



มูลนิธิเพื่อนสัตว์ป่า

Wildlife Friends Foundation



VOLUNTEER

Information Pack

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WELCOME TO WILDLIFE FRIENDS FOUNDATION THAILAND

Thank you for choosing to volunteer at Wildlife Friends Foundation Thailand. This information pack will explain everything you will need to know in order to prepare for your trip and volunteer experience, so please read it carefully.

Wildlife Friends Foundation Thailand was founded with the intention of providing confiscated wild animals that have been used in the tourist industry, as pets or illegally trafficked, a safe home in an environment as close to nature as possible.

We aim to protect wild animals and their habitat from destruction through education. By raising awareness, we hope to educate the people of Thailand as well as the tourists that visit Thailand in animal welfare and ethical tourism. We are actively developing programs to rescue, rehabilitate, and release captive wild animals with the hope of restoring Thailand's wild animal populations and habitats back to the thriving ecosystems they once were. Since our founding in 2001, we have rescued thousands of wild animals.

As a non-profit organisation we are dependent on the compassion and generosity of our donors and volunteers, without whom we would not be able to continue with our work. Your help makes it possible for us to continue working to provide direct protection and rehabilitation for captive wildlife and many other wild animals.

We are very passionate about our work and I'm thrilled to know that others actively share our mission to end wildlife exploitation. You will be happy to know that all funds that are donated, and part of your fee to volunteer with us, goes directly into the care of the animals at the rescue center, in the form of food, medicine, new enclosures and islands, enrichments and veterinary care.

We currently run four volunteer programs. Our Wildlife Rescue Centre (WRC), Elephant Refuge (ER) and PAT Clinic (PAT) are open to all volunteers from around the world! Our Wildlife Hospital (HOSP) welcomes veterinarians, veterinary technicians and veterinary students to learn about wildlife medicine. Our WRC, ER and HOSP projects all run from one location in a tiny village about 170km south of Bangkok. The PAT Clinic is based between the seaside resort towns of Cha Am and Hua Hin, both of which are very close to WFFT.

As a volunteer you will be expected to respect our rules regarding the animals for their well-being and your own safety. We expect all volunteers to work as a team and assist where help is needed around the center. Some jobs may not be directly with the wildlife, but they are just as important, and keep us as a center functioning and working. We also ask everyone to come with a good work ethic and positive attitude, and of course a passion for animals, including their welfare and conservation.

We hope you will enjoy your stay with us, and help our animals to the best of your ability.

On behalf of the animals, we thank you for choosing to volunteer with us.

Edwin Wiek
WFFT Founder



About WFFT

In Thailand, like in every country in the world, animals are abused and exploited for profit and human gratification. There are many examples of animal exploitation within the tourist industry, for example, photo animals, animals performing in degrading shows, and elephant camps. There is still a thriving illegal trade in wild animals for pets and medicine.

The major goals of our organisation are:

- To rescue captive wild animals and rehabilitate them as far as is feasible, allowing them to live the rest of their lives in a safe environment, as close to nature as possible and providing them with the best care possible.
- To campaign against all forms of animal abuse and exploitation in Thailand, work towards ending the illegal pet trade and discourage people from keeping all wild animals as pets. WFFT actively seeks to combat the illegal wildlife trade and to rescue animals from poor conditions or exploitation from human entertainment.
- To provide veterinary assistance to any sick or injured animal; wild or domestic.
- To educate and encourage local people (especially children), tourists and the international community to appreciate, understand and protect wildlife and their natural habitats through our education program. One of the most significant aspects of wildlife conservation is the education of local communities and raising awareness among tourists, who often inadvertently create a big demand for the exploitation of wildlife. WFFT wishes to make people understand the consequences of their actions

and aims to persuade them to change their habits and attitudes towards life (If the buying stops the killing will too). This is a long and arduous process and requires a holistic approach to education. Tours are given regularly to tourists at the rescue centre with the aim of raising awareness for the plight of the animals in promoting "responsible eco-tourism".

- To assist in and develop new projects involved in the protection, rehabilitation, humane captive environments, and welfare of all wild animals.
- To rehabilitate captive wild animals and release them back into the wild, repopulating forest areas in which they are already endangered or extinct.

WFFT was founded in 2001 by Edwin Wiek with the help of the local people from Petchaburi province, including the Abbot of Wat Khao Look Chang who loaned a large piece of land to the foundation to house rescued animals. WFFT is a NGO (non-governmental organisation). We receive help from other animal protection organisations such as the International Primary Protection League (IPPL), Free The Bears, and Care for the Wild International, as well as many individuals with a passion for change. WFFT is a nationwide effort involved in rescuing domesticated/captive wild animals. Edwin Wiek still heads this project with the help from a team of full time staff, mostly from the local village, and a team of international volunteers who pay for their stay. Without the dedication of volunteers,

WFFT would not be able to continue to help these animals. We have volunteers from all over the world. Mostly, volunteers are from Europe, America, Australia and New Zealand, with a broad age range from 18 to 80. They represent various backgrounds from



gap-year students, wildlife conservation/animal husbandry related students and scientists, career-breakers and retirees. Everyone has to live and work together, so please be considerate and respectful to others and be flexible with an open mind.

We are passionate about changing the habits of international tourists who visit Thailand, who unknowingly fuel the illegal trade and the exploitation and abuse of Thailand's wildlife.

A ONCE IN A LIFETIME EXPERIENCE FOR YOU IS A LIFETIME OF PAIN FOR THEM.

DO NOT SUPPORT ANIMAL CRUELTY. WHAT CAN YOU DO TO HELP?

- **DO NOT** have photos with wild animals being used as photo props, go to animal shows or visit elephant camps or tiger temples/petting zoos.
- **DO** your research! Only visit rescue and rehab centers.

- **DO NOT** purchase animal souvenirs, including snake or tiger wine, bush meat, or ivory and other animal products. When the buying stops the killing stops too.

- **DO** tell family and friends. Write a story for your local newspaper back home, describing your experience in Thailand, ensuring our homepages www.wfft.org and www.wildlifevolunteer.org are mentioned.





The Wildlife Rescue Centre

Since its inception the WFFT Wildlife Rescue Centre has given shelter to 1000's of wild animals. Many of these animals are rehabilitated and released back to the wild. Those that cannot be released are provided with shelter for the rest of their lives.

The Wildlife Rescue Centre is the perfect place for volunteering with animals. We require a team of dedicated volunteers throughout the year. With us, you will have the amazing opportunity to volunteer in Thailand working with animals and helping us to care for a wide variety of rescued wildlife.

Thailand has rich biological diversity. However, sadly increasingly, human pressures such as over exploitation, habitat loss and habitat degradation, are pushing many of Thailand creatures to the brink of extinction. Young gibbons, macaques, lorises, bears and other wild animals are commonly illegally poached from the wild to be sold as pets, photo-props and are used in other inhumane tourist attractions. WFFT is trying its best to get those animals out of the miserable conditions they are living in, and to educate both local and international communities about animal welfare and wildlife conservation.

At the rescue centre you will find 6 species of gibbon, 6 species of macaque, lorises, 2 species of langur, 2 species of bear, large and small wild cats, various civet species, reptiles, otters, birds and many more. All the animals you will see

around the center have been rescued from poor living conditions, saved from the illegal wildlife trade, the pet industry, the tourism and entertainment industry, or directly from the wild, where they may have been victims of road traffic accidents, dog attacks or other human caused accidents.

Where feasible we try to provide the rescued animals within our care an environment as close to "nature" as possible. Our overall objective will always be to rehabilitate and release these animals back to the wild. Unfortunately for the majority of the animals you see around the center, this is often difficult and in some cases not feasible at all.

The center always needs help from animal lovers and wildlife enthusiasts whether in the form of volunteer work, donations or professional help such as veterinary experience.

At the Wildlife Rescue Centre volunteers usually work long days, around 8-9 hours; without the invaluable contribution from volunteers the center would simply not be able to function. Although difficult at times the volunteer work at WFFT is highly rewarding.

We take our rescue and rehabilitation work very seriously. Please be aware the WRC is strictly hands off. Volunteers will have no physical interaction with animals but will provide the essential daily and long-term needs of the animals, such as feeding, cleaning enclosures and providing

stimulation in the form of behavioral and environmental enrichments.

WHAT WILL YOU DO AS A WRC VOLUNTEER?

- Prepare and distribute food
- Prepare and distribute behavioral enrichments
- Assist with environmental enrichments
- Clean enclosures, including scrubbing animal pools
- General WRC maintenance including forest area maintenance

IN ORDER TO BECOME A WRC VOLUNTEER WITH US YOU NEED TO FULFILL THE FOLLOWING CRITERIA:

- You must be in good physical and mental condition
- You must be able to tolerate a hot and humid climate
- You must be able to speak English or Thai
- You must be at least 18 years old
- You must have a positive and practical attitude towards animal welfare and wildlife conservation



Elephant Refuge

If you wish to interact ethically with elephants, learn more about them and the problems they face, and be a part of the solution, the WFFT ER is the place to come to and volunteer.

