



A Step by Step Guide to the Application and Preparation Process

Step	What You Do	What We Do
1	Submit Application Form	
2		Acknowledge Receipt of Application and inform you of whether you have a place and send this guide
3	Have a chat over the phone (or in person if nearby) to answer any questions	Have a chat over the phone (or in person if nearby) to answer any questions
4		Send a Copy of our Terms and Conditions
5	Sign Terms and Conditions and Email back	
6		Ask you to pay deposit
7	Pay Deposit	
8		Acknowledge Receipt of deposit and send handbook
9	Book Flights	
10		Send Information about applying for Visa and Work Permit as well as letter to support Visa Application.
11		Email introduction to Tanzanian staff
12	Apply for Visa and ensure the one you are provided with is correct	
13	Organise inoculations, malaria tablets and insurance	
14	Send insurance details to V2V	
15		Send Swahili Phrases Sheet
16		Ask to settle the rest of your donation
17	Settle the remaining donation	
18	Fly to Tanzania!	

NB. This is a guide; if you apply to volunteer less than 2 months before your trip the process may be different.