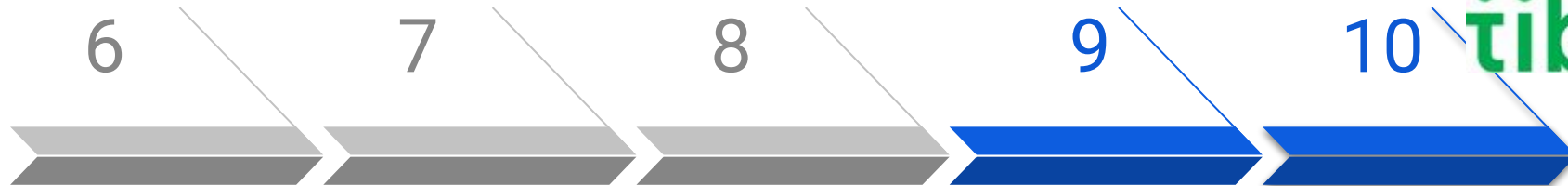
### 4 SEND DOCUMENTS

After being approved by Tiba ED and your Medical Coordinator, Send personal documents at least **3 months prior** to departure date. See next slides for detailed list.

### 5 PURCHASE TICKET

As soon as you have purchased your plane ticket, send flight info.

Send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).



### MEDICAL LICENSE APP

Kenyan staff applies for a Kenyan medical license on your behalf. **Once flight info has been sent, this process can begin. MUST BE at least 3 months before your trip.**

### SEND FUNDS

You will receive an invoice for the in-country costs for your stay. Funds can be given [online](#) via the DONATE button.

### VOLUNTEER SERVES

Volunteer serves at the hospital for 10 days to 1 month.

Send photos / tag Tiba in social media to help promote Tiba's mission.

### EXIT SURVEY & INTERVIEW

Within 2 weeks upon return, you will receive an email with a link to Tiba's Volunteer Exit Survey. You will also have another phone interview with the ED.

### SUPPORT & PROMOTE

Attend Tiba Events including Tiba's Fundraising Benefit Dinner and Volunteer Appreciation Celebration. Share your Tiba story with friends & online.

Send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).

# Paperwork needed for Tiba Volunteers

Once you have been approved by the Executive Director and your Medical Coordinator, you will receive the list of paperwork needed with the necessary attachments.

The following slides are divided into sections:

- New medical volunteers
- Medical Students
- Non-Medical Volunteers
- Returning medical volunteers

**Send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).**



# Paperwork for NEW Tiba Medical Volunteers

## New Medical Volunteers

- [Application](#)
- Proof of Covid Vaccination
- CV/Resume
- Signed Kenyan medical license application
- Passport (must have at least 6 months after date of return)
- Two (2) additional passport-sized color photos
- Diploma from medical school
- Medical school transcripts
- Board certifications (if applicable)
- Current/last medical license
- Signed Waiver of Liability
- Flight information when you have purchased tickets. (3 months before your trip.)

**You will send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).**



# Paperwork for Tiba Non-Medical Volunteers

## Non-Medical Volunteers

- [Application](#)
- Proof of Covid Vaccination
- CV/Resume
- Passport (must have at least 6 months after date of return)
- Two (2) additional passport-sized color photos
- Diploma
- Professional certificates and licenses, if any
- Signed Waiver of Liability
- Flight information when you have purchased tickets. (3 months before your trip.)

**You will send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).**





# Paperwork for Tiba Volunteers - Med Students

## Medical Students

- [Application](#)
- Proof of Covid Vaccination
- CV/Resume
- Passport (must have at least 6 months after date of return)
- Two (2) additional passport-sized color photos
- Diploma from college, high school or technical school
- Current student ID or letter from institution verifying that you are a current student
- Commitment letter from financial sponsor (if applicable)
- Signed Waiver of Liability
- Flight information when you have purchased tickets. (3 months before your trip.)

**You will send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).**



# Paperwork for Returning Tiba Volunteers

## Returning medical volunteers

- Proof of Covid Vaccination
- Signed Kenyan medical license application (if it's been more than a year since you were in Kenya)
- CV/Resume
- Passport (must have at least 6 months after date of return)
- Two (2) additional passport-sized color photos
- Board certifications, if applicable
- Current/last medical license
- Signed Waiver of Liability
- Flight information when you have purchased tickets. (3 months before your trip.)

**You will send all documents--resume/CV, personal docs, photos, ticket--to [operationsmanager@tibafoundation.org](mailto:operationsmanager@tibafoundation.org).**



# Thank you for being part of the Tiba Community!

Tiba is dedicated always improving our volunteer experience. Feedback is welcome.

If you have any questions or concerns, do not hesitate to ask:

Tara Neuffer

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847-962-7734

