

VOLUNTEERING WITH THE
VIVA FOUNDATION
OF SOUTH AFRICA
Info Pack

ABSTRACT

This Info Pack for persons interested in volunteering for the Viva Foundation of South Africa, provides the reader with a concise history and profile of the organisation and gives a brief overview of the vision, mission, goals and objectives and how these are realised by the in-field activities and strategies that have been developed and are being carried out presently. The Info Pack also provides details of Volunteer Opportunities, requirements and Frequently Asked Questions as well as Application Forms for local and foreign volunteers.

Meleney B. Kriel

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Volunteering with the Viva Foundation of South Africa

1. EXECUTIVE SUMMARY

Because children bear the brunt of abject poverty and social injustice, the Viva Foundation works in South Africa and Brazil, to help vulnerable families to ensure nutrition, quality education, safety and wellbeing, by providing groceries and school meals, independent education, development of the arts and violence prevention and response, ongoing since 2007.

The Viva Foundation of South Africa was founded in 2007 by Leon and Meleney Kriel, social activists with decades of experience in the NGO and corporate field. Their aim was to **alleviate poverty and promote Christian family values**. Viva was built by Volunteer hands, and the organisation appoints staff from its volunteer corps. Everyone presently working for Viva (including the founders and top management) has worked for Viva as a volunteer once.

We welcome volunteering in many different forms, for different time periods and for different activities. This Info Pack is for overseas volunteers wishing to join on short-term missions/volunteering trips and volunteers wishing to come for longer terms, sporadic, regular, or once-off activities.

All the information you will need, are contained herein and you will also get a glimpse into the history, vision and mission of the Viva Foundation.

Thank you for your interest in volunteering at Viva. We look forward to welcoming you!

Leon and Meleney Kriel

Founders of the Viva Foundation of SA, DE, UK and Brazil



2. HISTORY OF THE VIVA FOUNDATION – a collection of “Firsts”

- The Viva Foundation was founded by Leon and Meleney Kriel in 2007.
- In September of 2009 the first **Viva Village** was launched in Mamelodi.
- In 2010 the **Viva Township Art Project** and the first Living Art Gallery was created by transforming the tin shack homes into works of art. The Viva's got Talent project started Viva's Music Development Programme which turned into bi-weekly music tuition and the launch of the Viva Choir.
- In 2011 **Viva Foundation e.V. in Germany** was registered.
- In 2012 the **South African Prevention & Response Initiative [SAPRI]** to combat Sexual Violence. Materials were developed with the focus on community-based prevention.
- In 2013 the **Viva Independent School** opened, being the first private school in an informal settlement. The Viva Village is now known as the Mamelodi Campus with quality education, care and a school feeding scheme for children from age 4 to 7.
- In 2019 **Viva Connect, Refilwe Campus**, was launched, housing the Viva offices, all programmes and the second school campus, likewise from Grade RR to Grade 7.
- In 2019 the **Viva Choir** travelled to Germany and Holland for the first time and again in 2023 and 2025. The choir consists of children from both campuses and several high schools. Music development has become a very important focus.
- In 2020 **Viva Foundation UK and Brazil** were registered.
- In 2025 the **Viva Food Forrest** was established with the first 220 fruit trees.
- The organisation established several sustainability projects, including the **Sunset Guesthouse & Venue**, plus the **Sunset Arena and Event hall**, Dormitories and in the future a water bottling plant and Aquaponics fish and vegetable production initiative.

All of these projects offer volunteer opportunities and need support.



3. VISION

The Vision of the Viva Foundation is to be instrumental in the transformation of the lives of children, youth and adult beneficiaries living in informal settlements and other high-priority poverty areas by providing education, food security, development of the arts and music, training and facilitating access to the economy and preventing and responding to sexual- and domestic violence.