The forested land around the rescue center gives our rescued elephants the chance to roam around in near natural surroundings. We have purchased large pieces of land to make these forests and grasslands their home. Our largest elephant enclosure is 18 hectares with natural trees, lakes, and grazing areas which allow our elephants space to move around and socialise with other elephants. We run Asia's first completely chain-free elephant sanctuary! No elephant is ever chained up, day or night.

Thailand is home to both populations of wild and domesticated populations of the Asian elephant. The domestic population is sadly made up of animals that have been caught from the wild or bred in captivity. These animals have been trained/broken to live and work in the tourist or logging industry. Today, Thailand's wild population elephant population is struggling for survival. The wild elephant population of Thailand is estimated at 3000-3500 individuals, that live in open grasslands and dense rainforests spread over the country. Historically, domestic elephants have been used predominantly in the logging industry, ironically and unwillingly helping to destroy the very habitat they rely on to survive.



After the ban on logging in 1989, most of the logging elephants ended up being used within the tourist industry or have been used to make a living by begging on the streets of big cities. Walking day and night on these dirty and traffic-congested streets is detrimental to the elephant's health, and unnatural. Street begging elephants often end up being involved in road traffic accidents, with fatalities commonly occurring for both the elephant and the mahout.

Unfortunately in Thailand there are currently no laws to prevent this abuse and mistreatment, although our founder Edwin is working to change this.

The support of our volunteers is essential to the ER. We have created a sanctuary for elephants to retire, and be given the respect that these amazing creatures deserve. When volunteering with the elephants, you will help them by providing essential care such as washing them,



feeding them, cleaning and maintaining their enclosures, and collecting their food. You will also be taught everything you need to know about the plight of the Asian Elephant in Thailand, and we hope that you will help us to spread awareness and educate others.

Volunteers with the Elephant Refuge will spend their time with the mahouts (elephant handlers), following a daily schedule of elephant care. This includes the following:

- Feeding the elephants
- Cleaning their enclosures
- Washing elephants
- Walking elephants to the forest to allow them to forage on natural foods
- Creating enrichments to stimulate our elephants
- Maintaining enclosures and pools
- Harvesting plant matter, including banana trees to feed to our elephants
- Other activities depending on current needs of the Rescue Centre, e.g. helping the WRC program, planting grasses and trees.

Please note we do allow interaction with some of our elephants as they will never return back to the wild. However, we do not ride or swim with our elephants. They are here for their well-deserved retirement and sanctuary.

In order to become an elephant volunteer with us you need to fulfill the following criteria:

- You must be in good physical and mental condition
- You must be able to tolerate hot and humid climate
- You must be able to speak English or Thai
- You must be 18 years old or over
- You must have a positive and practical attitude towards animal welfare and wildlife conservation



The Wildlife Hospital

The WFFT Wildlife Hospital is the first ever wildlife hospital in Thailand, constructed in 2005. Our hospital treats hundreds of wild animals each year, but we are also open to the public for their pets and livestock.

Our hospital serves three main purposes:

- To undertake rescue operations of neglected and abused wildlife all over Thailand, and to provide emergency medical treatment, and long-term care and rehabilitation.
- To provide life long veterinary care for animals that cannot be returned to the wild.
- To provide health care to locally situated pets and animals as a goodwill mission to help our local community.

There are full time veterinarians and vet nurses employed at our wildlife hospital. Hospital volunteers assist with all duties in and around the hospital, including cleaning and animal treatments.

A volunteer position at the WFFT Wildlife Hospital is an ideal option for those that are studying to become a veterinarian or vet assistant, or a qualified veterinarian or vet assistant who wants to give something back and help wildlife.

Hospital students and volunteers will be able to:

- Observe surgical procedures and animal treatments
- Learn about wildlife medicine and rehabilitation
- Go on vet rounds to see and treat animal patients
- Clean cages, surgical rooms and areas around the hospital



Note: Physical contact and treatment of animals by volunteers will be limited. Student placements are generally observational. Assistance with procedures and treatments will be at the discretion of the vet team and based on experience level.

In order to become a hospital volunteer with us you need to fulfill the following criteria:

- You must be in good physical and mental condition
- You must be able to speak English or Thai
- You must be 18 years old or over
- You must be a qualified veterinarian, veterinary technician, or be in at least your third year of veterinary studies (proof of experience, graduation and/or written letter of support from your school or university is needed)
- You must have a positive and practical attitude towards animal welfare and wildlife conservation
- You must have a current rabies vaccination



PAT Clinic

People and Animals Thailand (PAT) is the latest volunteering project set up by WFFT to help tackle the problem of stray dogs and cats in Thailand. The clinic is located between Cha Am and Hua Hin and provides free neutering and vaccinations to street dogs and cats. Using modern techniques and equipment you can gain valuable experience in a high volume neutering surgery in a sterile and well-organised environment. Using minimally invasive techniques and modern anaesthetics, we take and return animals to the streets on the same day. We can guarantee your stay will make a real long-term difference to the problem of street cats and dogs in Thailand.

The clinic is open from Monday to Friday, meaning that Saturday will be your day off. The clinic is a short distance from the beach and close to the major tourist towns of Hua Hin and Cha Am with plenty of activities to do in your free time.

You will arrive at WFFT's Wildlife Rescue Centre on a Sunday and be given a tour before heading off to the clinic.

Comfortable accommodation is provided on site with air-conditioned rooms. As we can only accept a maximum of 4 volunteers at the PAT Clinic places are very limited, so we recommend applying a few months in advance.

Although you do not need to be a veterinary professional to volunteer at PAT we do encourage veterinarians, veterinary technicians, or veterinary students to apply. You are able to work closely with our veterinary team, observing and assisting with various tasks. Duties may include patient admission, administering sedatives and other medications, preparing animals for surgery, assisting with surgery, monitoring patients, wound care, monitoring recovery, discharging patients, keeping the clinic clean and general clinic tasks.

Please note non-veterinary professionals at this project mostly assist with animal admissions, patient logging, cleaning and observation of patients.

You also need to fulfil the following criteria:

- You must be 18 years old or over
- You must be able to speak a good level of English or Thai
- You must be of good physical and mental health
- You must have a current rabies vaccination
- You must have a positive and practical attitude towards animal welfare





HOW YOUR VOLUNTEER FEE IS SPENT

When you volunteer at WFFT, the fee you paid is divided in two parts:

Volunteer housing and food

Part of your fee goes to your stay here, including all your meals, water, accommodation and the staff that help look after you during your stay.


Animal care

The other part of your fee goes to helping us care for the animals and the general running costs of the rescue center. Your donation helps us run our Wildlife Rescue Unit, Wildlife Hospital, PAT Clinic, animals' food and enclosures, as well as the staff needed to help care for our animals. Without you, the volunteers, we would be unable to help as many animals as we do.

Our volunteer partner organizations charge a small commission fee to help arrange your experience here, and without them we would not get as many volunteers to help us.




WFFT Wildlife Rescue Centre & Elephant Refuge

 **Project 1**
Wildlife Rescue Centre

 **Project 6**
Ape Rescue
Centre

 **Project 2**
Elephant Refuge

Project 5 
Cat Rescue Centre

Project 1
Gibbon Islands

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 **Project 3**
Wildlife Rescue Centre
& Elephant Refuge

