



VOLUNTEER HANDBOOK

6th Edition, July, 2013

Please read this handbook - This document is yours to keep

Please sign and return acknowledgement and release by e-mail or fax.

Dear Volunteer,

Welcome!

Thank you for choosing 3 Rivers & Rosalie Forest Eco Lodge for your volunteer project. This Handbook/reference book will give you an overview of 3 Rivers & Rosalie Forest & its Volunteer Programme. You are encouraged to familiarize yourself with the handbook and use it as a valuable resource to assist you in your volunteer duties. Please feel free at any time to approach the Manager or volunteer supervisor with questions or concerns.

Volunteers play an important part of our organization and we want to take this opportunity to welcome you to our team! As a volunteer, you are part of a team of staff and volunteers working together to enable the lodge to achieve its goals. Your contributions, dedication and commitment are vital to our growth. Each volunteer, although different, contributes an important part to the organisation as a whole.

Thank you for choosing to give your services as a volunteer, and we hope your experience will be mutually positive and rewarding!

Welcome aboard.

Jem Winston, Managing Director,
and all the staff of 3 Rivers & Rosalie Forest Eco lodge, Dominica



Table of Contents

Our Environmental & Social Sustainability Policy.....	3
Our aims and objectives.....	4
Background history of Rosalie Forest Eco Lodge.....	4
Background History of SLIC – The Sustainable Living Initiative Centre.....	5
Our achievements to date.....	6
Our Environmental, social and community work	10
Staff and their roles.....	17
Our guests	18
Guest activities	19
About Dominica.....	19
Forests & National Parks.....	20
Dominica history.....	22
Rosalie, our local area.....	23
About the Volunteer Programme + volunteers’ advice extra tips.....	23
Definition and principles of volunteering.....	28
Our philosophy towards our volunteers.....	28
Living arrangements for our volunteers	28
Rights and responsibilities as a volunteer	31
Volunteer service.....	31
Working hours and schedules.....	31
Customs of Dominica.....	31
Volunteer policy and procedure.....	32
Dress code	32
Attendance and Time.....	32
Training	32
Conduct	33
Safety and security	34
Emergency situations	34
Safety and liability.....	35
Use of Rosalie Forest property.....	35
Sexual harassment in the workplace.....	35
Conflict of interest	35
Renewable energy addendum.....	36
Volunteer acknowledgement	37/8
Waiver and assumption of risk	39



Environmental & Social Sustainability Policy

3 Rivers & Rosalie Forest Eco Lodge is a small lodge situated in an environment of outstanding natural beauty, set in the heart of Rosalie rainforest, surrounded by clean rivers and jungle trails, leading to stunning waterfalls and lakes, and on the edge of the Morne Trois Pitons National Park World Heritage Site.

One of our most fundamental aims is to live in harmony with, and have as little harmful impact on, those surroundings as possible. We recognize that our business has an important role to play in protecting and enhancing the environment for guests and the residents of the local community.

In keeping with this goal, every aspect of the project has the environment in mind. We espouse a sustainable lifestyle, minimizing our consumption of all resources, using renewable energy, and monitoring all systems. We compost all kitchen and garden waste, try to avoid purchasing packaged goods, shop locally, recycle and use biodegradable products, and strive to keep our waste products to a minimum.

An important aspect of this policy is to involve the local community. Our employees come from local villages, and we train them in sustainable living. We are trying to showcase environmentally sound practices, hosting free school visits and giving guided tours and workshops, to all interested parties, explaining renewable energy, organic farming, and the sustainable lifestyle in general, as well as being involved in various local community projects.

We aim to comply fully with, and go beyond, all environmental laws and regulations, to review our policy and practices annually and to communicate relevant information to all interested parties, from guests and locals up to government officials. We hope we can help Dominica retain its still relatively unspoilt environment, and move into a greener future.

Jem Winston
Managing Director

20th February, 2013



Our Aims and Objectives

The project aims to provide a relaxing/exciting and natural holiday to tourists, and Dominicans alike, seeking to be close to nature in environmentally friendly surroundings. We aim to provide for our guests the necessary comforts for an enjoyable visit, whilst considering and minimising at all times the negative impacts on our incredible natural surroundings and the wonderful local people. We further aim to enhance the lives of local people by ensuring that they benefit directly from our existence, and aim to educate both our visitors, and Dominicans in general about the negative impacts of modern life, and the resulting benefits, both personal and communal, of sustainable living, and help them understand that sustainable living can also be financially rewarding.

ABOUT 3 Rivers & Rosalie Forest Eco Lodge

Background history

In my early 20's I dreamt of building and running a small place in Dominica, having discovered it during my backpacking days. Then in 1996 I got serious and returned to England to save money to buy land in Dominica. My brother signed up for the dream.

And so it began; an overgrown banana plantation, in a remote corner, of a remote island, in the Caribbean; now my home, Dominica.

Finally we moved to Dominica in January 2002, and work began on clearing and reclaiming the land that had previously been caked in chemicals for use on the banana plantation, and 3 Rivers opened for business in October that year. Soon after my brother decided to leave and I stayed to run the Lodge.

In 2004, some of the forest at the back of 3 Rivers went up for sale, and in order to prevent the area from continued logging, (which had begun), and for the feeling, the responsibility, of owning some real rainforest, I decided to buy a piece of the jungle at the back of 3 Rivers Eco Lodge, and established the Rosalie Eco Forest Retreat, in harmony with 3 Rivers.

Then my 3 Rivers partner decided to sell, but I could not afford to buy, so his half of the original land is gone, but the business was not sold, and the remaining half of the 3 Rivers land & The Forest retreat are now merged.

I took my half of what had been the old 3 Rivers Eco Lodge with its charming cottage, merged it with my own Rosalie Eco Forest Retreat and it's inspiring Tree Houses and cabins, and formed what is now known as 3 Rivers & Rosalie Forest Eco Lodge.



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Today, 3 Rivers & Rosalie Forest Eco Lodge is a true back to nature experience, with a variety of cool and sustainable accommodations, in incredible natural surroundings, safe and secluded in the jungle: Offering a range of activities for all. From the beginning, the idea was to create the ideal getaway, respecting the environment and working closely with the locals to create an ambience that is a mixture of cultures, where people on any budget can enjoy the natural wonders of Dominica, whilst minimizing the environmental impact and aiding the sustainable development of the local community. Together with an excellent team of local workers, 3 Rivers & Rosalie Forest Eco Lodge is now receiving a steadily growing flow of guests and accolades.

Together with my staff, we are proud to have received various eco for our environmental work. See below.

❖ ABOUT S.L.I.C. - THE SUSTAINABLE LIVING INITIATIVE CENTRE

The Sustainable Living Committee (*SLIC*) has been established to promote awareness of environmental issues and specifically to promote the use of simple technology to minimize negative impact on the environment and conserve natural resources in Dominica.

The Sustainable Living Committee is a vibrant community based organization, and registered NGO, established by ourselves in collaboration with another registered NGO, Lifeline Ministries, and is made up of a cross section of community representatives.

We facilitate a program of Sustainable Living Training Modules here at Rosalie Forest, and offer trainees a Sustainable Living Experience, as opposed to a display or demonstration, and workshops include various Solar Energy Units, organic farming sustainable tourism workshops, methods, veggie oil as fuel, Hydro-Electricity, how to make Biogas, and general sustainable living. Trainees are involved in both theoretical instruction and practical construction of alternative energy units, both at the centre and in their home villages.

Thanks to various generous funding agencies, including The UNDP, and The British High commission in Barbados, Miami and Vermont universities, we are able to offer revolving loans to members to help them buy their own renewable energy systems. We are also running a project which will see 6 new renewable energy systems in 6 schools around the island.