4. MISSION

The Mission of the Viva Foundation is to establish a service hub in vulnerable, high priority poverty areas, such as informal settlements, slums, rural areas and inner-cities, as a platform from where Viva and other partners can meet the felt and expressed needs of that community.

5. PRIMARY ACTIVITIES, FOCUS AREAS & GOALS

- a. **Children** - Our programmes aimed at under 18's: Early Learning programme, Independent School, Orphans and Vulnerable Children, Sport, Youth etc.
- b. **Poverty Alleviation** – Food Security, Skills Development, Job Creation & the support of children made vulnerable by abject poverty.
- c. **Art and Music** – Art & Music Tuition in school, Township Art Festivals, workshops, Music and the performing arts (poetry, drama etc.)
- d. **Sexual Violence Prevention & Response** - Advocacy, Information campaign, training in Community-based action.

6. VOLUNTEERING

There are a variety of opportunities to suit every volunteer in the Primary Activities of the Viva Foundation as well as the Support Services. Short term (few days/weeks) or long term (months or years), sporadic, full-time, or once-off...there will always be a place to accommodate volunteers at Viva.

6.1 CHILDREN

Please note: Volunteer opportunities involving direct contact with children, require a Police Clearance Certificate, acknowledgement of the Viva Child Protection Policy and compliance therewith and a screening procedure.

6.1.1 The Elderly and Orphans and Vulnerable Children

GOAL: Strengthen the capacity of the underprivileged families to care for the elderly, orphans and children made vulnerable by abject poverty.

VOLUNTEER ACTIVITIES

- Assisting with Food Security through the distribution of Food parcels to identified families and through the school feeding scheme.
- Sorting food & material aid, assisting in the distribution thereof.
- Community outreach days.

6.1.2 Viva Independent Schools

GOAL: Quality and Equality in Education to Underprivileged Learners: To turn the tide of poverty by providing independent, private education to underprivileged children in informal settlements and rural settlements, with quality curriculum, facilities and qualified educators.

VOLUNTEER ACTIVITIES

- Assisting with the School Feeding Scheme – cooking, cleaning and serving breakfast & lunch to the learners.
- Teaching – longer term volunteering posts are available to qualified teachers.
- Workshops – short term volunteering in specific areas such as curriculum support, chess club, sport etc.
- Assisting at the school office.

6.2 THE ARTS

GOAL: To promote the Arts in underprivileged areas, in order to expose young people to the opportunities in the Arts through mentorship, training and music development.

6.2.1 Music – Bi-weekly Music Tuition & the Viva Choir

6.2.2 Visual & Performing Arts – Workshops & Choreography

VOLUNTEER ACTIVITIES

- Music Tuition – long-term or short term for qualified musicians and music teachers
- Art Teaching – longer term volunteering posts are available to qualified artists and teachers.
- Workshops in Art, music, poetry, dance & drama
- Assistance at Choir Camps with general duties including cooking, cleaning etc.
- Sound & lights technical assistance.

6.3 SAPRI

GOAL: Sexual Violence Prevention & Response Awareness, Advocacy and Training: Informing the public and survivors of rape, what the appropriate first steps are and provide an overview of the process from incident to guilty verdict. Ultimately to Prevent Gender-based, Domestic & Sexual Violence and to assist and encourage survivors of rape, to understand that the process involves several phases and that it is in the interest of justice and in their own interest, that they remain in that process till the end.

VOLUNTEER ACTIVITIES

- Distribution of SAPRI materials incl. the Rape Response Protocol – physical locations and via Social Media and online platforms.
- Assisting in training or activism events
- Fund Raising [In South Africa, the fight against GBV is one of the least supported causes].