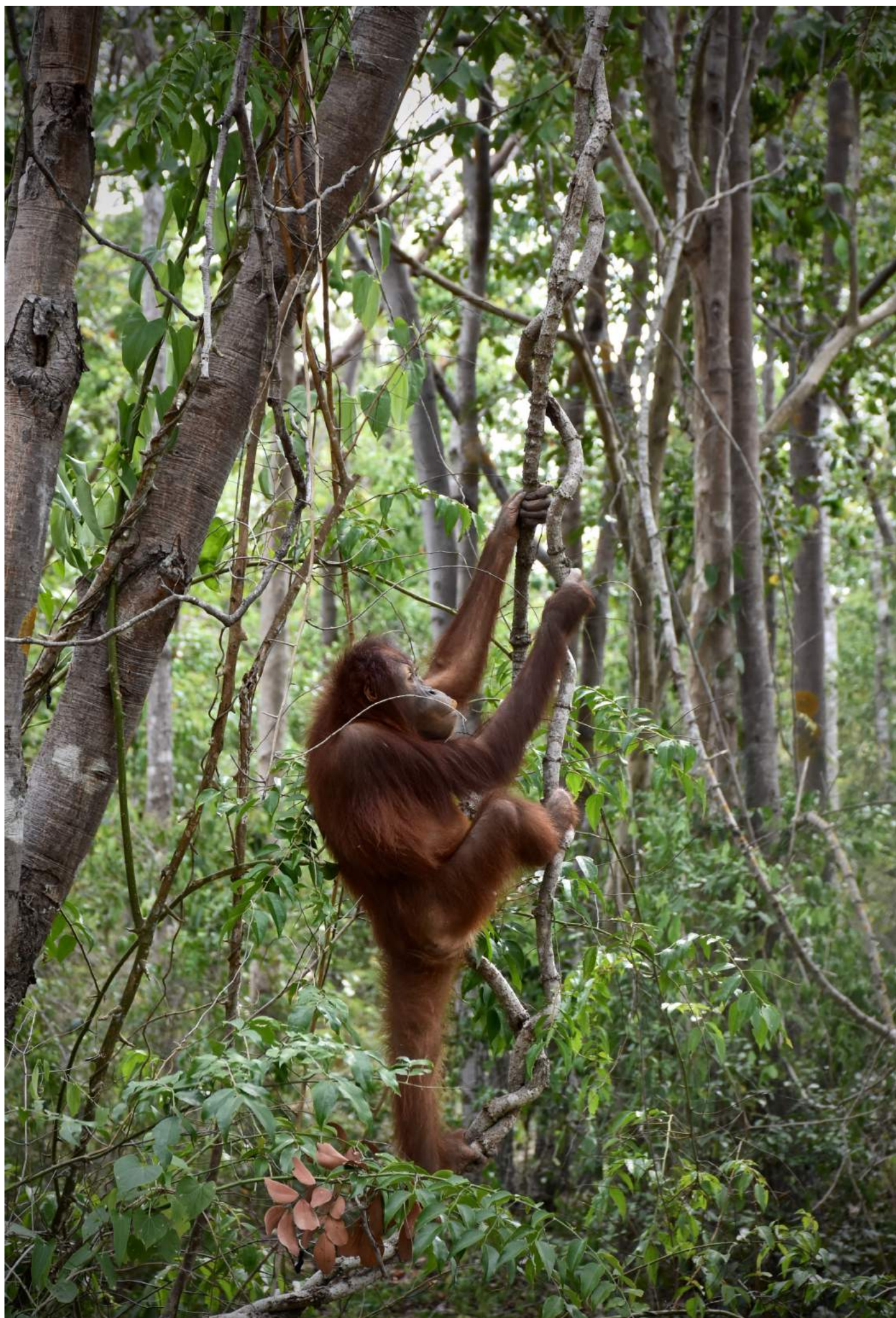
 **Project 4**
Elephant Refuge

WFFT Facilities Key

-  Animal Enclosure
-  Animal Holding Area
-  Ape Island
-  Animal Medical Treatment Zone
-  Animal Food Preparation & Storage
-  Wildlife Hospital
-  Elephant Enclosure
-  Elephant Holding Area
-  Elephant Food Preparation Area
-  Elephant Hospital
-  Lake or Pond
-  Tree Nursery
-  WFFT Property
-  Office
-  Volunteer Accommodation
-  Volunteer Communal Area
-  Staff Accommodation
-  Construction Storage
-  Parking
-  I-Love-Phants Eco-Lodge
-  I-Love-Phants Swimming Pool
-  Public Road
-  Private Road



Wildlife Friends Foundation
ELEPHANT REFUGE



Your life as a Volunteer at WFFT

When you come to volunteer at WFFT, not only do you get the chance to work close to amazing wildlife, you get the chance to meet and work with people from around the world, and experience an entirely different culture.

Volunteers are very much appreciated and are essential to the proper running of the rescue center; however, in all that we do the animals must come first. We encourage you to make friends and socialize after work in the evenings. However please always be respectful to the animals, other volunteers and staff that live here. There is a limit to the amount of noise and disturbance that can take place at the rescue centre, and any unruly partying or reckless behaviour will not be tolerated.

ACCOMMODATION, FOOD AND ON-SITE AMENITIES

Volunteers stay in European style, concrete and brick bungalows. Most accommodation is two or three people per room in single sex rooms, with the exceptions of couples, friends and families. Your pillow, blanket and bedsheets are provided to you during your stay. You are welcome to change your bedsheets weekly if you would like fresh linen. All rooms have either en-suite or shared bathrooms with a western style toilet and a cold shower. There are hot showers available in a communal bathroom area if needed during your stay.



Your rooms are cleaned before your arrival, and we ask all volunteers to look after their own space by keeping your personal area tidy. Keys for rooms are provided, you will need to pay a deposit of 200 baht. All rooms have electrical outlets for you to use. In Thailand we use two flat pins, or two round pins, of 220v.

We have 2 communal areas where volunteers eat meals, socialize and where all your work and life at WFFT is coordinated.

All your meals are provided during your stay and cooked by our staff. For breakfast we provide an assortment of rotating items including bread, jams and butter, eggs, seasonal fruit, pancakes, milk, tea and coffee. Lunch and dinner are predominantly traditional local Thai cuisine. However we do have Western dinners twice a week. At all meal times there are clearly labeled 'meat', 'vegetarian' and 'vegan' options.

Clean drinking water is also provided in a number of locations on site for volunteers.

Free use of Wi-Fi is available at the Elephant Kitchen to check emails, social media and for booking flights or hotels. We politely ask that this facility not be used to download large files such as movies.

We also have an on-site laundry where you can get your clothes washed (7 baht per item), a shop where you can buy souvenirs and WFFT t-shirts, and a small bar where you can buy soft drinks, coffee, smoothies and snacks. The bar is open after work from 5PM to 7PM for volunteers who would like to socialize, and there are alcoholic beverages available.



Your life as a **Volunteer at WFFT**

Please take the time to review our Rules and Policies before arriving. These can be found at the end of this information pack.



Your life as a Volunteer at WFFT

ON-SITE SUPPORT

Our Volunteer Coordinators are able to help whenever you need assistance. They can help with scheduling issues, animal issues, illness, emergencies back home, as well as personal support while you are away from home. Our coordinators can be very busy, but we have an open door policy so you can come and talk to us any time you need. Each week our volunteer coordinators hold a volunteer meeting to provide updates on the animals, and to resolve any work related issues that have arisen during the week prior, as well as to allow volunteers the chance to ask questions about the animals or their volunteer experience.

ORIENTATION

Upon arrival, volunteers will be greeted by the volunteer coordinators, be shown to their room and receive an explanation regarding domestic matters as well as a brief description of the work they will be doing, including instructions on health and safety, regarding proximity to the animals. On the day of arrival you will also be given a full tour of our rescue center where coordinators will explain to you why we exist and how you can help animals in South East Asia. This is also a great time to meet many of our animals and learn their stories.



WORK SCHEDULE

The working day starts at 6:30, volunteers will normally finish work around 17:00, with several breaks throughout the day for breakfast, lunch and water and toilet breaks. Volunteers are expected to work 6 days a week with one day off. The work can be quite physically demanding but the end result is always well worth it.

Volunteers will be assigned to work groups each day by the volunteer coordinators, and work with team leaders who are longer-term experienced volunteers who assist and guide their teams throughout daily tasks. Each person has their own pace, their own strengths and weaknesses. You are kindly asked to respect that not everyone has the same abilities and may work at a different pace to yourself.

Everyone is here to help the animals and makes their contribution in their own way. Please speak to the volunteer coordinators if you feel you have been given too much or too little work for your personal abilities, as there are plenty of tasks to suit all.

All volunteers during their time will be asked to assist in additional tasks to help us run the volunteer house such as Doggie Duty. Typically, two people per day are chosen to help with each. Doggie Duty involves caring for some of the dogs that live at the volunteer house. This involves washings, feeding and walking the dogs.

Volunteer coordinators will be around to answer any questions, and monitor and observe each group throughout the day. You, the volunteers help a lot around the center with daily tasks and large ongoing projects. Without you, it would not at all be possible.



Volunteering in Thailand

CLIMATE

With the effects of global climate change already altering the climate in the tropics, it is hard to predict what the next season will bring. However, the following is a general guideline for our part of Thailand:

Hot Season: March to May (28-36°C, 75-90% humidity)

Wet Season: June to October (25-33°C, brief but frequent/heavy rain showers)

Cool Season: November to February (18-30°, cooler at night)

THAI CULTURE

Thailand is such a friendly place that there are generally no major cultural issues, but to really fit in here are a few points:

- When Thai people meet, they do not shake hands, they 'wai'. If meeting a Thai person, put your hands into prayer formation, thumbs pointing into the chest and bow your head slightly. If they 'wai' you first, you should 'wai' back. This will really impress them!
- Do not point the soles of your feet at anyone, or any Buddha images. As feet are considered impure, make sure you are not putting your feet on tables, chairs or anywhere close to someone's head.
- Touching heads of Thai people or Buddhist statues is also an insult.
- Remove shoes when entering a temple, Thai houses as well as your rooms. It's a sign of respect plus it keeps your room clean.
- Respect the Royal Family and anything that has the image of the king or queen.
- Physical expression of love (eg. hugging, kissing) is not very common among the conservative Thais. You are advised to avoid such actions in public.
- Smile and speak a little Thai and you will be loved by the locals. Do not take offense if they call you 'farang'. This translates as foreigner and is often used to describe westerners.

Thai people are very proud of their country, if you make a real effort to understand, and respect the Thai culture, you will find this really enhances your experience of Thailand.

