



ARUSHA SOCIETY FOR PROTECTION OF ANIMALS

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Arusha, Tanzania

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VOLUNTEER HANDBOOK

Welcome to Arusha Society for the Protection of Animals (ASPA).

This handbook has been designed as a guide for volunteers to help you understand who ASPA is, what we do and what input is required from you. This handbook can be easily updated by future volunteers at ASPA and is necessary for continuation of the Strategic Plan.

The aim is that this handbook will make your transition into ASPA as smooth as possible so your time here is spent in the most productive way possible.

We hope you enjoy your time at ASPA.

INDEX

Who is ASPA?	Page 3
The ASPA Team	page 4
What to expect	page 5
Volunteer Responsibilities	page 6-10
Special Dates Calendar	page 8
A List of ASPA Activities	page 11
Example Letter to Future Donors	page 12
Example Letter to Previous Donors	page 13
Membership / Donation Form	page 14
Example Proposal Letter	page 15-18
Example Newsletter	page 19-21
ASPA Certificate of Registration	page 22

WHO IS ASPA?

ASPA, or Arusha Society for the Protection of Animals is a registered society (number 9058/97) under the Societies Act of Tanzania.

Founded in 1997 as a non-government organization, ASPA relies on donations from the community and overseas donors to conduct its day to day running. At ASPA we regularly apply for grants to continue our mobile clinics and larger projects.

ASPA is the only animal dealing society which works to reduce the suffering and create meaningful social change for animals by advocating for sensible public policies, educating the public about animal issues and carrying out rabies vaccination campaigns as well as emergency response to rabies outbreaks in the Arusha region.

“A society of happy animals, happy people”

Our motto is:

Our regular activities to achieve this:

- Mobile clinics (dogs / cats and donkeys)
- School educational programmes (in conjunction with the Jane Goodall Institutes Roots and Shoots programme)
- Village educational classes (practical teaching)
- Cruelty complaints and rescues
- Market Place Inspections

ASPA TEAM

The ASPA Team is made up of a committee of Board Members. These members have a strong interest or investment in animal wellbeing in the area. The Board Members are in regular contact via email, phone or in person at the office and are always extremely supportive of the work ASPA and Volunteers do.

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VOLUNTEERS!!

WHAT TO EXPECT...

If this is your first time volunteering in a developing country, there may be a few surprises or frustrations that await you. Tanzania can be very different to what you are used to back home in regards to environment, health and safety, culture and expectations. Here are a few of the differences you are bound to face (and probably find frustrating!)

AFRICA TIME:

You may have heard this term used before, but not only does it represent “pole pole” (slowly, slowly), it also means that no one turns up on time! To avoid issues this may cause, try not to set a strict timetable, you will only end up disappointed. Also, if you don’t get a job finished in a day, don’t worry, it’ll still be here waiting for you tomorrow.

HEALTH AND SAFETY:

There are no rules! There is no Occupational Health & Safety Officer watching out for you, therefore it is imperative that you make safe decisions. If you have fellow volunteers with you, watch their backs and they will watch yours. Not only do we have the usual dangers of working with electricity and medications, but we also have unpredictable animals that have the ability to hurt / injure us and pass on zoonotic diseases.

INTERNET:

The internet can be temperamental. It is not uncommon for the internet to drop out un-expectedly for anywhere between 30 seconds and a few hours. This could happen ten times in one day usually when you have an important email to send. Make sure you use the internet when you can and do off-line jobs when it decides it doesn’t want to work.

BE PREPARED:

At any time, on any day you could be called out to a case or clinic. Make sure you are dressed appropriately (shoulders and knees covered), have a hat, sunscreen and plenty of drinking water. It’s also a good idea to have some tissues on hand for toilet emergencies.

RESPONSIBILITIES

As a Volunteer at ASPA your responsibilities vary greatly. Here is an incomplete list that will get you started on what needs to be done:

Office Jobs.

A lot of ASPA's activities are planned in the office. This is a great opportunity for you to share your ideas and skills with the ASPA team. Some of your responsibilities will include:

- Write funding proposals and apply for Grants
- Create and plan activities to keep the Strategic Plan on course
- Write a monthly Newsletter and email to members
- Seek internal and external funding
- Find and invite new members to join the ASPA group
- Design ASPA brochures
- Update ASPA member list
- Add to and update Volunteer Handbook
- Motivate and encourage ASPA team to continue the great work they are doing!

Fundraising.