Many people have shown considerable interest in practical training especially where they can see the immediate benefits in terms of reduced costs. Dominica is known as the "Nature Island" but many of people are unaware of the damage modern banana farming methods have already wreaked on the island and have not had the opportunity to learn environmentally friendly practices.

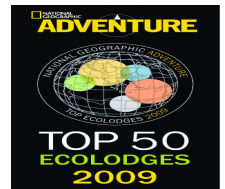


We hope to attract more overseas students to generate income which will then be used to subsidize equipment installations in the communities.

OUR ACHIEVEMENTS TO DATE

Although I have only been running the lodges for a few years, first 3 Rivers, and now Rosalie Forest, I am very proud of the achievements. We have a great team of staff who have all worked extremely hard to create the ideal green holiday getaway and sustainable living education centre that Rosalie Forest is today.

- September 2011 : US TV featuring 3 Rivers & Rosalie Forest eco Lodge : [Dominica Island « Growing A Greener World](#)
- July 28th, 2011 : [The Dallas Morning News](#) - Eco lodges inspire an appreciation of nature, conservation
- September, 2010 : [Caribbean Business Journal](#) - Sustainable Tourism : Rosalie Forest answers the call..
- July, 2010 : [USA TODAY \(US\)](#) - Ecotourism Dominica
- October, 2009 : [The Independent newspaper \(UK\)](#) - The Big 6, Caribbean Green Retreats
- March, 2009 : [Mother Nature Network \(MNN.com\)](#) - Destination Dominica
- March, 2009 : [The Observer \(U.K.\)](#) - From cab driver to eco hotelier
- January, 2009 : [The National- Abu Dhabi](#) -Top 10 Eco Hostels
- November, 2008 : [Island's Magazine Blue List](#) -Celebrating Community Tourism



- • October, 2008 : [National Geographic Adventure Magazine](#) -Top 50 island Lodges
- November, 2008 : [Island's Magazine Blue List](#) -Celebrating Community Tourism
- October, 2008 : [National Geographic Adventure Magazine](#) -Top island Lodges



In October 2008, **Rosalie Forest Eco Lodge** is delighted to have achieved the highest possible ranking :

5 out of 5 in eco-tropical resorts butterfly club.



On Ecoclub.com in the summer of 2008, Rosalie Forest Eco Lodge is proud to have achieved an extremely high rating of 4.5 out of 5.

- In The November / December 2007 Issue of Island's Magazine - one of The Caribbean's most respected publications, 3 Rivers was a winner in its Top 100 Blue Awards.
- **In November 2006 British Airways selected 3 Rivers as number 9, in the top 20 Ultimate Island Activities, throughout the Caribbean: [Click here for British Airways High Life](#)**

The staff and management of 3 Rivers are extremely proud and delighted to announce that on Tuesday 27th June, 2006, at the Caribbean Hotel Industry Conference at The Hyatt Regency Hotel in Miami, 3 Rivers Eco Lodge was awarded, for the second year running! The most prestigious American Express and Caribbean Hotel Association



Caribbean Environmental Award 2006
In the small hotel category
 (previously the green hotel of the year award)



At the Dominica Hotel & Tourism Association First Annual Awards dinner on Saturday 27th May, 2006 3 Rivers Eco Lodge & Sustainable Living Centre was proud to receive the honour of

The DHTA Eco Best Practices award,

in recognition of our Positive Action for Sustainable Tourism in Dominica.

June 6th 2006 : We are happy to inform you that the 3 Rivers Eco Lodge & Sustainable Living Centre was selected as this month's business that is "Making a Difference" on the

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Eco-Index Sustainable Tourism site. This designation will appear on the site's homepage, the Making a Difference section and in the electronic Monthly Update that is emailed to all site subscribers.



At the World Travel Market in London on Nov 17th 2005,
3 Rivers was awarded 2nd place
in the First Choice Holidays and responsibletravel.com

Responsible Tourism Award for Best Technology.



At the International Hotel & Restaurant Association
42nd Annual Congress held in Beijing, China on Oct 30th 2005,

3 Rivers was awarded 2nd prize
in the
2005 Environmental Award.





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One of our proudest moments was in December 2005, when Green Globe 21 awarded 3 Rivers its **champion of the month award**, in **recognition of our work for sustainable development**, here in Dominica, The Nature Isle of the Caribbean.



On Nov 5th 2005, 3 Rivers was voted 3rd in the **2005 Green globe 21 Environmental Best Practices Website Award**.



WE ARE EXTREMELY PROUD TO BE THE AMERICAN EXPRESS & THE CARIBBEAN HOTEL ASSOCIATION CARIBBEAN GREEN HOTEL OF THE YEAR 2005. **3 Rivers** was awarded this great honour at the Caribbean Hotel Industry Conference, held in Miami on the 28th June 2005 in the Small Hotel category (less than 76 rooms).



**ECOCLUB.COM ECOLODGE AWARDS 2005 :
 2ND PRIZE WINNER**



Voting took place on-line throughout June, and with all votes counted, results are as follows :
 ECOCLUB Members voted 3 Rivers of Dominica as the Second Prize Winner (23.3%).

3 Rivers is proud to announce that we have been voted in the worldwide **Top Ten of the Green Globe 21 Worldwide Environmental "Best Practices Website" award 2004.**



3 Rivers has achieved an honourable mention, 3rd place, in the 2004 International Hotel & Restaurant Association Environmental Awards.

Our Environmental & Community work

DOING OUR BIT FOR THE ENVIRONMENT

3 Rivers & Rosalie Forest is set in an environment of outstanding natural beauty, and we are doing everything in our power to ensure that it stays that way. As well as looking after the environment, we continuously try improving our environmental action, educating all interested parties about environmental issues, and working with the local community. We are to have won numerous international environmental awards for our work.

❖ SOLAR ELECTRICITY

Our lower property is powered by a solar power. The solar power is supplied by our 10 solar panels. Even on a cloudy day, we always have enough power for our lights, although in continuous bad weather, we do have to limit our consumption, and we ask customers to inform us about any electrical appliances they may have, in order to make sure not everyone is using all the power at the same time. There are 10 eighty watt photovoltaic panels giving us a total of 800 watts of solar electricity at any one time. They are 12 volt panels and are set up in a combination of series and parallel wiring, giving us a 12 volt system, which is then converted to 230 volts, Dominica standard.

The panels are made up of silicon cells, each of which is surrounded by electron molecules and connected together by wires. The photon rays from the sun hit the electron molecules and break them away from the silicon cells, pushing them along the wires. Everything in front is a positive charge, and everything behind is a negative charge. The positive current is electricity, and passes the through a charge controller (white box) which steadies the supply to a constant 24 volts, necessary as the power of the sun fluctuates continuously, and ensures that the batteries are not overcharged by switching off the flow of current from the panels when the batteries are full. It also ensures no power is drained from the panels when they are shaded. After the charge controller the power goes to charge the batteries.

There are 4 x 375 amp hour deep cycle each of 6 volts. They are wired in a combination of series, giving us 12 volts.



When we need the power, it is pulled from the batteries to the power inverter which converts the power to Dominica standard which is 240 volts. The power then passes through the changeover switch, (needed when we use back-up generator) and then to the fuse box, which has one fuse for each cottage. The electricity then passes underground to each cottage.

The back-up generator is rarely used but can produce 2 kilowatts of electricity. The changeover switch is there to ensure there is no surge back through the solar panels which would cause them serious damage.

