

ADVICE AND GUIDELINES FOR VOLUNTEERS

Working at Bangladesh Disabled Development Trust:

Bangladesh Disabled Development Trust is a fantastic place for sharing skills and techniques with the local staff and exchanging ideas or simply dedicating your time to help make someone's day a bit brighter. Do not be surprised if your time volunteering at BDDT has a profoundly positive impact on your life. The challenges are rewarded with the most meaningful and life-changing experiences one could imagine, and living here as a volunteer will change you for the rest of your life. The experience provides a unique opportunity to utilise your talents or discover talents you weren't aware you had. Most importantly the friendships and connections made during your time at BDDT will remain for a lifetime.

Volunteer Responsibilities:

We are searching for a reliable and trustworthy volunteer to join our organization. The volunteer's responsibilities include completing tasks assigned by the supervisor, upholding the organizations values, and maintaining a high degree of professionalism with all stakeholders. The job responsibilities of the volunteers will be:

1. Understanding the role and responsibilities as well as the rules and safety regulations of our organization.
2. Completing all duties assigned by the supervisor and reporting any issues immediately.
3. Communicating with the embassies and remaining professional in all the interactions with the stakeholders.
4. Working with the Program development team and help in delivering reports and presentations when necessary.
5. Work closely with the BDDT team and coordinate them in the activities related to resource mobilization and fund raising.
6. Must be interested in working with person with disabilities and must have a strong desire to build career in the development field.

Benefits of joining BDDT as a volunteer:

There are innumerable benefits of joining BDDT as a volunteer because you will get to work closely with the most vulnerable communities of Bangladesh. Through extremely challenging and dynamic activities you will be able to acquire specific professional qualities. Finally, whatever the motivation may be, the combine efforts help the people in need thus turn out to be a way to give back to society.

Here are the reasons that reflect multiple aspects and benefits of volunteering for BDDT:

1. Develop a personality:

Volunteering for BDDT will help you to improve your interpersonal skills. You will get chance to work with versatile and skilled people throughout your volunteering journey. This experience will accelerate your personal intensification.

2. Helpful in Building a career:

Substantial amount of hands-on experience on live projects, working with collaboration, writing project proposals, reaching out to different embassies and international donors will give you an edge over other job-seeking candidates. Thus, at the end of the volunteering journey you will receive a certificate and a recommendation letter from BDDT which will smoothen your way to achieve your dream job.

3. Develop leadership skill:

While working with efficient leaders on different projects under BDDT in Dhaka and south-coastal area of Bangladesh where you will learn good leadership skills. You will become highly productive while working in a group.

4. Develop large network:

While working with BDDT you come in contact with highly established people and organizations so there is a vast opportunity for learning skills from them, having contact with them which may help you build your career. You come across people from different culture which helps you to reflect on your culture and make you better human being. You have chance to make new friends with likeminded people.

5. Create a broader perspective:

Volunteering service little or big whatever is selfless task mostly done for serving community unconditionally. This broadens your perspective and molds you to be a true human being that forms the strongest pillar of society.

Personal Qualities:

Flexibility, tolerance, initiative and patience are the four main qualities expected of volunteers.

Adjustment:

It may be difficult to adjust to Bangladesh Disabled Development Trust and to Bangladesh and you may initially feel isolated, frustrated and of no use, especially if coming from the structured lifestyle and employment in a developed country. These feelings are normal and will quickly be replaced with a sense of community, welcome, and excitement at becoming part of the

amazing family of BDDT. Remember adjustment takes time and any time you spend with the disabled people here at BDDT, no matter how trivial it seems, will be time well spent.

Volunteer Application:

- You are strongly advised to leave plenty of time before you leave to complete your application form and obtain a visa.
- Contact the BDDT coordinator via email (info@bddt.org , maliha@bddt.org) and they will contact you via email once your application has been received and approved.

Obtaining the Visa:

The normal procedure for obtaining your visa is:

- Contact Bangladesh Disabled Development Trust via email for a “Letter of Introduction”. This letter is essential when applying for a Bangladeshi visa.
- Contact the Bangladesh High Commission or Embassy where you live for a visa application form or search online for their website in your country.
- Tourist visas will normally be valid for 3 months.

Pre-Departure Checklist:

- Check with your travel doctor for the recommended medications and to ensure that you have received all the necessary immunisations.
- Air Fares and Travel Insurance
- Airfares vary so shop around or check the internet for the best deal. Airlines which have connections to Dhaka include Emirates, GMG Airlines, Air Asia, Air Arabia, Biman Bangladesh, Gulf Air, Qatar Airways, Singapore Airways and Thai Airways.
- Travel Insurance is highly advised for medical expenses, emergency evacuation and personal accidents.