This is a never ending job for ASPA and it is essential for the on-going work ASPA does within the community. Some suggested ways to do this include:

- Create an event and seek online support such as group funding (Gofundme campaign).
- Email members and ask them for donations for upcoming events / clinics.
- Contact local media (newspaper, radio etc)
- Email, call or visit local restaurants, hotels, tourist companies etc with an event proposal.
- Write grant applications and send them to International donors.

Social Media.

Social media outlets such as Facebook, LinkedIn, Twitter and Blogging are great ways to get ASPA's name out into the community. The more people that know about ASPA and the work we do the more support we can generate. Here are some suggestions to get you started:

- Update Facebook and LinkedIn regularly. Make sure posts are relevant to the work ASPA is doing, or planning on doing. This can include clinics, school educational classes, special celebration days and new campaigns. Add photos where possible, as these posts get the most attention.
- Ask your friends to "like" the ASPA Facebook page and interact with posts.
- LinkedIn needs to be used, updated and active for it to be successful.
- Create other Social Media accounts.

Username and Passwords:

Facebook page (facebook.com/tzaspa): masijajigahba@yahoo.com

LinkedIn: masijajigahba@yahoo.com

Emails.

ASPA receives emails regularly, and you should be checking for replies to the emails you have been sending. Every email is important and should be treated as a potential donor. It is important to reply respectfully to each email addressed to ASPA. Cruelty complaints can also be reported via email and these can be difficult to address. You have the ASPA support team to help you with these situations. The email login details are as follows:

<https://webmail.habari.co.tz>

User name: info@aspa.co.tz

Special Dates.

ASPA celebrates all animal associated events on the world calendar. These include, World Animal Day and World Rabies Day. Plan activities around these dates and make sure you use them to promote ASPA.

Month	Date / Event	Date / Event	Date / Event
January	1 st – New Year		
February			
March	3 rd – World Wildlife Day	20 th – International Day of Happiness	22 nd – World Water Day
April	Easter	7 th – World Health Day	25 th – World Malaria Day
May	10 th – World Migratory Bird Day		
June		5 th – World Environment Day	8 th – World Oceans Day
July	11 th – World Population Day		28 th – World Hepatitis Day
August		12 th – International Youth Day	19 th – World Humanitarian Day
September	5 th – International Day of Charity	21 st – International Day of Peace	28 th – World Rabies Day
October	4 th – World Animal Day	16 th – World Food Day	17 th – Int. Day for the Eradication of Poverty
November	10 th – Wrd Science Day for Peace & Development		22 nd – Africa Industrialization Day
December	1 st – World AIDS Day		25 th – Christmas

School Educational Classes.

In conjunction with the Jane Goodall Institutes Roots and Shoots Programme, ASPA volunteers go into both Primary and Secondary schools to conduct educational sessions. These classes vary in ages and number, for example the primary school class might be an Environmental Club which has approximately 25 children aged between 6 and 10. Alternatively you may have a Secondary school class of 35 students aged 18 years. On occasion there might be a seminar run for the whole school of 200+ students. There are no pre-prepared lessons or class notes for this as of yet but here are some tips for the Environmental Club class at Arusha-Meru International School:

- The teachers expect the lesson to be about wild animals and the environment.
- This is a wealthy school and none of the children have or interact with donkeys.
- The kids had NEVER seen or completed a jigsaw puzzle in their lives. The teachers were also stumped at how they put a puzzle together.
- Play-doh is a winner! (2 cups of flour, 1 cup of salt, food colouring and add water until the right consistency).
- Drawing, colouring in and word searchers are very popular. Not all kids have colouring pencils and you must take any paper you wish to use.
- Interaction is the key! Don't lecture!

Village Educational Sessions.

It is not unusual to head out to a Maasai Village to teach the farmers how to better look after their donkeys. This could be by demonstrating the use of a suitable cart or teaching the farmers how to make donkey packs to protect the backs of their donkeys. In these sessions ASPA must ask permission of the Village leader before beginning any training. The materials used and demonstrated are supplied by ASPA and on most occasions are donated to the village at the end of the session (this doesn't apply to carts). These sessions are run in Kiswahili which is generally the second language for most Maasai. It is important to learn a few words so that you can communicate and be part of the training.

Some key words:

Jambo	Hello	Habari	How are you?
Nzuri	Good	Karibu	Welcome
Asante	Thank you	Punda	Donkey
Ndio	Yes	Hapana	No

Mobile Clinics.

Clinics are when the ASPA team, with Veterinarians head out to either a Market Place or Village to treat animals. This is usually for donkeys or dogs. The aim at these clinics is to educate owners on better health care for their animals. The Vets will de-worm, vaccinate and treat any wounds they see on the animal. As a volunteer you will be asked to assist in the restraint and treatment of these animals. It can be a bit intimidating when you have never restrained an animal the size of a donkey, especially when they are tired and cranky! You also need to keep in mind these animals are not used to being treated like our pets at home and they may also be carrying zoonotic diseases.