❖ SOLAR HOT WATER HEATING SYSTEMS

Each cottage on the lower property has its own solar hot water heating system. *The forest rooms have cold showers, as the rainforest canopy prevents the possibility of solar heating.* Cold water is fed to the collectors which have five 28mm copper pipes running through them. The sun heats the water in the pipes. Hot water is lighter than colder water and so rises naturally. As the water heats up it rises up the roof to the 160 litre (40 gallons) storage tank on the top of the roof which is well insulated. As the water in the cylinder cools down it drops back down to the collector where it is re-heated and the hottest water rises back up to the storage tank. The water continuously circulates and re-heats itself using the sun on the collector. This is called a thermosyphon solar hot water system.

❖ SOLAR WATER PUMP

Our water pump is a 24 volt solar slow pump which is powered by the two 12 volt solar panels. They are wired in series making 24 volts. They are completely separate from the rest of the solar panels and do not go through the electrical system. Instead they go directly to the pumps own fuse box down by the river. When there is sun it pumps, where the sun goes it stops. It is capable of pumping 1000 gallons in 4 hours of sunshine. The water is sucked through a filter set in the intake in the river and pushed up about 120 feet to our 1000 gallon storage tank at the top of the hill. There is a one way valve to stop water dropping back down when the pump stops. From the tank gravity is used to pipe the water underground to each cottage. Around the property and in the rooms you will find either a small extra tap on your sink, or a blue flask. Both of these contain ceramic carbon filters and make the water safe to drink. We also test the river as it leaves our land to ensure that we are not having a harmful effect on the river and the marine life within it.

❖ SOLAR FOOTPATH LIGHTS



Our path lights are solar powered. They each have their own solar panel which recharges the batteries inside daily. There is a built in sensor which turns the light on at night and off again the morning. They light down to show the way, but do not spoil the view of the night sky.

❖ FOREST WIND / SOLAR HYBRID POWER SYSTEM

At the forest accommodations, we have a small wind turbine, the *Missouri wind 11 raptor turbine*, which is a 24 volt system. This is combined with 4 small solar panels, and both systems charge the same battery bank, providing lighting for the forest rooms. There are no power outlets in the forest, only lights. Forest guests can charge phones etc... in the main office on the lower property. The power is stored in two 6 volt batteries, and the lights bulbs are 24 volts and 1.2 watts, so no inverter is required. We wanted to create a 'candles and lamp' atmosphere, whilst adhering to fire safety regulations.

❖ COMPOSTING TOILETS

Our rainforest rooms, including the dormitory, each have state of the art composting toilets. They are The Excel Ne models and use no electricity and no water. It works by allowing the bacteria inside to eat away the compost that we have already placed inside, and that is mixed up with everything else ☺. Amazingly no smells; clean, fresh and simple.

❖ ORGANIC GARDENS AND COMPOST BINS

All of our gardens are organic, and we use no chemicals or fertilizers whatsoever. We have four compost bins, which are used in rotation. We dig from one and fill the next. When the one we are digging from is finished we start digging from the next and filling the one that has just been used up. The compost is left to mulch for a couple of months and is then used to feed our plants and trees. It is left by the bed where it is to be used for a few days to allow it to cool before it is placed on the soil.

❖ STRAW TRAPS AND SOAKAWAYS

The gray water (sinks and showers) from the buildings first passes through a sink trap to collect food bits. Then, outside every house there is a grease trap which is filled with straw and collects the grease and other food bits that go down the drain. Both of these are emptied daily into our compost bins. From the grease trap the water passes to a soak away, which is a 10 foot deep 4 x 4 hole filled with rocks and stones. The water passes over the rocks which helps clean it and then dissipates into the soil and helps water the plants.



❖ BLACK WATER – TOILET WASTE

The waste from our toilets passes to our septic tanks. They are 3 chamber tanks. The water and waste arrives in the first chamber and as it fills water passes to the second chamber, and then to the third. The bacteria in the waste help break down the waste and by the time the third chamber is filled the water is much cleaner. From the tanks the water passes to a large soak away on the lower area where it is cleansed by the rocks. We ask customers to put their toilet paper in bins in the bathroom which helps prevent clogging of the pipes and reduces the time it takes for the tank to fill, which reduces pollution by the truck which is needed to empty the tanks. As for our forest accommodations, the paper is used as soak for the dry compost toilets, to soak up the liquids which reduce the smells. Otherwise the paper is burnt.

❖ COLLECTED RAINWATER

In the forest, we use collected rainwater for the showers and kitchen. This water is filtered in the black containers you will find by the forest kitchen and the various forest houses. On the lower property rainwater is collected as a back up when there is no sun to power our solar water pump.

❖ TEACHING SUSTAINABILITY

As well as having their practical uses, all of our renewable energy systems are also used as demonstration models for teaching purposes during our workshops, and many local people stop by just to take a tour and learn about all the environmental work that we are doing. Most schools in Dominica also visit us regularly to take a free educational tour of the property.

❖ ENVIRONMENTALLY FRIENDLY CLEANING PRODUCTS

Here at 3 Rivers & Rosalie Forest we use bio-degradable cleaning products. Our floor and surface cleaners are all bio-degradable, and we provide locally made herbal bio-degradable soaps for all guests. Many of our guests enjoy bathing in our adjacent rivers, and we ask all visitors to use only the soap provided by us, particularly if they choose to wash in the



rivers. This eliminates pollution and possible damage to both the life in the rivers, and our soil.

Unusual Circumstances:

One major problem we face is wood ants and termites. Living in the tropics it is impossible to avoid them at all times. Bearing this in mind, a member of staff monitors every building daily, to check for wood ants and termites. Normally, we see them when they are on the concrete foundations, before they are inside the wood. By catching them before they eat the wood, we can pour vinegar on the foundations, and it scares them away and they run back to the soil.

However, occasionally, we miss them or they run too fast, and by the time we notice they are already in the wood. On these rare occasions, we have taken the decision to slightly bend our eco principles, and we have used chemical products to stop them. The choice is simple, lose a house, or use the chemical product; losing the house means using a lot more wood to build another one, and so the chemical seems the wiser choice. We are constantly researching to find an alternative method; if you know of one, please tell us ☺

❖ OUR LOCAL COMMUNITY

The nearest villages to the lodge are called Grand Fond, up the hill, Petit Soufriere, to the north, and Riviere Cyrique to the south. Our workers are from these surrounding villages, This is in keeping with our environmental & social sustainability policy.

We are also involved in various community activities.

- We encourage all guests to bring donations for the local schools, through the project <http://www.packforapurpose.org/docs/countries/dominica-west-indies/3-rivers-eco-lodge.shtml>
- Computer Mission Dominica – With numerous collaborative partners we are extremely proud to have established Computer Mission Dominica, now entering its 3rd year. The project has so far seen over 400 computers recycled from schools in the U.K., and now being put to good use in the classrooms around Dominica.
- The Grand Fond Preschool Scholarship Fund – was set up in collaboration with SLIC and The University of Miami, and has so far sponsored over a dozen children to attend school. The cost for one year for one child is US\$200; let us know if you would like to be involved in the project.
- The local school set up a library for the village of Grand Fond, using books supplied from one of our guests. Staff from Rosalie Forest installed all the electricity and donated the parts for the work carried out.



- We bought a washing machine for a lady in the village and she now has her own laundry business.
- We have sponsored the village cricket team by providing them with a large amount of new equipment.
- We have sponsored one of the village bands, *The Blazing Squad*, by helping towards the cost of a new keyboard which they greatly need, and by showcasing them occasionally here at Rosalie forest. We also showcase *the Sucroze band* from Petit Soufriere, and have a member of each band on staff
- We have hosted environmentally educational school visits for a few of the island's schools and continue to offer this free service to all schools in Dominica. We also offer this service to all interested parties, and all of our staff are fully trained in all of our environmental policies.
- We are a sponsor of the village carnival.
- Through our community life package activities, we ensure that our guests gain a greater understanding of local life, therefore ensuring they respect local customs and traditions, and the villages benefit directly by getting paid by our guests for each of these activities.
- ***Village Home stay programme*** – feel like something different, book a night with a family in the village, getting a true taste of real life, here in Dominica.