- Activism for volunteers with access to persons at higher levels – e.g. contact to decision makers, role players and government, including drawing up petitions etc.
- Assisting in getting the SAPRI resources published and distributed.
 - The Viva Rape Response Protocol
 - Training Module: Court Procedures
 - Training Module: Rape Specific First Aid
 - Training Module: Counselling a Rape Victim
 - Training Module: The rights of a Victim
 - Training Module: The SAPRI System – community-based response with panic buttons

6.4 SUPPORT SERVICES - Administration & Management

GOAL: Putting in place Administration and Management systems to attain industry best practices in all areas of Support Services and Management while keeping administrative costs low and as efficient as possible.

VOLUNTEER ACTIVITIES

- General Office Assistance – Filing, Sorting etc.
- Marketing – promoting the Viva Foundation via all available channels including the Viva Website and Social Media platforms.
- Event Management
- Fundraising & Donor Relations – Sourcing and introducing possible funding opportunities, researching donor requirements and application processes, etc.
- Bookkeeping, including inventory management & stock taking
- HR – Management, Training, Staff Wellness etc.



6.5 PRACTICAL SKILLS

GOAL: Build, expand, equip and operate Viva Centres to meet the felt and expressed needs of the communities and provide a focal point for transformation as well as Social Entrepreneurial ventures to assure sustainability and establish and maintain practical initiatives to augment the impact of services.

6.5.1 Service Centres

VOLUNTEER ACTIVITIES

- Building [including tiling, paving, bricklaying, electrical, plumbing, drywalling, etc.]
- Maintenance of buildings
- Painting, Welding & Ironmongering, Paving etc.
- Landscaping & General Garden Maintenance
- Includes the maintenance and building of sustainability projects e.g. the Sunset Guesthouse, volunteer accommodation and all facility management.

6.5.2 Vehicles

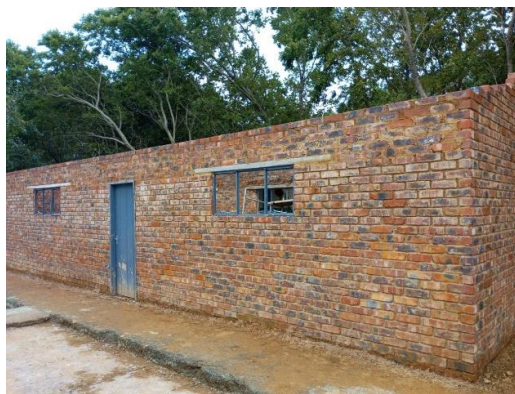
VOLUNTEER ACTIVITIES

- Vehicle Repair & Maintenance
- Vehicle cleaning & Service

6.5.3 Food Forrest & Vegetable Gardens

VOLUNTEER ACTIVITIES

- Trees: Gardening, weeding, fertilising, tree planting etc.
- Vegetable gardens: Weeding, fertilising, harvesting etc.



7. GENERAL REQUIREMENTS FOR ALL VOLUNTEERS

7.1 Minimum Age

7.1.1 Short-Term [e.g. 1 Day, or weekend/short camps] 16 Years – Individuals & Unaccompanied Persons, Groups etc.

7.1.2 Medium- & Long Term 18 Years – All other Volunteers

7.1.3 12 - 16 Years – only in groups with supervision e.g. school groups/families

7.2 Health & Work Hours

Able-bodied, fit and healthy. Minor ailments, or chronic conditions such as asthma, should not be a problem as long as the volunteer takes care of his/her own medication and health needs. Each person should evaluate how much physical, mental and emotional strain he/she is able to bear and consider that some of work might be more demanding than he/she is used to in the normal course of their day.

A typical workday begins at 7:00 with breakfast, followed by activities until 12:00.

Lunch break from 12:00 to 13:00 and then activities until 16:00.

There might be evening or weekend activities e.g. events etc.

7.3 Term

7.3.1 Sporadic, Once-Off e.g. Events, Outings with children etc. Examples: Mandela Day, School Volunteer Activities, or Church Outreaches.

