



VOLUNTEER GUIDE

Your Journey With Emetack

Welcome to the **Emetack Volunteer Programme**. We welcome enthusiastic, hardworking, self-motivated, and proactive people who are ready to share their skills, learn from others, and contribute to meaningful projects in Uganda.

Emetack volunteers and interns work alongside local teams. **They do not replace Ugandan workers or local professionals.** Instead, they bring additional skills, experience, ideas, and support to projects in Masaka and other districts where Emetack operates.

We believe the most valuable volunteers are those who understand that meaningful impact does not always mean changing an entire country. Sometimes, it means helping one student gain a skill, helping one organization solve a problem, supporting one community project, or giving one young person a new opportunity.

WHO WE ARE LOOKING FOR

Our volunteers are typically:

- Enthusiastic and positive
- Hard-working and reliable
- Self-motivated
- Proactive and creative
- Respectful of local communities
- Comfortable working independently
- Able to work collaboratively
- Willing to learn

- Adaptable to new environments
- Interested in making a meaningful contribution

You do not need to know everything. We value people who are willing to **learn, contribute, ask questions, and take initiative.**

WHAT EMETACK PROVIDES

A FREE VOLUNTEER PROGRAMME

For approved international volunteers, **Emetack does not charge a programme participation fee.**

We provide the following at no cost:

- **Accommodation**
- **Breakfast, lunch, and dinner**
- **Laundry services**
- **Electricity and water**
- **Airport pickup**
- **Local transport to and from approved project sites**
- **Volunteer orientation**
- **Programme and project training**

What International Volunteers Must Cover

International volunteers are responsible for their own:

- International flight ticket
- Visa or immigration fees
- Personal expenses
- Optional tourism and private travel

- Other expenses outside the approved volunteer programme

UGANDA VISA INFORMATION

International volunteers must ensure that they have the appropriate immigration authorization before travelling to Uganda.

Visa requirements and fees can change. **Always confirm the current requirements, eligibility, fees, and application procedures through the official Uganda immigration portal before travelling.**

[Official Uganda Visa Application Portal](#)

The visa information previously published by Emetack may not always reflect current government requirements. The official immigration authority should therefore be treated as the final source for current visa information.

REFUND & CANCELLATION POLICY

Because the Emetack volunteer programme is offered without a programme participation fee, **there are no programme fees to refund.**

If you need to cancel your placement, please notify Emetack as early as possible. This gives us an opportunity to offer your place to another volunteer.

Recommended Cancellation Notice

We kindly request **at least four weeks' notice** whenever possible, particularly for international placements, because accommodation, project planning, airport pickup, transport, and other arrangements may need to be coordinated in advance.

Visa and flight expenses are paid directly by the volunteer and are subject to the refund and cancellation policies of the relevant airline, immigration authority, or service provider.

PLACEMENT AVAILABILITY

Volunteer placements are subject to availability.

We can accommodate only a limited number of volunteers at any given time, generally around **16–20 people**, depending on accommodation capacity, project requirements, staffing, and other operational considerations.

Your preferred dates may therefore not always be available.

If your requested dates are unavailable, we will do our best to discuss alternative dates with you.

STARTING YOUR PLACEMENT

Arriving in a new country can take some adjustment. Uganda may operate at a different pace from what you are accustomed to, particularly if you come from a highly structured or fast-paced environment.

Give yourself time to understand the culture, environment, people, work practices, and community.

We encourage volunteers to:

- Be patient
- Ask questions
- Respect local customs
- Listen before making assumptions
- Communicate with coordinators
- Take initiative
- Work as part of the team
- Be flexible when plans change

If you have questions or concerns during your placement, speak with your project coordinator or Emetack manager.

SHORT-STAY VOLUNTEERING

Short-term volunteering can still be valuable, although the amount of work you can complete may be limited by the length of your stay.

A short placement can give you the opportunity to participate in projects, share your skills, meet local people, understand the Ugandan environment, and gain valuable international experience.

For volunteers travelling from abroad, we generally recommend staying for **at least one month** where possible so that there is sufficient time to settle in and make a meaningful contribution.

A FLEXIBLE VOLUNTEER PROGRAMME

Emetack's volunteer programme is designed to be flexible rather than unnecessarily rigid.