❖ RECYCLING

We try to re use and recycle as much as possible. Egg boxes are used as hot water insulation, toilet paper is re-used as soak material for our composting toilets, old cooking oil carriers are our rubbish bins, and we reuse bottles for our home made drinks. Through our NGO SLIC, we are currently embarking on nationwide schools recycling education programme.

MISCELLANEOUS

Egg boxes are used as hot water insulation, toilet paper is re-used as soak material for our composting toilets, the old cooking oil carriers are our rubbish bins, and we re-use bottles for our home made drinks.

-We have a book in all the accomodations and in the communal areas explaining all of our environmental work and systems, and we ask guests to consider all aspects of the environment during their stay with us.

-We have a towel and sheet re-use programme in operation.

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- We aim to display traditional dominican living practises, through our community package, and various items on the property - such as a traditional carib indian hut.
- We have labelled many plants and trees to educate visitors of the names and medicinal benefits of each plant.
- All paid staff come from the surrounding villages

3 Rivers & Rosalie Forest Staff





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My name is **Jem Winston**, born & raised in south east England. I own and manage Rosalie Forest Eco Lodge. I first discovered Dominica in 1990, when I was backpacking the Caribbean, and fell in love with the place instantly. That love has never faded, and I am proud now to also be a Dominican.

I hope that you will enjoy 3 Rivers & Rosalie Forest Eco Lodge, and all the wondrous beauty that this incredible island has to offer.

Welcome.

My name is **Lincoln Thomas** and I am from the nearby village of Petite Soufriere, one of the most unspoiled villages on the island. I mainly work up in the forest, but you may well see me around the main property too ; whatever you need, let me know and I will sort it for you.



Good day ,I am **Webson Phillip**, and I do a little bit of everything around the lodge. Anything you need - I am your man, and I also sometimes do tour guiding if you would like me to show you around our beautiful island

My name is **Devon Newton** , and I often help out around the office, so you may meet me when you arrive. I also help with the building



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We are **Steve & Petrolina Andrews**, from Grand Fond. As well as running the food service at the lodge, we also run a bar and disco in our home village of Grand fond. feel free to come and free up with us in the village any time.

OUR GUESTS

Much to our surprise, we receive a great variety of customers. Most of our visitors are certainly at least a bit green minded, and many are seriously into environmental preservation. We get a lot of young couples and families, as well as backpackers and retired people. Green minded people have all size wallets!

All of our guests are into nature and adventure activities.

Recently we have also begun working with a few American universities and expect the number of students we receive to rise steadily in the coming year.

3. GUEST ACTIVITIES

- Diving Dominica : ... in some of the world's most spectacular waters.
- Organised day tours : sit back and get driven around the island by us, taking in the best spots.
- hiking : explore the fantastic mountains, lakes and rivers of dominica.
- Horse riding activities : trek the lazy way, at a comfortable pace, explore the north east on horse back
- Bird watching activities: Dominica is home to a wide variety of birds, including unique Sisserou parrots.
- Rivers, waterfalls and lakes : 365 rivers, and an abundance of amazing waterfalls and lakes.
- Entertainments : festivals, parties, live music, communal games room ...
- Whale / turtle watching : tours and guides available.
- Sustainable living Workshops : learn about renewable energy and sustainable lifestyles.
- Community Life Activities : try your hand at various traditional local village activities.
- Cricket : come and play cricket in the West Indies !
- Surfing Dominica : our local Atlantic beach provides excellent surf
- Artist Workshops : be inspired by the beauty of The Nature Isle.



ABOUT DOMINICA

Known as the 'Nature Isle of the Caribbean', Dominica has remained unspoiled for thousands of years. It boasts spectacular tropical scenery of beaches, forests, mountains, lakes & waterfalls. The people are as warm and friendly as the weather, and their cuisine is as diverse as their origins. There is also a wide variety of stunning flora and fauna, including several unique species. With a typically tropical climate of abundant sunshine and rainfall, it is the ideal ecotourism destination.

The Commonwealth of Dominica was the first country in the world to be officially benchmarked by Green Globe 21 as an eco tourist destination, and hopes in the near future to be the first country in the world certified as a green destination by Green Globe.

FORESTS & NATIONAL PARKS

Of Dominica's 290 square miles, almost all of it is forest land. There are currently three national parks and two forest reserves, and there are plans to increase these numbers, in order to undertake a comprehensive biodiversity study; organizing and expanding local flora and fauna, strengthening the research efforts and reviewing existing legislation.

THE NATIONAL PARKS

MORNE TROIS PITONS NATIONAL PARK

The lodge lies on the edge of the Morne Trois Pitons National Park, Dominica's first national park, which was established in 1975. When it was opened, its primary function was to protect samples of the island flora and fauna. It now covers more than 17,000 acres of land and has recently been declared a World Heritage Site of outstanding universal value.

CABRITS NATIONAL PARK

Dominica soon realized that protecting its forests and wildlife was paramount to its survival due to the delicate balance of nature that exists. Not only would it remain one of the most natural and unspoiled islands in the Caribbean, but this positive environmental action would be great for business; tourism in particular. To this end, in 1986, The Cabrits National Park was officially opened. Its main function: to protect the island's largest tracts of dry coastal forests, and to preserve its largest wetlands of marsh, freshwater swamp and mangroves. The products of the forest are used, in a sustainable fashion, in the production of some of the island's handicrafts, medicines, spices and food.



MORNE DIABLOTIN NATIONAL PARK

This, Dominica's newest national park, is home to the island's highest mountain, Morne Diablotin, whose summit lies some 4747 feet above sea level, and to the Syndicate Trail, which is said to be the place to see the most birdlife during your visit to Dominica. It was established in early 2000 and covers over 8,000 acres of land.

THE FOREST RESERVES

CENTRAL FOREST RESERVE

The Central Forest Reserve, the first of its kind in Dominica, was established way back in 1952, and is inhabited by an abundance of Gomiere, which grow to heights of almost 120 feet. The wood from these trees is both beautiful and durable, and has been used by the Caribs for centuries in the production of their canoes, and many other crafts.

NORTHERN FOREST RESERVE

The largest refuge for the island's two indigenous species of parrot, the Sisserou and the Jaco, is said to be in the Northern Forest reserve, which was opened in 1977, and encompasses some 22,000 acres of land, protecting watersheds, plants and animals. For keen birdwatchers, a visit to this reserve is a must.

DOMINICA HISTORY

Throughout its History, the fertile land of Dominica has attracted settlers and colonizers and has been the subject of the military, and often bloody squabbles of European powers. At the time of Columbus's visit in November 1493, the island was a stronghold of the Caribs from South America who were driving out the Arawaks. In 1627 the English took theoretical possession without settling, but by 1632 the island had become a de facto French colony; it remained so until 1759 when the English captured it. In 1660 the English and French agreed to leave the Caribs in undisturbed possession, but in fact French settlers went on arriving, bringing enslaved Africans with them. Dominica changed hands between the two European powers, passing back to France (1778) and again to England (1783). The French attempted to invade in 1795 and 1805 before eventually withdrawing, leaving Britain in possession.