7.3.2 Short Term – 1 Week + Example: Overseas Tours with Volunteering plus Safari

7.3.3 Medium Term – 1 Month + Term 18 Years – All other Volunteers e.g. Summer Holidays for overseas visitors [May – August is Winter in South Africa]

7.3.4 Long Term on Site – a few months to a year – on-site or off-site e.g. foreign volunteers visiting Viva for a few months and staying at the Viva Village, or Viva Sharehouse. Examples: Teaching at the Viva Ind. Schools.

7.3.5 Long Term Off-Site – foreign and local volunteers getting involved on and giving perhaps one day a week of their time off-site (at their own home) over a long period of time, to perform a specific duty.

7.3.6 Other – we are open to suggestions and requests from volunteers.

7.4 Skills

Teaching, Medical, building, electrical, plumbing, masonry, farming, organisational, artists, musicians, etc. would be helpful as well as any general assistance and skills. Volunteers are welcome to offer specific skills or ask questions in this regard.

7.5 Personal

Unwise personal choices and habits, such as crime, drug- or alcohol abuse etc. would make an applicant unsuitable for consideration in the volunteer programme. You will not be allowed to smoke at the Viva Village or inside & near buildings at the Viva Sharehouse.

7.6 Child Protection Policy

All volunteers will be required to study and sign the Viva Child Protection Policy and volunteers coming in direct contact with children will be required to provide an affidavit that there is no known impediment to them working with children. E.g. for South Africans, that their names do not appear on the B-Part of the Child Sex Offenders register and for foreign volunteers that they have never been charged, nor have committed a crime against a child. Medium- and Long-Term Volunteers must provide a valid Police Clearance Certificate. Persons transgressing against this requirement, or providing false information make themselves liable to prosecution.

8. COST

It is a fundamental principle that NO volunteering activity may generate costs to Viva, as the organisation works strictly with donated funds. Funding to accommodate volunteers is not available as all funding is earmarked to specific projects.

*Please note: For Short-Term Group Volunteering **with Safari Trip** special package – see below*

8.1 Flights & Travel to Viva centres

8.1.1 Local volunteers must get to Viva at their **own cost** and make their own travel arrangements.

8.1.2 Foreign volunteers are responsible for their **own flights**.

8.1.3 Viva will collect **overseas volunteers** from the nearest airport, namely O.R. Tambo International Airport in Johannesburg and bring them back to the airport after their visit.

8.2 Accommodation & Meals Local [South African] Volunteers

8.2.1 Once-off, short-term and sporadic **local** [South African] volunteers must have their own accommodation and arrive at Viva in the mornings for duty until 16:00.

8.2.2 Medium- and Long Term **local** [South African] volunteers pays **R 200.00** [two hundred ZAR] per night to stay at the Viva Sharehouse, for accommodation and meals.

8.2.3 Accommodation & Meals Foreign [Overseas] volunteers

- **€ 150.00** [one hundred and fifty Euro] **per week**, or
- **\$ 170.00** [one hundred and seventy USD] **per week**, or
- **€ 500.00** [five hundred Euro] **per month**, or
- **\$ 570.00** [five hundred and seventy USD] **per month**, for accommodation and meals.

8.3 Outings & Safari

8.3.1 There is the possibility of going/joining on outings, a safari, or excursions. These are all for the volunteer's own account, including restaurant visits etc. EXCEPT for the Volunteer & Safari special package.

8.3.2 See the complete Special: Volunteer & Safari Short-Term Trip details:

8.4 Volunteer & Safari Group Special



We have created a tailor-made 10-day volunteering trip with a luxury safari experience at the end, for groups no larger than 15 people.

8.4.1 Ten Days, consisting of a week volunteering at Viva Connect Refilwe Campus with 3 days/2 nights luxury safari.

8.4.2 Programme:

Day 1: Group arrives at O.R. Tambo International Airport, Johannesburg.