THAI PEOPLE AND ANIMAL WELFARE

In Thailand the way people treat each other is very different from the way they treat animals. Many Thai people do not see animals as creatures with feelings of pain and fear. You can be confronted with, from our point of view, quite shocking situations. You can see wild animals kept in captivity, like a gibbon in a dress or an eagle in a cage no bigger than itself. Note that not all Thai people have this attitude towards animals. This attitude towards animals seems to be changing in Thailand and Thai people seem to be more conscious of nature preservation, with the help of many NGO-projects such as the work WFFT is undertaking.

Please be prepared for difficult situations and hold back if they occur. You are a guest in the country and animal welfare foundations are lobbying for procedures in order to do something about this abuse. It may also be worth remembering that certain forms of severe animal abuse are also common and legal in your own country.





LIVING EXPENSES AND MONEY MATTERS

Whilst all your food and accommodation is covered while you are here, volunteers should bring some additional money with them, such as for local sightseeing, meals out with friends, snacks, etc. Thailand is much cheaper than most western countries, but is one of the more expensive countries in Southeast Asia (along with Malaysia and Singapore). The local currency here is the Thai Baht. Check the exchange rate with your own currency from one of the many online resources, for example www.xe.com.

EXAMPLES OF SOME TYPICAL COSTS:	
A meal, excluding drinks, at a restaurant (average)	200 THB
Average meal at a street vendor	40 THB
Can of beer at the local convenience store	40 THB
Bottle of soft drink 1.5L (e.g. Coca-Cola)	20 THB
Taxi from the rescue center to Hua-Hin, each way (45-60 mins)	700 THB
Taxi from the rescue center to Cha-am, each way (30-45 mins)	400 THB
Thai SIM-card starter pack for mobile phone (SIM-card including credit)	100 THB

LOCAL VILLAGE AMENITIES

We are situated at a 10 minute walk from our local village. The village has many small roadside restaurants and 2 small supermarkets. There are also ATMs in the local village, but please note that it is not possible to pay with cards in the village or at WFFT. Please take the time to read our rules and policies section about going into our local village.

Free Time

at and around the Centre

Care for the animals is required 365 days a year. However there is free time during and after work, and we do offer volunteers a day off each week and encourage you to get out to experience what Thailand has to offer.

At the WRC and ER, usually there are enough volunteers to enable 3-6 people from each project to have the same day off together, although on some occasions it is not possible to have many people off on the same day. We ask volunteers to be flexible about this. HOSP volunteers need to organise their day off with the vet team, and PAT Clinic volunteers are given Saturdays off.

- *Free time during a general working day:*

When you have breaks during the day between work you are free to fill up your water bottles, get a quick snack and use the bathroom. If you feel there is too much free time during the day, there is always some kind of work you can assist with, such as enclosure maintenance, providing extra enrichments to animals etc. Please use your initiative and ask the volunteer coordinators.

- *Free time in the evenings:*

There are many locations at the centre for you to relax, read, or get in touch with home. There is a temple close by that you are welcome to visit, and a river to swim in, and of course socializing with other volunteers from around the world. Most weeks we have a group activity night for volunteers and staff, including educational talks, soccer matches or trivia nights!

In the local village there are markets, restaurants and small shops for you to explore. There is also a night market mid-week in the nearby town of Cha-am (30 minute taxi ride, 400 Baht each way), where there are also some bars and restaurants. A wider choice of shopping, larger night markets and restaurants can be found in the city of Hua-Hin (45 minute taxi ride, 700 baht each way). The volunteer coordinators will organize taxis upon request.

WFFT offers various evening excursions to locations situated close to the rescue centre.





FREE TIME ON A DAY OFF:

You can also visit Cha-am and Hua-Hin, guesthouses range from 350-700 Baht per night and hotels are 700+ Baht), and explore the cities and surrounding areas during the day. Some volunteers visit the temples in Phetchaburi (45 minutes taxi ride, 700 Baht each way) or go nature trekking in one of the nearby national parks.

We can also organise trips to Kaeng Krachan National Park and Kui Buri National Park.

Please note that the staff at WFFT are often extremely busy with animal welfare and husbandry, as well as with other volunteer issues and can therefore not always be available to give tourist and entertainment advice.

Important Pre-Arrival Information

Please read through this section carefully, so that you are fully prepared in getting to us safely, and that you are organised when you arrive.

THAI VISA

Your passport needs to be valid for at least 6 months upon arrival to Thailand. Please check and make sure your passport will not expire soon, or otherwise organise a new one plenty of time in advance of your departure date. If your stay in Thailand is shorter than 30 days, then the free VOA (Visa on arrival) should cover you if arriving by air (Please check your countries current visa arrangements with Thailand). If you are crossing by land or sea, you will only be granted a 15 day VOA. If you plan to stay longer than 30 days but not over 60 days, a 60-day tourist visa would be sufficient. For longer than 60 days, you need to apply for a Non-Immigrant visa (90 days). Please note: If you are applying for a non-immigrant visa, then you will also require a letter from WFFT confirming your participation as a volunteer, this will be sent upon request.

Length of Stay	Type of Visa
<30 days	30 Day Tourist Visa
30 days > 60 days	60 Day Tourist Visa
60 days > 90 days	Non-Immigrant Visa Type "O" Single Entry

60 Day Tourist visas and Non-Immigrant visas must be obtained before arrival to Thailand at a Thai Consulate in your country (or the country you are residing in during the 3 months before travelling to Thailand). You will need to complete an application form and submit your passport and a fee (check your consulate for the current rates). Get your visa online! You can find the addresses of consulates in most countries on www.thaiembassy.org

*VISA RUN

Visa regulations frequently change so do not trust your, potentially out-of-date, travel guide. You must leave Thailand within the time permitted on your visa (max. 30 days for VOA, max. 60 days for Tourist and max. 90 days for Non-Immigrant). This applies regardless of the number of entries you are permitted. A visa-extension can be obtained for a fee from an immigration office in Thailand for a maximum of 30 days for Tourist visas. Otherwise, a visa run is necessary, whereby you need to travel to the nearest border, be stamped out of Thailand and then come back in again. Countries that border Thailand include Malaysia in the south, Myanmar (Burma) in the West, Laos and Cambodia in the north. The closest border to the rescue centre with an immigration checkpoint is Myanmar, the crossing is near Kanchanaburi (5 hours north of WFFT, by road). Guidance on how to carry out a visa run will be provided while you are here.



TRAVEL INSURANCE

Although we will do our best to ensure your safety, WFFT does not accept any liability for you or your possessions whilst on or offsite as a volunteer. Please make sure you have the necessary insurance cover for any emergency and that you bring a copy of your insurance policy with you. Your travel agent will recommend insurance and there are several independent insurers offering deals for travel insurance.

Health & Safety Info

BEFORE ARRIVING

We recommend that all volunteers go to a travel doctor before they arrive to receive the most up to date health advice before visiting Thailand. We require that all volunteers have their vaccinations for DTP (Diphtheria/Tetanus/Polio) up-to-date. This is mandatory.

Other vaccinations you should consider are:

- Hepatitis A & B
- Rabies
- Japanese Encephalitis (JE)
- Tuberculosis
- Covid-19

Some travel doctors recommend vaccination against Hep A for travellers to Thailand, but not Hep B. Hep B can occur in apes and therefore there is a potential risk. Although no cases have been recorded so far at WFFT, please discuss this with your travel doctor. A vaccination is available that combines Hep A and Hep B.

It is mandatory for all PAT Clinic volunteers to have a current rabies vaccination. It is not essentially required to volunteer at our WRC or ER projects, however we highly recommend it as a precaution when visiting Thailand where it is present in many street dogs throughout the country.

There are plenty of mosquitoes here, but WFFT is NOT in a malarial area, nor have there been any records of JE in the region. Please consult your travel doctor for the latest health advice.

Please note that some of the above-mentioned vaccinations require a course of injections over a period of 3-4 weeks and may be expensive, depending on your national health service. Therefore, you are advised to organise this in plenty of time before you arrive and include it within your budget.

COVID-19 INFORMATION

The Thai Government changed their entry restrictions so people no longer need to be fully vaccinated for Covid-19 to enter Thailand. However, you will need to follow the current Thailand entry guidelines. Please contact the Thai Embassy in your home country to get the most recent updates.

For WFFT volunteers, this means that unvaccinated volunteers are now able to join the projects. For the safety of all volunteers, any volunteer that tests positive for Covid-19 while at WFFT will need to immediately move to a designated isolation hotel until they test negative. This means any Covid-19 positive volunteer will be unable to isolate at WFFT.

There are many quarantine hotels that volunteers are able to go to in the surrounding area and a lot of these are reasonably priced. We suggest talking to your insurance provider immediately after testing positive for Covid-19.



Whilst at WFFT

The health and safety of our volunteers is very important to us and we take all possible precautions to ensure that there are no accidents. Please see the details below which will help you to stay safe at the centre.

Animal attacks

The facilities and procedures for animal management, as well as the hands-off policy, are in place for both the safety of people as well as of the animals. However, during the normal course of work at the rescue center, it is possible that an animal with a long reach and fast reflexes may grab you. You will also be warned about specific animals during your introductory tour, with whom extra caution is advised.