In 1833 the island was linked to Antigua and the other Leeward Islands under a Governor General at Antigua, but subsequently became part of the Federation of the Leeward Islands Group (1940-60). Dominica joined the West Indies Federation at its foundation in 1958 and remained a member until differences among larger members led to its dissolution in 1962. Dominica became an associated state of the United Kingdom in 1967, with full internal self-government, but Britain remained responsible for foreign policy and defence.

Full Independence was achieved on November 3, 1978.



Dominica is a Republic with a non-executive presidency and parliamentary government. It has a unicameral House of assembly with 30 members (21 elected, 9 appointed). Elections are held every five years, with universal suffrage for adults (18 over). The House of assembly elected the President for not more than two terms of five years. He or she appoints the prime Minister who consults the President in appointing other ministers

Last Election: December 2009.

Next elections: by December 2014

Head of State: The President, His Excellency, DR. NICHOLAS J.O. LIVERPOOL

Head of Government: The Prime Minister, the Honourable Roosevelt Skerrit

LOCAL HISTORY- ROSALIE

3 Rivers & Rosalie Forest is set in The Newfoundland Estate, which was itself formed on part of the old Rosalie Estate. The Rosalie Estate is situated on the east coast on banks of the Rosalie River. It was one of the largest estates on the island, totaling 2,081 acres

Dominica in the late twenties was seeing major change as mulattos, whites and blacks jostled for their place in society. Vibrant communities were been established around former estates. A noted community was springing up around the Rosalie estate, which for years had provided some means for the surrounding villagers whose forebears had worked as slaves on this estate. The Rosalie Estate, where the school, church and Police Station were located, was a-buzz with activities. Quite a sizable population of estate workers lived in houses provided by the owner of the Rosalie Estate, Miss Johnson. She was a white heiress who later married Mr. Gerard Winston, a native mulatto who was quite a chanticleer it was rumored. Rosalie rum was said to be the best rum manufactured in Dominica, and people came from all over the state to buy this rum. They transported the rum in barrels by boat, and in five gallon demi-johns by head. This was done almost daily but more so on Saturdays and especially at Christmas-time.

On Sundays the villagers of Morne Jaune, Riviere Cyrique and Grand Fond joined with the residents of Rosalie for Holy Mass. During the children's First Communion and Confirmation ceremonies Rosalie was a bee hive of feasting and carousing.

Since the 1960s much of it has been sub-divided and sold off. It produced sugar, cocoa, limes, bananas and coconuts at various times in its history. The first British owners included Governor William Stuart and in the 19th-20th century the Johnson family. One of the leading maroon chiefs of the 18th century, recorded as "born in Guinea", was the



chief of a maroon camp in the centre of the island near Bells, who became famous for leading an attack on Rosalie Estate in December 1785. He was betrayed by a fellow slave of Belfast Estate and shot by a squad of Black Rangers in 1786. He was brought to Roseau and exposed on a gibbet, where he took a week to die. This event was the inspiration for the song at the time "Balla mort, bois gatay", (Balla is dead, the woods are spoilt).

After emancipation a village developed around the estate yard, but when new owners, Messrs. Leach and Tabor, took over in the 1950s the land was reclaimed and the villagers were evicted and were forced to dismantle their houses and disperse to the settlements at Grand Fond and Riviere Cyrique. The church was abandoned and fell into ruin, but in the 1990s it was restored and is now the site of the Diocesan Retreat Centre.

Today the old Rosalie estate is an incredible area to visit; with plenty of history it's still visible. The ruins of an aqueduct and sugar works are still standing and the site of the old estate house can be seen on the hill above the works near to the modern estate house. The beach itself is stunning, and as well as being a popular nesting ground for all kinds of sea turtle, is also great for surfing. Guided historical tours of the area are available as part of our community life activities.

OUR VOLUNTEER PROGRAMME

Since the beginning of 2004, 3 Rivers & Rosalie Forest has been welcoming volunteer workers from around the globe. The arrangement has proved to be mutually beneficial.

Our volunteers/interns are expected to work about 32 hours a week (4 or 5 days), which is normally a mix of kitchen, garden, office and building duties, and general help around the lodge.

Depending on your particular skills, and our particular needs at the time, will determine exactly which work you do during your stay.

You may be asked to share what knowledge and experience you have with our small team of cool staff.

Often you may need to be going to the local village, half hour steep hike from here, to organize or attend meetings, or take guests to the home stay hosts they may have chosen. In the office it may be bookings and reservations, accounts and e-mails, and customer information.

There is a volunteer garden that is growing, and plenty of space for more food to be planted.

There is a customer communal kitchen in the forest, and a staff kitchen behind the restaurant; you are free to use either to cook your meals.



We provide accommodation in the mixed shared dormitory. If you prefer privacy we can also lend you a tent

All volunteers and interns get at least two days off per week, and it is not likely that your days off will be the same as the other one or two volunteers that might be here at the same time.

Don't worry, you will not be overworked and will get plenty of free time to explore and enjoy our beautiful island.

You will need to be keen to learn and understand our environmental work, as most of our guests enjoy discussing our systems and learning how they work. They look to all of our staff to be able to explain things to them.

Many of our volunteers so far have also taken on their own little project to leave their mark on 3 Rivers and then Rosalie Forest. If you have any ideas or suggestions for little projects or improvements that suit your particular skills; and hopefully you enjoy, then let us know and it can most probably happen!

If you are going to need regular internet access then you should bring with your own laptop. We do have a computer for public use, which is rented to the clients. You can use when no guests or staff need it, but volunteers are the lowest priority, sorry. With your own computer, you can connect any time through the Rosalie Forest wireless network, or through a network plug in the bar.

We normally allow a maximum of 3 volunteers at any one time, and are happy to take single people and couples; but if you are a couple, you must be prepared to work separate hours.

Living In Rosalie Forest As A Volunteer – by a volunteer

Living in Rosalie Forest is a very enjoyable and, for some, challenging experience. The eco lodge is an attraction for people from many different backgrounds with varying skills. Many times a volunteer will find that he or she will need to spend time adjusting to their new lifestyle. The local staff at 3 Rivers & Rosalie Forest are always available to assist any way so as to help smoothen the transition.

Food

The most important concern for any volunteer is to establish a consistent and comfortable eating situation during their service. For those who do not mind spending a little extra money, Steve's restaurant is always a good option to get a delicious meal at a fair price. However, for those who are maintaining a tighter



budget there is kitchen in the forest that is equipped with gas powered stoves, refrigerator, pots, pans, utensils and plates. There is no oven but there is a space to make a comfortable fire, for those who prefer to barbecue.

In any event, in order to live comfortably it is nearly essential for the volunteer to know how to cook. However, even if you do not know anything about cooking, do not be discouraged! As long as you are willing to learn, a staff member will always be happy to help you in making food for yourself. This tends to be useful even for experienced cooks; the staff are thoroughly familiar with local foods, fruits and culinary techniques. If you are proactive enough you will be making passion fruit juice, coconut milk, and cacao tea in no time!

Buying Ingredients and Provisions

If a volunteer chooses to live by cooking food in the kitchen, he or she will face yet another challenge: managing the ingredients and provisions. Unfortunately, there is no place to buy these things in the eco lodge or its immediate surrounding area. However, Grand Fond, the closest village to the lodge, has several small shops where one can purchase nearly everything one needs to cook full meals. It is generally recommended to the volunteer to go and refill on fresh produce or other ingredients in the village about twice a week. However, the availability of specific items in Grand Fond can vary significantly, depending on the day. A person may, occasionally, find it difficult to locate a few basic items, such as coffee, potatoes, etc. This does not tend to be a huge problem but one should bear this in mind and be prepared just in case they cannot find exactly what they are looking for. Bread is generally only available after four o'clock in the afternoon.