Travel in the Viva Mercedes Vito bus to Sunset Guesthouse, Cullinan

Day 2 – 7: Volunteering at Viva Connect, Refilwe Campus, Cullinan

Day 8 – 9: Travel with the Viva Bus to a luxury safari lodge. 5-Star accommodation, all meals included, all soft drinks, water, juice, coffee & tea included, a selection of alcoholic beverages included [*some alcohol brands are charged extra*]. Two safari trips in open vehicle per day, 1 in the morning and 1 in the late afternoon. Snacks and refreshments are served on the safari drives.

Day 10: Early morning Safari Drive, followed by breakfast and then travel back to Cullinan, or directly to O.R. Tambo Airport [depending on the time of flight].

8.4.3 **Cost per person** – single sharing a room/dorm: **€ 800.00** per person sharing

8.4.4 **Cost per couple** in their own room: **€ 1 700.00** per couple in their own room.

8.4.5 **Cost per single person in own room** [Depending on availability]: **€ 1300.00** per person.

8.4.6 What is included:

Transport to and from the Airport

Accommodation at Sunset Guesthouse & Dorms with WIFI

All meals, coffee/tea & non-alcoholic beverages on site

Transport to Game Reserve

5-Star Safari experience

8.4.7 What is excluded:

Flights, Visa's, Health Insurance

Alcoholic beverages at Sunset Guesthouse & Dorms

Some Alcoholic beverages [imported brands etc.] at Game Reserve

Any excursions, or meals at restaurants

Own personal expenses spending, Medication/Mosquito Repellent/Sunblock/own Toiletries etc.

8.4.8 Other useful information?

- **Compliance:** Volunteers are required to comply with Viva regulations and instructions of managers and staff appointed over them. Cooperating with other volunteers, team and managers is important to the organisation's operations. Being flexible and

uncomplicated will help in keeping a pleasant work environment for all. Volunteers that are not compliant, do not cooperate, or are found misbehaving or bringing the organisation into disrepute, will be asked to leave, without compensation, or refunds. Volunteers are also free to leave at any time. No fees are reimbursed.

- **Risk:** Volunteers take part in the programme solely at their own risk. The Viva Foundation of South Africa, its associates, management, staff and board members and any other partners and other service providers, will not be held liable for any loss, injury, or damage to property, health or of life. The application process is initiated by the volunteer with this understanding and his/her application is seen as an acknowledgement and agreement with this stipulation. Volunteers causing damage to property will be required to replace it or pay for repairs.
- **Additional Assistance:** We appreciate if volunteers bring along gifts of quality, used [or new] clothing, tools, school stationery, etc. Our experience is that volunteers from overseas expressed they wished they had brought things along, when they see the poverty levels of our Viva beneficiaries. All goods are sorted and assigned, and volunteers might be able to witness the distribution thereof first hand. Reporting and a register of all beneficiaries are strictly kept.

9. FREQUENTLY ASKED QUESTIONS

- a. **Do I get paid for the work, or do I get reimbursed for expenses? Answer:**
There is no payment for work, or reimbursement of travel expenses or any costs.
- b. **What kind of accommodation is available and are there specific regulations? Answer:** The Sunset Guesthouse is a commercial and professional guesthouse operated by Leon and Meleney Kriel. There are cottages, glamping tents and two dormitories available.
- c. **Will there be leisure time and possibility for outings and trips? Answer:** Yes. Unless there are specific events on weekends, the Viva Team usually operates from Monday to Friday. Volunteers will usually have weekends free as well. Long-term Foreign volunteers must consider that there is not a well-established public transport network as in Europe, so they may look into renting themselves a small car on weekends for their own leisure outings. The

Viva Connect, Refilwe campus is about 15+ km from main shopping malls and there are grocery stores, a chemist, small restaurants about 2 km from Viva Connect.