Volunteers that are scratched or bitten by animals are often victims of their own lack of attention, their failure to listen to guidance, or failure to correctly judge the risk involved. Please always be alert when working near the animals and please be aware that you are not expected to take any risks. In fact, you are specifically instructed not to take any risks with the animals. If in doubt about handling any situation, please ask a member of staff.

Snakes and scorpions

Please be warned that, on rare occasions, you may encounter snakes and/or scorpions during your stay here. In such cases, DO NOT approach them, withdraw and alert a member of staff, who will move them to a safe area. Occasionally snakes are encountered in long grass, in the trees, pools, etc. but rarely attack people unless they feel threatened, so keep your distance. Scorpions may be found under tree bark, logs, in piles of leaves, etc. Be sure to take precautions, wear proper closed-toe shoes and working gloves if handling logs and leaves, etc. For this reason, we have staff sweeping leaves every day around the rescue centre and the working areas, but please also take precautions yourself by keeping work and living areas tidy. In some cases, scorpions have been nesting in piles of clothes strewn around the floor in volunteer rooms. Please ensure your room is kept clean and tidy at all times to avoid harboring any unwanted visitors. Don't forget to check your footwear for any unwanted visitors.

If you are unfortunate to get bitten or stung, withdraw immediately and call for help. Do not attempt to catch the snake or scorpion, as this will increase your risk of being bitten again. Most of the species here are not venomous, and even those that are do not always inject venom when they bite. You will be given first aid and then taken straight to the hospital if deemed necessary. If you are bitten on the hand, then remove any rings you might be wearing, due to risk of swelling.

Mosquitoes and other bugs

In the region of Thailand where WFFT is located there is no malaria or Japanese Encephalitis (mosquito borne diseases). There have been few cases of volunteers contracting Dengue Fever, most often being infected in other regions; only becoming ill after the incubation period and arrival at the center. As a precaution we opt for a precautionary fumigation against mosquito larvae once a year.

You should aim to protect yourself from bites as much as possible. During dusk hours or working in the forest, use adequate insect repellent and preferably wear long sleeves and trousers to cover up your skin. If you do get bitten, **TRY NOT TO SCRATCH!** Working in this environment means you could infect your wounds, especially in wet and muddy conditions. It is important to keep wounds of any kind clean and dry at all times to prevent infection. If your wounds become infected, inform a member of staff know immediately, so that we can treat you or take you to the hospital for treatment before the infection spreads. Also, your bites may flare up considerably if you have an allergic reaction, for which it is recommended to use antihistamine pills and/or cream. These can be purchased from the local pharmacy.

Medical Emergencies

Staff at the rescue center can perform basic first aid. Our vet team at the wildlife hospital can treat minor injuries and illnesses. However, if you feel you or a member of staff at the rescue center feels you need to see a doctor, there are a number of options available. Thayang is the closest town to the rescue center and takes approximately 30 minutes to reach. This is a typical Thai town that does not see many western tourists but they do have a small clinic that is open 24 hours a day. However, there are doctors fluent in English, the hospital is a hygienic and sterile environment for treatment. There is a local clinic in the village that can diagnose and treat small ailments, and recommend further actions. There is a pharmacy in the village, where you can find all medications you would find available across the counter at home.



Zoonotic Diseases

Zoonotic diseases are diseases that can be passed from animals to humans and vice versa (reverse zoonotic diseases). All of the animals cared for at WFFT are thoroughly tested and kept in quarantined areas of the rescue center until we can confirm they are not a risk to the people working here or to the other animals. However, it is important to be aware of the health risks that can occur when working with any wild or domesticated animals.

Zoonotic diseases are a very important reason why volunteers should not handle any of the animals at the center and a good reason for not keeping primates as pets. Viruses and bacteria can be transmitted to humans through bite wounds and scratches, or contact with faeces, saliva and urine. Close petting of animals can result in exposure to disease. We have a hands off policy for animals, and do not allow volunteers to enter the hospital or quarantine area for your own safety.

A further concern is the possibility of us transmitting disease to the animals in our care. Respiratory infections are the most common diseases transmitted from humans to monkeys, even when there has been no physical contact. Primates are very close to us genetically, so infections can easily cross over.

OUTSIDE THE RESCUE CENTRE

Here we can only advise you to be careful and obviously we cannot accept any responsibility for your safety when you are not on the premises. We recommend that you dress and behave in a respectable manner in the local village; this includes refraining from smoking and drinking on the streets in public. We also strongly recommend that you return from the village before it gets dark and that you do not go out to the village after dark. If you must do this, then please only do so in groups. For your own safety, we do not allow volunteers to walk out of the rescue center after dark alone. Please note that groups of volunteers walking to or from the village should stay on one side of the road in narrow formation so as not to obstruct traffic. A motorcyclist has been injured in the past when swerving to avoid volunteers spread across the width of the road. Please be aware that you will be liable for injuries to yourself or others for failing to comply with this rule.



Packing List

This list will help you consider what you will need during your stay at the rescue center, alongside all the other items you would normally take travelling.

We suggest:

- Lightweight work clothes you do not mind sweating in and getting dirty (shorts and t-shirts)
- Long sleeve top(s) and trousers to protect you from mosquito bites in the evenings
- Sunhat, cap or bandana
- Torch/flashlight
- Alarm clock
- Power adaptor
- Your own towels (can be bought locally although choice is limited)
- Comfortable shoes or sandals (your feet will get wet no matter what time of year due to the nature of some of the work)
- Lightweight rainproof clothing (e.g. poncho - cheap quality ones can be bought locally)
- Ensure your mobile phone is unlocked if you wish to buy a Thai sim card
- Simple first aid kit with plasters, bandages, antiseptics and various medications for gastric bugs



Optional and rainy season specific

- Mosquito net with hooks to hang it, and plenty of insect repellent (especially towards the wetter season)
- Boots if coming in rainy season and a good supply of socks (rubber boots can also be bought locally)
- Good supply of clothes, especially underwear (getting clean clothes dry is more challenging in wet and humid seasons)
- Warmer clothes for the evening in cool and rainy seasons



Extras for Elephant Refuge Volunteers

- Working gloves are recommended when harvesting food for the elephants, and essential when composting.
- High-factor sun-cream/sunglasses are recommended

Getting to WFFT

Volunteers are responsible for arranging and paying for their own flights.

We are unable to advise or help you in booking flights. The nearest international airport is Bangkok Suvarnabhumi (airport code BKK). There is a second airport, Don Mueang (DMK), that takes some international but mostly domestic Asian flights.

Arranging a Transfer to our Projects

We are able to arrange taxi pick-ups for volunteers from Bangkok, Hua Hin or Cha-am.

PAT Clinic volunteers will arrive at WFFT's Wildlife Rescue Centre on a Sunday and be given a tour before heading off to the clinic.

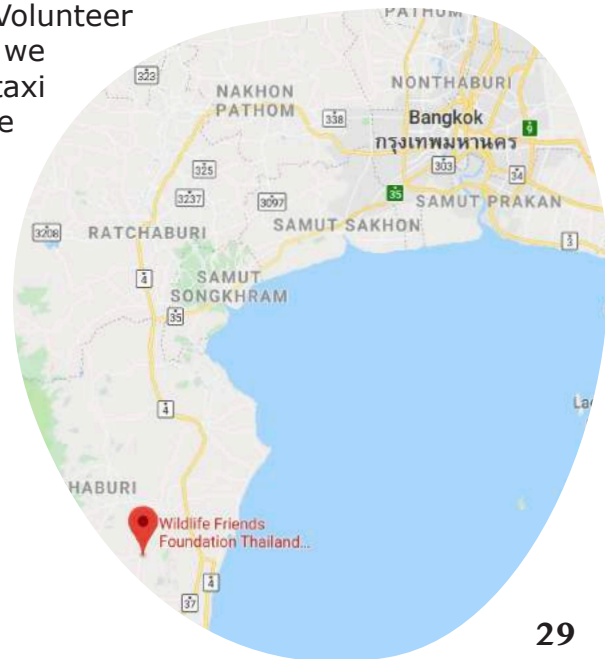
Bangkok - 2200 Thai Baht per taxi. We are able to pick you up from either Suvarnabhumi BKK, Don Mueang DMK airports or a hotel in Bangkok. We are able to arrange taxi pick-ups from Bangkok between 6AM and 2PM, because the centre is a 3-hour drive away and otherwise there will be no staff member available to greet the volunteers.

Hua-Hin - 700 Thai Baht per taxi. We are able to pick you up from hotel, bus- or train station. However, please note for train or bus station pick-ups you must call us on arrival because trains and buses can arrive much later than scheduled, and we do not want to keep our drivers waiting. We are able to arrange taxi pick-ups from Hua Hin between 6AM and 4PM. The centre is 1 hour drive from Hua Hin.