In addition, at least once a week a staff member will go to Roseau and would be happy to take a shopping list for the volunteer. This is a great way to fill up on things that you cannot get easily in the village.

Laundry

The hotel washing is done by a local lady, who is always happy to do yours for a reduced fee. Alternatively, washing clothes in the river is always a great option. Eco Soap is provided by the hotel. However, if one chooses to use their own soap or detergent to wash in the river we ask that they use bio-degradable soap so as to preserve our natural environment.

Sleeping

The sleeping arrangement for the volunteer is comfortable but still may be an adjustment for some. The main place for volunteers to sleep is the dormitory, which



is equipped with eight beds and a hammock. The dormitory is a 15 minute steep hike into the forest area.

Sheets, pillows, and blankets are provided by the lodge. If there are vacancies in any of the other rooms than the volunteer is sometimes welcome to use them, at the discretion of the management, so long as they remain in condition to be rented out on very short notice. This extra bonus is a privilege, NOT A RIGHT

Working Day

A volunteer is expected to work about 32 hours a week, normally divided up into 4 or 5 working days. This will naturally be very flexible and there will be some instances when volunteers are asked to do things outside the usual working time. This may happen if there are a lot of guests or there is something specific that needs to be done. The management of the lodge guarantees that this will not be abused and the volunteer will NEVER be asked to work more than the 32 hours a week that he or she has agreed to do.

Days Off

3 Rivers & Rosalie Forest allows the volunteers two days off a week. It is not allowed for all volunteers to take a day off at once, though rare exceptions are made. You should feel free to approach the staff and ask for advice on what to do for your days off: how to get around, where to stay, where to eat, etc. This can be very helpful; after all, we do work in tourism and know about tons of things to do in Dominica!

Recommended Items to Bring:

Shirts, shorts, long pants, wool socks for hiking, hiking boots,
flip-flops or sandals, Books, Flashlight and batteries
Small raincoat or poncho, Small locks for your bags
Laptop (converters can be bought in Roseau)

*It is recommended to bring at least a week's worth of clothing; there will sometimes be many people using the laundry machine and it is not always going to be available at convenient times.

PROGRAMMES / VOLUNTEER ACTIVITIES

Garden & tours



3 Rivers & Rosalie Forest is open to the general public from sunrise to sunset and we offer guided tours to people visiting our property. A member of staff or volunteers will guide visitors around the property. As it is a public place, it is important for volunteers to keep the public areas clean and tidy.

Volunteers have greatly contributed to development of the lodge. Volunteers have assisted with creation of garden areas, propagation and potting of plants, pruning and weeding, grass cutting and watering.

There are sometimes one or two large projects for volunteer groups to complete during their stay. Volunteers also select personal projects to achieve (with help from staff). The garden crew works in the garden from 0800-1600 hrs and several evenings per week to water plants (weather dependant).

MAKE SURE YOU BRING WITH YOU SOME GOOD STRONG BOOTS THAT FIT YOU COMFORTABLY

School tours

3 Rivers & Rosalie Forest receives regular visits from school classes of all ages. Once you have understood our systems, you may be asked to give a guided tour explaining to students how we operate and the equipment we are using.

Front Desk.

Volunteers often choose to hang around the bar area, during their rest time.

Don't be surprised if you are sometimes called upon to assist at reception or answer the phone if it gets crazy busy, even if it is outside of your official hours

Building projects

It is not unusual for us to be building something, so be prepared to get a bit mucky doing some new building or digging a hole somewhere!

Community work

The lodge is involved in quite a few local projects and sometimes we need to represent at village meetings and similar activities. Don't be surprised if you end up experiencing at least one village meeting, which you will certainly find most fascinating.

ABOUT THE VOLUNTEER PROGRAMME

Definition and principles of volunteering

3 Rivers & Rosalie Forest refers to Volunteering as:



- _ Of benefit to the Eco Lodge, the local community and the volunteer;
- _ Undertaken of the volunteer's own free will and without coercion; and
- _ In a position not designated as paid.

Our philosophy towards our volunteers

3 Rivers & Rosalie Forest greatly values the contribution made by volunteers and seeks to recognize that by ensuring that:

- _ The relationship between volunteers and the lodge is a reciprocal one;
- _ Volunteers exercise free choice in committing to the lodge;
- _ Volunteers are of equal status and deserve the same treatment and respect as paid employees, and that 3 Rivers & Rosalie Forest can expect the same standards of its volunteers as it expects from its paid employees;
- _ Volunteers are not used to replace paid staff positions and only carry out work that is outlined in the volunteer handbook. There may however, be occasions where volunteers do stand in for sick or vacationing staff.
- _ The contribution of volunteers in 3 Rivers & Rosalie Forest programmes is documented in newspaper articles, on our website, and periodic reports;
- _ The opportunity exists for the development of skills and experience; and
- _ There are clear guidelines, training and recognition for all volunteers.

Living arrangements at 3 Rivers & Rosalie Forest

Volunteers live at 3 Rivers & Rosalie Forest during their stay. They are provided a bed in the mixed dormitory, or, if they prefer privacy with a cleared space to erect their own tents, and have full access to a communal kitchen, WC and shower facility. There is an area of the garden that volunteers can grow herbs or vegetables.

We expect volunteers to:

- _ Keep the area around them clean;
- _ Participate actively in the cleaning schedule;
- _ Cook their meals outside work hours.
- _ Sleep in their own tent or bed and keep all their belongings (except valuables that can be kept locked in the house) in their area;
- _ With the exception of a small box or envelope of valuables (tickets, passport, traveller cheques), refrain from keeping belongings in the office, which has limited space
- _ Keep all public areas in a clean and tidy state and respect that the public will use this area during visits;
- _ Use the 'Chill Out Zone' or tents for sleeping during daytime, and not the office or bar;[
- _ Not to touch or change settings in the electrical system (solar panels, wind turbine,



batteries, fuse panels, pumps) without special permission and to ask staff if any adjustment is required;

- _ Inform staff if the fridge or cooker runs out of gas and the gas bottle needs changing;
- _ Not to solicit any kind of gift whatsoever from any person who visits or has visited the property, whether on or off property at any time
- _ Know the location of the First Aid kit; and
- _ Know how to use the telephone and contact the office or staff
- _ Not to have visitors sleep over without prior permission from the Manager.

Rights and responsibilities as a volunteer

As a volunteer with 3 Rivers & Rosalie Forest, you have the right to:

- _ Be given worthwhile volunteer jobs;
- _ Be kept informed and up to date;
- _ Be trusted to do your job the best way you know how;
- _ Be trained and supervised in a supportive and positive environment;
- _ Give feedback in the appropriate way using the proper methods; and
- _ Be given recognition.

As a result, you have the following responsibilities:

- _ To familiarise yourself with all materials in this handbook and other conservation and educational materials where appropriate;
- _ To respect confidences of the organisation and its Board, staff, guests and other volunteers;
- _ To respect professional attitudes and methods;
- _ To abide by the operating principles of the organisation;
- _ To state your limitations and concerns; and
- _ To bring issues forth to the Manager so that they can be addressed.

3 Rivers & Rosalie Forest has the right to:

- _ Decline or dismiss unproductive or dissatisfied volunteers. Please note that every reasonable effort will be made to address issues and solve problems with all due respect to the volunteer. A focused effort is put into preventing these things from occurring in the first place;
- _ Know the limitations and expectations of volunteers; and
- _ Expect communication from volunteers about progress of assignments.