- d. What will my daily work-plan look like? Answer:** Depending on the activity, you will be assisting Viva in the usual operations as described in the section on Programmes. There will be supervision and clear instructions.
- e. What is the weather like in South Africa? Answer:** Depending on where you will be working, the weather can be very hot in summer (e.g. 35 degrees Celsius at the Game Reserve) and very cold in winter (-2 degrees Celsius in the mornings and at night). In winter, the weather may warm up during the midday to about 15+ degrees and then cool down again at night. HOWEVER, Cullinan has rather mild weather and temperatures seldom drop to zero degrees Celsius. South Africa enjoys summer rain over most of the country, but winter rain in the Cape. There is no central heating or double-paned windows, so winter will be very cold, even for Europeans.
- f. Is there telephone and internet service? Answer:** In most parts of the country there is cell-phone coverage and you could purchase a pre-paid SIM card for your phone. There is free WIFI at Viva Connect and at most public places as well as at the Game Reserve, however, the connectivity and bandwidth is weaker than elsewhere.
- g. Where will I take my meals and what will I be eating? Answer:** We have our meals together at the Sharehouse and accommodation. Volunteers may be requested to assist in preparing meals and all volunteers will assist in cleaning up after meals. If we go to restaurants or the movies etc. everyone pays their own. The diet is 'normal', or basic (vegetables, potatoes/rice/pasta and meat with fruit, juice, coffee, tea etc. and either toast, eggs or porridge/breakfast cereal/muesli for breakfast). There will be vegetarian options, but if you are a vegan, you will be responsible for ensuring your meals are vegan, or that you have replacements with you.
- h. What kinds of immunisations will I need and what are the Visa requirements? Answer:** You will have to inquire about immunisations and visa requirements from the internet, or your travel agency in your own country, as it differs from

country to country. Citizens of many countries can come into the country on a free, three-month visitor's visa, but you should contact the South African embassy in your country for specifics.

- i. **Will I need malaria prevention? Answer:** Each person is responsible for his/her own medical decisions, in consultation with their own physician. However, we can say that mainly some parts of the country (Northeast e.g. higher up in the Kruger National Park) are known malaria-areas, and we will not be going to these parts. Pretoria, Gauteng and the Western Cape are not known malaria areas. If you are worried about Malaria, in case we go to the Kruger National Park, please ask your doctor or chemist for malaria prevention medication. Mosquitos are very annoying though, and a topical repellent is useful against bites and will likewise protect against malaria, if you should be in a malaria area. It is freely available here, but you can also bring along.
- j. **What must I wear? Answer:** For work activities, durable work clothes, closed shoes and in case of practical work, you can also bring work gloves. Please bring a sun hat. The office and school staff wear corporate wear and volunteers will be required to be decently dressed. For the visit to the Game Reserve, you can wear light clothing for the daytime, bring a swimsuit and for Game Drives a warm jacket. In the evening for dinner, smart casual clothing will be required. You can bring your own towel for the week at Viva Connect.
- k. **Can I use a credit card and how will I get hold of cash? Answer:** You will be able to draw cash at any ATM with a Visa or Master Card etc. You may bring Euro or US Dollars etc. with you but it is not convenient, as you might not find a place to exchange. You can also draw cash from Automatic Teller Machines that are available everywhere, with your Visa Card and use your Visa Card everywhere.
- l. **How and when must I pay my costs to Viva? Answer:** As soon as you have booked your flights you need to pay a 50 % deposit and the balance 3 [three] weeks prior to your arrival. There are different options for payment:
 - i. **The Viva South Africa Bank Account details are:**
Bank Name Bank: First National Bank
Swift Code: FIRZAJJXXX

Account Name: The Viva Foundation of South Africa

Account Number: 62248843270

Account Type: Current Account

Branch Name: Olympus Plaza & Branch Code: 258155

Reference Bank: Your initials and surname + volunteer

Address: Corner of Solomon Mahlangu and Haymeadow Drive Faerie Glen, 0081, South Africa

Bank Telephone: +27 12 809 9040

ii. **The Bank Details in Germany are:**

Vereinskonto: Viva Foundation e.V.