Cha-am - 400 Thai Baht per taxi. We are able to pick you up from hotel, bus or train station. However, please note for train or bus station pick-ups you must call us on arrival as trains and buses can arrive much later than scheduled, and we do not want to keep our drivers waiting. We are able to arrange taxi pick-ups from Cha-am between 6AM and 4PM. The center is 45 minutes from Cha-am.

Your Pick Up Details. If you wish to be picked up from an airport please send us the airport you will be flying into, your flight number and arrival time. If you want to be picked up from a hotel, please send us the hotel name, address and phone number. The best pick-up time for a hotel pick-up from Bangkok is 9AM and the best pick-up time from Hua-Hin or Cha-am is 10AM.

For calls on arrival at bus or train stations please contact Volunteer Coordinators at +66-8-76640260 or +66-871060992 and we will send a taxi for you. Please note we cannot arrange a taxi pick up on arrival later than 4pm. Payments must be made to the driver in cash (Thai Baht) on arrival at the centre. Sometimes we are also able to arrange pick-ups together with other new volunteers that arrive on the same day as you. However, this depends on what time you and other volunteers are available to be picked up. Please, let us know if you are interested in sharing a taxi with other volunteers, or prefer a private transfer.



Contacting Home & Emergencies

Please make sure your friends and family are aware of how to contact you before you leave. We suggest if your government has a tourist registration service that you register your location with them.

Telephones

Even if you are only staying a few weeks, the best option is to bring your own mobile phone, and buy a cheap Thai SIM-card here (available in the local village), so you can receive calls/SMS for free and makes calls at a reasonable cost. The mobile wavebands in Thailand are the same as Europe, Australia, New Zealand, etc. So a mobile phone from these regions will work fine here. Cell-phones from North America will need to be multi-band to be able to work here. However, it is also possible to buy a cheap new phone here.

If you do not have your own phone with you, it is not possible to make international calls from WFFT. If you need to make an overseas call you can do so at one of the nearby towns such as Cha-am or Hua-Hin.

In case of an emergency (and only in a real emergency situation), you can receive telephone calls at the rescue center. The best time for people to call is in the evenings and not after 21:00 local time in Thailand. Please stress that calling the WFFT numbers must only be in a real emergency situation and preferably not during the middle of the night in Thailand. Local time in Thailand can be checked on the following site:

<http://www.timeanddate.com/worldclock/thailand/bangkok>

Contact

Wildlife Friends Foundation Thailand
108 moo 6, Tambon Thamairuak,
Amphoe Thayang 76130 Petchaburi THAILAND

Office Contact
+66-32-458135 (during regular office hours)

Volunteer Coordinator Contact
+66-8 7664 0260
+66-8 7106 0992
Email: volunteer@wfft.org
Thai volunteers must contact Khun Noi
at noi@wfft.org



Internet

Most volunteers these days use social media, email and Skype to stay in contact with home. Free use of Wi-Fi is available at the Elephant Kitchen to check emails, social media and for booking flights or hotels. We politely ask that this facility not be used to download large files such as movies or games.

Travel Documents

You are advised to make copies of important travel documents (passport, tickets, travellers cheques, driving licence, etc.) and keep these somewhere safe and separate from the originals. An extra copy to leave with your family back home might also be a good idea. We also suggest that you register your travel details with your home countries Foreign Affairs Departments, if they have one.

Wish List

Some volunteers ask us if there is anything they can bring to help us with the animals at the center. We are very appreciative of anything you can bring us. Below is a general list of items we are commonly in need of. If you are a veterinary professional, and wish to donate more specialized veterinary items, please contact us and we will provide you with more specific information on things needed, and how to get them into the country.

FOR THE WILDLIFE HOSPITAL

- Bravecto (flea and tick treatment)
- 'Spot on' against fleas and ticks
- 'Spot on' that also works against mites
- Deflea and detick pet shampoo
- Syringes
- Absorbable suture
- Dectomax injectable
- Urinary catheters
- Feeding tubes
- Skin stapler
- Parvo virus testing kit
- Puppy and kitten milk (as powder)
- Cones for after surgery
- Pet suits for after surgery
- Plasters and bandages
- Pet clippers
- Raptor handling gloves
- Hot water bottles
- Bird vitamins and deworming
- Reptile vitamins and deworming
- Deworming for dogs and cats, also for puppies
- Vitamins for dogs and cats
- Dog leads, harnesses and collars (all sizes)
- Strong pet toys for dogs, cats and other animals

FOR THE WRC AND ER

- Bee pollen
- Gum arabic/acacia gum
- Natural jams and peanut butter (unsalted)
- Essential oils (e.g. lavender, peppermint, tea tree oil, etc)
- Reptile pellets/specialised food
- Dried or canned insects (mealworms, crickets, etc)
- Unsalted nuts and dried fruits
- Birdseed and pellets
- Lory powder/nectar (e.g. Orlux Lory brand)
- Leaf-eater biscuits (e.g. Mazuri and Exotic Nutrition brands)
- Hornbill pellets (e.g. Nutribird brand)
- Oak bark tea
- Work gloves
- Hanging horse feed nets
- Hanging food and water feeding trays for small animals
- Large inflatable yoga balls
- Small floating buoys
- Zip ties
- Carabiners (all sizes)
- Food bowls (all sizes)
- Commercially available pet and animal toys (puzzle feeders, kongs, balls, etc)

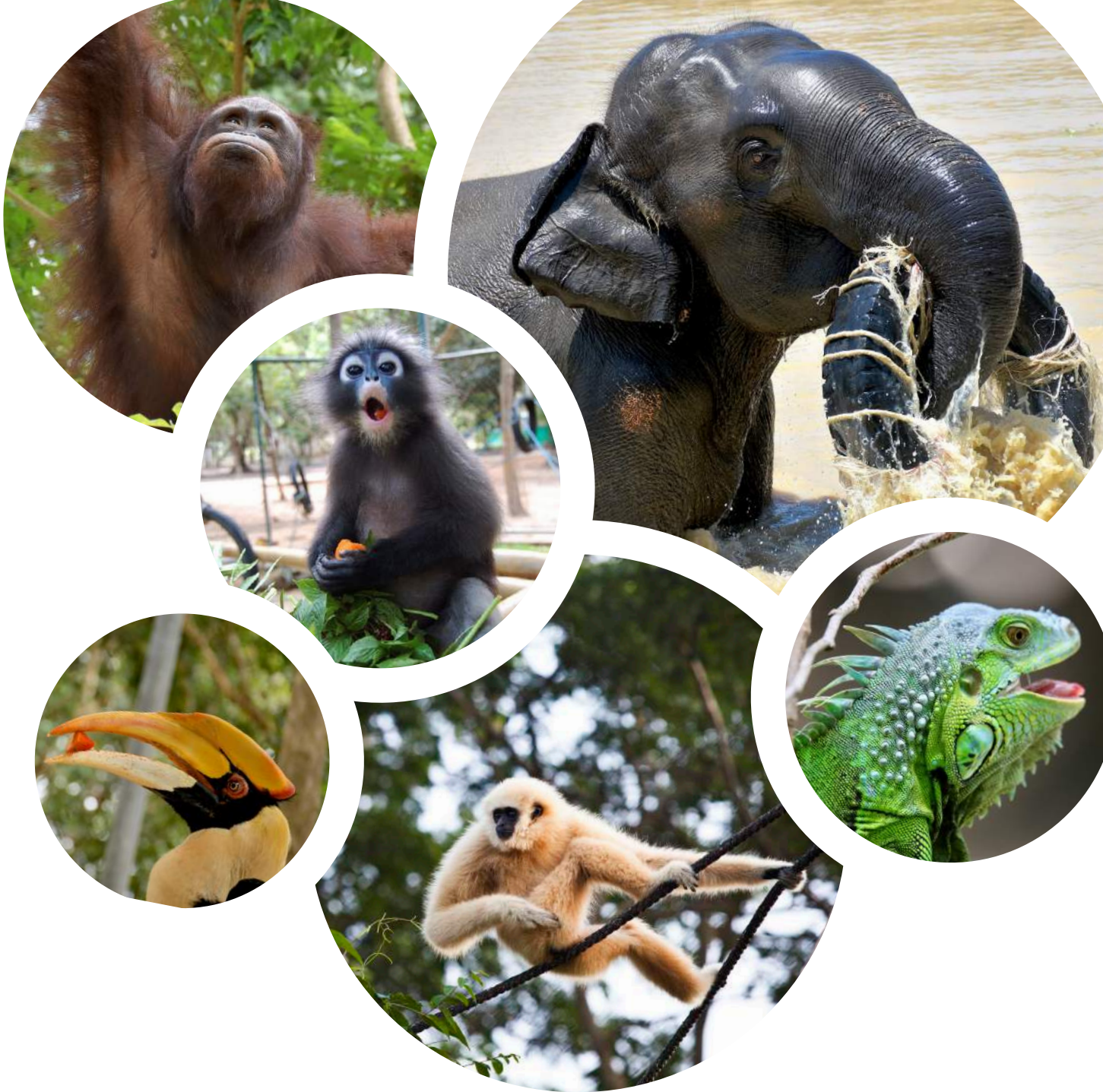
We are always looking for larger and more specialized enrichments such as 'boomer' and feeder balls, bungee toys, etc, and husbandry equipment such as elephant nail filing tools, medical equipment, etc. If you think you can help with specialized animal husbandry equipment, please contact volunteer@wfft.org.