3 Rivers & Rosalie Forest recognises having the following responsibilities:

- _ To utilise volunteers to accomplish goals within a timeline and budget;
- _ To define jobs, expectations and to provide personalised service when needed;
- _ To create a positive, challenging and rewarding work environment;
- _ To prepare staff to work with volunteers;
- _ To provide a full circle evaluation, including getting feedback from the volunteer and the staff person regarding the progress of the assignment and the satisfaction and performance of the volunteer; and
- _ To keep the private information of each volunteer confidential and use it only as appropriate and relevant to Rosalie Forest and the volunteer programme.

Volunteer service

3 Rivers & Rosalie Forest recognises your right, as a volunteer, to discontinue the project at any time and for any reason. Whenever it is deemed to be in the best interest of the lodge, we also reserve the right to discontinue the volunteer service relationship. Volunteers shall not nor shall be expected to receive any form of payment, including cash (wages), alcohol and bottled drinks, or other kinds of payment, for volunteer talents and services. There is normally no reimbursement for project costs if a volunteer decides to leave.

Working hours and schedules

Volunteers generally work 4 or 5 days a week, with two or three clear free days. On some working days they may be asked to do split shifts, with a break in the afternoon.

Each person has an area to clean each week (e.g. shower, WC, kitchen, etc), and cleaning days are specified on your personal schedule. It is important to follow the guidelines as unclean areas have different implications in the tropics. For example, if the compost bin is not rinsed out after emptying, the eggs will develop into maggots within a day or so. Also, the WC relies on a septic tank which breaks down contents through bacterial action. It is therefore very important not to throw toilet paper or any other items down the toilet, and not to use bleach when cleaning the toilet.

Activity schedule: the project activity schedule is arranged by the site manager and schedules are distributed to volunteers at weekly meetings to provide an opportunity for discussion and change. No changes are to be made to schedules without an ok from a head of department or other authorize member of staff.

Customs of Dominica



Volunteers need to recognise that Dominica is a very unique community with traditional customs. It is not acceptable for volunteers to enter any premises (shops, bank, restaurants, etc) without a shirt and footwear. Shorts and bare shoulders are not accepted in government buildings, offices and schools.

When entering a building or approaching a group of people, it is customary to greet people. Please do so; otherwise people will think that you are rude and that Rosalie Forest is not informing its volunteers about appropriate behaviour on Dominica.

When driving, it is important to wave at everyone you pass (whether they are in a vehicle, walking along the road or standing on their porch). People that you see might not return your greeting at first, but will do so in time. Females should be aware that volunteers are often a target of much attention from local men, BUT should be aware that NO is an acceptable and respected response to unwanted attention, and there is really nothing to worry about.

VOLUNTEER POLICY AND PROCEDURE

Dress code

Everyone on Dominica will know immediately that you are a volunteer with 3 Rivers & Rosalie Forest and we therefore ask volunteers to dress appropriately. Volunteers are representatives of 3 Rivers & Rosalie Forest and are responsible for presenting a positive image to the community. Volunteers should dress appropriately for the conditions and performance of their duties. Volunteers that serve in a capacity representing the business, should wear clean clothes. If volunteers are working in and around the office or showering, they should dress according to the accepted code (no bathing suits are accepted in the office/restaurant - shirt must be worn).

Attendance and Time

Volunteer attendance is important to the operation of each programme. If an activity starts at 0700hrs, you should be in place and ready to start work by 7, rather than just leaving your tent or the dormitory. Volunteers should notify their supervisor in advance if they are unable to be present on time due to illness or inability to work.

Training

Volunteers receive training as part of their volunteer service with 3 Rivers & Rosalie Forest. All volunteers must complete the orientation training period. Orientation provides an



overview of 3 Rivers & Rosalie Forest, its mission, history and goals and this is designed to provide a framework for volunteering. Volunteers will also receive training regarding specific duties within each programme. If volunteers have any questions, please see their trainer.

Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and the lodge. The following are only some examples of inappropriate conduct which could lead to dismissal:

- _ Theft or inappropriate removal or possession of 3 Rivers & Rosalie Forest's property or that of any lodge volunteer, staff, agent or visitor, including failing to cooperate fully in any 3 Rivers & Rosalie Forest investigation;
- _ Altering 3 Rivers & Rosalie Forest reports or records;
- _ soliciting any kind of gift whatsoever from any person who visits or has visited the property, whether on or off property when at any time, or anywhere in Dominica
- _ Volunteering under the influence of excessive alcohol or illegal drugs and/or illegal or unauthorised possession, distribution, sale, transfer, or use of alcohol or illegal drugs anywhere in Dominica;
- _ Creating a disturbance on 3 Rivers & Rosalie Forest premises, at sponsored activities or in areas which could jeopardize the safety of others;
- _ Improper use of 3 Rivers & Rosalie Forest's property or property owned by any other individual or organisation;
- _ Lack of cooperation, or other disrespectful conduct;
- _ Violation of 3 Rivers & Rosalie Forest, government, or local safety and health rules (e.g. no fires near wooden buildings, no unsupervised fires, don't leave food uncovered which attracts rodents, clean dishes after use);
- _ Inappropriate use of telephones, computer equipment or systems, e-mail system, facsimile machines, or other eco lodge-owned equipment;
- _ Unauthorised disclosure of 3 Rivers & Rosalie Forest proprietary or confidential information;
- _ Unsatisfactory performance or conduct;
- _ Drunken and disorderly conduct; and
- _ Driving under the influence of alcohol.

You must be ready to integrate yourself with local customs and adopt a degree of flexibility. Tolerance, adaptability and a smile should see you through most situations. You may be dismissed from the project if the Manager decides that your behaviour is inappropriate. This is particularly so in the case of drug consumption, alcohol excess, violence, racial discrimination, cultural insensitivity or aggressive behaviour towards other volunteers, staff or guests. You are expected to abide by the laws and customs of the country and



inappropriate behaviour may lead to immediate dismissal, and being asked to leave the property immediately and without notice.

While at work or driving a 3 Rivers & Rosalie Forest vehicle, a volunteer may not drink or be under the influence of alcohol. Occasionally, Rosalie Forest arranges events where alcohol is served.

In such situations, volunteers who consume alcohol are expected to act in a responsible manner.

The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals. Volunteers must inform the Manager beforehand of any necessary prescription drug being taken.

Safety and security

Volunteers are responsible for using the following common-sense suggestions to help ensure a safe environment:

- _ Be aware of any unknown person who comes into your area and is not accompanied by a staff member;
- _ Never leave your purse, wallet, or other valuable items unattended. Keep these items out of sight.
- _ Do not leave money or equipment inside or on the back of trucks as they are not secure.
- _ Keep your wallet or purse with you at all times or keep them secure in the locked house or office. Avoid carrying large sums of money.
- _ 3 Rivers & Rosalie Forest is not responsible for lost or stolen personal property. 3 Rivers & Rosalie Forest will not reimburse a volunteer for any personal property that disappears from a volunteer site.
- _ If you decide to separate from the group for leisure activities, please ensure that the group is aware of your whereabouts to avoid unnecessary concern. If you stay out for the night, then you need to inform the manager and ensure that you are back at the lodge for work you are scheduled for.

Emergency situations

In the event of inclement weather, volunteers will be responsible for reacting to advice from staff. Staff will instruct volunteers about appropriate actions in case of hurricane warning or severe storms.



Safety and liability

If a volunteer is injured in the course of the volunteer's service, it is important that they advise their supervisor and visit the hospital if advised. Volunteers are required to submit details of their insurance policy and emergency contact details to the Manager in case of an emergency situation. Volunteers must sign a release absolving 3 Rivers & Rosalie Forest of liability while performing directed and supervised volunteer services on behalf of 3 Rivers & Rosalie Forest.