Remember the vets and ASPA team are there to help train you. Do not be afraid to tell them if you are uncomfortable with a situation. They won't force you to do anything you don't want to do, but at the same time, it is important to step outside your comfort zone and give it a try!

ASPA ACTIVITIES

Activity	Venue	When	Cost
Donkey Clinic	Various Market Place	Weekly	Approx US\$200
Dog Clinic	Various Villages	When funds allow	Approx US\$250
School Education	Various Schools	Weekly	
Village Education	Various Villages	Monthly	
Spay & Save Campaign	Selected Village	When funds allow	Approx US\$4000
Donkey Retreat	Selected Village	When funds allow	Approx US\$990
Rescues / cruelty Complaints	As required	As required	Various



Name
Address
Address
Phone

Date: 29th September, 2014

Dear Sir /Madam,

I would like to take this opportunity to introduce myself to you. My name is Livingstone Masija and I am the Project Manager of Arusha Society for the Protection of Animals (ASPANA). Registered society number 9058/97, under the Societies Act of Tanzania.

Here at ASPANA we are the only animal dealing society which works to reduce the suffering and create meaningful social change for animals by advocating for sensible public policies, educating the public about animal issues and carrying out rabies vaccination campaigns as well as emergency response to rabies outbreaks in the Arusha region.

Our mobile clinics to vaccinate, de-worm and treat wounds of both dogs and donkeys have been very successful but find that due to the large number of stray animals, the demand always outweighs the supply. It is our mission to begin a Spay and Save Campaign where we offer free neutering of dogs within a local village. A direct result of this campaign will prevent the ever increasing problem of unwanted litters of puppies being abandoned and becoming victims of cruelty. This will also allow ASPANA to focus more directly on improving the health and living conditions of pet dogs in the community and ongoing rabies eradication methods.

We are asking for your support to help continue our mobile dog and donkey clinics and our Spay and Save campaign. For further information on the work ASPANA conducts, or to make a donation please phone or email me to arrange an appointment.

Thank you,

Livingstone Masija
Programme Manager
ASPANA

www.aspa.co.tz
+255 786 533 399



Name
Address
Address
Phone

Date: 29th September, 2014

Dear Sir /Madam,

According to our records, you previously have been very gracious and donated to Arusha Society for the Protection of Animals (ASPANA). We would like to again extend a warm welcome to continue that donation.

It is because of people like you that donate to ASPANA that we can protect and improve the welfare of animals in the Arusha area. For ASPANA to continue doing mobile clinics for dogs and donkeys, and to be able to respond to rabies outbreaks in the community, we urgently need donations.

The cost to run a donkey clinic at the local market is approx 300,000 tsh for 200 donkeys, and approximately 350,000 tsh for a dog clinic. Unfortunately, this year ASPANA has been unable to run any dog clinics to vaccinate dogs against rabies due to a lack of funding.

If you are interested in donating, would like to know more about ASPANA, or simply have any questions, feel free to email us or give us a call. ASPANA would like to thank you for taking the time to read this and any support is greatly appreciated.

Thank you,

Livingstone Masija
Programme Manager
ASPANA
www.aspa.co.tz
+255 786 533 399

2014 YEARLY MEMBERSHIP

Name: _____

Address: _____

Phone: _____

Email: _____

- | | |
|------------------------------------|-------------|
| <input type="checkbox"/> Corporate | 200,000 tsh |
| <input type="checkbox"/> Family | 30,000 tsh |
| <input type="checkbox"/> Adult | 20,000 tsh |
| <input type="checkbox"/> Child | 10,000 tsh |
| <input type="checkbox"/> Donation | _____ |



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9058/1997

P.O. Box 1743 Arusha Tanzania

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CLINIC COSTS:

Dog clinic – 350,000 tsh

200 dogs vaccinated against rabies, de-wormed, and any wounds treated.

Donkey Clinic – 300,000 tsh

200 donkeys vaccinated against rabies, de-wormed and wounds treated. Farmers educated on better health care for their donkey.

2014 DONATION / SPONSORSHIP

Name: _____

Address: _____

Phone: _____

Email: _____

- | | |
|--|-------------|
| <input type="checkbox"/> Dog Clinic | 350,000 tsh |
| <input type="checkbox"/> Donkey Clinic | 300,000 tsh |
| <input type="checkbox"/> Donkey Pack | 98,000 tsh |
| <input type="checkbox"/> Donation | _____ |



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