Pre-Arrival Checklist

- ☐ Pay deposit payment to WFFT
- ☐ Pay remainder balance to WFFT (60 days before arrival)
- ☐ Health check-up with travel doctor
- ☐ Vaccinations
- ☐ Visa (if required)
- ☐ Travel insurance
- ☐ Book flights
- ☐ Notify WFFT of arrival details
- ☐ Give travel documents copies and WFFT contact details to family members or friends in case of emergencies
- ☐ Review WFFT Rules and Policies before arrival





Thank You for choosing to **volunteer** with us.

Please take time to read some of the stories and campaigns on our website

www.wfft.org so that you can start to familiarize yourself with our organization. Most importantly, come with an open mind, considerate attitude, lots of enthusiasm and you are sure to have an amazing experience with WFFT.

The animals are all waiting to meet you!

WFFT

Rules & Policies

Please review the following pages closely and abide by these rules during your stay with us. All these rules apply to all our programs (WRC, ER, PAT and HOSP), unless specifically mentioned otherwise. Most of these are common sense and will help you and all the other volunteers to create life long memories and to have an amazing and safe experience with us at WFFT.



OUR ANIMALS

Our animals' welfare, safety and needs come first at all times. Our center rescues animals frequently, so some schedules and rules will change to meet the specialized needs of our animals. Keeping animals happy and busy is a major task at our rescue center. Whenever you have an idea, please discuss this with a member of staff (e.g. enrichments and improvements of enclosures).

Please also report if you see anything broken or that an enclosure is at risk from rust, etc. Please help to observe the animals at the rescue centre so we can detect any problems as soon as possible. Always tell someone as soon possible when you notice something out of the ordinary.

Note any observed wounds or behaviour that is out of the ordinary for the animals and report this to a member of staff. This may be an animal that is mostly cared for by you and we need your help to ensure that all animals are happy and well while they are with us.

Please follow the rules of our rescue centre when it comes to animal welfare and your own safety.

- WFFT has a hands off policy within the WRC. This is so we can ease the integration with others of their own species, facilitate future releases back to the wild as well as staff and volunteer safety.
- At the ER we do have hands on contact with some of our elephants, such as for feeding, exercising and washing. Most of our elephants have had abusive pasts and can be dangerous. Never approach an elephant without a mahout around. New volunteers will be given a safety briefing about working with our elephants before starting.

Whilst volunteering at the hospital, you may be asked to assist in handling animals. You are only to touch or to have contact with animals when you are specifically instructed.

The Wildlife Rescue Hospital and Quarantine Area in the centre are strictly out of bounds to all volunteers, except those who are assigned specific duties. If you need to enter this area, please get permission from a member of staff. This area usually houses very young or new arrivals that are highly susceptible to disease and stress. Please **DO NOT** enter unless authorized.

If you need to enter an enclosure at any time, always ensure that the animal is safely locked in the side enclosure by a member of staff before going in.

The Wildlife Rescue Centre is **NOT** a zoo or a petting farm. Unfortunately, most of our animals have already had too much contact with humans, and although some may look like they want attention, we ask volunteers not to touch them as we aim to introduce animals with other conspecifics. Animals appearing to give social interaction are **NOT** trying to be friendly. In the majority of cases, this behaviour is a sign of significant stress and submission. Do not be drawn in by it. For example a gibbon showing you his/her back is not a gesture wanting a back scratch, it is a sign that the animal is submitting due to your presence. Though it may be a nice experience for you to touch an animal, there is a very real risk of disease transmission, both obvious (if you have a cold or cough) and not

Rules & Policies

so obvious. We will ask volunteers who touch animals, without permission, to leave. We can see photos of you with animals on social media, and we encourage other volunteers to report cases of touching.

Our dogs and cats at the centre are generally friendly. However, let them approach you for attention rather than you approaching them. Other important factors about cats and dogs:

- Always shut gates to keep dogs at the volunteer house
- Don't feed them from the table or buffet
- Don't let them into your rooms
- Please become familiar with the Doggie Duty schedule

TEMPLE ANIMALS AND 'STREET' DOGS AND CATS

Temples are dumping grounds for unwanted animals and there are regular litters of puppies and kittens left at Kao Look Chang Temple. Please do not feed any of the temple dogs or give them attention as they are likely to follow you back to the rescue centre. This can result in them being injured or killed by the resident center dogs. If you wish to help these animals, then you can donate to help feed them. The staff make regular visits to the temple to provide food and the vet makes regular visits to check the health, give vaccinations and to spay and neuter the animals. Please do not bring any dogs or cats back with you as there are already too many at here, where we are trying to care for wildlife. However, we do provide emergency treatment to street dogs when deemed necessary.

VOLUNTEER DUTIES

- WRC and ER morning duties start at 06:30 (Hospital volunteers start at 07:00) and it is important that you are on time. If you wish to have tea or coffee before you start work, please make sure you wake up earlier so that you are ready to leave the meeting area and start work at 06:30.
- Volunteers usually work 6 days a week depending on the needs of the center. Days off are requested on a weekly basis. However, if we are short on volunteers or we have many people to train, we may ask that you are flexible with booking days off. PAT Clinic volunteers will work 5 days per week with Saturday as a day off.
- Please advise a Volunteer Coordinator or your team leader if you are feeling ill. Depending on the job you have been allocated, you may be asked to switch for the day or asked to return to bed.
- Please do not wear any jewelry whilst working in the center. The primates especially are very attracted to shiny objects and they will grab and pull. This is particularly the case with earrings and facial piercings. It is also possible to get jewelry stuck in cages or on tools when working.
- Headphones should not be worn whilst around the rescue centre. Apart from the risk of being distracted and grabbed by animals, it can be dangerous if you cannot hear any warnings being shouted out. NO SPEAKERS near the animals.
- Be on time. If your job starts at 06:30 be there at 06:30. It is not fair on other people if they turn up too late and have to wait for you. Meeting point for jobs vary so ask your team leader.
- For all jobs you will find the tools you need in the WRC food house, tool shed, or designated work areas. Please treat these with respect and return them to the correct place after use. If you use brooms or tools please clean them and put them back where they belong so that the center is kept tidy and people can find things easily.
- Make sure the area outside WRC Food House's and ER work areas are always clean, whatever job you are doing. Before you leave make sure all areas are swept and cleaned. This is both for hygiene and to stop unwanted visitors such as rats, snakes and scorpions.



Rules & Policies

- Make sure all doors are securely locked and the animals have free access to their whole enclosure, unless instructed otherwise. Never leave an enclosure unattended without locking properly and taking the keys away.
- Every task involved with the animals will have at least 2 persons allocated to it, one of whom will be an experienced volunteer or a member of staff. Please do not ever feed or clean out the animal enclosures alone.
- Never walk around the enclosures with food or drink or whilst smoking. The animals will reach through the cages and grab what you are holding.
- Please take care during and after heavy rainfall as the ground becomes very slippery.
- Ensure that you return any enclosure keys to the key box in the volunteer house directly after use. Other staff also need access to these keys on a regular basis, this may be in a case of an emergency.



DRESS CODE AND FOOTWEAR

The WRC, ER and Wildlife Hospital are located on Buddhist temple grounds in a rural village that has only been exposed to "western culture" for the past few years. In order to preserve the reputation of WFFT, volunteers are requested to behave in a respectable manner at all times and to dress accordingly.

For cultural reasons, this applies particularly to women, so please observe the following:

- Don't display any midriff, cleavage or back. Tank/singlet's with thick shoulder straps is recommended
- Always wear a bra and preferably no skintight tops (that do not accentuate the chest)
- Shorts should be about mid-thigh

Please remember that we are guests in this community and should therefore respect their culture rather than forcing them to accept ours. Please consider what kind of impression you make when you dress. Please note that it is mandatory for everyone to wear footwear (no bare feet) for both cultural and safety reasons. Ground based infections such as tetanus and a variety of parasites are not uncommon. Toe, foot and ankle injuries are the most common type of injury at the rescue center, because a large number of volunteers tend to wear unsuitable footwear. Closed toe rubber shoes ("cros" style) are quite popular and are safer than flip-flops.



Rules & Policies

VOLUNTEER HOUSE, KITCHEN & BEDROOMS

- The kitchen staff wash the dishes after breakfast, lunch and dinner. Please always wash your own cups and glasses and remember to clean up yourself when cooking your own breakfast, snacks, etc, so others can use the cookware provided, especially at breakfast. Please wash everything up straight after using it.

- **BE CONSIDERATE OF OTHERS!** You are now living in a group situation, which may be difficult to adjust to. Think about other people before leaving a mess.

- Label your own food and do not take other people's food. Unfortunately, if your food is unlabeled, people do not know who it belongs to and may feel inclined to take it (i.e. beer, etc.). We have a communal refrigerator where you can store personal items. Please remember, if you did not buy it then it's not yours.