Use of 3 Rivers & Rosalie Forest property

Equipment and Vehicles —Any equipment, machines, tools, or vehicles which appear to be damaged, defective, or in need of repair should be reported. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. Staff can answer any questions about the volunteer's responsibility for maintenance and care of equipment or vehicles used during the project.

3 Rivers & Rosalie Forest owned or leased equipment and vehicles are to be used for lodge business purposes only and may not be borrowed or otherwise used for personal use.

Telephones—Telephones are for business purposes. In exceptional emergency circumstances, volunteers may use the phone, with permission from the manager.

Sexual harassment in the workplace

3 Rivers & Rosalie Forest is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. 3 Rivers & Rosalie Forest encourages volunteers to bring any incidents of sexual harassment to the immediate attention of the Manager.

Conflict of interest

3 Rivers & Rosalie Forest is judged, in large part, by the individual and collective performance of its volunteers. 3 Rivers & Rosalie Forest recognises the importance of a volunteer's duty to Rosalie Forest to act in a manner that merits trust and confidence. The actions of a volunteer are seen as a reflection of the lodge and community members will often notice the bad and not the good. Each volunteer must therefore act in all matters in a manner that will safeguard the reputation and integrity of the lodge with the general public.



Likewise, volunteers must refrain from engaging in any transaction in which personal interests would conflict with those of 3 Rivers & Rosalie Forest. Examples of conflicts of interest include:

Improper influence: Any volunteer should not attempt to influence 3 Rivers & Rosalie Forest's position on any issue, matter or transaction nor participate in any discussions pertaining to a related organisation.

Inside information: Inside information should not be used either for the purposes of gaining advantage for one's self, a close relative, or another organisation.

Competing with 3 Rivers & Rosalie Forest: No volunteer shall prevent or hinder 3 Rivers & Rosalie Forest from lawfully competing with others or divert business or personnel from 3 Rivers & Rosalie Forest.

The making of statements: No volunteer shall use lodge stationery or any title of 3 Rivers & Rosalie Forest or refer to 3 Rivers & Rosalie Forest or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorised as a representative of 3 Rivers & Rosalie Forest and to express an opinion on its behalf. If asked a question that you are not sure about, ask the person to contact the office.

ADDENDUM

The wind turbine, which provides the power sits 100 feet above at the top of the canopy, but the wind in the area is barely sufficient for our small machine. Also, as our lodge has expanded, so have our power needs in the forest, and really we need more power, because the turbine we installed initially is no longer large enough for our needs. Please enjoy the natural light and lamps if the power is not always working.

If the power is working well, we are proud to show you what is possible in such remote and complicated locations, and if it is not working so well, we think it is good for all to experience natural nights in the jungle, living with the nature and necessities, and appreciating that we can all live happily and comfortably with less power, if we want to.



VOLUNTEER ACKNOWLEDGEMENT

3 Rivers & Rosalie Forest Eco Lodge & Sustainable Living Centre Volunteer Handbook describes important information about 3 Rivers & Rosalie Forest. I understand that I should consult with the Manager, Jem Winston, (jem@rosalieforest.com) if I have questions regarding anything covered in the Volunteer Handbook or any other 3 Rivers & Rosalie Forest volunteer policies or incentives. I have entered into a volunteer relationship with 3 Rivers & Rosalie Forest and acknowledge that I shall not nor shall I expect to receive any form of monetary payment for volunteer talents and services I contribute to 3 Rivers & Rosalie Forest.

I can terminate my volunteer service at any time and for any reason, at which time I will leave 3 Rivers & Rosalie Forest and 3 Rivers & Rosalie Forest would no longer have any responsibility for me.

3 Rivers & Rosalie Forest also reserves the right to end my volunteer service whenever 3 Rivers & Rosalie Forest deems it to be in the best interest of 3 Rivers & Rosalie Forest.

Since the information and policies described in the 3 Rivers & Rosalie Forest Volunteer Handbook are necessarily subject to change, I acknowledge that revisions to the Handbook may occur.

3 Rivers & Rosalie Forest reserves the right to make changes in content or application as it deems appropriate, and these changes may be implemented even if they have not been communicated and may supersede, modify, or eliminate existing policies. Although I have received an electronic copy of the current 3 Rivers & Rosalie Forest Volunteer Handbook, I understand that the Manager maintains a current electronic version of this information on the 3 Rivers & Rosalie Forest Internet site (www.rosalieforest.com).



I understand that as a volunteer for 3 Rivers & Rosalie Forest there is a commitment to volunteer service of 40 hours work per week (as scheduled by the management) during my volunteer work period on Dominica. While this commitment may vary slightly according to the type of work each volunteer participates in, this commitment is the minimum from a volunteer. In addition, I understand that any materials provided to me for the purpose of my volunteer service are to be returned to 3 Rivers & Rosalie Forest upon completion of service or due to termination of participation as a 3 Rivers & Rosalie Forest volunteer.

The contents of this Handbook and the policies and procedures described in it are presented as a matter of information and general guidance only. The Handbook is intended to provide guidelines for supervisors and volunteers. While 3 Rivers & Rosalie Forest endorses the policies and procedures described herein, they are not a condition of volunteer service. I acknowledge that this Handbook is neither a contract of volunteer service, employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I further acknowledge that I will not, during or subsequent to my volunteer service with 3 Rivers & Rosalie Forest, divulge to anyone (other than in the regular course of business of 3 Rivers & Rosalie Forest) any knowledge or information regarding any past, current, or possible future plans or programmes of research for 3 Rivers & Rosalie Forest. I understand that all materials and products which may be created by me in the course of my volunteer service for 3 Rivers & Rosalie Forest are the property of 3 Rivers & Rosalie Forest Eco Lodge.

Volunteer Signature _____ Date _____
(Please sign and return this copy to the Manager, 3 Rivers & Rosalie Forest Eco Lodge)



WAIVER AND ASSUMPTION OF RISK

The undersigned, _____ (3 Rivers & Rosalie Forest volunteer), voluntarily makes and grants this Waiver and Assumption of Risk in favour of 3 Rivers & Rosalie Forest for the opportunity to use the facilities, equipment, materials and/or other assets of 3 Rivers & Rosalie Forest; and/or to receive assistance, training, guidance, and/or instruction from the personnel of 3 Rivers & Rosalie Forest. I do hereby waive and release any and all claims whether in contract or of personal injury, bodily injury, property damage, damages, losses and/or death that may arise from my aforementioned use or receipt, as I understand and recognise that there are certain risks, dangers and perils connected with such use and/or receipt, which I hereby acknowledge have been fully explained to me and which I fully understand, and which I nevertheless accept, assume and undertake after inquiry and investigation of extent, duration and completeness wholly satisfactory and acceptable to me.

I understand and recognise that it is illegal to possess and/or transport illegal substances and submit through this waiver that I do not have illegal substances in my possession for the duration of my volunteer service.

I further agree to use my best judgment in undertaking these activities, use and/or receipt and to faithfully adhere to all safety instructions and recommendations, whether oral or written. I hereby certify that I am a competent adult assuming these risks of my own free will, being under no compulsion or duress. This Waiver and Assumption of Risk is effective from _____ to _____ inclusive, and may not be revoked, altered, amended, rescinded or voided without the express prior written consent of 3 Rivers & Rosalie Forest.

Print Name and Date

Volunteer's Signature

Age

	<p>Newfoundland Estate, Rosalie, PO Box 1292, Dominica, West Indies tel: 1 767 446 1886 cell: 1 767 275 1886 e-fax: 1 510 578 6578 www.rosalieforest.com info@rosalieforest.com</p>
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Address