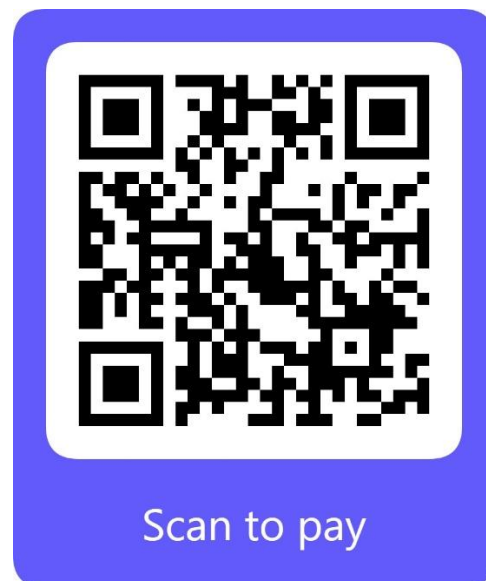
Sparkasse Mayen, IBAN DE14 5765 0010 0098 0440 19

iii. **Per Credit Card or PayPal via the Viva GiveCloud Platform:**

<https://vivafoundation.givecloud.co>

iv. **Stripe Link/QR Code:** <https://buy.stripe.com/eVadTy0MX30ee5y147>

[Please note, the GiveCloud and Stripe links will appear as a Donation Option.]



WEBSITE AND CONTACT DETAILS

Website: www.vivafoundation.life

Facebook Page: <http://www.facebook.com/viva.village>, Twitter Account: @viva_sa

Physical Address: Viva Village, Alaska Informal Settlement, Mamelodi-East Gauteng RSA

Postal Address: Postnet Suite 8, Private Bag X1, The Willows, 0041 RSA

Tel +27 (0)82 228 6187 Email: info@vivafoundation.life

APPENDIX A – APPLICATION FORM – one per volunteer please*(If under 18 Years of Age – must be signed by Parent/Legal Guardian)*

Name	
Surname	
Address Street & Nr.	
Town & Code	
Country	
Telephone Number	
Email Address	
Date of Birth	
Nationality	
ID/Passport Number	
Proposed Date/s	
Skills/talents	
Medical conditions	
Part of a Group?	
If so, detail of Group	
Group Special? Y/N	
Next of Kin Name	
Next of Kin Telephone	
Flight Arrival Date	
Flight Departure Date	
Single/Couple	

Signed on the _____ day of _____ 20____ at _____

Signature of Volunteer
or Parent/Guardian if underaged

Witness

APPENDIX B – INDEMNITY FORM

(If under 18 Years of Age – must be signed by Parent/Legal Guardian)

Name: _____

ID/Passport Nr.: _____

Address: _____

Telephone: _____

Email: _____

Nationality: _____

Period of Volunteering: _____

Parent/Legal Guardian Name: _____

(If under 18 years of age)

I, the above mentioned volunteer/parent/guardian of the above mentioned volunteer, hereby agree to indemnify, keep indemnified, and save harmless the Viva Foundation of South Africa, it's leadership, affiliates, third parties and everyone associated with the organizing, sponsoring and staging of the above mentioned volunteering time/event, from providing surety, responsibility and or claims against any and all demands, liabilities, costs, penalties, obligations, interest, damages and expenses of whatever nature or kind, including fees of attorneys (including both outside and in-house attorneys' fees) and all other expenses, including but not limited to costs and fees incurred in investigation of claims or potential claims, adjustment of claims, procuring or attempting to procure the discharge of such activities as associated with my wards participation in the volunteering programme/event, or attempt to recover losses or expenses from third parties, for loss, injury, damage to person or property and agree that I,/my child, participate solely at my own risk.

Signed on the _____ day of _____ 20____ at _____

**Signature of Volunteer
or Parent/Guardian if underaged**

Witness