- Smoking is confined to the two specified areas: the smoking area at the volunteer house and the table close to the BBQ area at the Elephnat Kitchen. Do not smoke in the bedrooms!!! Please do not smoke at the dining tables, or around the centre. Ensure your cigarettes are put out properly and empty the ashtrays on a regular basis.

- Milk is **ONLY** bought for tea, coffee and other hot drinks. If you wish to have cereal with milk, please buy your own milk.

- Bread, eggs, jams, condiments, tea and coffee are provided for all volunteers.

- If you empty the filtered water bottle, please replace it. If you are not strong enough, ask for assistance.

- Please empty rubbish bins when full and replace with a fresh bag. Full bags are to be placed in the waste disposal area.

- Food waste goes in the pig bin. Biodegradable items that are inedible to pigs please put in the compost e.g. egg shells.

- Always keep all communal areas, including your room, clean.

- Noise is a real issue. Please consider the volunteers who need to sleep in the volunteer houserooms and close to other communal areas. Noise should be kept to a minimum after 22:00. Remember we have wild animals at the rescue centre, which normally go to sleep as the sun goes down. If they are kept awake at night, they will be under considerable stress, which may contribute to illness in some animals.



- Do not bring your bedding out of your room to sit on in the volunteer house. Bugs will crawl in and cause discomfort to you at night. This bedding will then need to be thrown out and replaced, at expense to the rescue center.

- You may receive new roommates at some point during your stay. Please keep note of this and ensure the room is clean and tidy when a new volunteer is due to arrive.

- Bedding can be changed at the laundry and changes are encouraged once a week. Please do not take more than one set of bedding.

- Do not leave fans and lights on in your bedroom during the day. It will not keep the room cooler at night when you wish to be there, and it will drain energy needed for the rescue center during the day. If fans and lights are left on, do not be surprised if someone enters your room to turn it off.

- Please recycle glass/plastic bottles, cans and plastic in the bins provided next to the volunteer house.

- If you are the last one to go to bed at night, please turn off all lights in the volunteer house.

- When moving out, please remember to take your bedding to the laundry, leave your bedroom and bathroom in the condition in which you would like to find it on your arrival, and please be packed up and ready to leave your room by 08:00. You can store your bags in the corner of the room, in the Volunteer House, or in the Volunteer Coordinator office. Please return your keys during work hours.

WFFT

Rules & Policies

DRUG, ALCOHOL & GAMBLING POLICY / SOCIALIZING ON AND OFF SITE

- WFFT has a Zero Tolerance for drugs. If volunteers are found with illegal substances or narcotics, they will immediately be escorted off premises, AND reported to police. If police find you on site with drugs, they can have the center closed to all foreign visitors and volunteers, which means we would have to close the center.

- Between the hours of 17:00 and 19:00 we sell alcohol at the bar, and we allow socializing in the Volunteer House and kitchen area. However, when the bar closes please keep the noise down. Remember other volunteers may not want to socialize, and we have many animals living here. The Volunteer House and Elephant Kitchen should be quiet at 22:00. Drunken behaviour will not be tolerated, so please be respectful.

- All forms of gambling are illegal in Thailand, this includes playing cards. We allow volunteers to play cards at our bar area, or their rooms, away from the sight of the roadway. However, at no time should volunteers play cards, or any other game with money involved, even with small coins for fun.

- Working with wild animals early in the morning when you have a hangover is dangerous for yourself, other volunteers and the animals! If we think you are hung over, we will tell you to return to bed and not work. If you turn up to work drunk you will be expelled from the center.

- Volunteers are permitted to go for evenings out in Cha-am or Hua Hin. If you wish to go out clubbing and drinking excessively, please ensure you have taken the next day off, and do not wear WFFT clothing, giving the centre a bad name.



Rules & Policies

GOING TO HUA HIN OR CHA-AM

• We have a strict curfew of 00:00, so on nights out of the centre taxis must not leave the city later than 23:00. Do not offer money to drivers and ask them for a later time. Anyone returning to site too late will be seen by security, and we will ask you to leave. Please be quiet when you return and do not be excessively drunk.

GOING TO THE VILLAGE

While here, please remember that you are living in a small rural village that has only been exposed to westerners for the past few years. Please show respect for the locals and their culture, without their support, the rescue center could not exist.

• Women should pay special note to Thai culture since it is quite different to what you are used to. Showing flesh is unacceptable so please cover your belly, cleavage and preferably your shoulders in the village. Wearing bras is absolutely essential.

• If visiting the temple, please cover your shoulders, legs and wear shoes that at least have a strap behind the ankle. Closed toe shoes are preferable. The Thai people take their religion very seriously - please respect that. Women should never speak to a monk unless addressed first and must never touch a monk.

• The center is situated on temple ground so volunteers should dress appropriately at ALL times (refer to packing list for further details)

• Relationships with the staff are prohibited. Gossip travels fast, and such behaviour reflects badly upon westerners and therefore also on the centre.

• Don't go to the village alone at night. Inform someone if going alone during the day. The staff at WFFT cannot be held responsible for your safety if we don't know where you are. Please return from the village by 10pm.

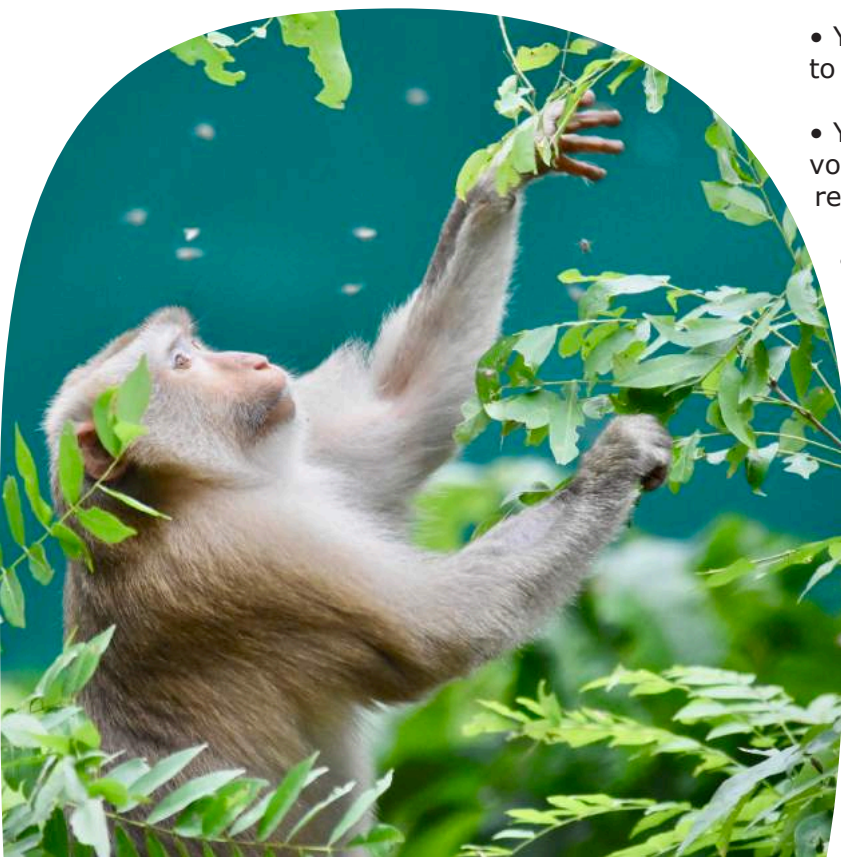
• The shops, restaurants and anywhere else in the village are off limits to volunteers wishing to abuse alcohol.

WFFT RESERVES THE RIGHT TO ASK YOU TO LEAVE IF:

- You do anything to harm or cause distress to any animal, including touching the animals
- Your behaviour is causing distress to staff and/or volunteers
- You have acted with reckless disregard for the safety of staff or volunteers, or have caused them actual harm
- Your use of alcohol is considered excessive or unacceptable by staff
- You are found using or in possession of illegal substances
- You are charged with a criminal offense during your placement
- You have acted in such a way that you are likely to bring a bad reputation to the organization
- You are not fulfilling your obligations as a volunteer and continually refuse to carry out reasonable requests
- You do not follow the rules outlined in the Volunteer Information and Guidebook

Thank you again for choosing to volunteer with us.

We hope you have a wonderful experience here at WFFT!!! On behalf of the animals, thank you for your time and dedication.



**FOR ANY FURTHER INFORMATION, OR ASSISTANCE WHEN IN THAILAND
PLEASE CONTACT US USING THE BELOW DETAILS:**

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108 MOO 6, TAMBON THAMAI RUAK, AMPHOE THAYANG
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You can also find further information on www.wfft.org and www.wildlifevolunter.org



Twitter - twitter.com/WFFTthailand



Trip advisor- Wildlife Friends of Thailand



Facebook - facebook.com/WildlifeFriendsFoundation



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YouTube - youtube.com/user/WildlifeFriends