Your activities may depend on your skills, the needs of current projects, your interests, and opportunities available during your placement.

After arrival, you may discuss possible areas of involvement with:

- Volunteer coordinators
- Emetack managers
- Other volunteers
- Project teams
- Community representatives

You may discover an area where your skills can make a particularly strong contribution.

FIND YOUR NICHE

We encourage volunteers to find the area where they can contribute most effectively.

A software developer may help improve a digital platform.

A graphic designer may support communication materials.

A teacher may provide ICT training.

A researcher may help collect and analyze information.

A project manager may help organize a new programme.

A photographer may document activities.

A digital marketer may help increase awareness.

A grant writer may help develop funding proposals.

Your existing skills can become someone else's opportunity.

COMMUNITY ENGAGEMENT

Volunteering with Emetack is not simply about completing assigned tasks. It is also about understanding the communities in which we work.

Depending on your placement, you may have opportunities to learn about local schools, businesses, community initiatives, educational institutions, health facilities, entrepreneurs, and other organizations.

Approach these experiences with humility and respect. Volunteers should seek to learn from local people rather than assuming that outside knowledge is always better.

CHRISTMAS & NEW YEAR

The period around **Christmas and New Year** is generally quieter in Uganda.

Schools close, many organizations reduce their activities, and people travel or take holidays. As a result, volunteers arriving during this period may experience fewer active projects and fewer volunteers at the Masaka offices.

This period can nevertheless provide an opportunity to explore Uganda or undertake independent learning and planning.

Any personal travel outside the approved volunteer programme is the responsibility of the volunteer.

SCHOOL TERMS & HOLIDAYS

Volunteer opportunities involving schools depend heavily on the school calendar.

School dates can change from year to year, so volunteers should confirm the current academic calendar before making travel arrangements.

During school holidays, there may be fewer opportunities for classroom-based activities.

However, volunteers with appropriate skills may be able to support additional activities such as:

- ICT clubs
- Computer training
- Digital literacy sessions
- Holiday learning programmes
- Creative activities
- Technology workshops
- Youth mentorship

The exact opportunities depend on the schools and projects available during your placement.

UNIVERSITY INTERNSHIP PERIODS

Volunteers interested in supporting university students with practical ICT knowledge may find increased opportunities during periods when local universities conduct internships.

Common internship periods may include:

- **May–August**
- **November–January**

These periods can provide valuable opportunities for experienced volunteers to share practical knowledge in areas such as software development, web development, databases, digital technologies, Artificial Intelligence, and other ICT disciplines.

University schedules vary, so volunteers should confirm specific dates with the relevant institution.

MAKE THE MOST OF YOUR EXPERIENCE

The more you invest in your volunteer experience, the more you are likely to gain from it.

Come prepared to:

Learn from people and communities.

Teach what you know.

Create practical solutions.

Collaborate with others.

Explore new ideas.

Adapt to changing circumstances.

Contribute wherever your skills are useful.

Reflect on what you have learned.

IMPORTANT VOLUNTEER PRINCIPLES

Every Emetack volunteer is expected to:

- Respect Ugandan laws and regulations.
- Respect local culture and communities.
- Treat everyone with dignity and respect.
- Follow Emetack's policies and instructions.
- Protect confidential information.
- Use technology responsibly.
- Maintain professional conduct.
- Respect children and vulnerable people.
- Avoid discrimination, harassment, exploitation, and abuse.
- Follow reasonable health, safety, and security instructions.
- Communicate concerns with the appropriate Emetack coordinator.

YOUR IMPACT

You may not change Uganda in one placement.

You may not solve every problem.

You may not complete every project.

But you can make a difference.

You can teach a student.

You can help a business.

You can improve a website.

You can develop software.

You can train a young person.

You can write a proposal.

You can document a project.

You can share knowledge.

You can inspire someone.

And sometimes, **one meaningful contribution is enough to begin something bigger.**

READY TO VOLUNTEER?

If you have read the volunteer information and believe that Emetack is the right environment for you, we welcome you to apply.

Send your application to:

volunteer@emetack.com

Include your background, skills, preferred volunteer dates, location preference (**Uganda or virtual**), and the areas where you believe you can contribute.

Come With Your Skills. Learn From the Community. Create Meaningful Impact.