Funding:

- Financial assistance may be requested from your local charities, organizations, and hospitals (e.g. your local rotary club)

Money:

- ATMs are widely available at the airport in Dhaka. Let your card provider know that you are staying in Bangladesh so that transactions are not stopped due to “suspicious” activity.
- Currency exchange is available at the airport in Dhaka. Traveler’s cheques ARE NOT recommended.
- Some US dollars may be useful.
- Credit cards are accepted in many Dhaka shops and hotels.

What to bring:

- Flashlight
- Water bottle
- Mosquito repellent
- Personal first aid kit including after bite cream; diarrhea mix; a rehydration mix, throat tablets (due to effects of high pollution)
- Earplugs
- Scissors, penknife
- Slip-ons (or shoes that are easily removed) as footwear is expected to be removed prior to entering the guesthouse and people’s homes
- Sunglasses
- Money belt, locks
- Universal adaptors for electrical items
- Towel (not supplied by guesthouse)
- Bathing costume (access to pools at various national High Commission/Embassy facilities)
- Toiletries are available in the local shops and Dhaka (including some western brands)
- Tampons, as these are not easily available in Dhaka.
- A small photo album of your family, home, town (this can be a good ‘conversation starter’)

Arrival in Bangladesh:

AT THE AIRPORT:

Confirm your arrival and meeting details with the BDDT volunteer coordinator (info@bddt.org) at least one week prior to your departure.

- You will be met at the Dhaka airport.
- A hand held BDDT board will be visible immediately outside the arrivals hall as you come through the doors of the glass wall. This is a fenced-in area which you should not

leave before you identify the BDDT representative as Dhaka Airport is a very busy area.

- If nobody has collected you within 30 minutes of arrival phone BDDT from the phone office within the fenced-in area. Administration mobile: 01708487558 .
- Use a trolley and look after your baggage very carefully.
- Change some money in the Baggage Hall where there are several banks. Ask for some small change (Tk. 2, 5 and 10).
- BDDT is between 1 to 3 hours drive from Dhaka depending on traffic conditions.

Places to visit around Bangladesh:

When you come to Bangladesh for volunteering do not forget to visit all the tourist attractions here too. Bangladesh has some special tourist zones, but people or tourists often select the best-known spots. The country has a teeming city as well as a peaceful environment, maritime and mountainous terrain. So, traveling from tourist spots to spots, you will face both of these unique environments.

Let's check out what we got for you:

1. The Main City, Dhaka:

It is often said that the main attraction of a country is its central city. Well, honestly, It would have been tough to believe if I wouldn't have enjoyed the city of Dhaka. Dhaka might be the most bustling city of Bangladesh, but it also includes some fantastic scenarios like Churches, Temples, colourful Bazar, Mosques, and many more.

During the Colonial Period, British Raj and Shah Jahan (The Mughal Princess) used to stay in Dhaka. The most popular Puran Dhaka Foods includes the best finger-licking taste that every person in Bangladesh wants to have. So, make sure you don't miss those delicious food items.

2. Sonargaon:

Here is the trendiest place to visit in Bangladesh. Actually, Sonargaon is pretty close to the main cities of Bangladesh. Therefore, people who often get vacations or weekend times to relax; for them, Sonargaon stays the first choice. Once, Sonargaon used to be the most flourishing merchandising hub of the town. But later on, slowly, it became a ghost metropolis when the other surrounding city near Dhaka got developed.

3. Cox's Bazar:

Cox's Bazar is the world's third-longest Sea Beach, about 120 kilometres in Bangladesh's South-East Part. Moreover, the crowd in this place during the season gets insanely crazy. The bustling is way too much and that makes the area look more lovable.

Besides that, you will also find various types of seafood over here. Cox Bazar is now full of commercial hotels and stayover places.

4. Bandarban:

Most of the tourists have their perspective of traveling. Some are fond of mountains, hills whereas some are beach crazy excited about beaches. Meanwhile, this list's second place is a mountainous place named "Bandarban," which is 1,000 meters higher from the sea level. And it is also surrounded by other greeny mountains called Chimbook, Wayla, etc

5. Sylhet:

The next spot on your travel list should be Sylhet. Sylhet is mostly known for its tropical forest and tea gardens. Sylhet has been able to retain its own heritage and culture for ages. This place has many tourist spots you shouldn't miss at all—especially Ratargul Swamp Forest, Jaflong, and Bisnakandi. You will find forests half-drowned inside the water—submerged stone beach with the water from Meghalaya.